

HOLY FAMILY CATHOLIC PRIMARY SCHOOL

PARENTS GUIDE TO MICROSOFT TEAMS

Update April 2023

What is Microsoft Teams?

Microsoft Teams is your child's link to online learning

Getting started

Your child will be able to log in with their Office 365 school account and is made up of:

first name of your child.initial of your child's surname@holyfamilyschool.co.uk

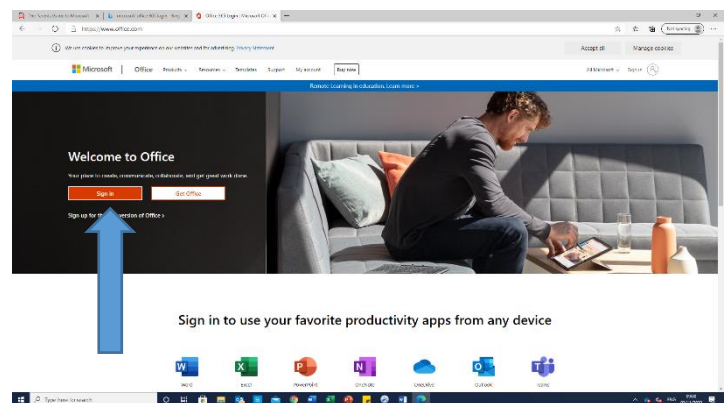
For example:

John Smith would be John.s@holyfamilyschool.co.uk

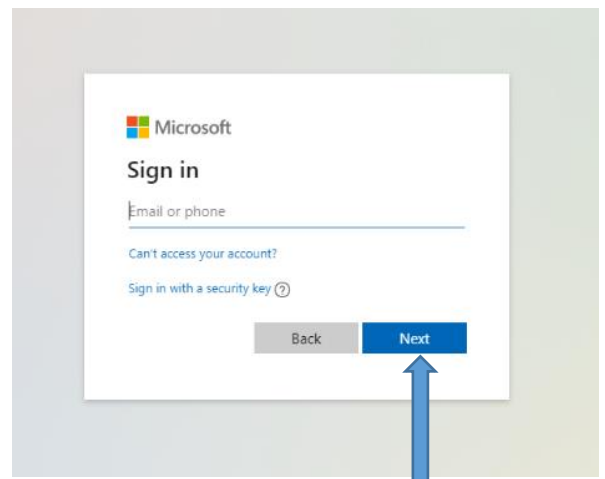
In any browser go to Office.com



Click Sign In



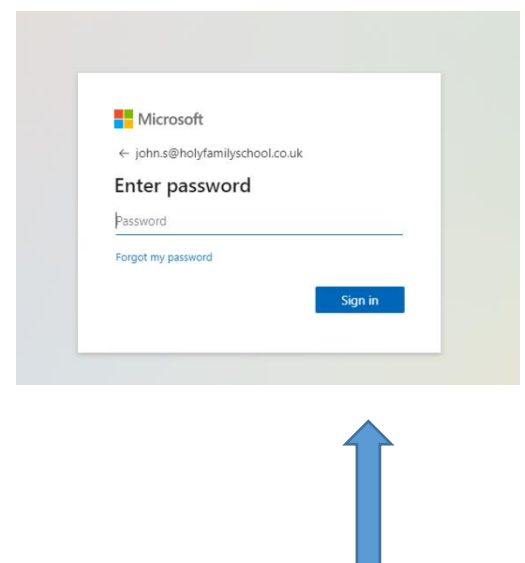
Enter your child's
School email address and
Click next



Type in your child's new password,
this has been updated to

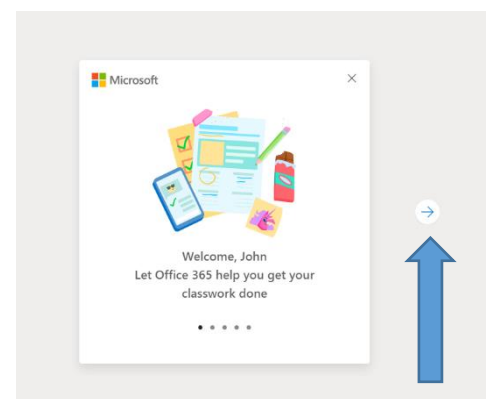
Holyfamily123!

and click Sign In

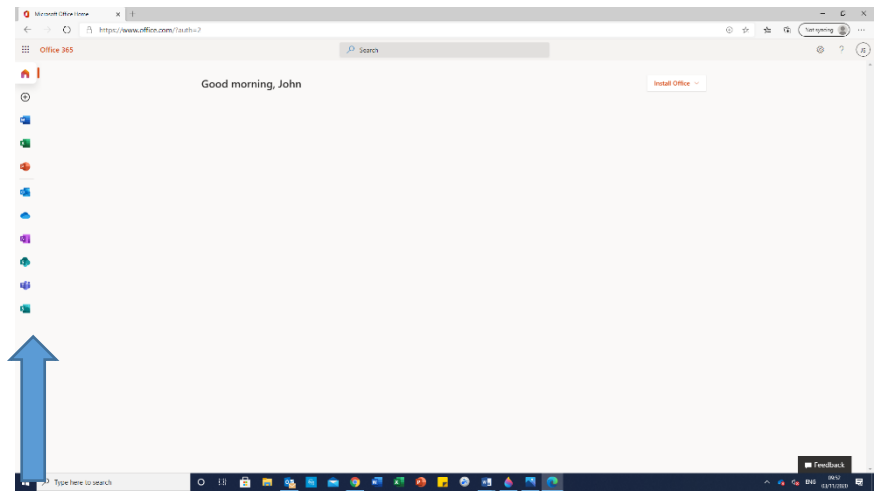


Once logged in your child will have access to Office 365 apps
and access their email account

Click through each screen
until you reach the main home
screen



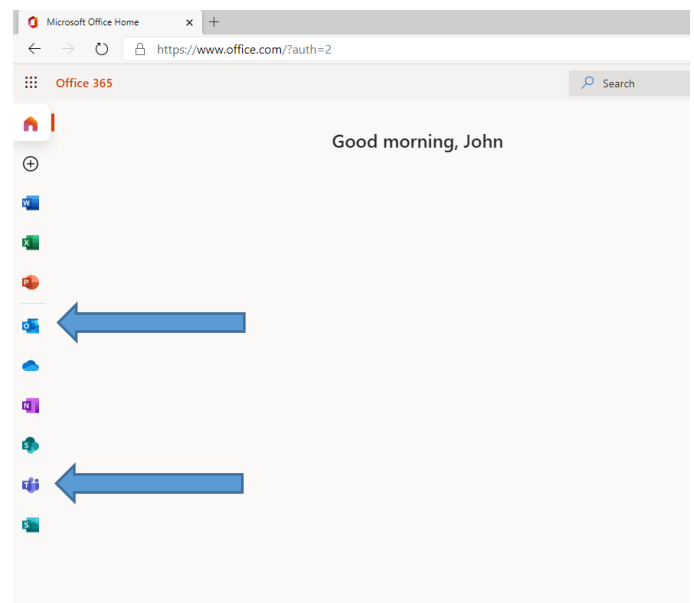
This screen is where
Your child can access
the apps



To access their email account
Click on outlook

To access Teams click on the
Teams app

*your child's class teacher may send an invite code or
link to lessons and assignments.*



You can also download the Teams app to your child's desktop
or mobile device via the link below:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Please follow the online instructions for either desktop
download or mobile device download