

# Remote Teaching and Learning on Microsoft Office 365

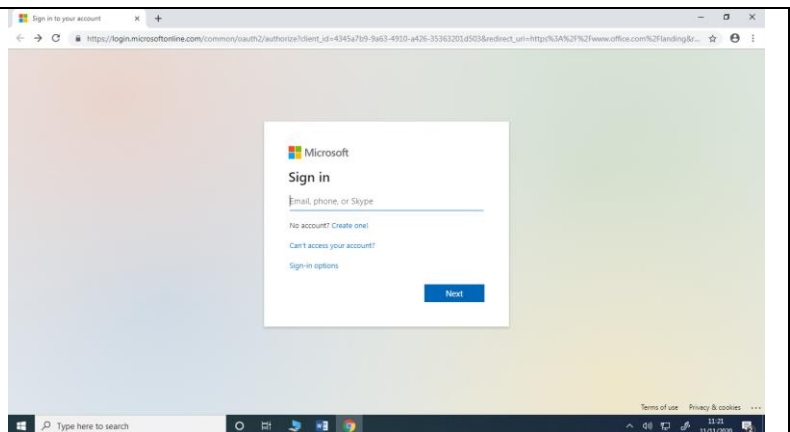
## Parent and Child User Guide

As part of the Remote Teaching and Learning Pack you should have received a new email address and password as part of the Faringdon Learning Trust. This email address will be with you throughout your time learning in the Faringdon Learning Trust and will be used when your child goes to Faringdon Junior School (FJS) and Faringdon Community College (FCC).

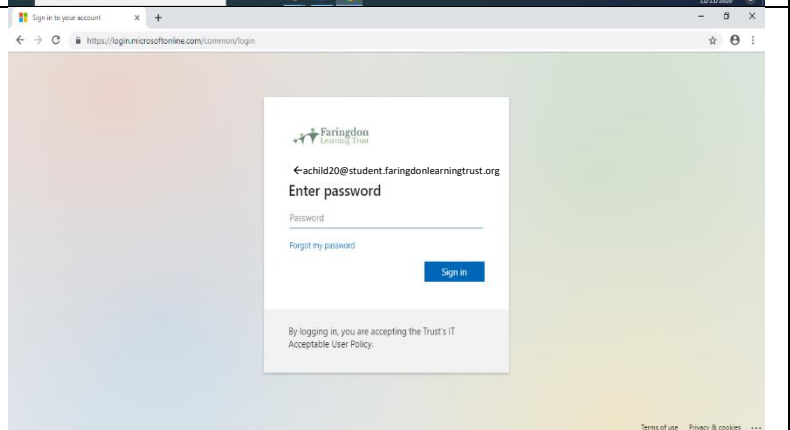
This email address will give you access to Microsoft Office 365 to support your child's learning. This guide explains how you can use Microsoft Office 365 for remote teaching and learning using Microsoft Teams.

1. First go to the website <https://login.microsoftonline.com>  
Type your child's email address into the sign in box – their email address will use their initial for their first name, surname, dot then the year they will start at FCC end with @student.faringdonlearningtrust.org.

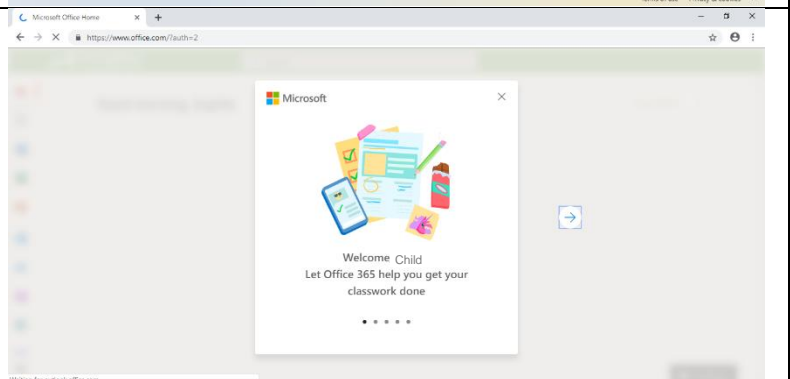
Then click on the blue button that says 'Next'.



2. Now enter your child's password – this has been created so that it is a random selection of numbers and letters. You should hopefully be prompted later to change the password to something you will be able to remember.



