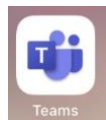


How to access Microsoft Teams – using an app on a tablet

1. Through either the App Store or Google Play Store, search for and download the Microsoft Teams app

2. Once the app is downloaded, open the Teams app:



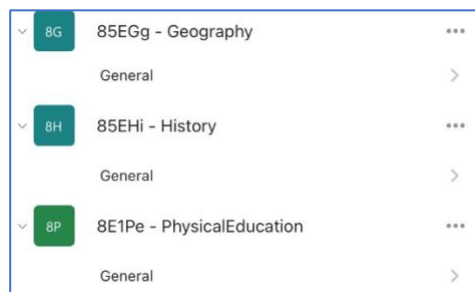
3. Enter your child's log in details, using their Horizon user name and password. If they cannot remember this, then please let the college know via itsupport@horizoncc.co.uk

How to access lesson resources and activities

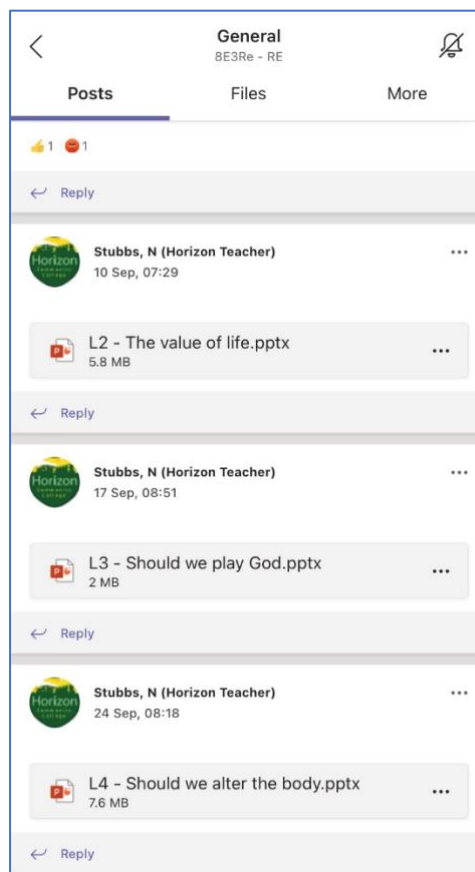
1. In Teams, select 'Teams':



2. Click on 'General' under the relevant class team:

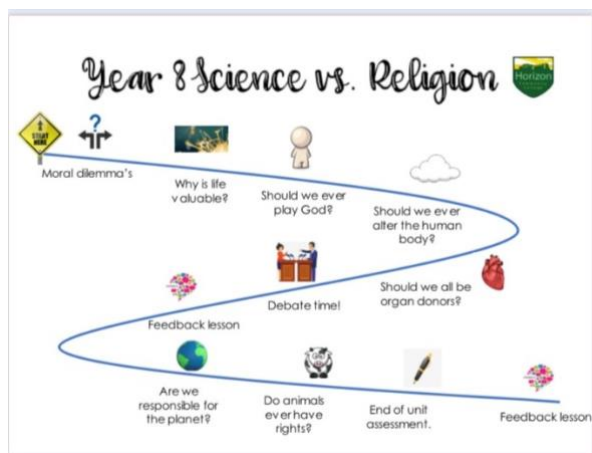


3. You should then see a list of activities, like so:



Instructions continued on next page:

4. Click on an activity to see the materials for that lesson. These can be viewed in the app.



4. Your child can then complete the lesson activities their exercise book for that lesson. After the lesson has been completed by the class, there may be additional annotations and notes to support your child's learning, and help them check their progress whilst they're at home.
5. To go to a different lesson, click on the cross in the top left of the screen, and repeat steps 2 and 3 for the different subject or lesson
6. If you have any questions about subjects, contact info@horizoncc.co.uk for more support.
7. If you have any technical questions about using Teams, contact itsupport@horizoncc.co.uk