

## Parent Guide to using Microsoft Teams



Welcome to the parental guide for our innovative digital learning platform, as a school we believe using Microsoft Teams will support our students learning outside of the classroom.

### Step 1 – Logging into Microsoft Teams.

#### Logging in via a PC or Laptop

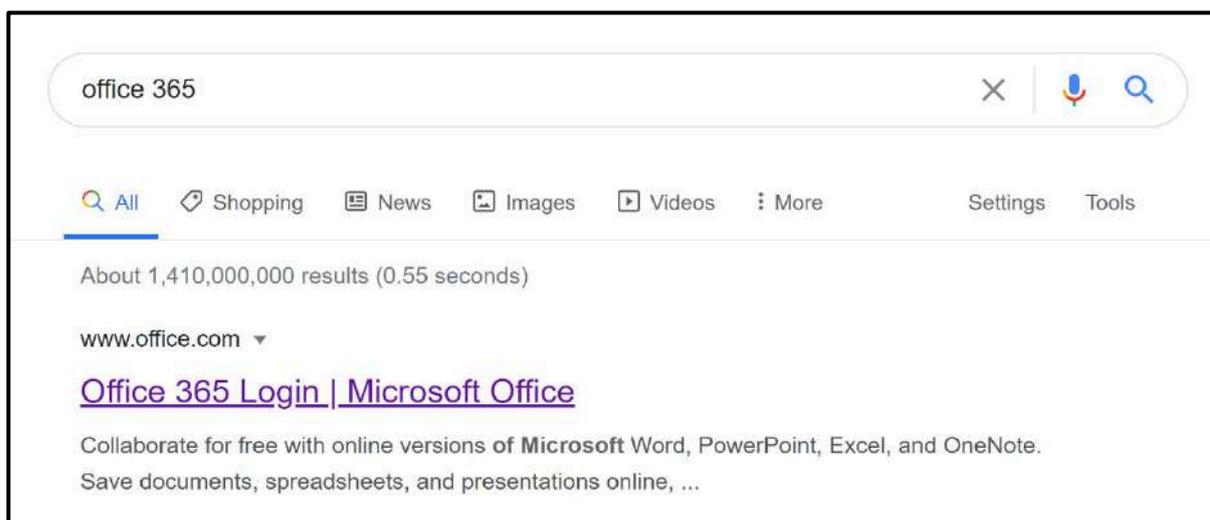
We recommend using Google Chrome



or Microsoft Edge



1. Search for Office 365



Or

Students can use the link in the 'Virtual School' section of the website:

<https://thewilnecoteschool.com/office365/>

2. Students should then use their Wilnecote School **username and password** to log into their accounts:

Usernames are:

Year 7 usernames start with **22AC** and then **3 numbers** e.g. 22AC324

Year 8 usernames start with **21AB** and then **3 numbers** e.g. 21AB333

Year 9 usernames start with **20AA** and then **3 numbers** e.g. 20AA356

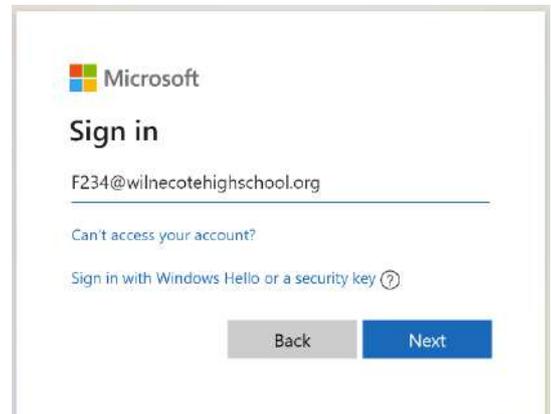
Year 10 usernames start with the letter **B** and 3 numbers e.g. B178

Year 11 usernames start with the letter **F** and 3 numbers e.g. F167

This should be followed by [@wilnecotehighschool.org](https://twitter.com/wilnecotehighschool.org)

**\*\*If students have an issue with their password please email [office@wilnecotehighschool.org](mailto:office@wilnecotehighschool.org) so it can be changed\*\***

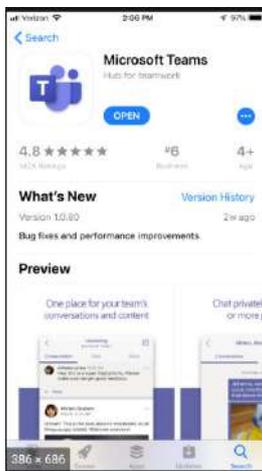
**All students log into their school account using their password so all students should know their school password.**



### Logging in via a Mobile Device

We recommend downloading the free Microsoft Teams app:

