Accessing MS Teams – EYFS SUPPORT GUIDE

How to log in:



Step 1: Open Google Chrome and search > MS Teams \rightarrow Click on the MS Teams link and sign in by clicking on the white button. (Do not click on the purple sign up for free button)

You will see a screen like this. Input your child's username which begins with 2020****.***@iqra.slough.sch.uk

Then click next and **insert the password**.





After clicking sign in **you may come across** a screen like this which will prompt you to update your password. If so, please go ahead and change the

password.

YOU MUST EMAIL YOUR CLASS TEACHER THE NEW PASSWORD.



Once you are in MS teams you will see this interface. This shows your child's team where they can access learning materials and their online lessons. Click on the team to enter.



How to access my learning materials.

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You will see all learning materials linked to lessons that have been taught, uploaded in a chronological order.

Click and open each pdf to access.

How to post work on MS Teams



Click on the hidden channels tab and a side panel will open to the right. From here **select your <u>ch</u>ild's name**.



