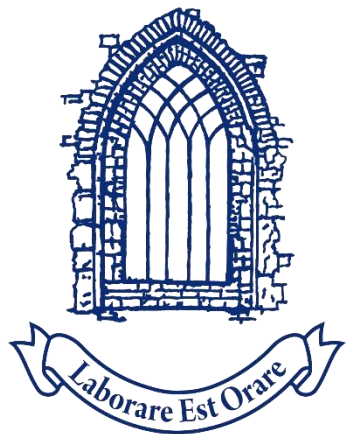


Parents Guide to MicroSoft Teams



What is Microsoft Teams

- ▶ Teams is a communication tool
- ▶ It allows your child's teacher to share information, notes and set assignments.
- ▶ It allows your child to feed back assignments and to interact with their teachers and classmates
- ▶ It has built in discussion groups for class discussion, chat features for interaction with teachers and shared video conferencing for face to face discussions.



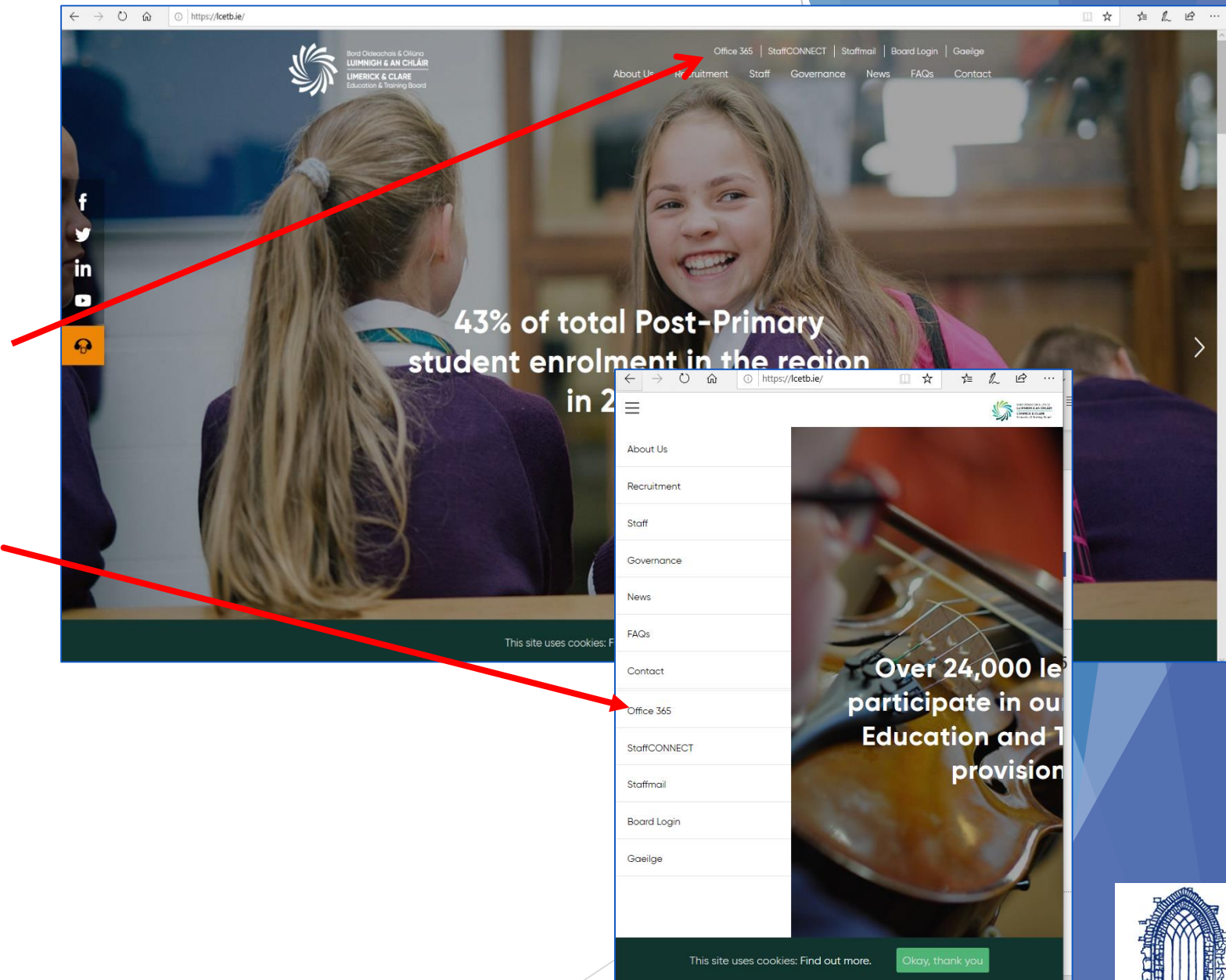
