

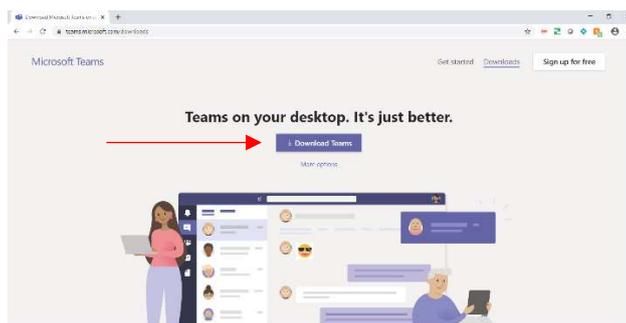
Microsoft Teams for Class Communication

While we are all familiar with Daymap, it can be quite tricky to use on our phones or for a quick check for updates. It is also hard to have a whole class chat on Daymap. PASS has started using Microsoft Teams which is a really handy program and has an app for your phone.

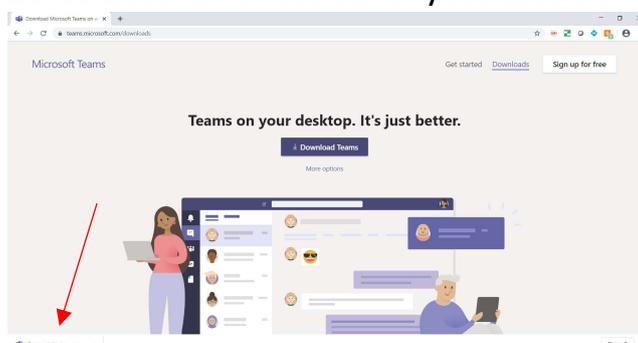
Microsoft Teams looks similar to Facebook with a “Posts” section for us to communicate with each other, post work or check in on progress.

How to get onto Microsoft Teams

1. Go to Google Chrome or Internet Explorer
2. In the address bar up the top (the place where websites are written), type **teams.microsoft.com/downloads**
3. Click “Download Teams”



4. Your computer may ask you to save the download somewhere, choose a folder that suits you (this doesn't really matter very much)
5. Wait until the download has finished (you will see it flashing in the bottom left hand corner of your internet screen)



6. Click on the download to start the program

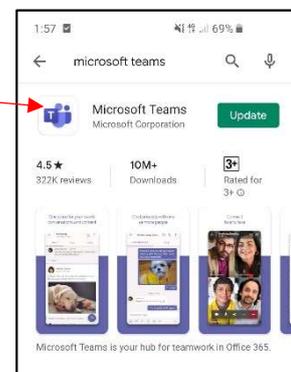
7. This will install the program onto your laptop and give you a new Microsoft Teams icon on your desktop



8. Open Microsoft Teams and login using your Learnlink username (*add the student's Learnlink address again*) and the password you just created
9. You are now logged in for good and shouldn't have to login again.
10. