

Accessing Teams at Home for Live Meet ups - Parent Help Sheet

Code of Conduct

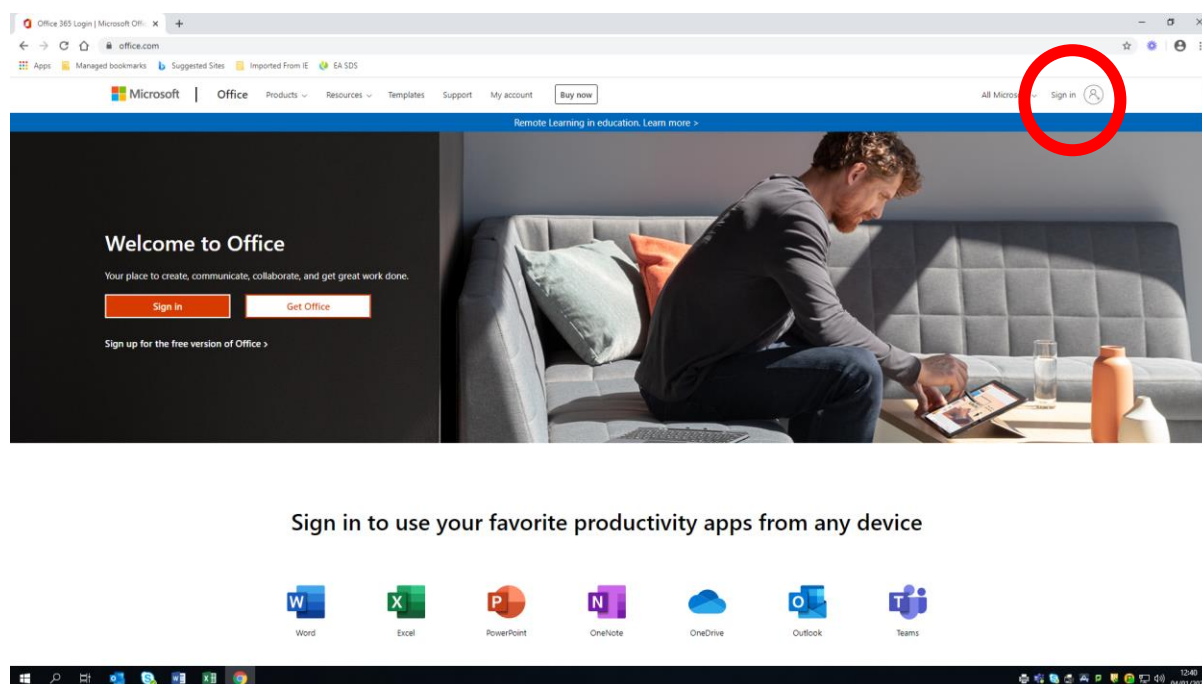
General Rules and Guidance:

Your child must:

- Be on time for their Teams meet up - teachers will start the Teams meet up at the scheduled time.
- Be dressed appropriately for learning - we don't expect your child to wear school uniform but they must be dressed in sensible clothing.
- Access the session from a communal area in your home, for example your living room or kitchen.
- Make sure that all communication with teachers and other pupils is responsible, sensible and respectful.
- Hang up and leave the call when the teacher finishes the meeting

How do I access my Live Meet up:

1. Using Google Chrome open **www.office.com** and sign in with your school email address and password.

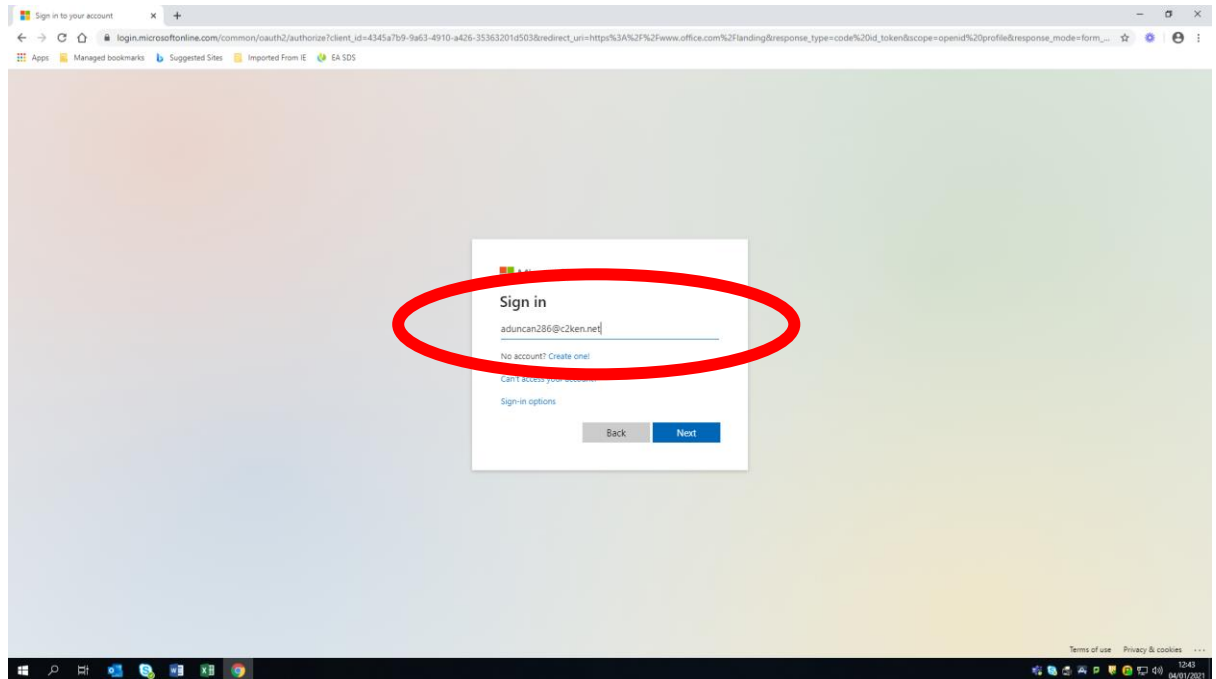


Log in is:

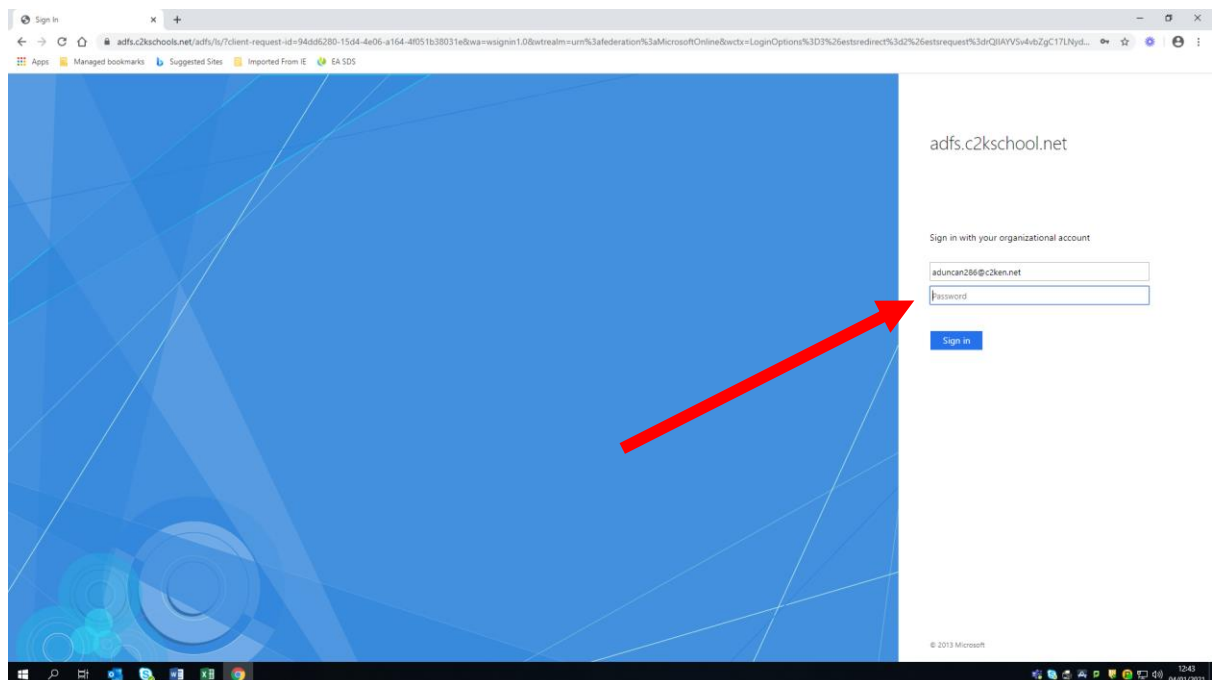
Username@c2ken.net

You will find your email address on the page which contains all of your remote login details. Remember to use your username followed by @c2ken.net

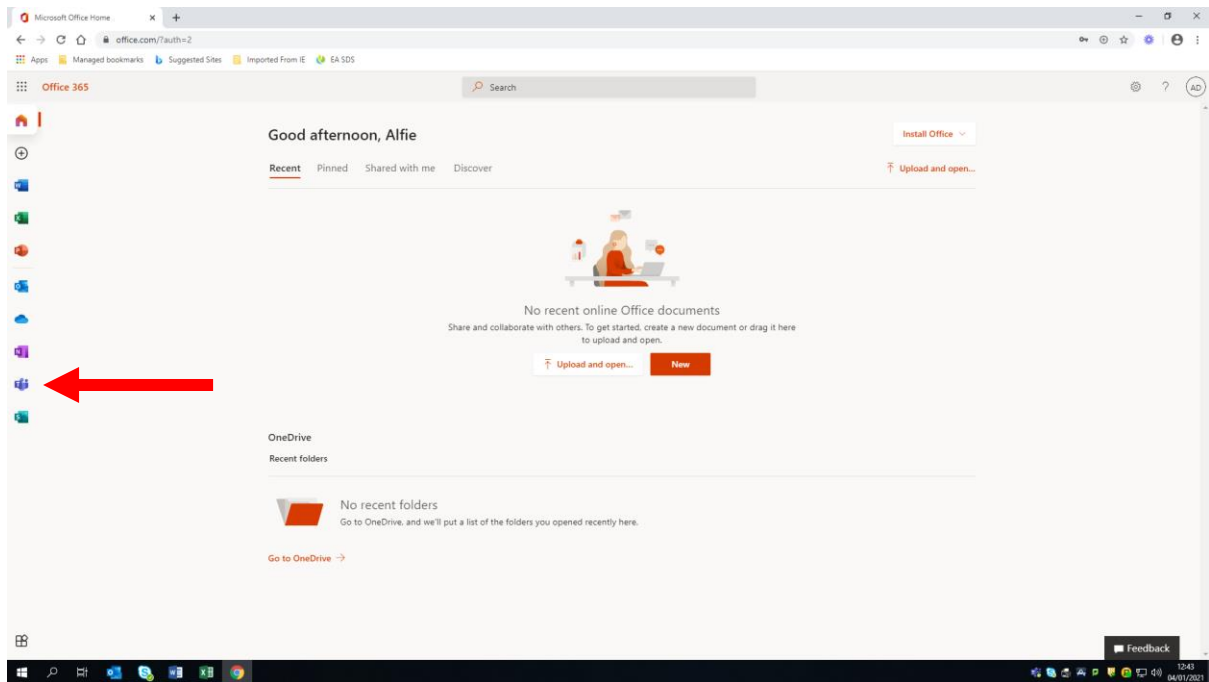
2. Type in your email address when instructed to do so and then click 'Next'. **You will find your email address on the page which contains all of your remote login details.**



3. Type in your password and then click 'Sign In'. **You will find your password on the page which contains all of your remote login details.**



4. From your Office homepage, click on the Teams app to open this in your browser.



The Teams logo looks like this:



You can either download the app onto your computer or tablet, or you can access Teams using the web browser.

