

Parents and Students User Guide to Microsoft Teams & Office 365

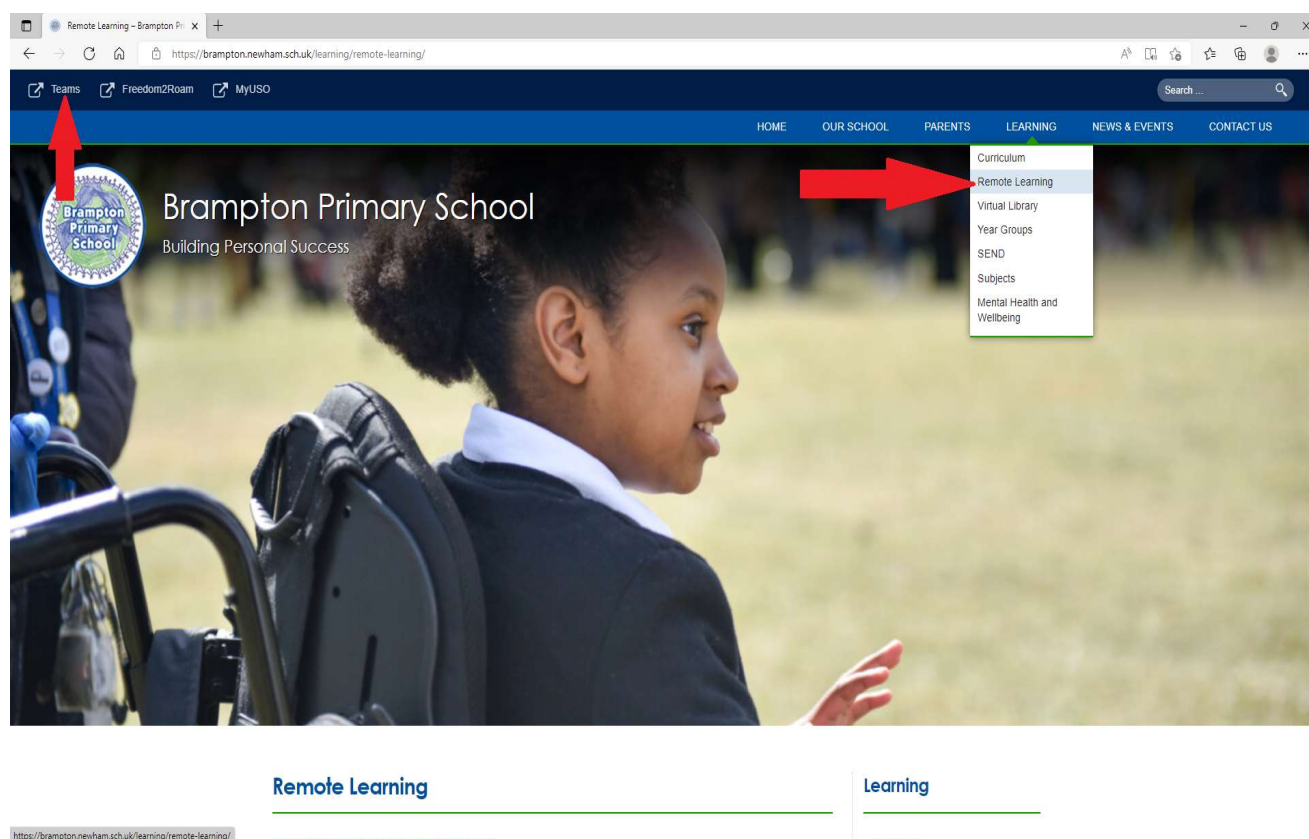
Microsoft Teams & Office 365 is a remote learning platform that brings conversations, content and assignments into one place, allowing educators to create vibrant learning environments and apps together.

Microsoft Teams & Office 365 can be accessed from any web browser, desktop computer, laptop or mobile device, such as an iPad, Android tablet or mobile phone.

Please follow the simple step-by-step guide below on the various ways you and your child can access Microsoft Teams & Office 365.

