



# ENGLISH MARTYRS' CATHOLIC PRIMARY SCHOOL

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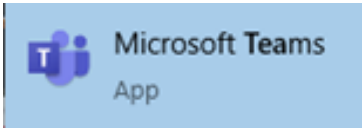
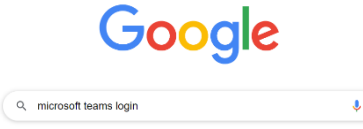
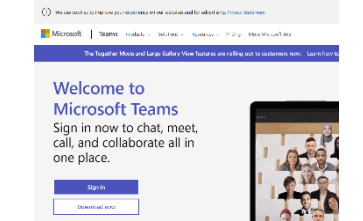
## ACCESSING MICROSOFT TEAMS



Microsoft Teams

To login to Microsoft Teams you will need access to the internet from any internet enabled device such as a laptop or a tablet device.

There are different ways how to login to **MICROSOFT TEAMS** such as:

A	One way is to have the app downloaded on your device and click this any time your child needs to use it.	
B	You can also access the sign in page by using a search engine (such as Google) and search for <b>Microsoft Teams Login</b> . Then click on the first option shown in your search.	
C	Otherwise you can click on this link to go directly to the TEAMS website and sign in from there: <a href="https://www.microsoft.com/en-gb/microsoft-teams/log-in">https://www.microsoft.com/en-gb/microsoft-teams/log-in</a> . You can then bookmark this page on your browser for quick access next time.	

Then you will need to login using your child's sign in details in order to be able to follow the **two live sessions** and access **work** assigned by the class teacher. Times of sessions and login details can be found in the original letter sent to parents.

The first time you login, you will be asked to **change the password**. Please make sure you **remember** your new password for future use or save it on your device if it is safe to do so.



Please have a look at and refer to our **crib sheet** about using MICROSOFT TEAMS. This gives a step by step guide how to access the website, join live sessions and complete work set by the class teachers.

If you are having any problems accessing Microsoft Teams do let us know by emailing the school office at [office@englishmartyrs.southwark.sch.uk](mailto:office@englishmartyrs.southwark.sch.uk) or call us on **02077034726** and we will get back to you as soon as we can.

Thank you.