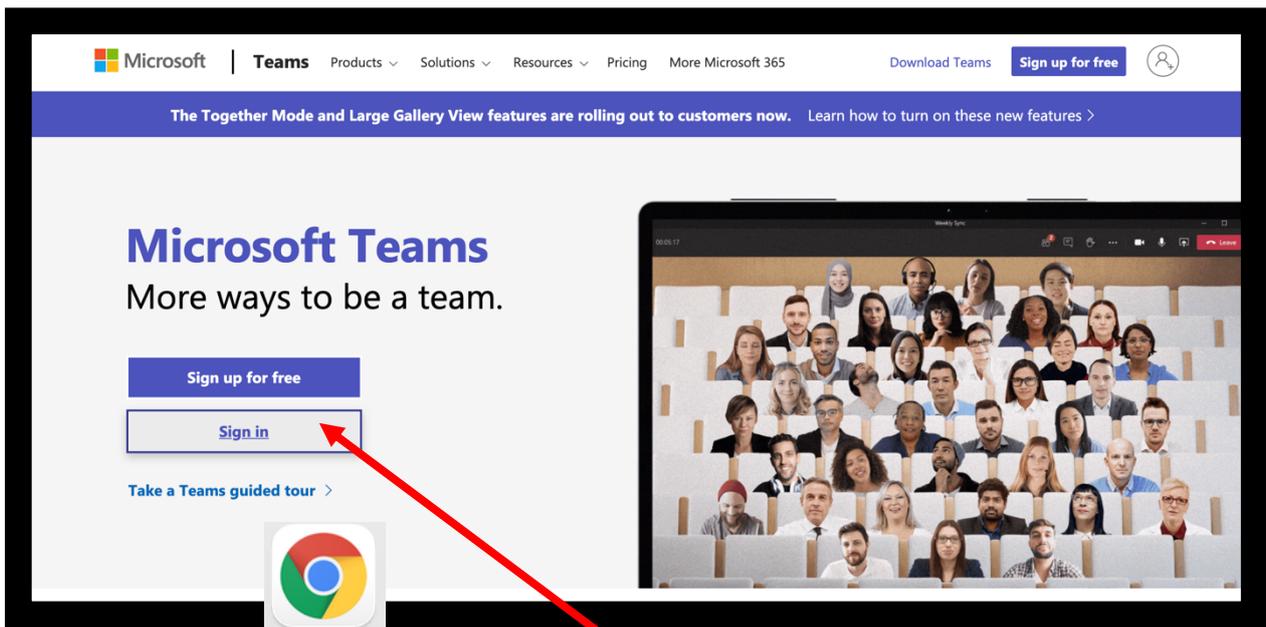


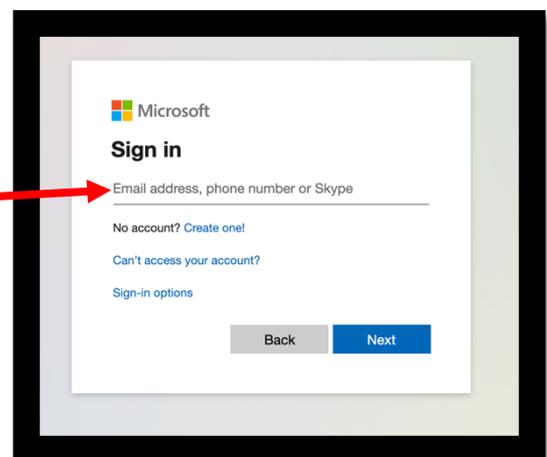
# Accessing MS Teams – EYFS SUPPORT GUIDE

## How to log in:

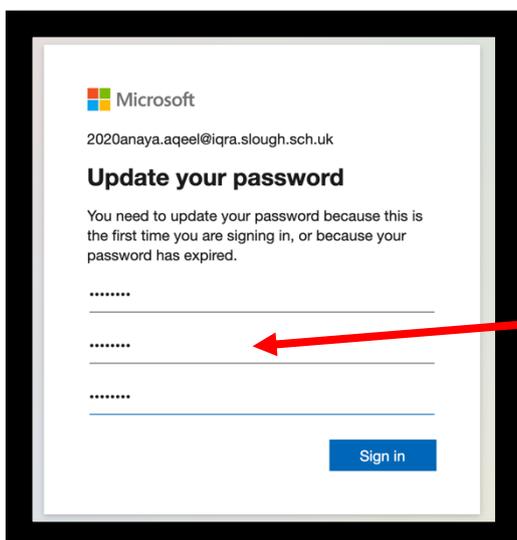


**Step 1:** Open Google Chrome and search → MS Teams → Click on the MS Teams link and sign in by clicking on the **white button**. (Do not click on the **purple sign up for free button**)

