

Microsoft Teams Starter Guide – Year 4

In the event that a class bubble has to isolate at home due to a positive COVID-19 test in one of the pupils in the class, the teacher will use Microsoft Teams to share work and interact with the class, rather than MarvellousMe.

Through the school, every pupil has a Microsoft Office account.

Go to www.office.com on a web browser.

Click on

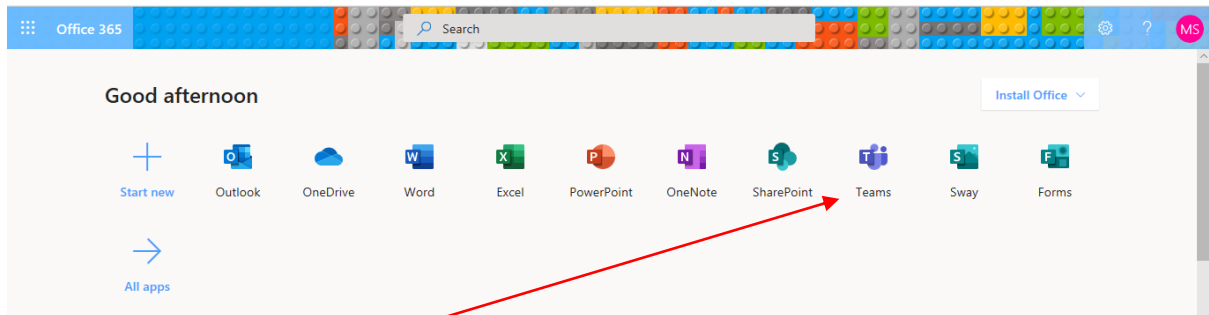


Username: rnu17 followed by initial then surname @nunthorpeprimary.org.uk

e.g. Harry Potter would be: rnu17hpotter@nunthorpeprimary.org.uk

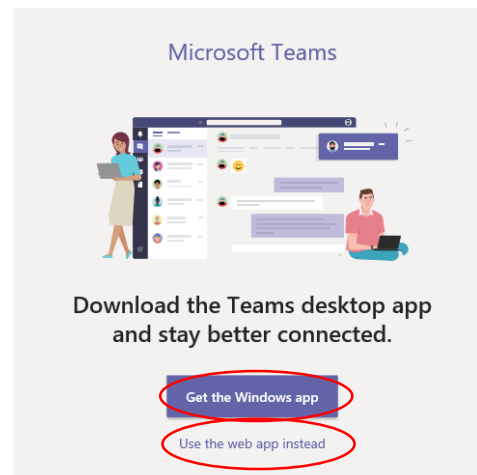
Password: Sept2020

You will then be at this screen:

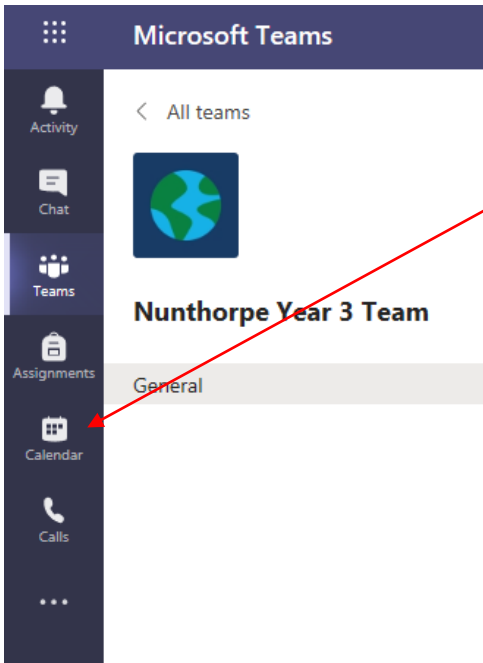


Click on the Teams icon

You'll then be given the option to either use the app or continue in the web browser. That's up to you.