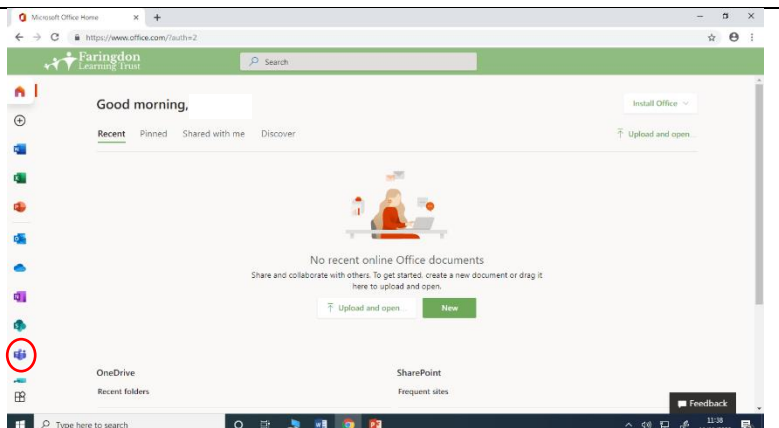
3. When you have successfully logged in you will get a welcome screen like this. Click out of the Welcome screen on the little x and this will then make the Microsoft Office tools visible.



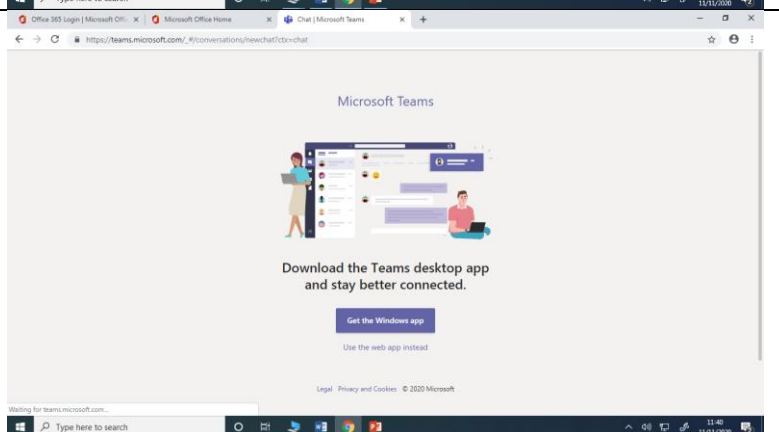
4. To get to Microsoft Team look at the left hand side of the screen and find the symbol with a T on it that looks like



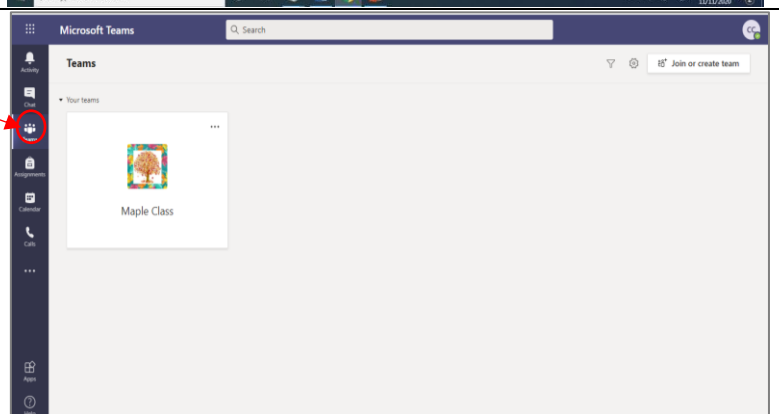
this:



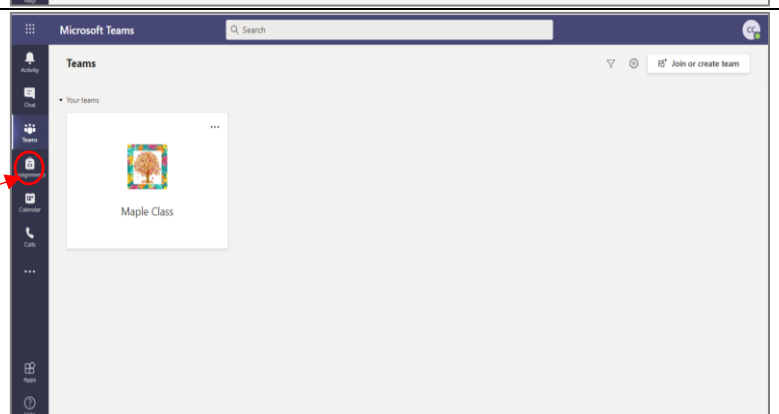
5. It will ask you about Downloading the Teams desktop app – this is free and can be done by clicking on the blue button for laptops or you can download it onto iPads or Android tablets using the App Store or Google Store. You can use the web-app instead which works in your internet browser but this doesn't always use the Teams functions as well as the app.



6. When you are in Microsoft Teams it will display a welcome message. Then click on Teams on the left hand side. Your child's class teacher will add your child to the class team. This will be how they use the live video meetings through the team.



7. Your child's class teacher will schedule live video meetings if their 'class bubble' is closed or during a whole school closure. To see when the live video meetings have been scheduled for click on Calendar on the left hand side.



Please be aware children and parents are not allowed to schedule their own meetings with other children or staff using the children's school email addresses and please do not use the chat features unless the class teacher requests you to. This is important to enable us to safeguard all children in the school and staff. We are disabling these features to help us safeguard and protect all members of the school community.