You will see a screen like this. Input your **child's username** which begins with [2020\\*\\*\\*\\*.\\*\\*\\*\\*@iqra.slough.sch.uk](mailto:2020****.****@iqra.slough.sch.uk)



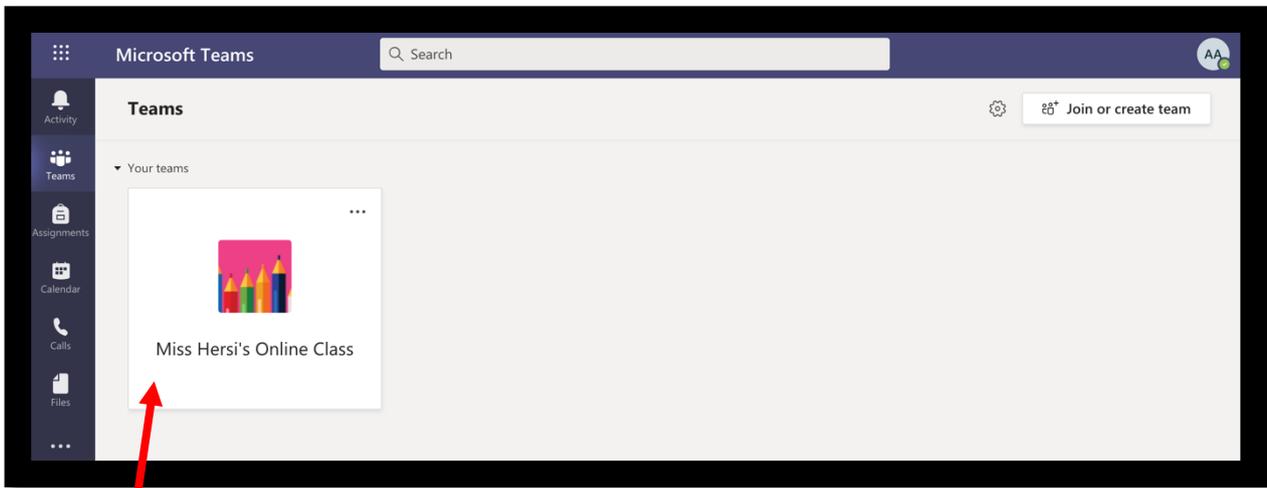
Then click next and **insert the password**.



After clicking sign in **you may come across a screen like this** which will prompt you to update your password.

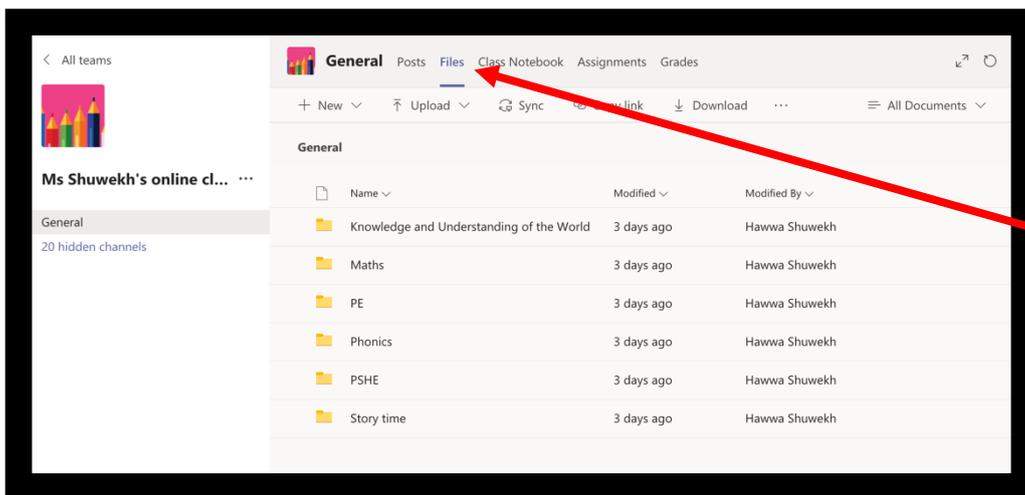
**If so, please go ahead and change the password.**