IOS



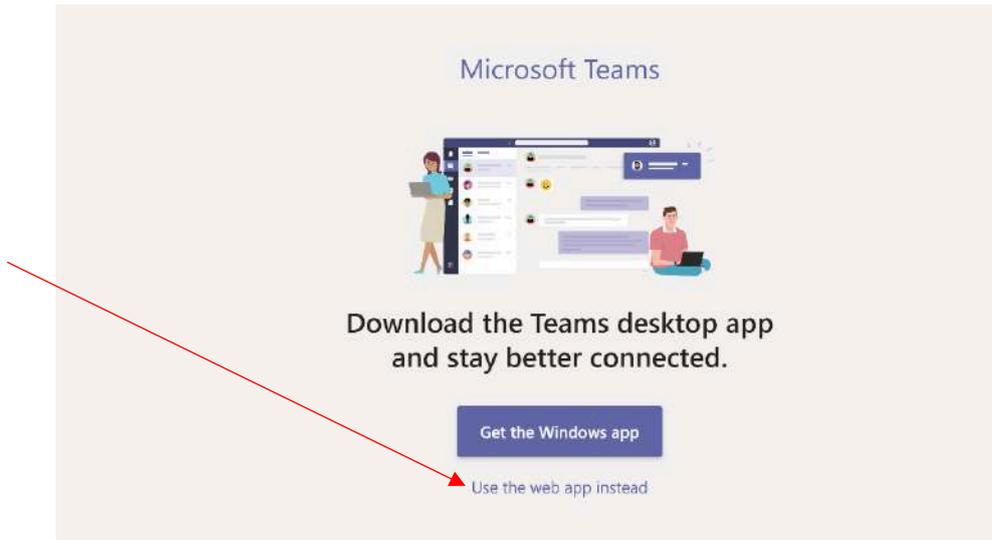
Android



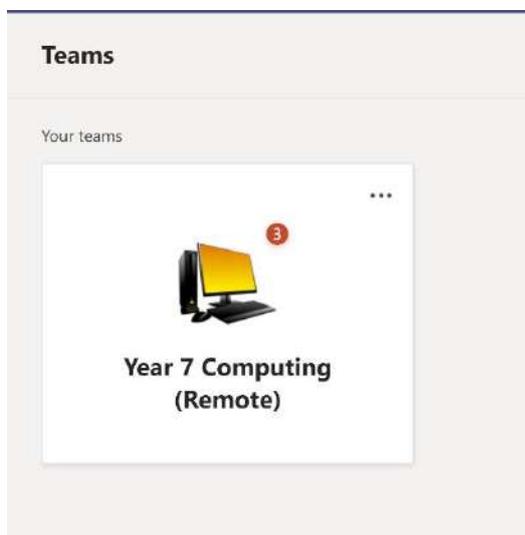
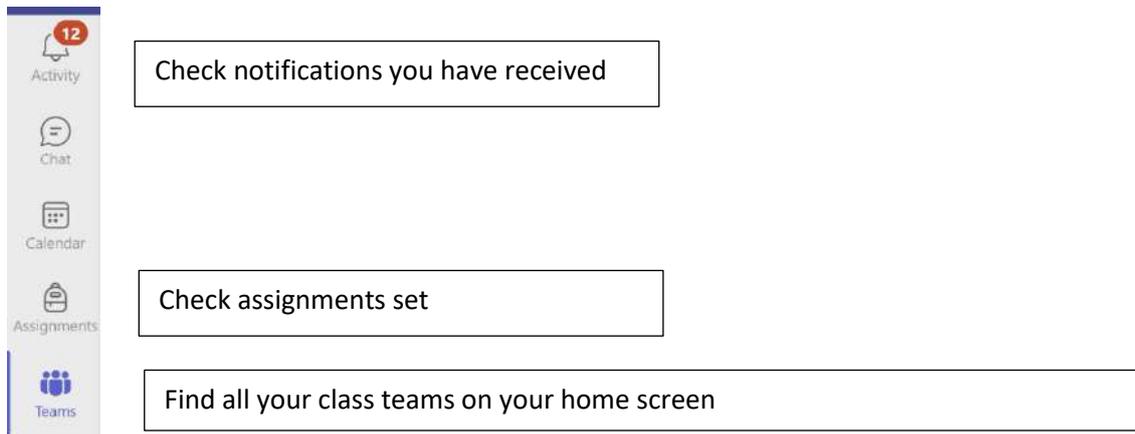
Students then sign in using their Wilnecote School username and passwords.

## Step 2 Navigating and Using Teams

If using a PC or Laptop

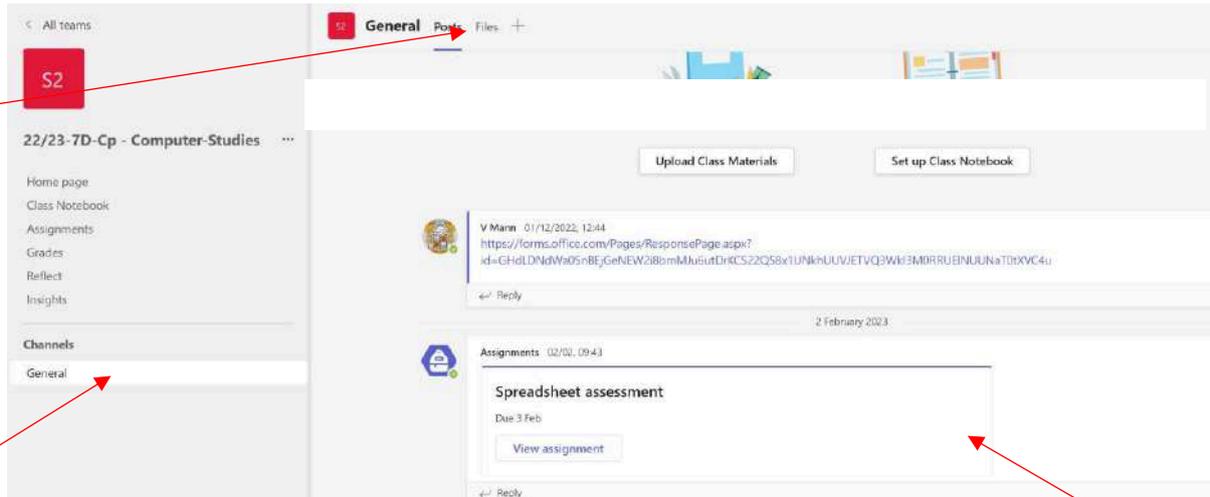


### The Teams interface

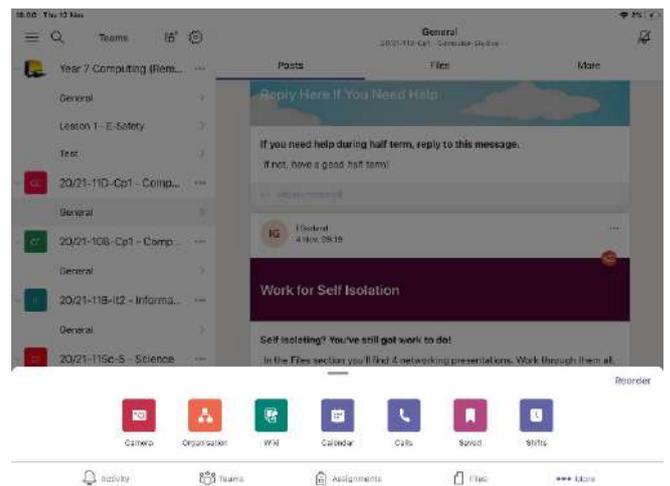
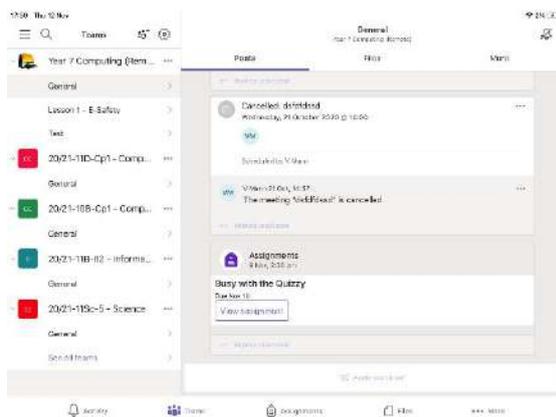


Here students will be able to select their Class Team

Students will be able to access Files and see assignments set within their Class Team



If using Teams via the Teams app (Apple Device)



### Using a PlayStation to use Microsoft Teams



1. Go to the PlayStation browser icon (it's the WWW with the dots around it)
2. Type in Office365 and log in like you would if you were in school or using another device at home.
3. You are able to access the following:
  - Teams
  - Word
  - Excel
  - PowerPoint
  - Your OneDrive folders

**\*\*Be please be aware that the PS5 console does not have a browser and therefore this cannot be used to access Office365\*\***

### Using an X-Box to use Microsoft Teams



1. Plug in a keyboard via the USB slot. (This can be wired or wireless)
2. Go to my games and apps
3. Find Microsoft Edge and select it.
4. Type in Office365 and log in as you would in school or on another device at home.
5. As with all other devices you can now use Teams/Word/Excel/OneDrive

**\*\*It can be slow to access Office365 via a games console.\*\***

Microsoft Teams is part of our school Learning Platform to support students learning beyond the classroom, students can like:

1. Like a post, using an appropriate icon, so teachers can check that important messages have been read.
2. To not use Microsoft Teams as a social platform, it is to access learning materials, class assignments and homework. Appropriate action will be taken if students misuse the system.