



Instructions for accessing TEAMS

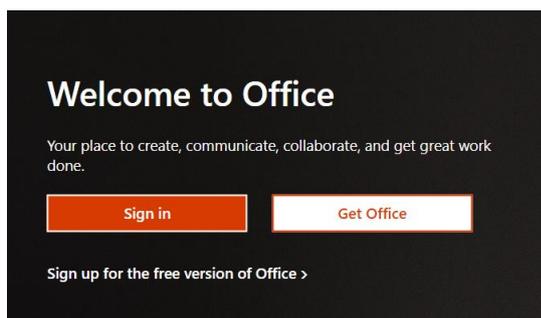
Parents have been issues with their child's log in details. Please contact your class teacher if you do not have them.

We aim to have all children logged into TEAMS by Friday 22nd January, therefore, before this time, can you follow the steps below:

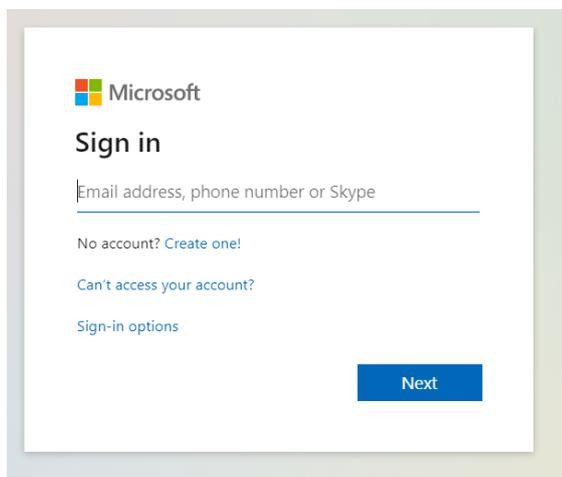
Even if you do not want your child to participate in live face to face sessions you will need to undertake the following steps as we will be moving our remote learning to Teams and you will no longer be able to access the work through the school website.

Please follow the following steps:

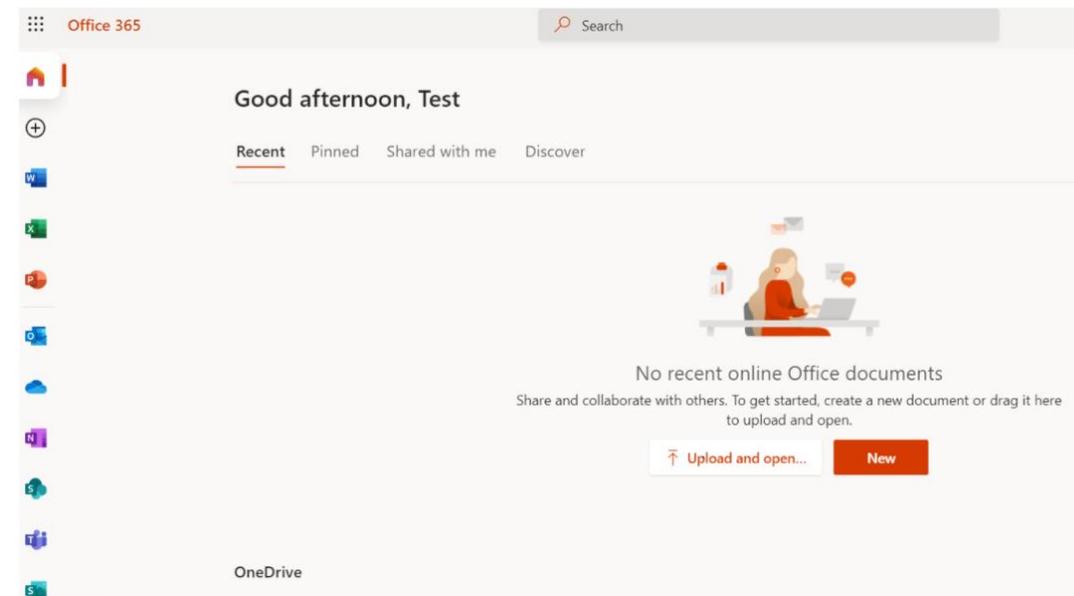
- 1) Put the link below into your browser: <https://www.office.com/>
Alternatively, type office 365 in your google search browser you will then see the screen below.



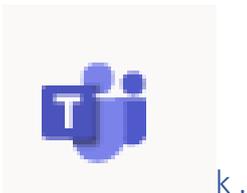
- 2) Click sign in and then you should get the sign in box below:



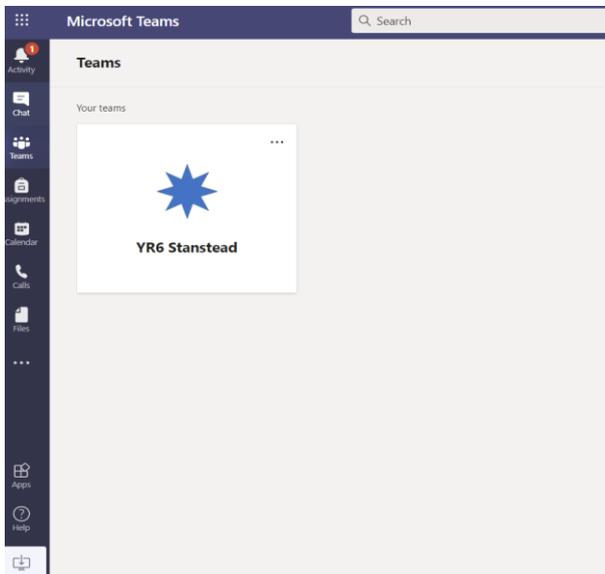
3) Once you have signed in, you should see the screen below:



4) Click the TEAMS button that you will find down the left hand side (icon below):



5) You should see a screen that looks like the one below:



***It will have the number/name of your class in the white box**

When you login, you may be asked to change your password. If you have any problems, there is a specific contact email to support you. The email is: resets@flyinghightrust.co.uk

If you send an email, you should include:

- Our School Name
- Your child's class
- Your child's names
- The username you need resetting.