5. Click 'Yes' if this box appears.

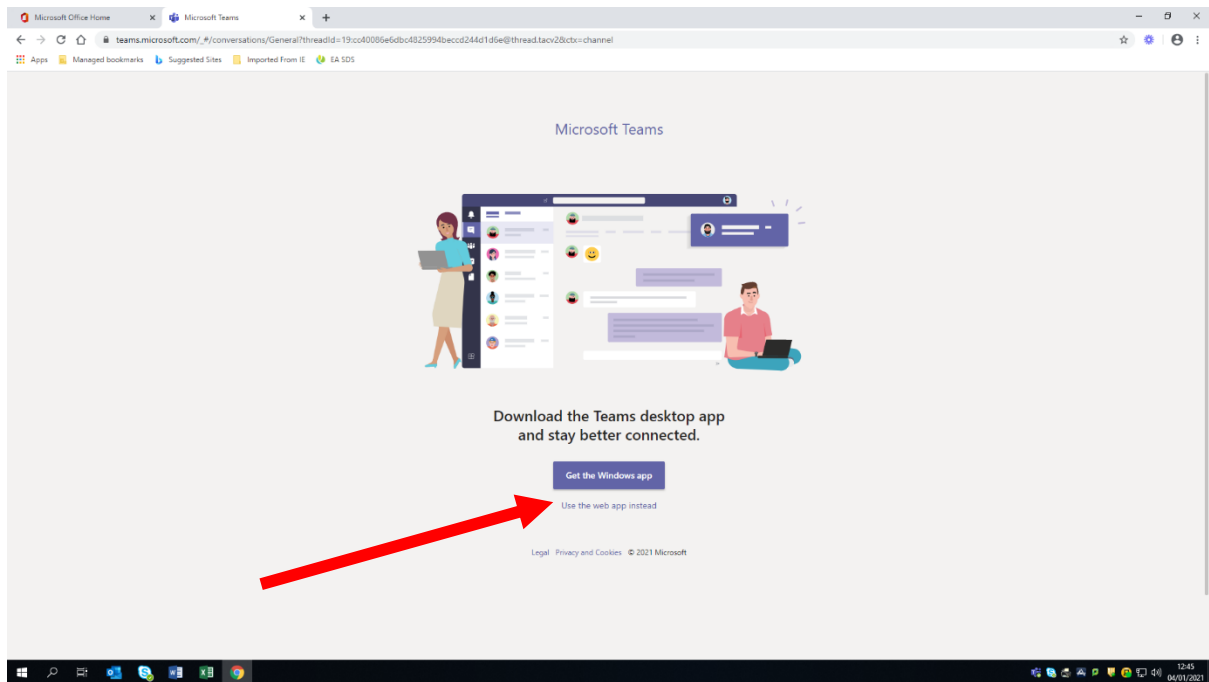
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