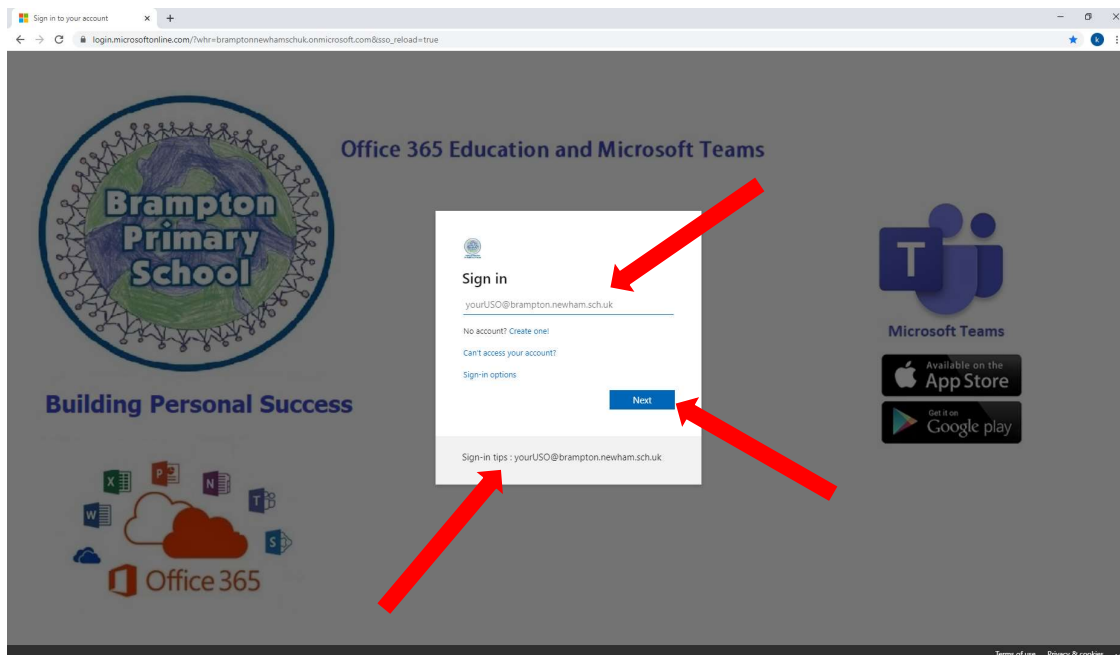
1. From Brampton Primary School Website

On the school website <https://brampton.newham.sch.uk/>, click on the link “Teams” as shown in the screenshot below. More information can be found on the “Remote Learning” page.



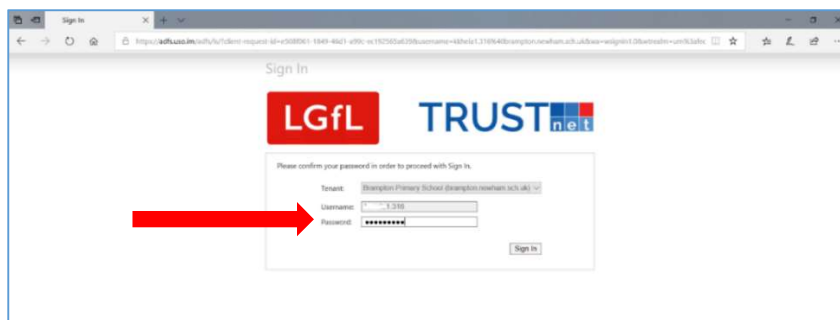
Sign in using the format: yourUSO@brampton.newham.sch.uk , then click on “Next” as shown in the screenshot below.

Children have been given their USO login.

