

# HOLY FAMILY CATHOLIC PRIMARY SCHOOL

## PARENTS GUIDE TO MICROSOFT TEAMS

Update November 2024

### 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**

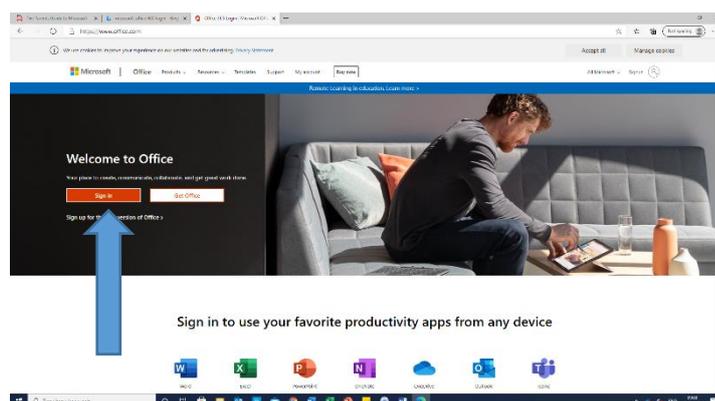
For example:

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

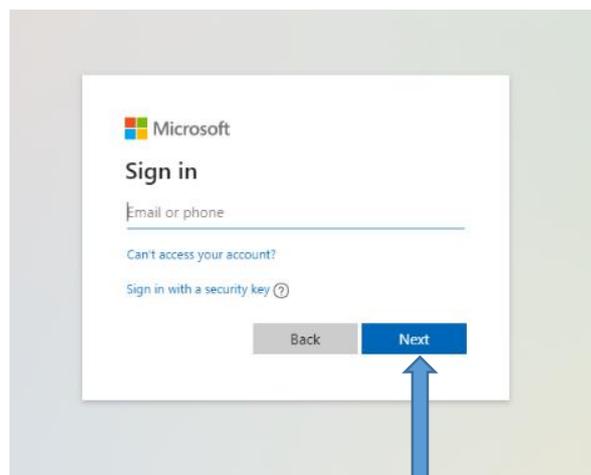
In any browser go to Office.com



Click Sign In



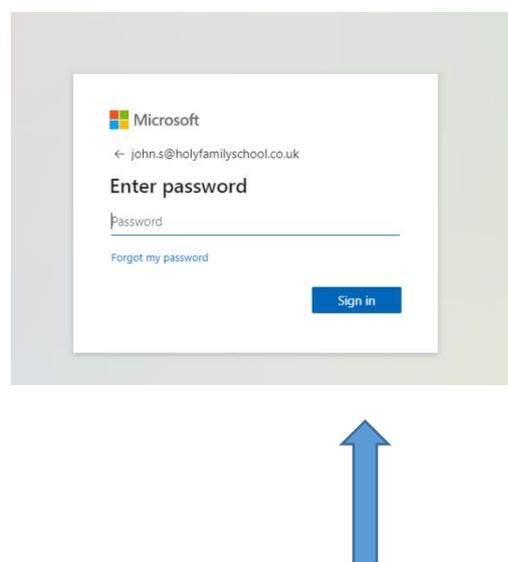
Enter your child's  
School email address and  
Click next



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

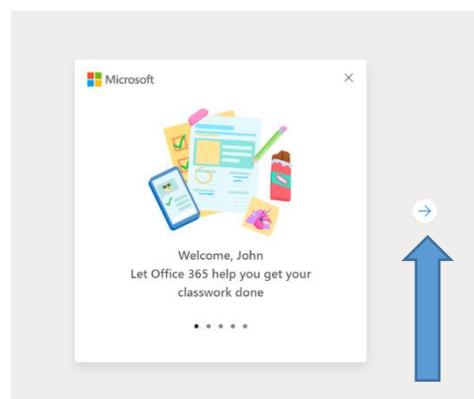
**Holyfamily123!**

and click Sign In

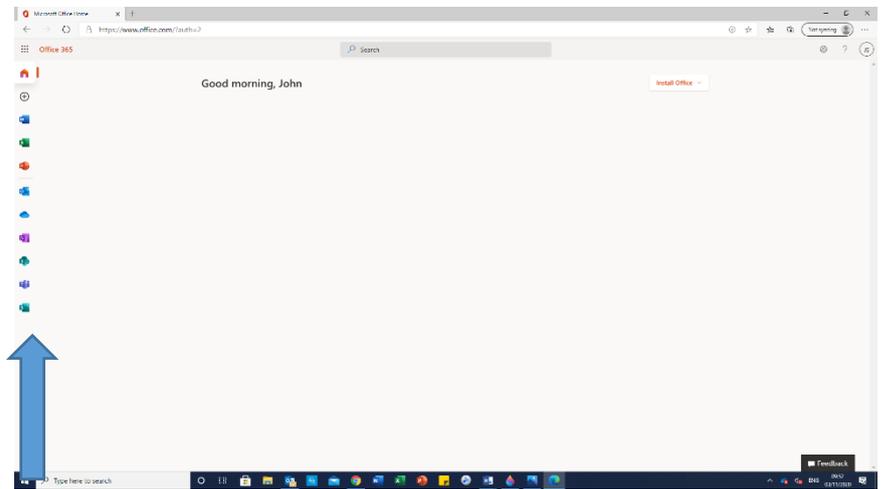


Once logged in your child will have access to Office 365 apps  
and access their email account

Click through each screen  
until you reach the main home  
screen



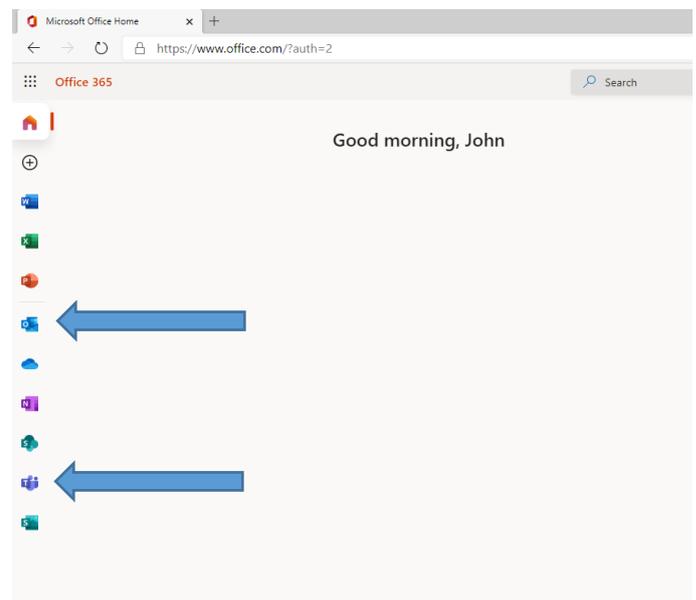
This screen is where  
Your child can access  
the apps



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