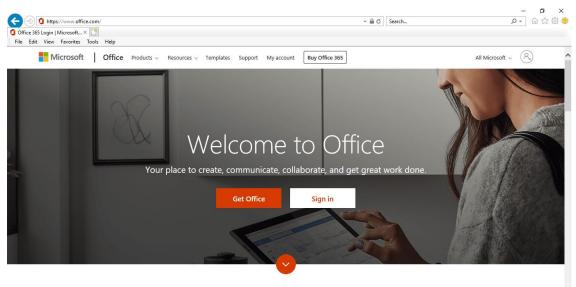
1. Google 'Outlook 365' or 'Outlook.com' The screen will look like this.



What is Office 365?

- Sign in using your son/daughter's first initial and surname, followed by @forestway.leics.sch.uk. For example, if your son/daughter's name was Joe Bloggs, your login would be jbloggs@forestway.leics.sch.uk.
 The password is will be advised if / when necessary.
- 3. You should now reach the home screen. Click on the **'Teams'** app. **alternatively, use your device's app browser and search for the Microsoft Teams app, this is free.**

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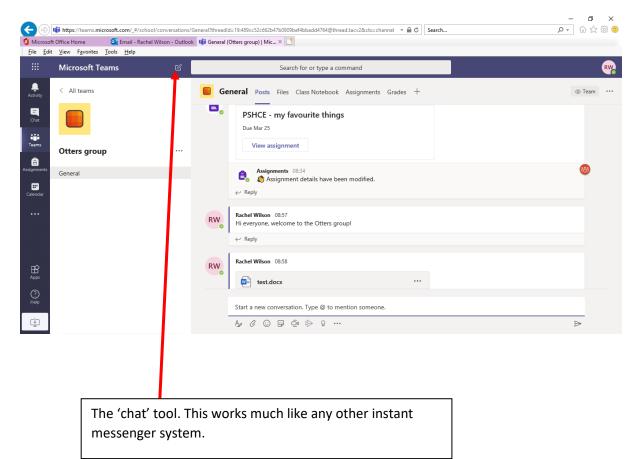
4. Once you've opened the app, you should see 2 teams. One for your son/daughter's class, and one for their ability group. Once you've chosen a group to enter, you'll be able to see everything that has been posted by people in that group.

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	To send a message to the group,	or send a

To send a message to the group, or send a document or piece of work to the teacher, write a short message in the chat bar, and press the paperclip icon. This will allow you to browse your computer to find the file. Click upload, then press the arrow to send the message. Now you have submitted your work! 5. Within each team, there will be 'channels' in the left-hand column which help to keep the team tidy, and help you find what you are looking for. For example, English resources will be held in the 'English' channel etc. You can navigate through these easily by simply choosing the right channel for the subject you're looking for.

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•••			Welcome to the class!	
			Try @mentioning the class name or student names to start a conversation.	
			Today	
		RW	Rachel Wilson 09:19	
B			Welcome to the English section of the Otters group!	
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?				
Help			Start a new conversation. Type @ to mention someone.	
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6. If you want to send a direct message to your teacher, use the 'chat' tool.



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7. If the screen goes dark, tap 'ESC' once and everything should come back to life!