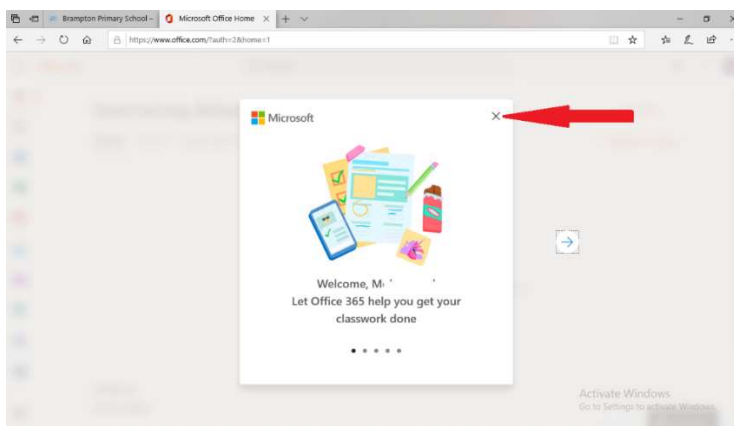


This will redirect you to an LGfL web page as shown below, enter your USO password and click “Sign in”.

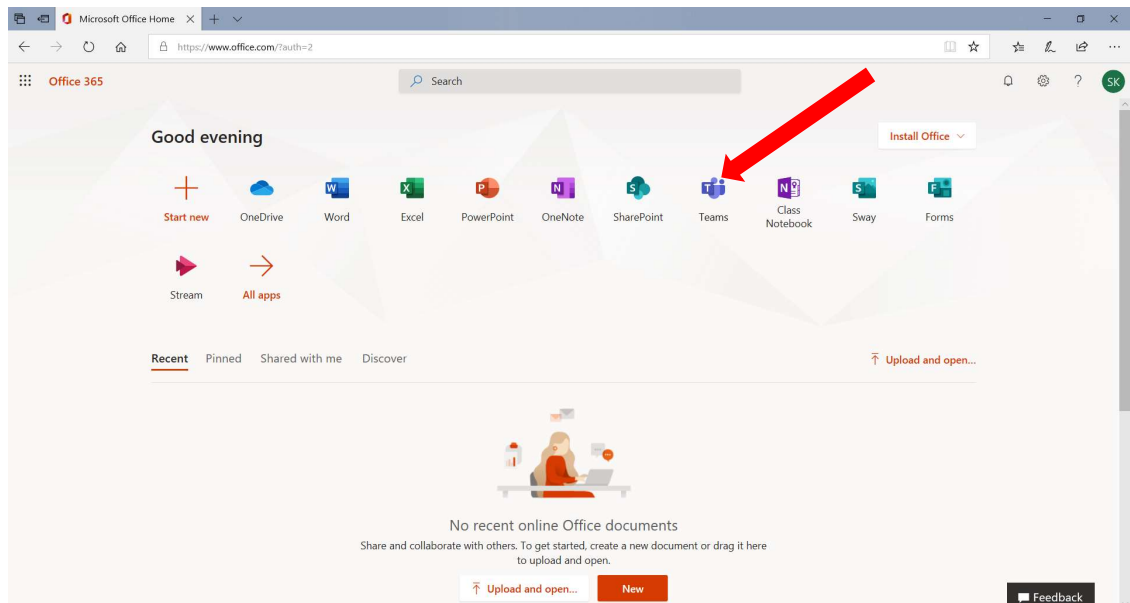
Children have been given their USO password.