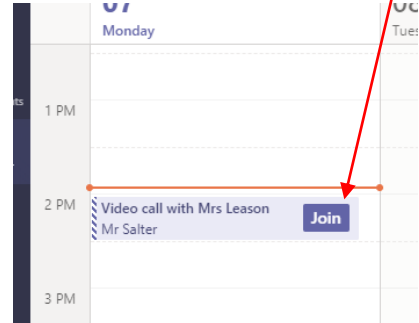


Continued over page...

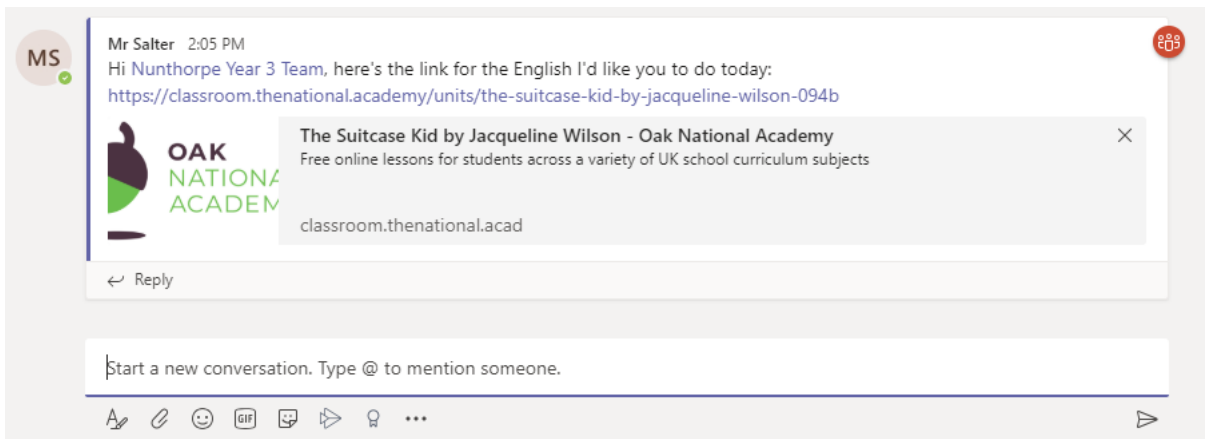


When you are in your Team, you could click on the Calendar on the left-hand side to see if your teacher has scheduled any video calls.

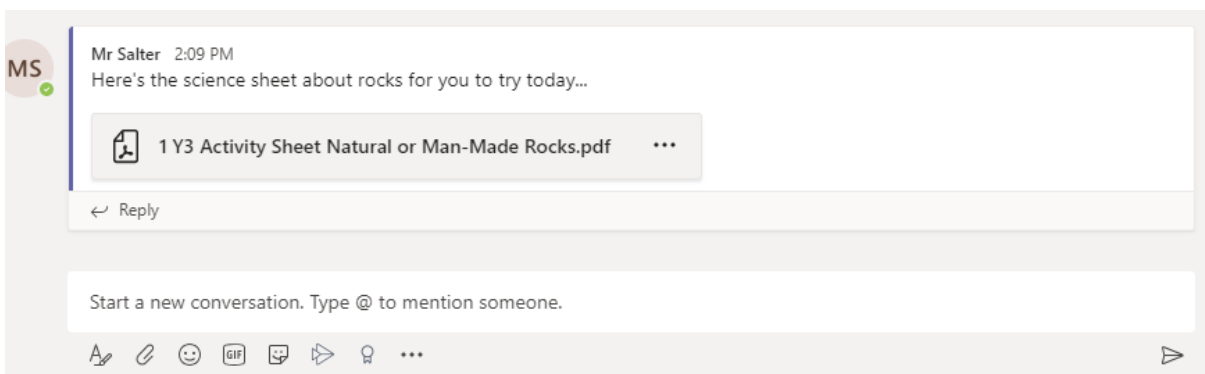
If they have, when it is live you click on the button to join the meeting...



Any work that your teacher has set will appear in the feed in the class Team...



Or your teacher may attach a file...



Your teacher may use more of the features of Teams once you are up and running. They'll message you on Teams to tell you how to do things.