Parents Guide to Microsoft Teams

What is Microsoft Teams?

Microsoft Teams is a safe and secure environment that lets teachers communicate with pupils, share files, videos and useful websites and give feedback directly to our students.

How does my child login?

There are two ways in which your child can sign into Teams

1. teams.office.com (using a Web Browser such as Google chrome or Edge)

Your child will need to enter in their school email address and password. This will then sign them into the web version of Teams.

2. Teams App (Desktop computer, laptop, tablet etc.)

The Teams App can be downloaded onto a computer, laptop, phone or tablet. Your child will need to enter in their school email address and password. This version has more functions than using the web app.

School email address will follow this format

Firstname.Surname@oasissholing.org and the password will be the same as the address your child has previously used to sign in to the computers in the academy.

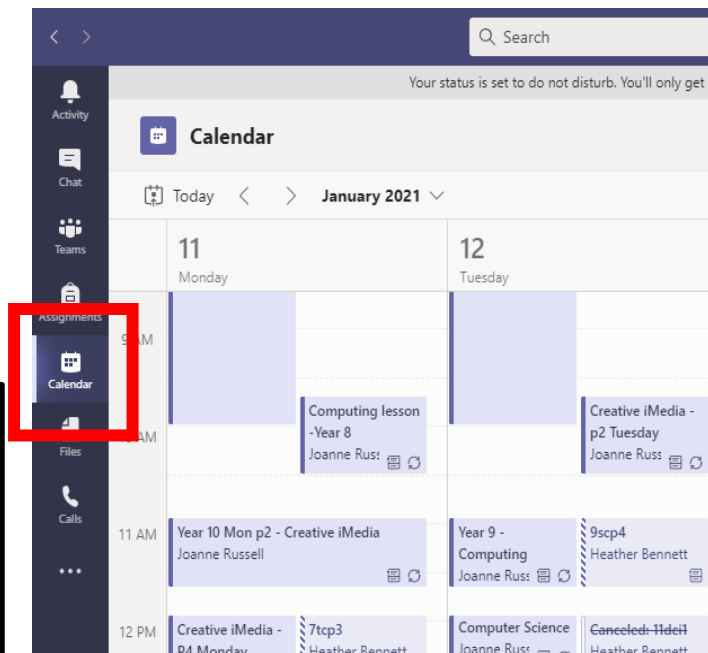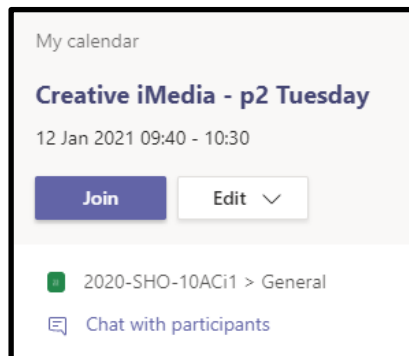## What happens if my child has forgotten their password?

If your child has forgotten their email password, please either telephone the academy or email **info@oasissholing.org** with your child's full name and year group.

The password will be set to **Oasissupport20** (the capital O is important). It might take some time to complete this, so keep entering the new password for at least an hour before re-contacting.

How can I see what lessons they have to attend?

Once your child has signed into Teams, if you look on the left hand side, there is a menu. Click on the calendar button and all of the lessons that your child has been invited to will appear.

To join a lesson double click on the box at the correct time and press the join button.
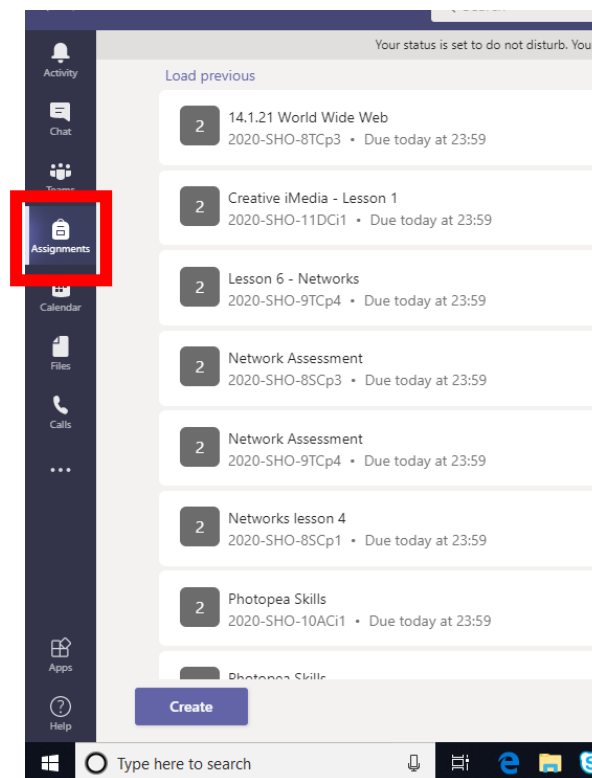

How can I see what work is being set for them to complete?

In some lessons teachers' are setting work via the 'Assignment' section within Teams. In this section you will be able to see the work which has been set and when it is due.

If you click the assignment button on the left hand side, this will display all work that has been assigned to your child.

If you double click on the assignment this will display the work they have been asked to do.

Your child can complete the work within Teams by clicking on the documents. Once they have finished they can then hand it in by clicking on the "Turn in" button on the right hand side.

Where can I find more information?

Microsoft have produced their own guide to teams which can be found by clicking this link below

Microsoft's parents guide to Teams