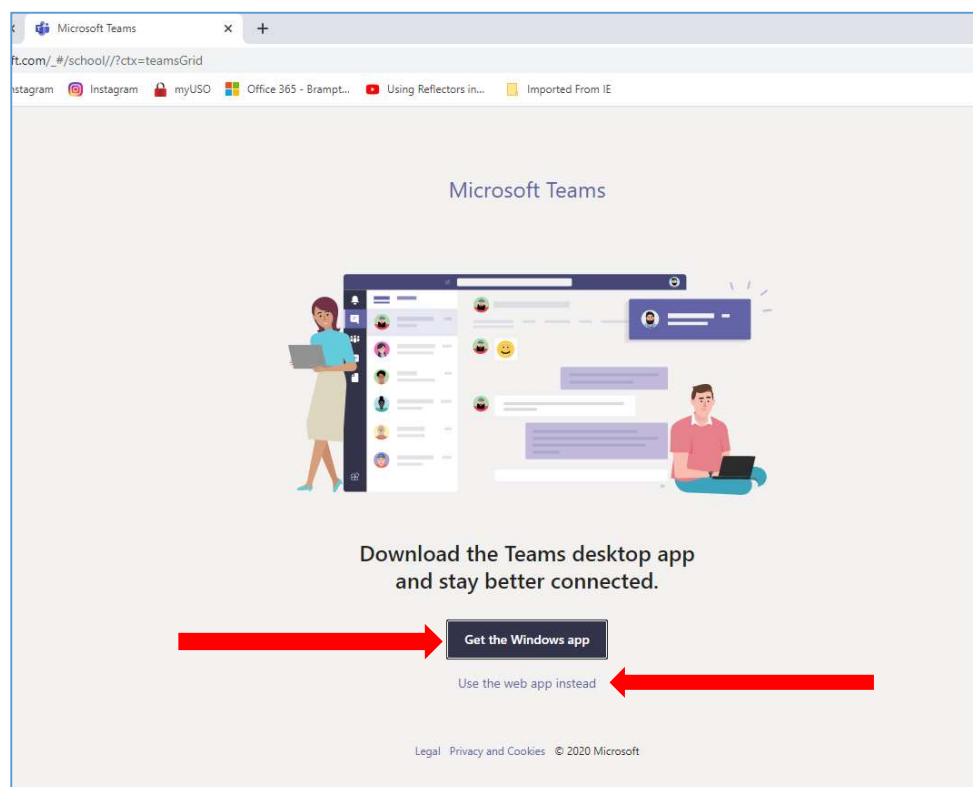
You can close the welcome screen as shown below



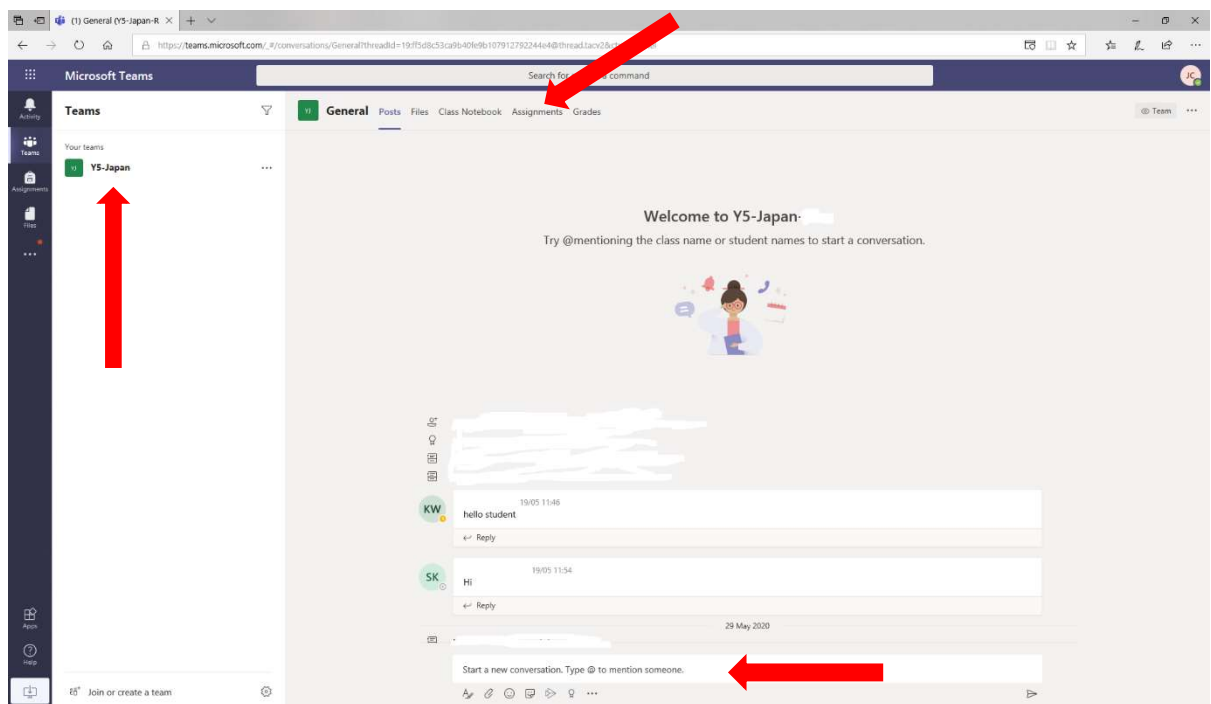
Once successful, you should now be taken to the Microsoft Teams & Office 365 page, where you can see Teams, OneDrive for storage, Word, Excel, PowerPoint, etc. as shown below.



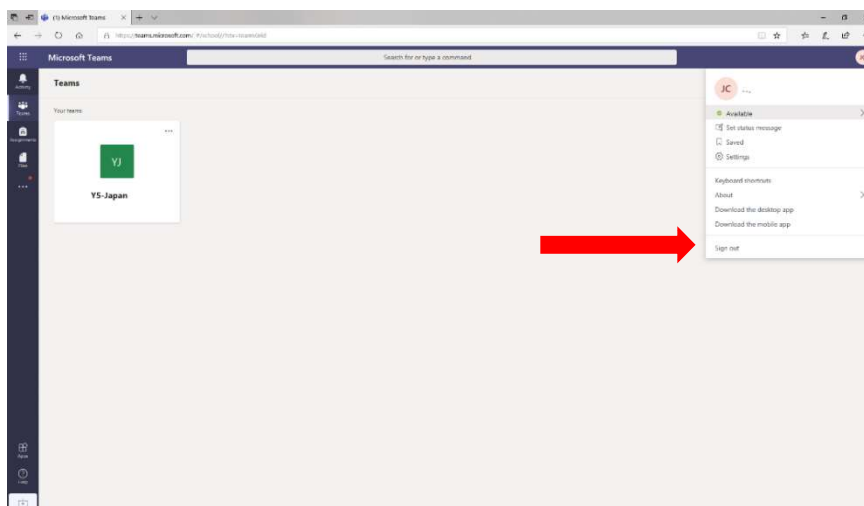
Microsoft Teams can be used either as a desktop or web app as shown in the screenshot below. It is entirely up to you which one you want to use. For simplicity, use the **web app**; the **Windows app** has greater functionality.



Please click on the **“Teams”** icon and it will take you to the Microsoft Teams page as shown in the screen shot below. You can communicate with your teachers and view uploaded files, resources and assignments.



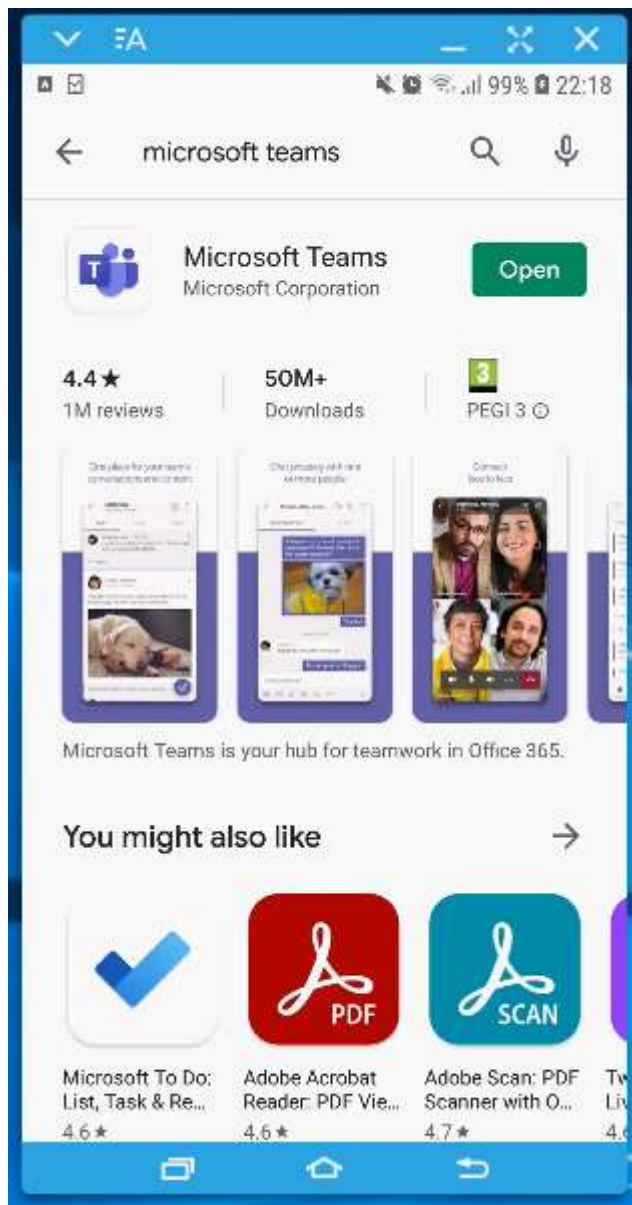
To sign out, click on your initials at the top-right of the screen as shown below and click **“Sign out”**.