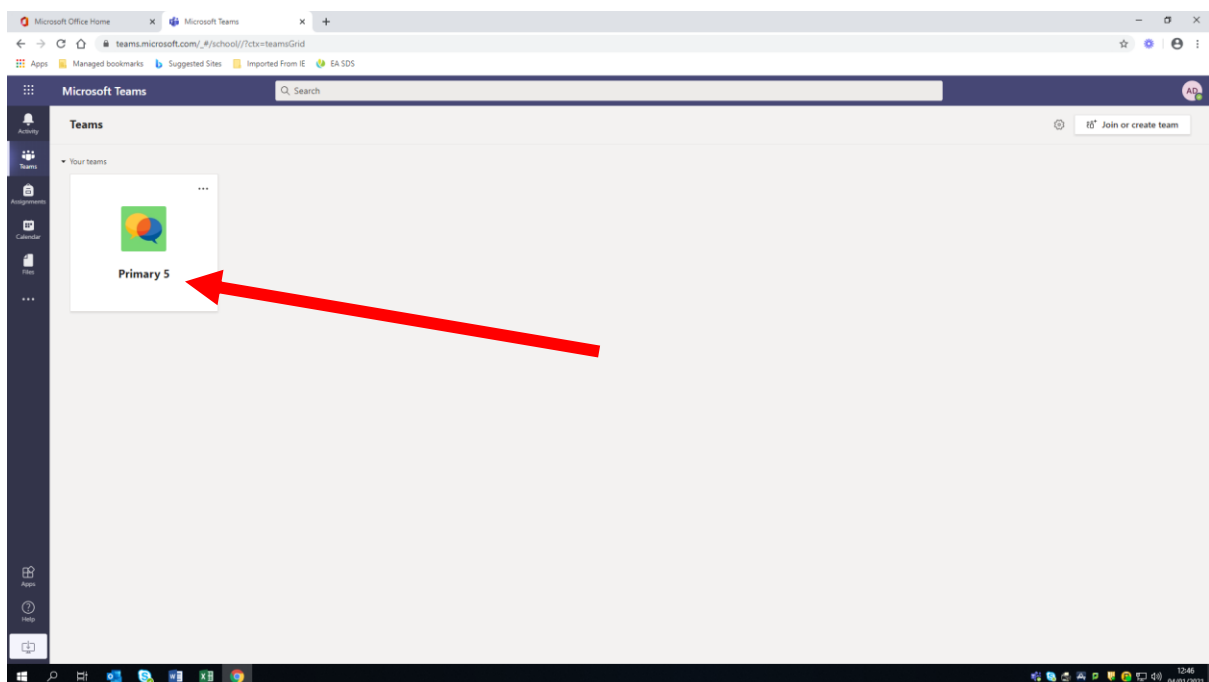
☐ Don't show this again



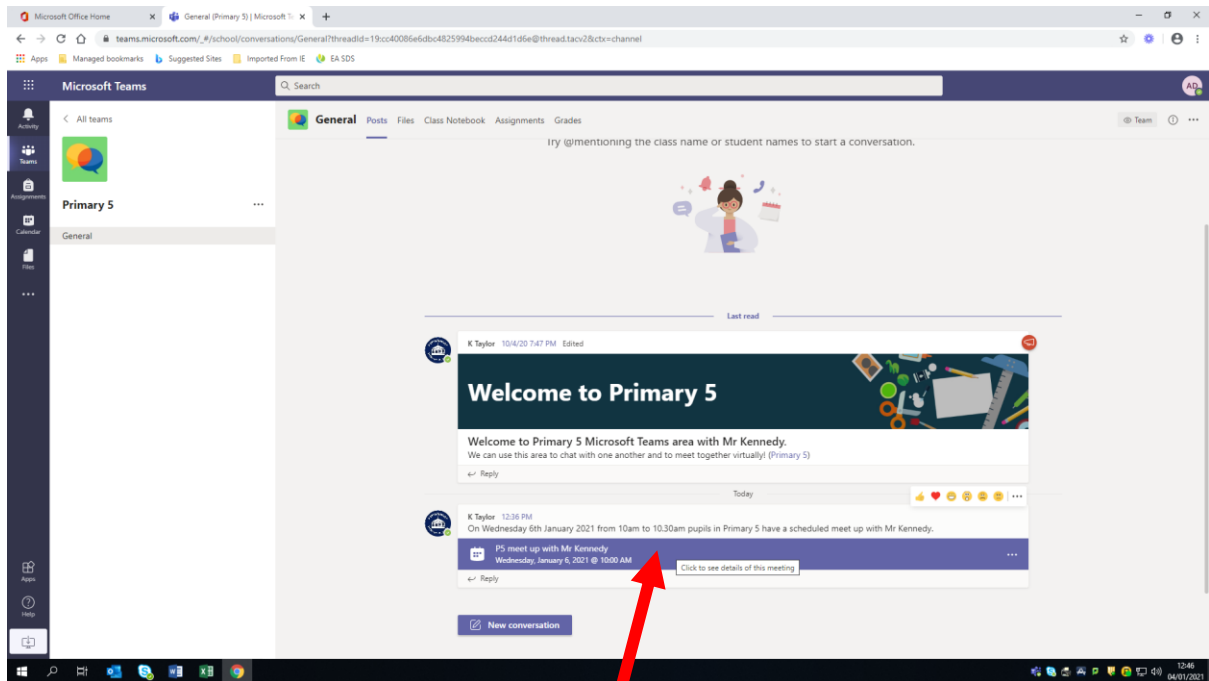
6. You can either download the app onto your computer or tablet, or you can access Teams using the web browser.



