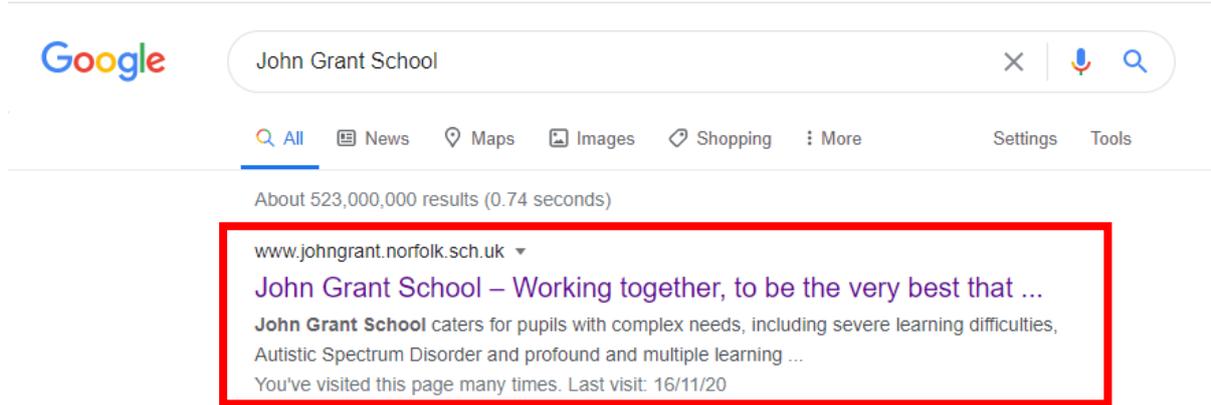


## Accessing Teams for Pupils

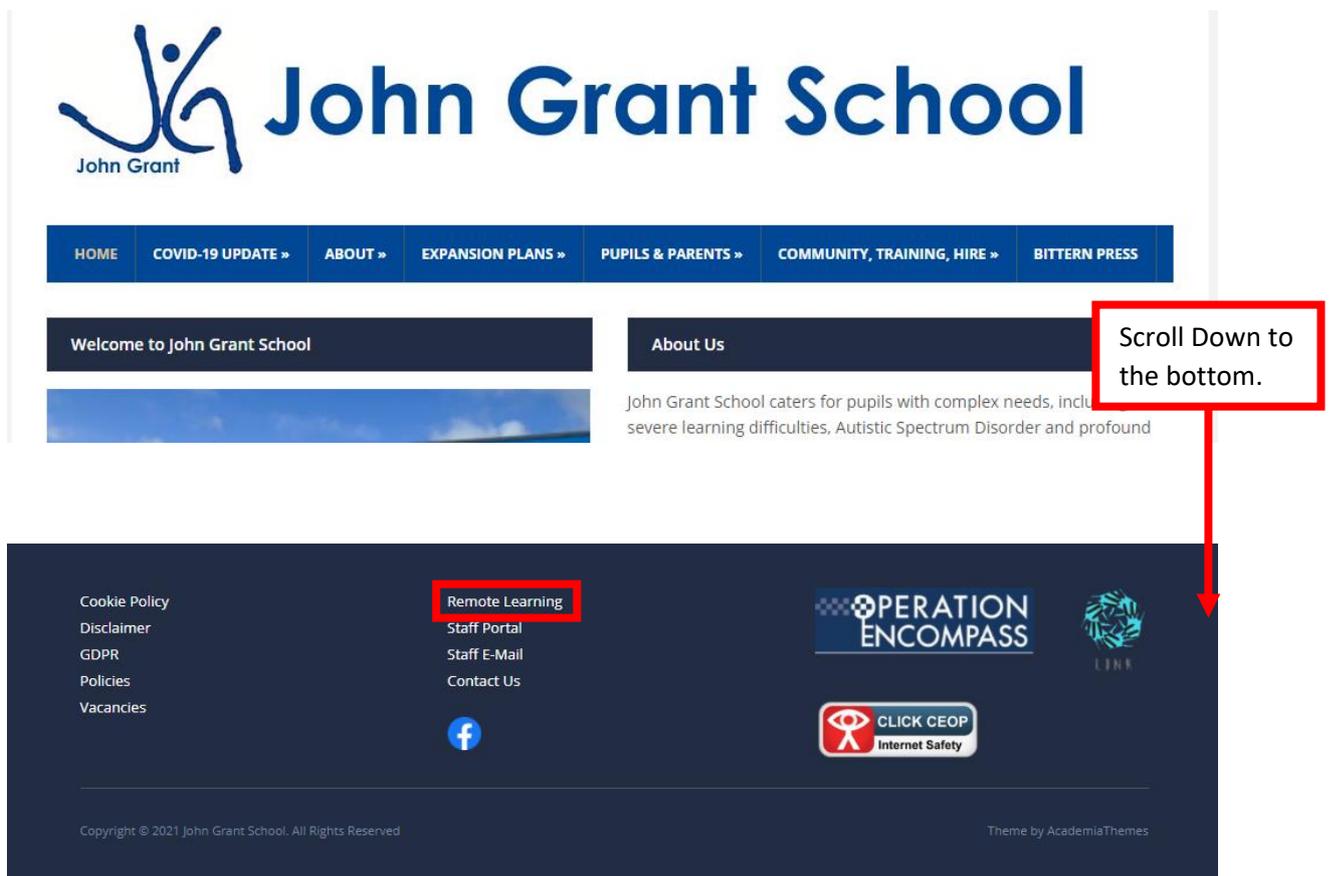
Below is a guide on accessing the remote learning for pupils on Microsoft Teams. This guide will cover how to get onto Teams, login, access assigned work or comments.