**YOU MUST EMAIL YOUR CLASS TEACHER THE NEW PASSWORD.**



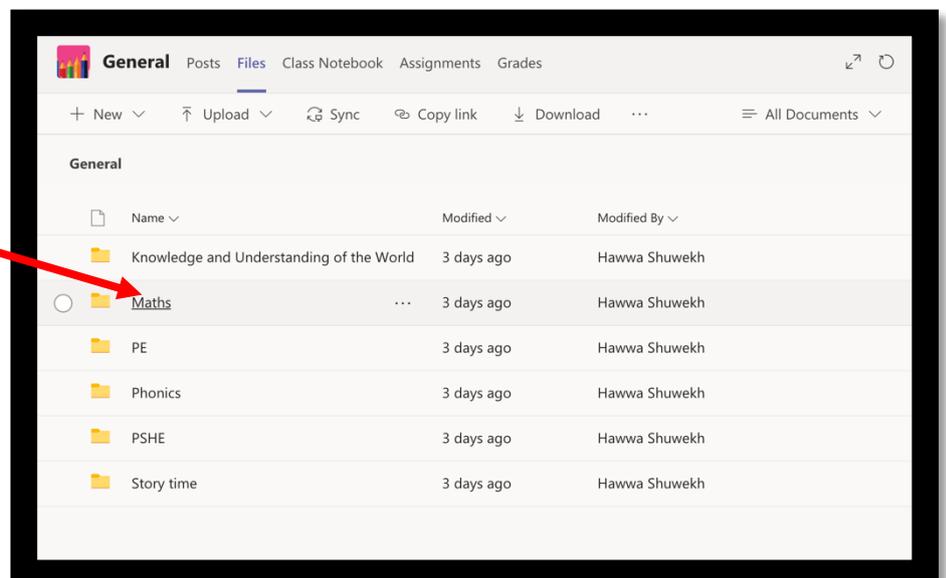
Once you are in MS teams you will see this interface. This shows your child's team where they can access learning materials and their online lessons. **Click on the team to enter.**

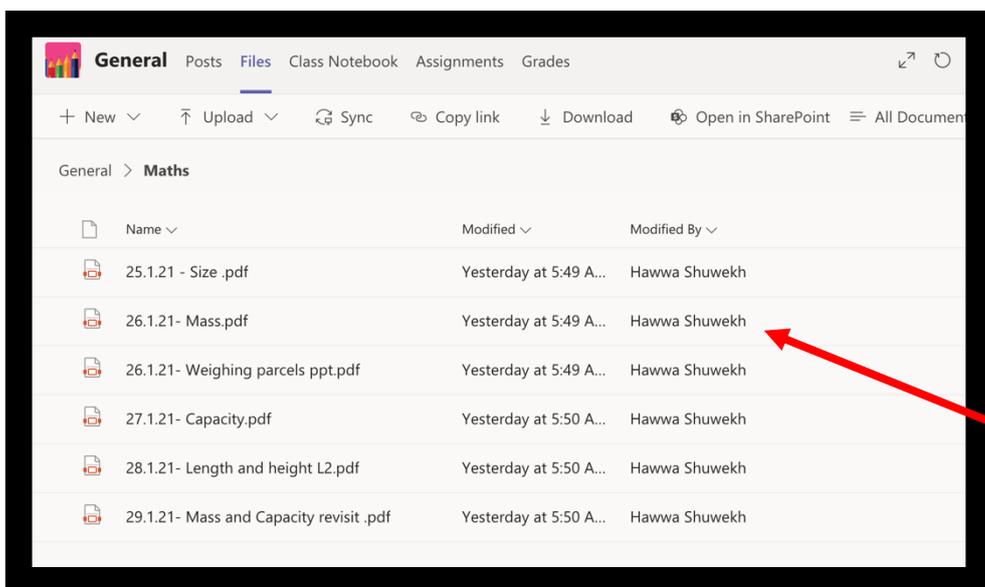
### How to access my learning materials.