Getting Started

- ▶ Your students logon is the same as to login to a computer in the school
xx.firstname.lastname@learner.lcetb.ie
xx is the year they started in Coláiste Mhuire
- ▶ If you have questions on the username and password please contact the school and we will get back to as soon as possible
- ▶ Use any modern browser to navigate to LCETB.IE
although being a MS product it does work best in Edge



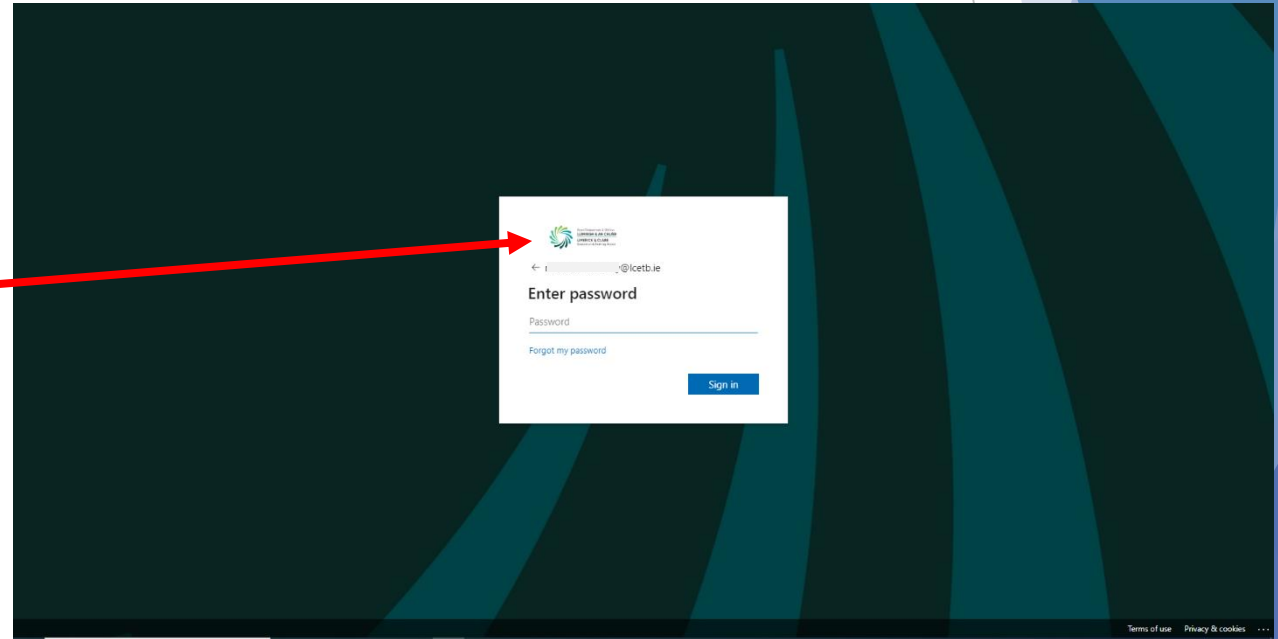
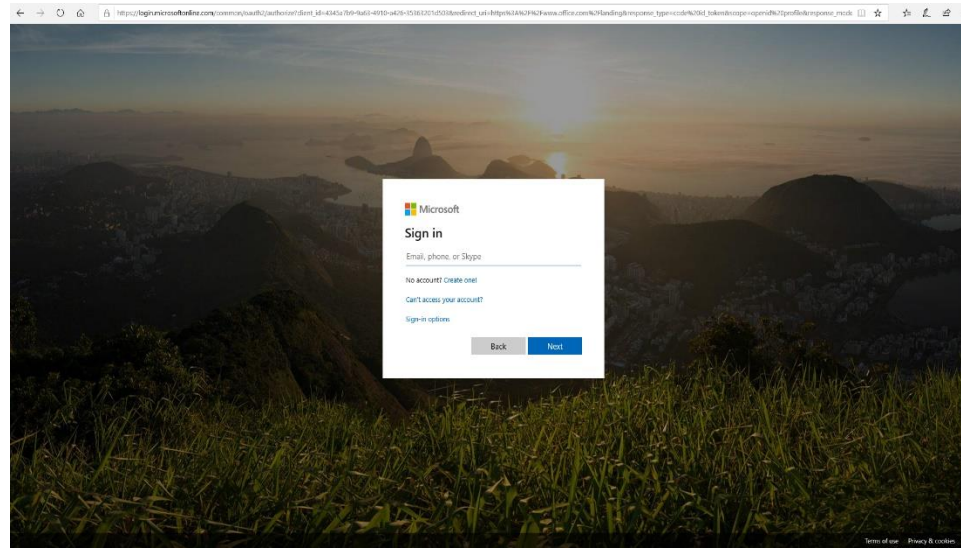
Getting started

- ▶ Once in the LCETB website click the link for Office365 at the top of the page
- ▶ On the mobile version (or small screen) a menu is located at the top left and the link to Office365 can be located there



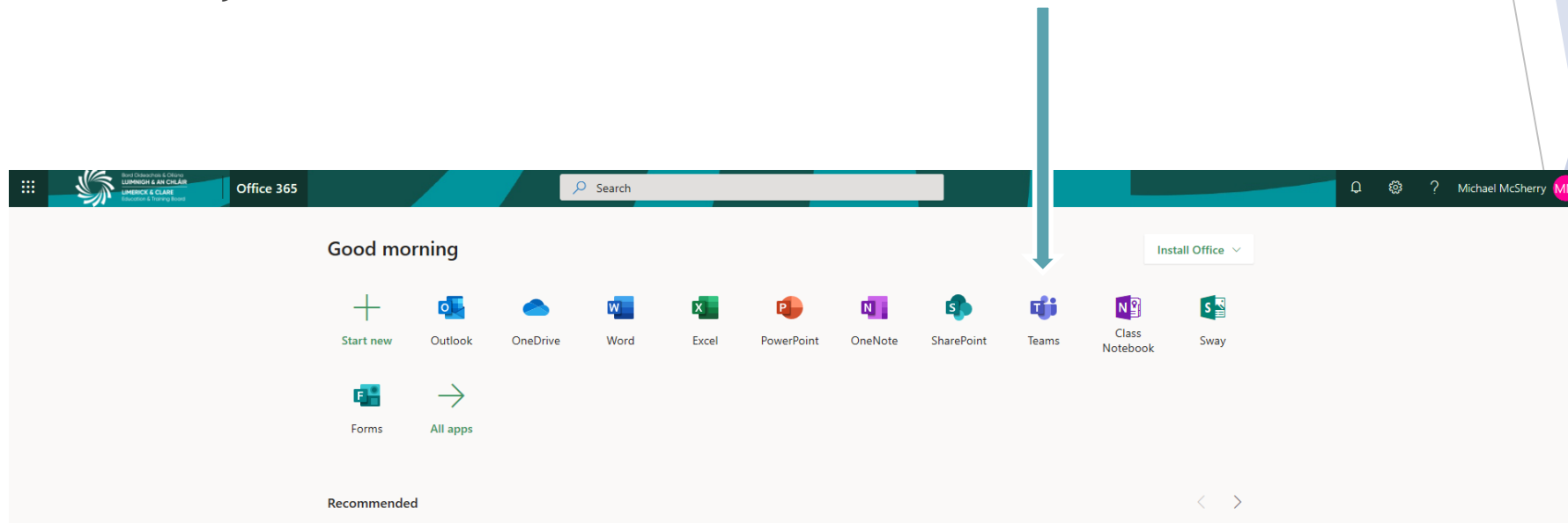
Login to Office365

- ▶ You will be presented with a logon screen, enter your username and click Next
- ▶ You will then be asked for your password, as per your child account in the school, you should also see the LCETB branding at this stage, just a way to ensure everything is ok



