



St Wilfrid's CofE Primary School
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Head: Simon Hateley

**GROWING SUCCESS
ROOTED IN FAITH**

Using Microsoft Office 365 and Teams

Microsoft Teams has been set up by the school, to allow teachers to provide interactive live lessons or school contact for pupils, via the video, voice, text chat functionality.

In order to use Microsoft Teams, a pupil email has been set up on the schools IT system (we use Office 365).

A guide on using Microsoft Teams is included (see following pages).

Security Features:

Although email functionality is enabled, to protect pupils, the following security policies have been applied:

- A. Pupils will not be able to send or receive emails, to or from, any individual outside of the school, or to other 3rd party companies or external sources. Spam emails will therefore be blocked by default.
- B. Pupils will not be able to email other pupils within the schools system. However, pupils and teachers will be able to communicate by email (otherwise, the school online teaching functionality would not work).
- C. Within Microsoft Teams, pupils will not be able to text/chat, voice or video call with other pupils, but they will be able to post messages within the whole year class channel. Staff have the facility to delete pupil messages as appropriate.
- D. Teachers will be able to invite pupils, as whole year group, smaller group, or individually to video or voice only lessons.

The guide that follows, is for Microsoft Teams using a Windows PC. When you have logged in, you will have the option of using Microsoft Teams via your web browser, or given the option to download the Microsoft Windows desktop application.

You can also install Microsoft Teams on a mobile phone, iPad or Android Tablet. Download from the relevant store.

Google Play:

<https://play.google.com/store/apps/details?id=com.microsoft.teams>

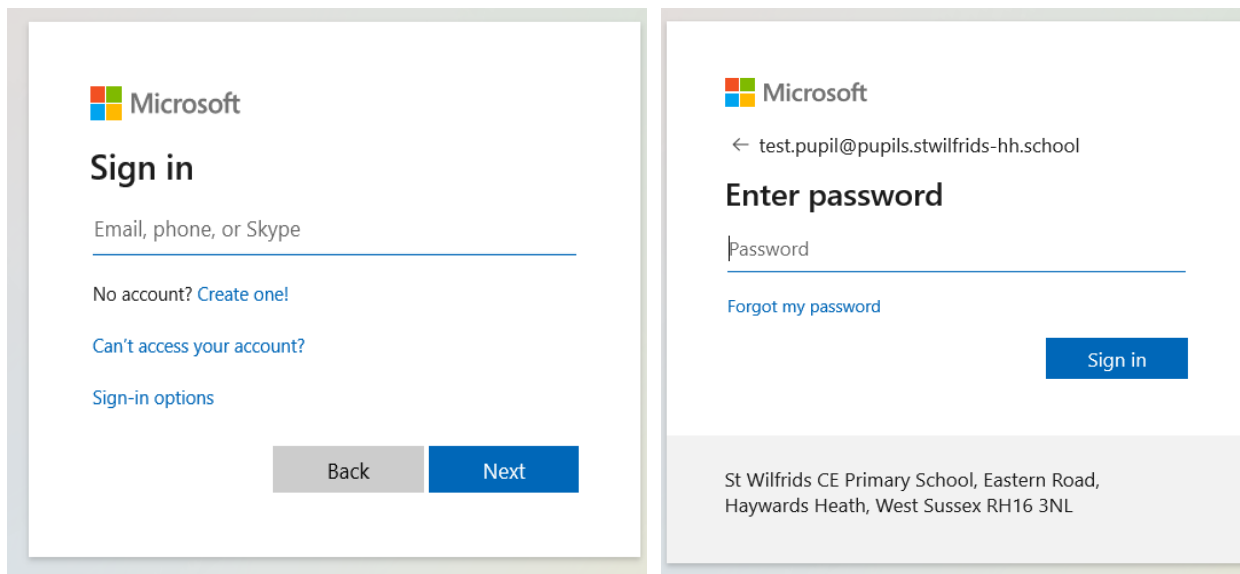
Apple Store:

<https://apps.apple.com/us/app/microsoft-teams/id1113153706>



1. Log on at: <https://www.office.com/>
2. Enter your pupil email and temporary password (see separate Parentmail for details)

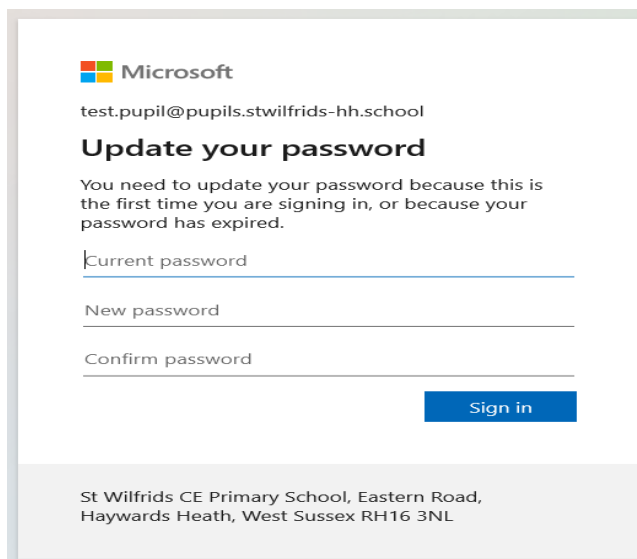
The email address format is: firstname.surname@pupils.stwilfrids-hh.school



The first screenshot shows the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the heading 'Sign in'. Below this is a text input field labeled 'Email, phone, or Skype'. There are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom are 'Back' and 'Next' buttons.

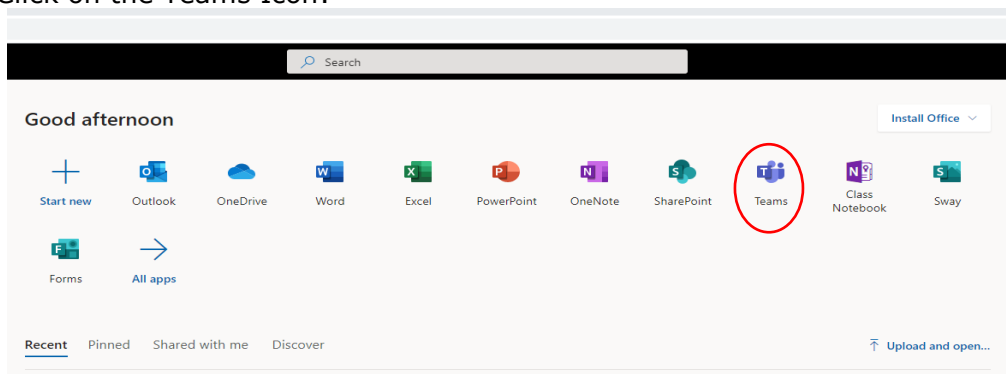
The second screenshot shows the 'Enter password' page. It features the Microsoft logo at the top left, followed by the heading 'Enter password'. Below this is a text input field labeled 'Password' and a 'Forgot my password' link. A blue 'Sign in' button is positioned to the right of the password field. At the bottom, the school's address is displayed: 'St Wilfrids CE Primary School, Eastern Road, Haywards Heath, West Sussex RH16 3NL'.

3. Upon first log-in, you will be asked to change your password:

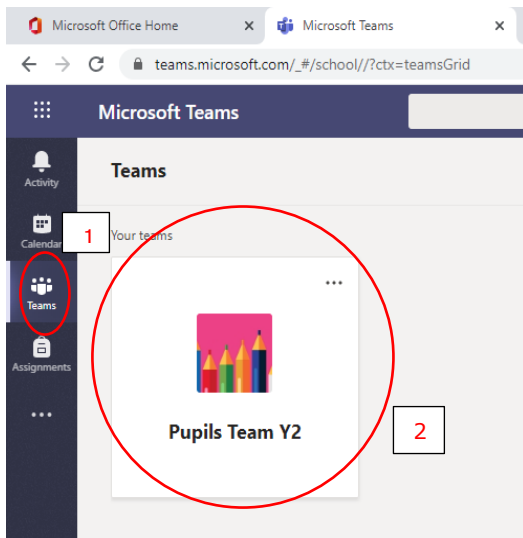


The screenshot shows the Microsoft 'Update your password' page. It features the Microsoft logo at the top left, followed by the user's email address 'test.pupil@pupils.stwilfrids-hh.school' and the heading 'Update your password'. Below this is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three text input fields labeled 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is located at the bottom right. At the bottom of the page, the school's address is displayed: 'St Wilfrids CE Primary School, Eastern Road, Haywards Heath, West Sussex RH16 3NL'.

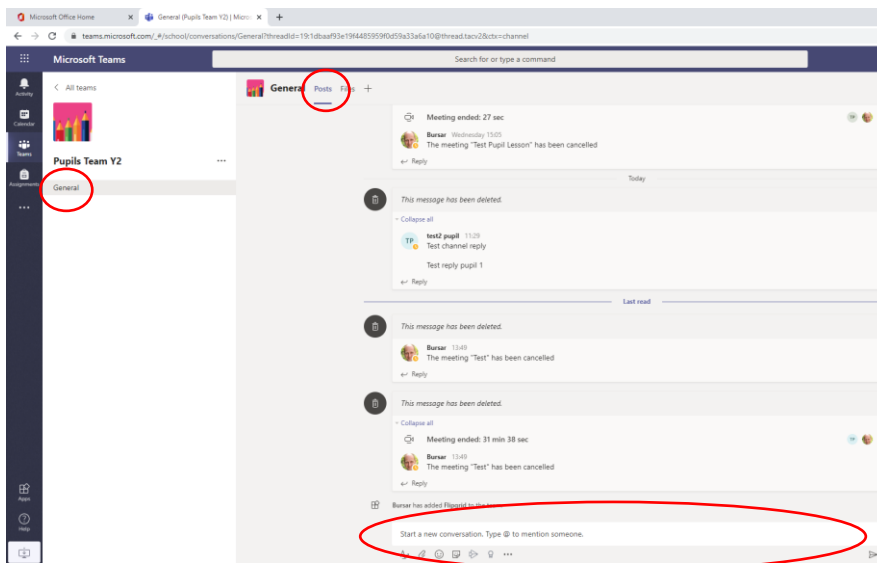
4. Click on the Teams Icon:



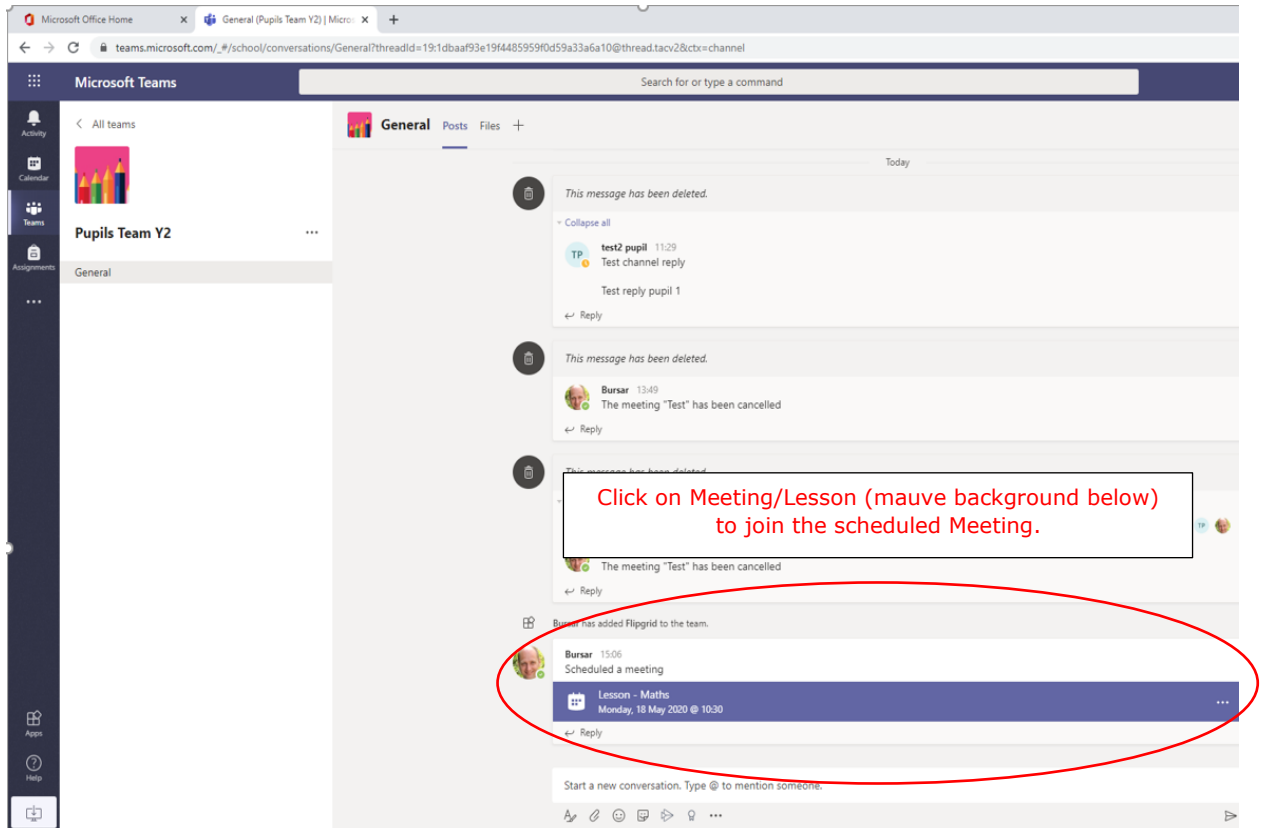
5. Click on the Teams Icon in the panel on the right. This will show the Pupil Team Year Group that you are a member of. Then click on the Pupil Team.



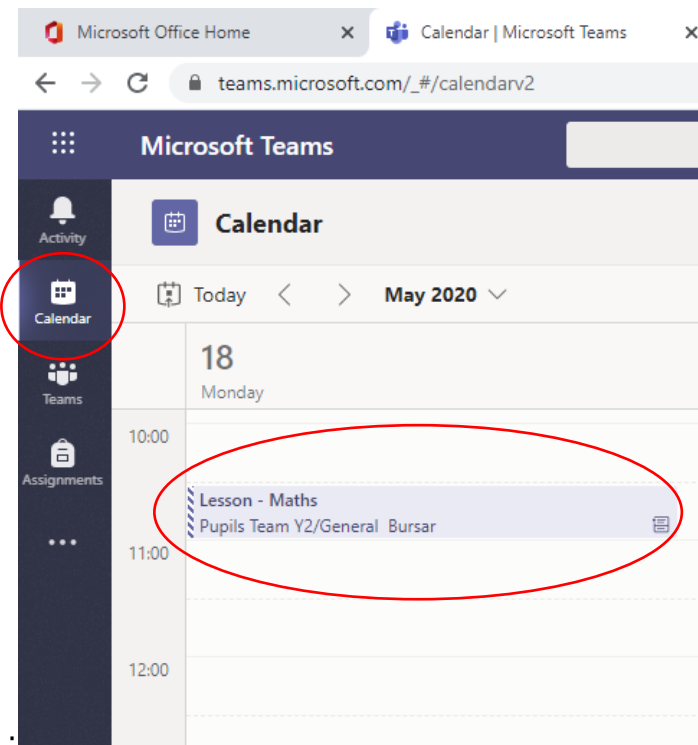
6. Under the "General" topic "Posts" screen, you will see the "Chat" panel, where pupils/teachers can communicate by text message. All messages posted are visible to all other pupils, and teachers within the year group. Teachers can delete inappropriate messages:



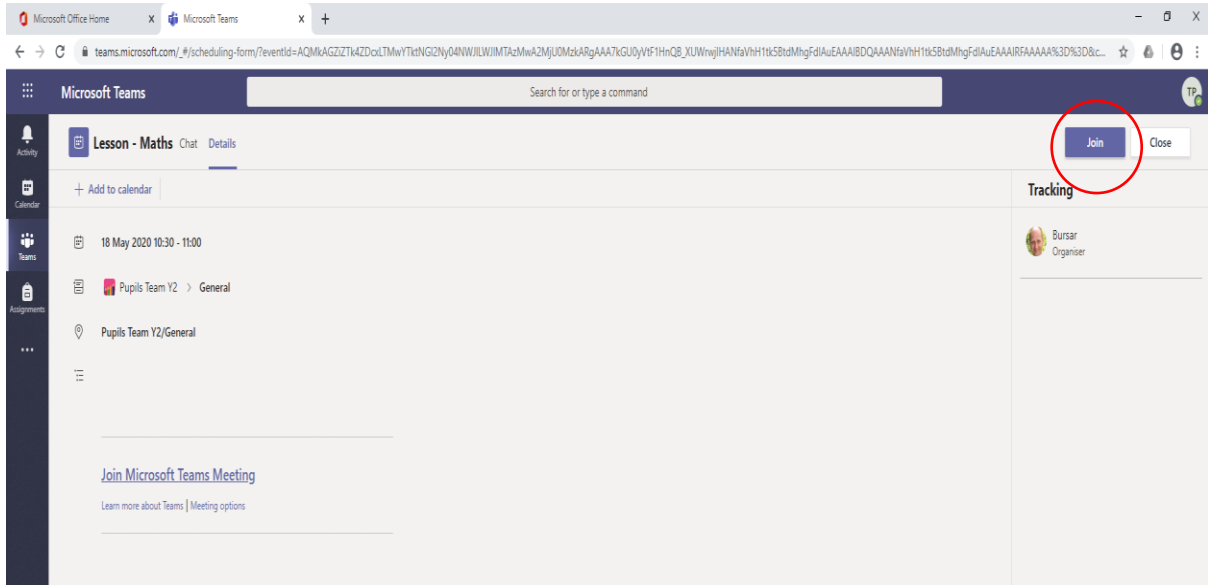
7. Lessons will show in the "posts" area as a scheduled meeting. They will appear on a blue background. It is by joining a Team Meeting that a live video or voice lesson can take place. You must have a webcam and mic connected for this to work e.g. Desktop PC webcam, mobile phone, or tablet (Android / Apple):



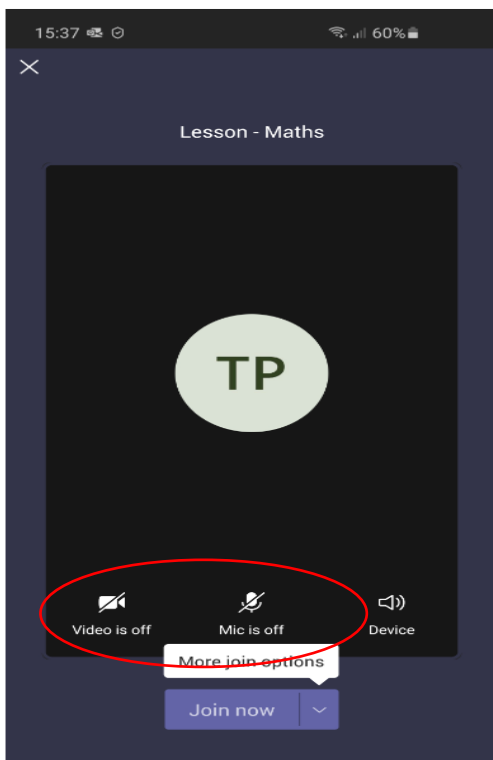
8. Alternatively, to see Meetings that have been scheduled by Teachers, you can also click on the "Calendar" on the left-hand panel, and then click on the Meeting to "Join":



9. Once the Team Meeting window opens, click on "Join" to enter the Lesson/Meeting:



10. Toggle the Video On/Off and Mic On/Off when joining, depending on what the Teacher has suggested for the given Meeting / Lesson.



Don't forget to hang up / leave the call when Meeting has finished.