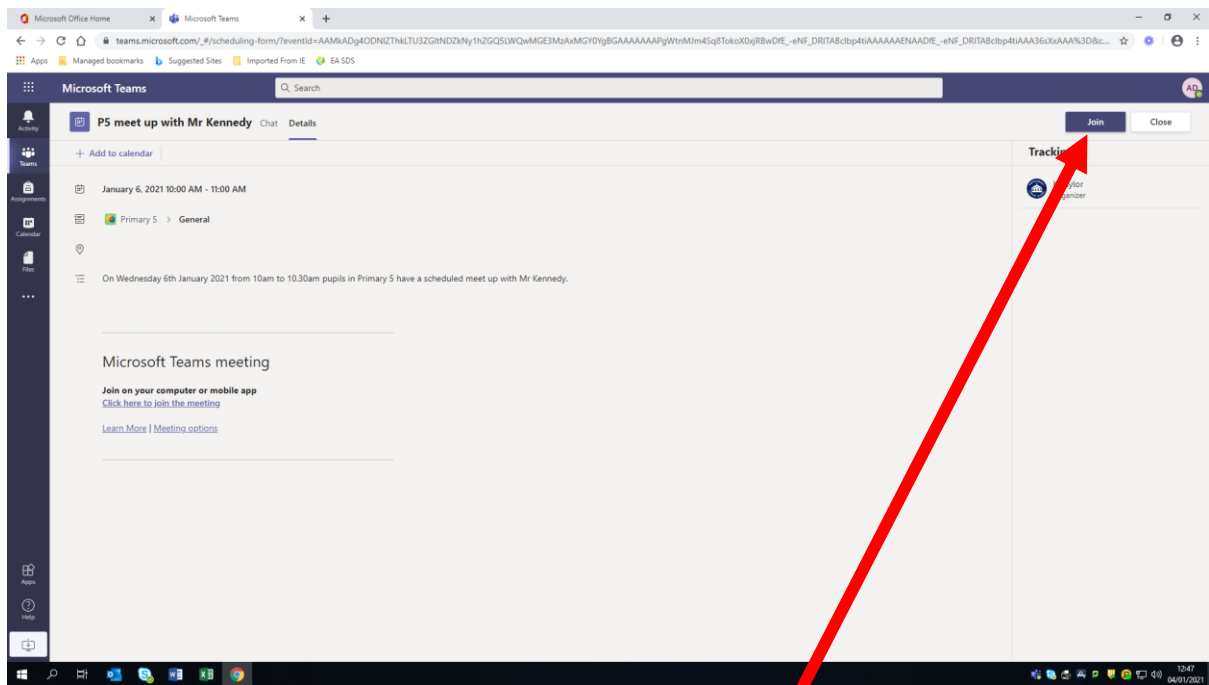
7. Open Teams and click on your class.



8. You should see a window that looks like this:



Click on the purple tab for meet up scheduled with your class



Click 'JOIN' on the purple tab for meet up scheduled with the class

Choose your audio and video settings for

P5 meet up with Mr Kennedy



Ensure that your camera and microphone are on and click
'Join now'.

9. To leave the call, click on the 'leave' button on the menu bar at the top of your screen.
10. Should you require any help or further information please contact school on the school telephone number or email your class teacher.