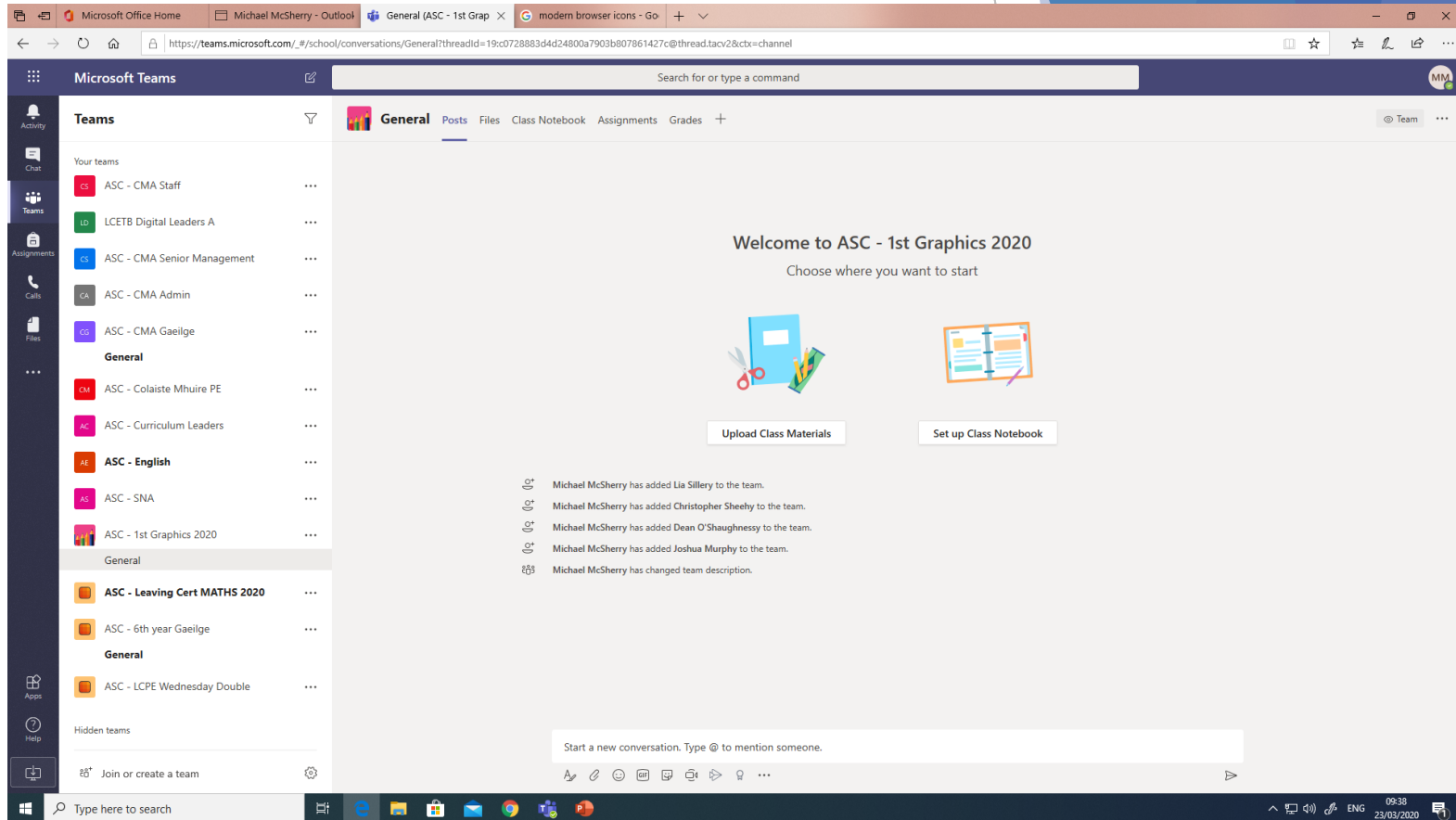
Office365

- ▶ Once logged in your child will be presented with the apps available to them. This is where they can find teams