2. Logging into Teams from Mobile Devices - iPads, Tablet, Phones

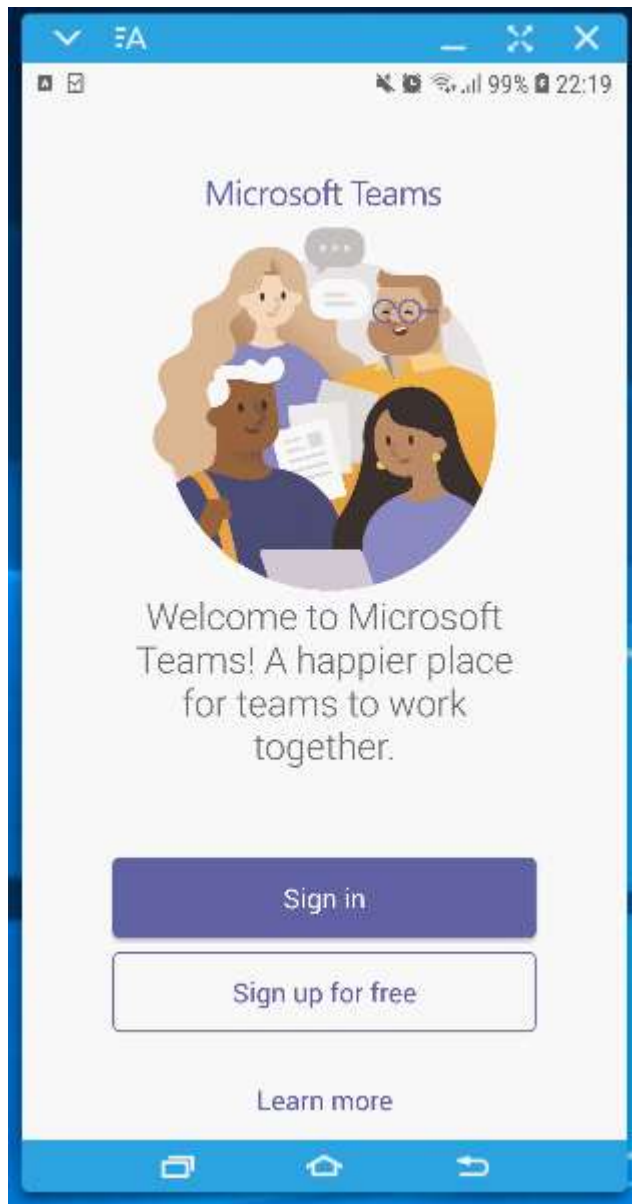
Microsoft Teams can be used on a computer and other mobile devices, such as iPads, Android tablets and mobile phone. You can get the apps from the “**Apple Store**” and “**Google Play**”.