Once you are in, you will see some headings on the top. **Click 'FILES'.** This will take you to all the subject areas being taught.

**Click on a subject folder** to see the learning material inside.

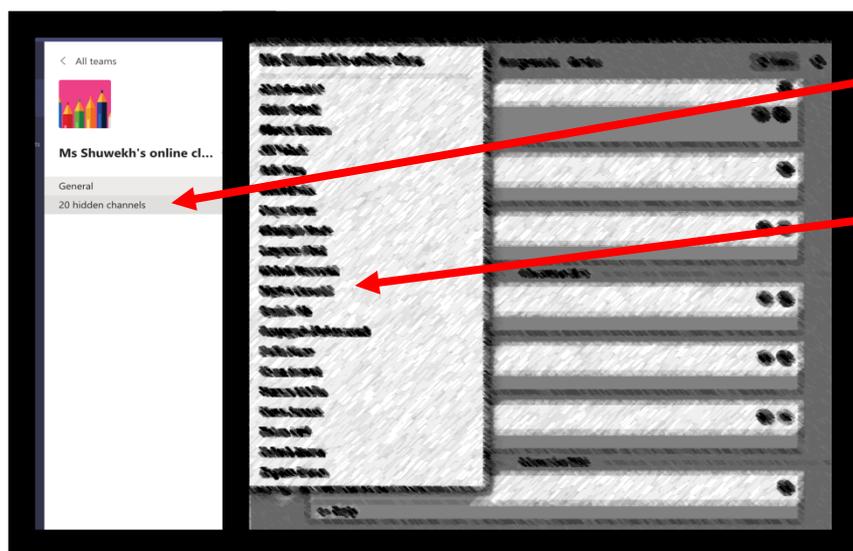




You will see all learning materials linked to lessons that have been taught, uploaded in a chronological order.

**Click and open each pdf to access.**

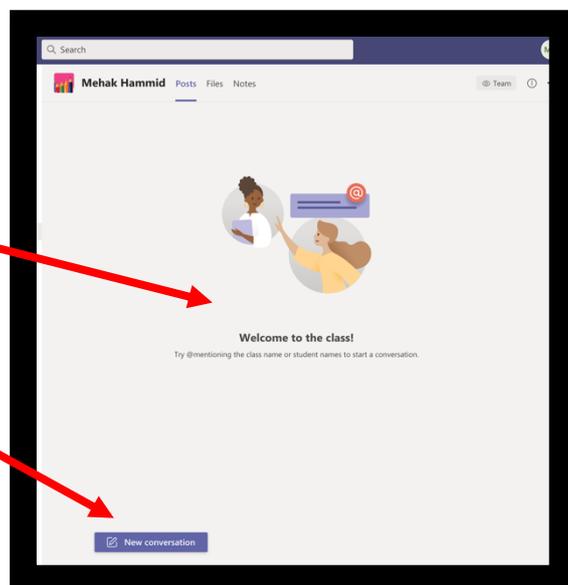
### How to post work on MS Teams

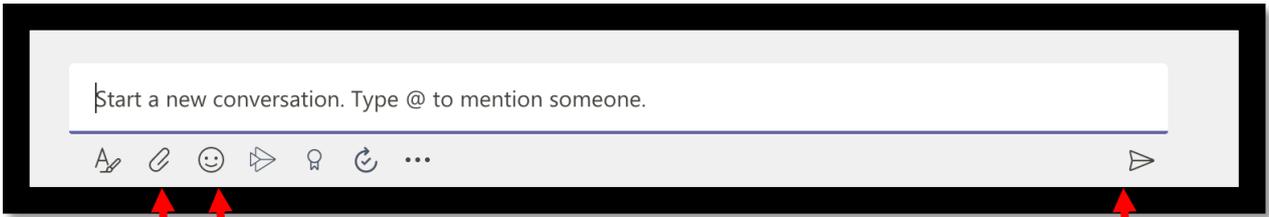


Click on the hidden channels tab and a side panel will open to the right. From here **select your child's name.**

This will take you to your child's personal space where they can post their work, with your support, alongside a description of what they have done.

Click on the **purple button** which says 'new conversation' to begin typing or uploading





Attach/ upload a photo/ document

Insert emojis

Click to send your message