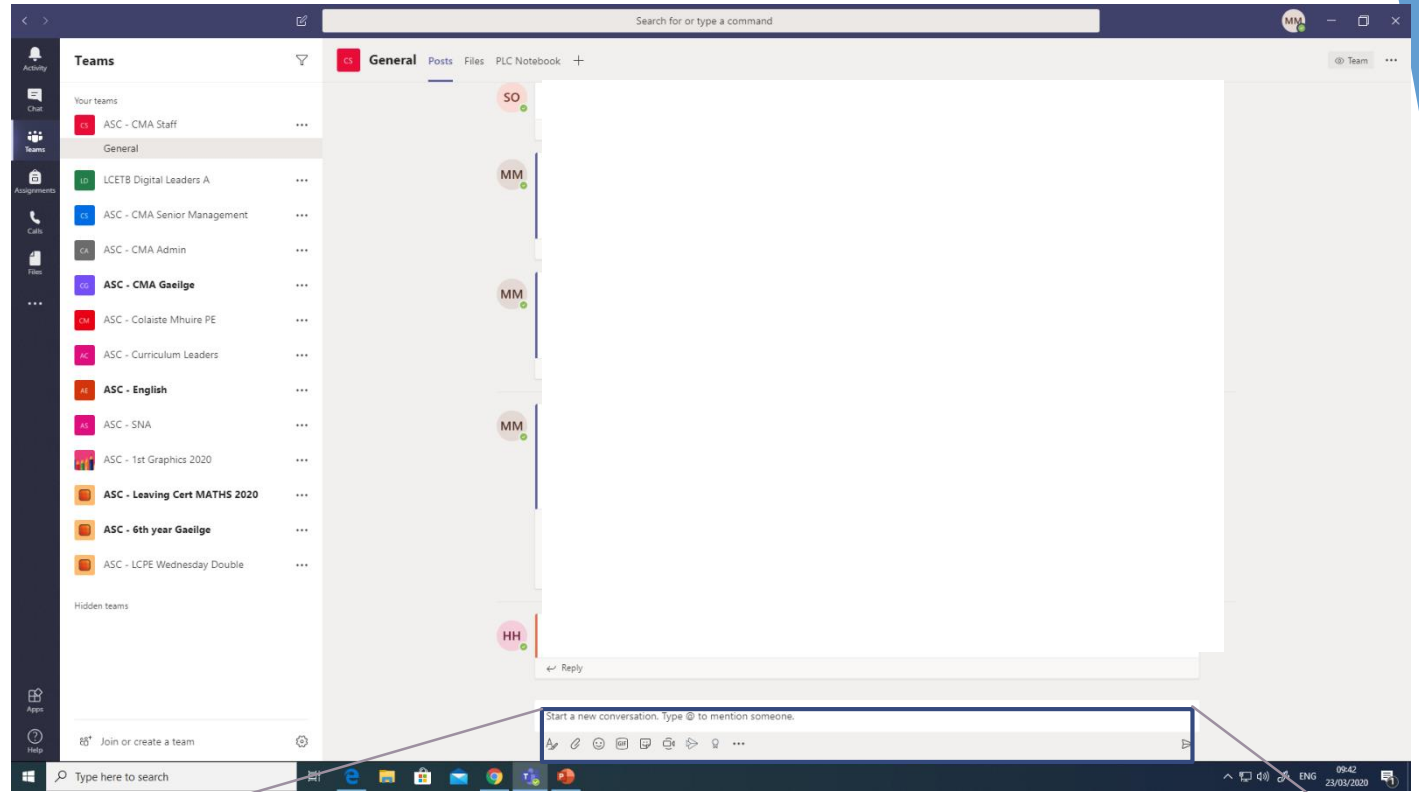


Teams

- ▶ Click the teams icon on the left to see a list of classes created for your child
- ▶ Selecting the class will present a main discussion group for that class.
- ▶ Assignments can be seen by clicking on the assignments button on the left.
- ▶ Class calls can be taken using the call button on the left.



Chat system



Type your message here

Used to attach a file, picture of work, word assign,ment etc

Send you message by clicking here (pressing enter will also work)

Desktop/Mobile version

- ▶ Mobile version of teams are available
- ▶ A desktop version is also available for windows
- ▶ All on various app stores

Access anywhere

Available across Mobile platforms



iPad

iPhone

Android

WP

Notes

- ▶ Contact the main office 061 392368
- ▶ Email the teacher directly
- ▶ Contact ICT Co-Ordinator (Michael Mc Sherry) michael.mcsherry@lcetb.ie