### Getting to Teams and Logging In

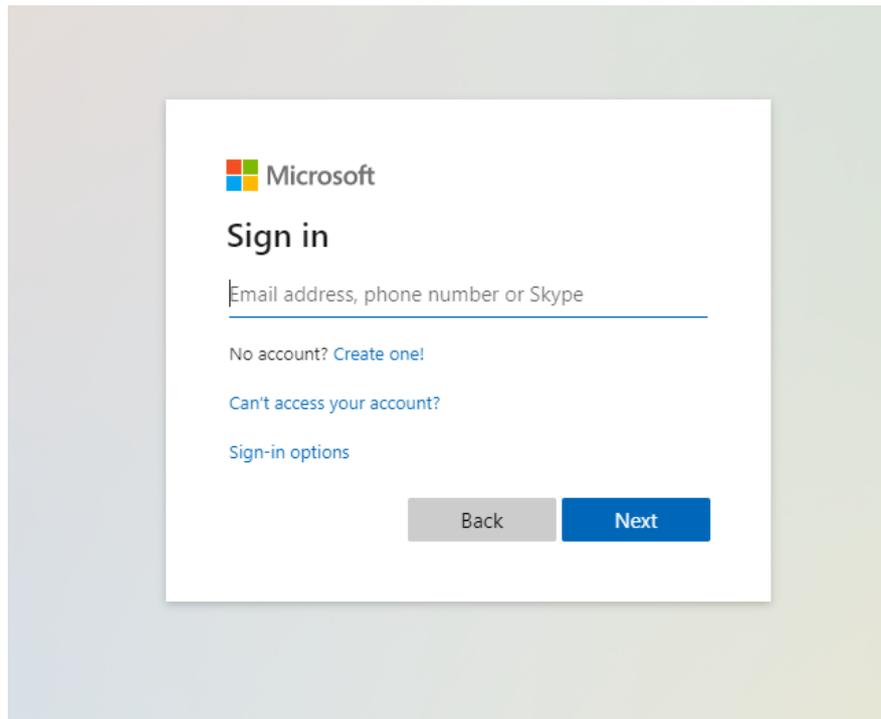
To get onto Teams you will need to go to the John Grant School website. You can do this by typing the web address: [www.johngrant.norfolk.sch.uk](http://www.johngrant.norfolk.sch.uk) into the address bar or typing "John Grant School" into any search engine like Google.



Once onto the website you will then need to scroll down to bottom of the webpage and at the footer of the site there are some links. You will need to click onto 'Remote Learning', which is the first link in the second column.



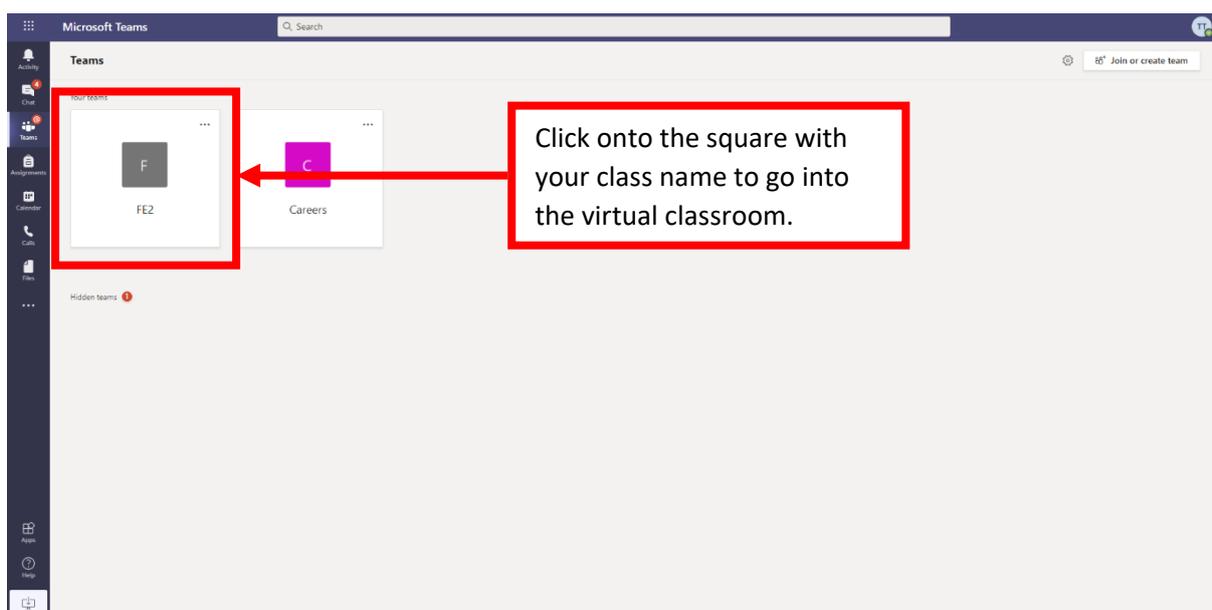
When you click onto the link it will then take you to the Teams login page.



You should have been provided a username and password by your teacher. First you will need to type in your username which is your first initial followed by your [surname@johngrant.school](mailto:surname@johngrant.school) e.g. [JBloggs@johngrant.school](mailto:JBloggs@johngrant.school). Then click 'Next'. You will then need to enter password. **Please note: The password is case sensitive.**

It will also ask if you want to stay signed in. It is up to you if you do or not, but to save having to keep typing the username and password to login it may be worth clicking 'Yes'.

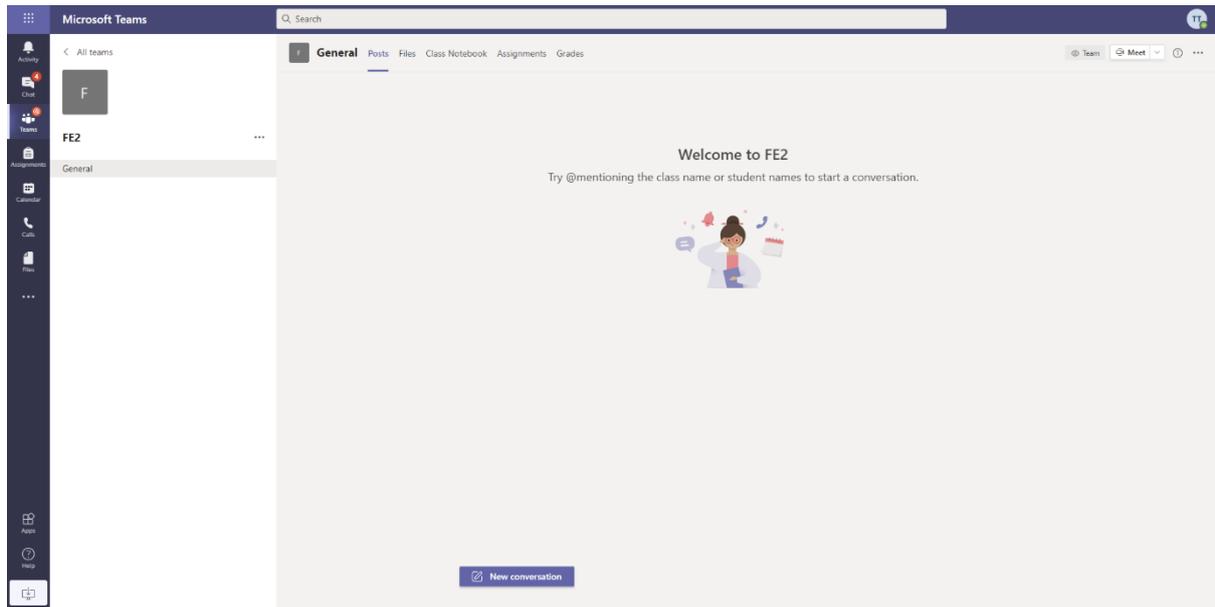
Now that you are logged in you should be greeted with the Teams home page.



Your page should like this. **Please note: You may only have 1 square which will be your class.**

## Using Teams

If you click onto the class square it will then open up the virtual classroom.



This page will have any posts made by fellow pupils or the teacher, they can be new assignments, task, videos, comments announcements and so forth. Clicking '**New Conversation**' will allow you to send messages to the whole class.

