

# HILLSIDE TEAMS

## STEP 1

### Downloading the Software

If you have a laptop or home PC you **do not need** to download any software to access Teams. If you are using a tablet or mobile device, you will need to download the following free apps:



Microsoft Teams App



Microsoft PowerPoint App



Microsoft Word App



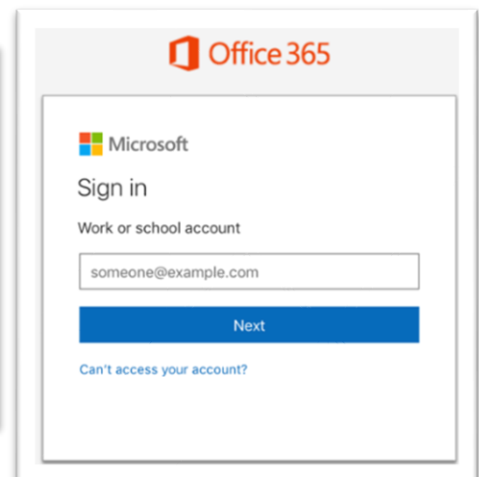
Microsoft Excel App

## STEP 2

### Logging in

Go to Office 365 online and sign in using email (ending @hillsideps.co.uk) and password

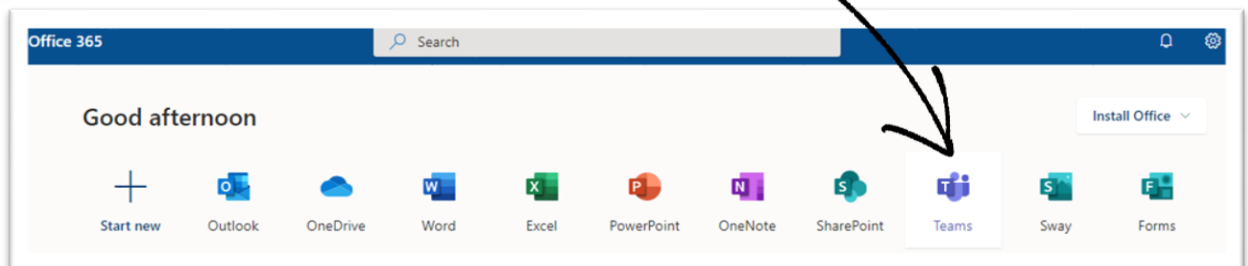
**Remember:** Passwords are case sensitive



## STEP 3

### Locate TEAMS on the Office 365 dashboard

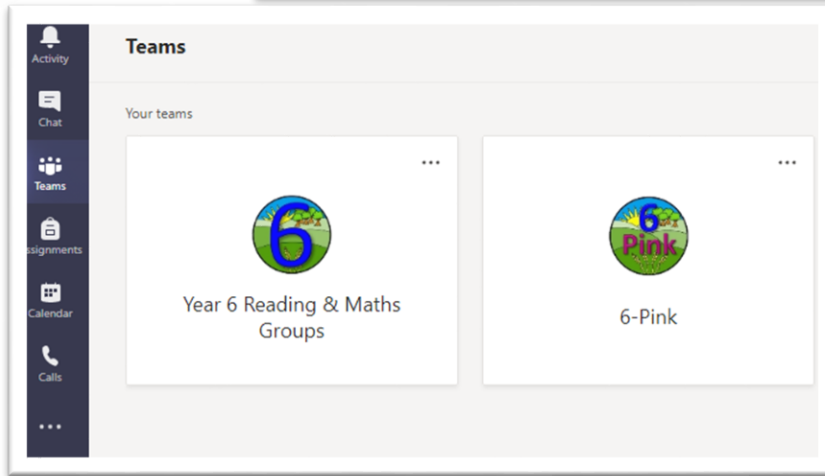
(If you are using the Teams app you can go straight to this step)



# STEP 4

## Locate Class Teams Page

Your child's class will have their class and teacher name. Click on this to access work or activities.

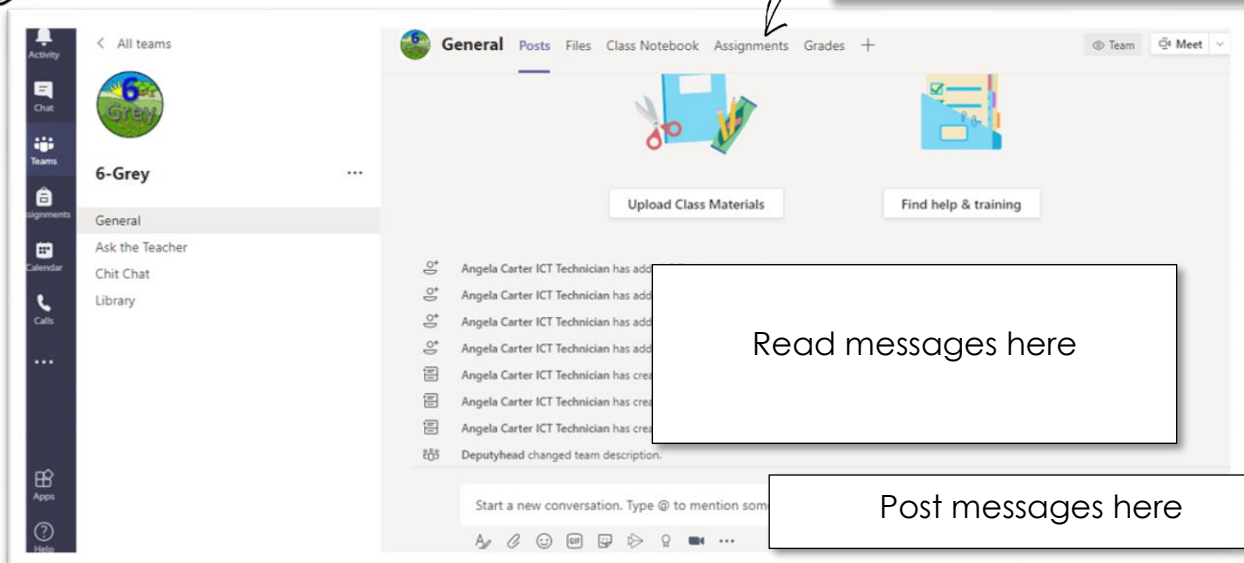


If something has been updated on the Team page, you will see a small, circular red notification in the top right-hand corner of their class icon.

## Access work and communicate with your Teacher

# STEP 5

Click on 'Assignments' for Home Learning Tasks



**General** – a place where the teachers will post messages and notifications of any updates will appear.

**Ask the Teacher** – a place to ask non-learning related questions, possibly things that are worrying them and they need a bit of reassurance.

**Chit Chat** – a place to talk to each other, just like a playground.

**Remember:** this is monitored!

**The Library** – a place to talk about books being read at home and share any related learning they do.