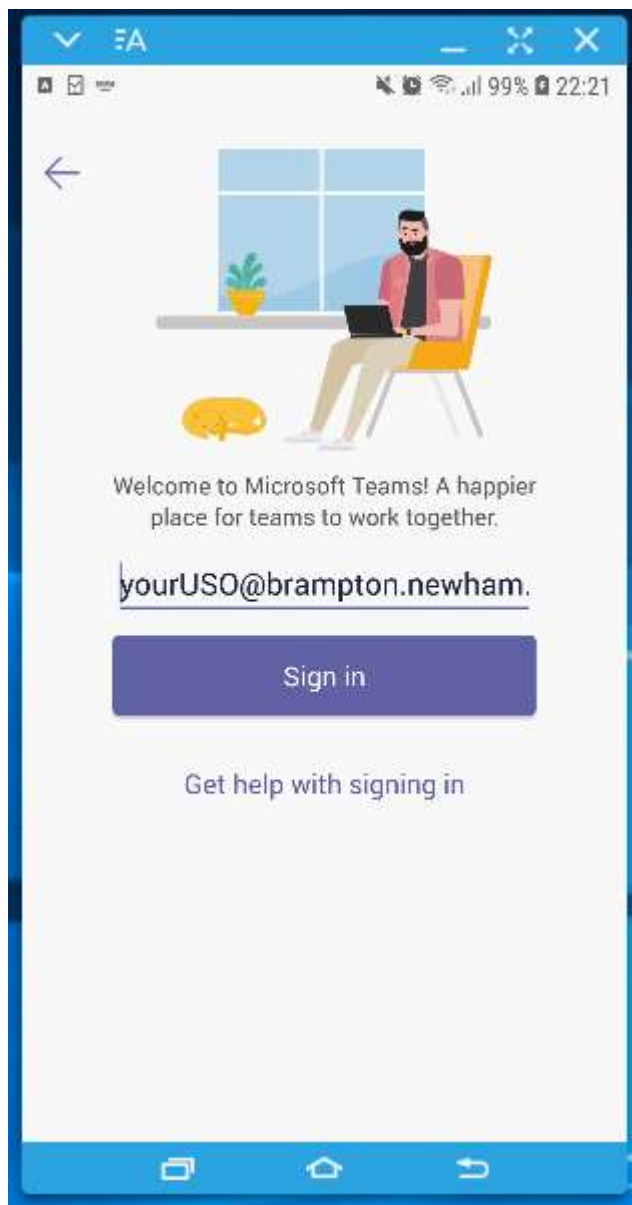
Download the app and open it.



Click on **“Sign in”** and enter the following:
yourUSO@brampton.newham.sch.uk

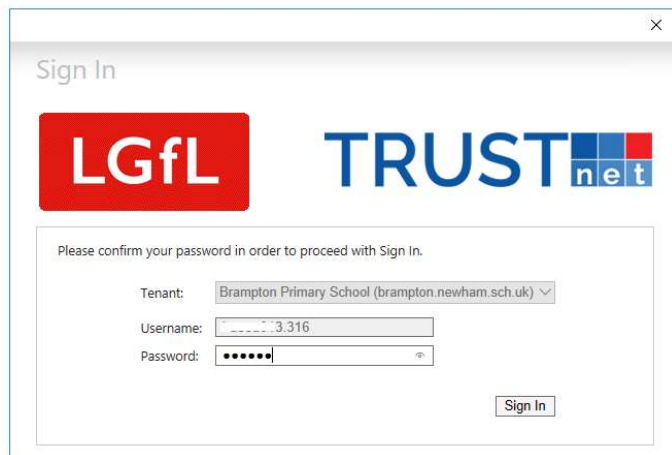
Children have been given their USO login.





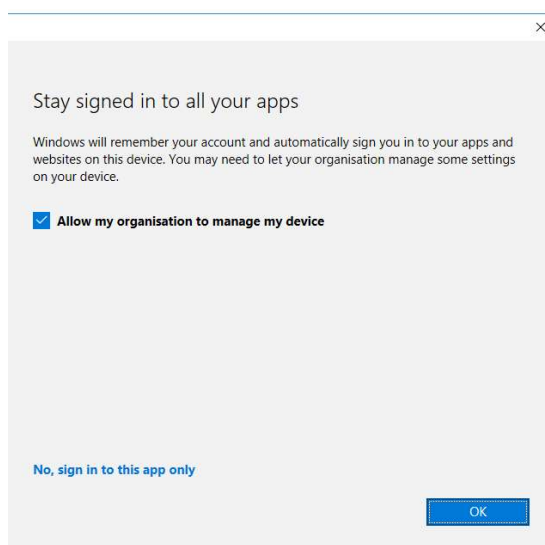
Enter your LGfL password as shown in the screenshot below and click on **“Sign In”**.

