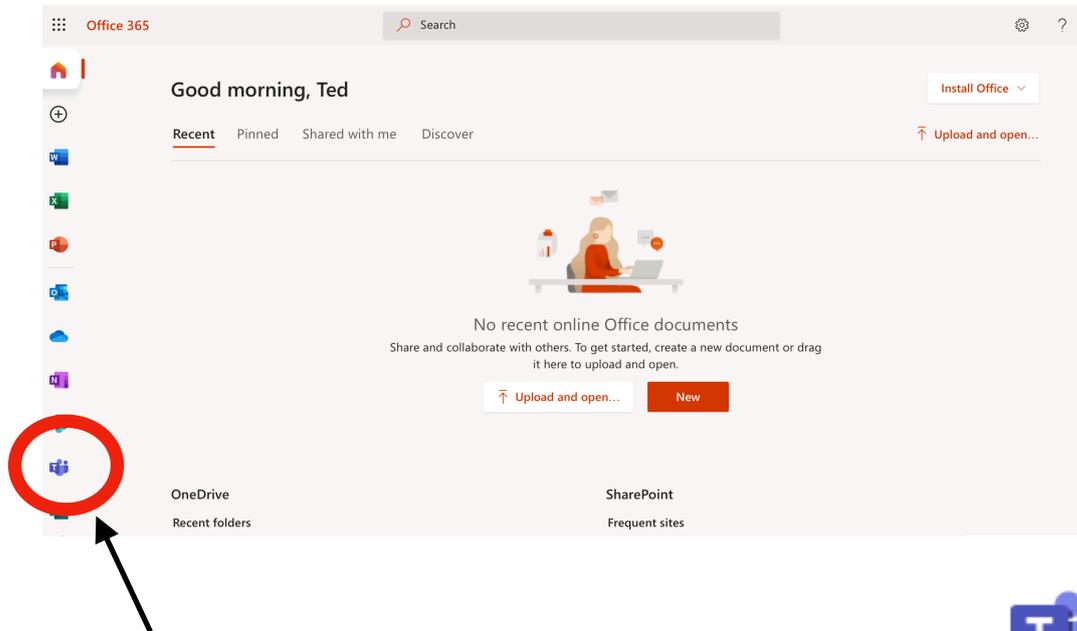


## Teams Guide for Child Use

1. Go to [www.office.com](http://www.office.com) and log in with your child's email.
2. When you log in you will see your child's home screen:



3. Go to the Teams icon on the left hand side. It looks like this -



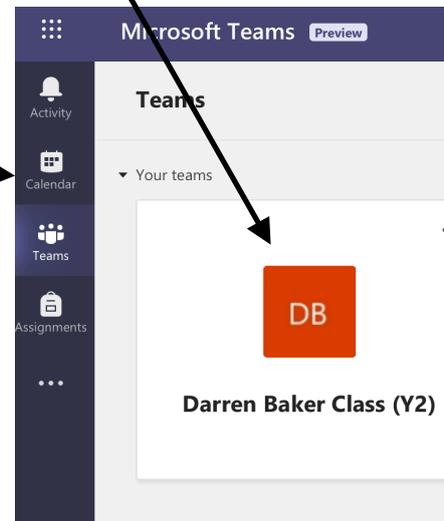
4. When you are in Teams, you will see your child's class

You will also see areas to access down the side

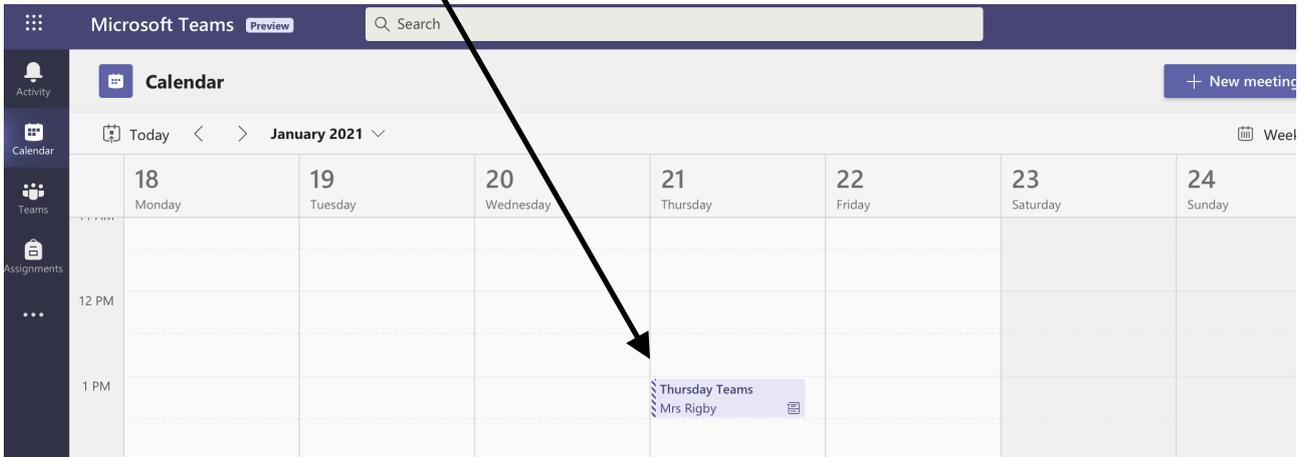
Find the Calendar and click



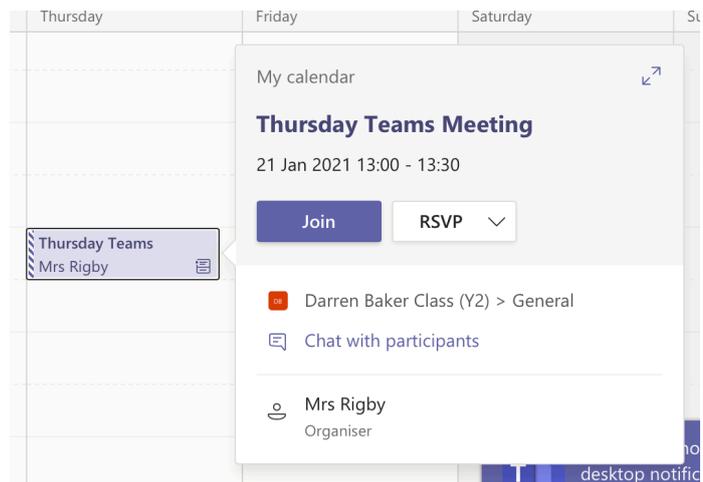
(You will get a pop up in regards to notifications - it is up to you if you would like notifications or not)



5. Here is where all of your Team meetings (class lessons) will be. You can see there is one set up here



When you click you can Join or RSVP (if you are unavailable at that time, you could RSVP to let your teacher know).



6. When you join your meeting, you will be in the Waiting Room until your teacher allows you entry

7. During your meeting you will have access to a control panel:

