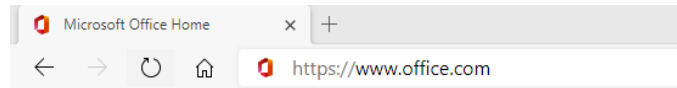


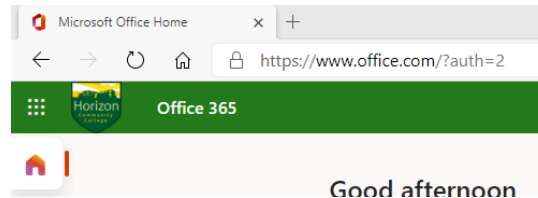
How to access Microsoft Teams – through a browser

1. Go to www.office.com:

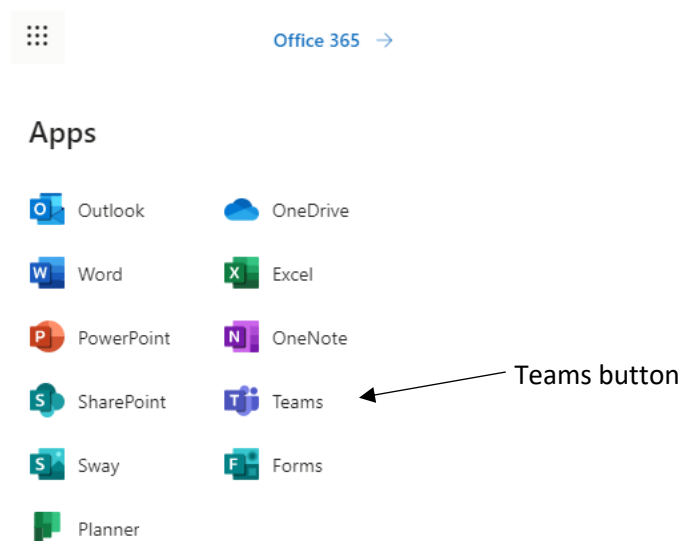


2. Your child may need to log in using their Horizon user name and password. If they cannot remember this, then please let the college know via itsupport@horizoncc.co.uk

3. Once logged in, click on the waffle button (9 dots in a square) in the top left hand corner of the page:



4. Click on Teams:

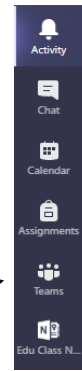


Instructions continued on next page...

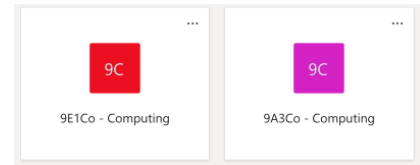
How to access lesson resources and activities

1. In Teams, click on the Teams icon in the left hand menu bar of the page:

Teams button



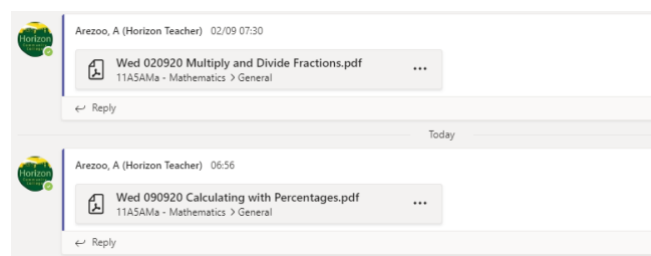
2. Check that your child can see each of their class teams, like so:



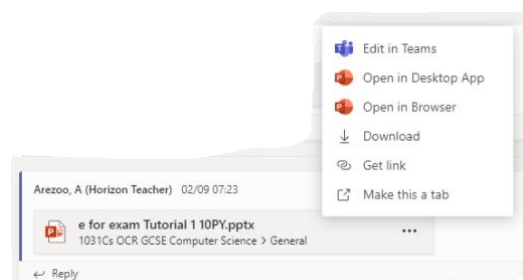
If not, they will need to press the 'All Teams' button in the top left of the page:

< All teams

3. Once they've clicked on their class team for particular subject your child will then see a series of posts for that class team – like so:



These are the lesson activities and resources for your child's class that they can access at any time through teams. To open the file, simply click on the post and the file will open in Teams.



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 you 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