Children have been given their USO password.



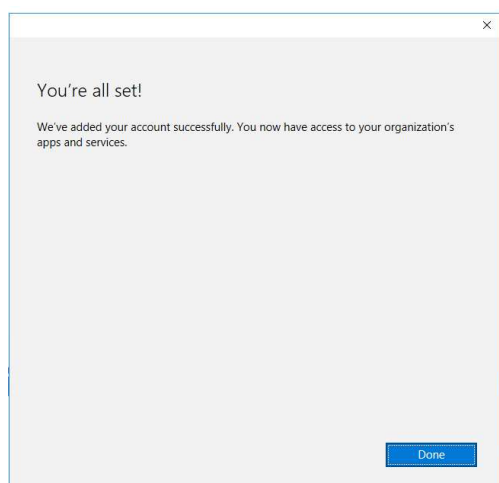
The screenshot shows a web browser window titled "Sign In". At the top left is the LGfL logo (a red rectangle with "LGfL" in white). To its right is the TRUSTnet logo (the word "TRUST" in blue and "net" in a blue box with white letters). Below the logos, a message reads: "Please confirm your password in order to proceed with Sign In." There are three input fields: "Tenant:" with a dropdown menu showing "Brampton Primary School (brampton.newham.sch.uk)", "Username:" with the text "3.316", and "Password:" with masked characters "•••••". A "Sign In" button is located at the bottom right of the form area.

If you are using Team apps on a computer desktop Click **“OK”** as shown in the screenshot below.



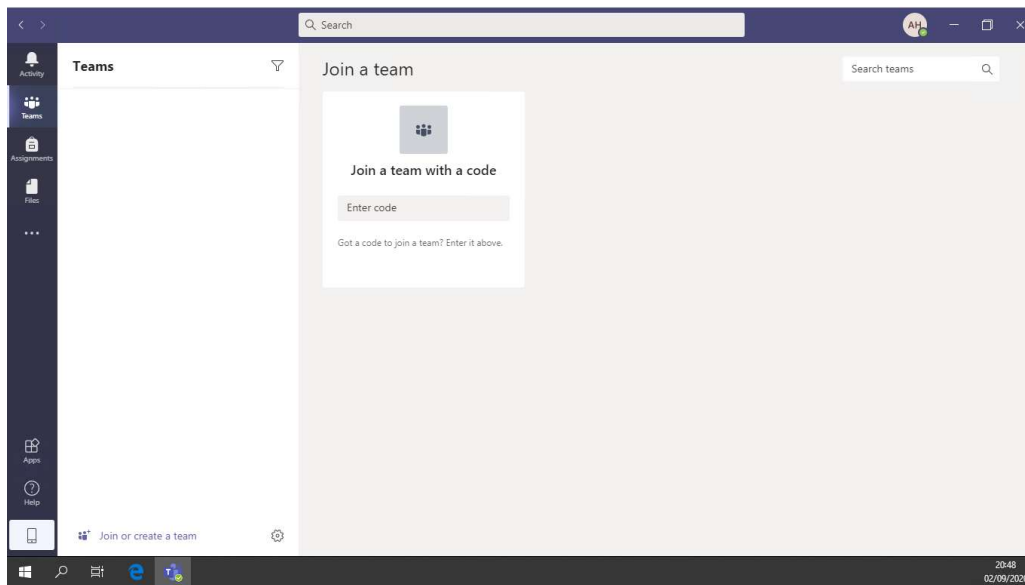
The screenshot shows a Windows system dialog box titled "Stay signed in to all your apps". It contains the text: "Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organisation manage some settings on your device." Below this is a checkbox labeled "Allow my organisation to manage my device" which is checked. At the bottom left, there is a link that says "No, sign in to this app only". At the bottom right is a blue button labeled "OK".

Click on **“Done”**.



The screenshot shows a Windows system dialog box titled "You're all set!". It contains the text: "We've added your account successfully. You now have access to your organization's apps and services." At the bottom right is a blue button labeled "Done".

Microsoft Team will now be ready to use.



To sign out, click on your initials at the top-right of the screen as shown below and click **“Sign out”**.

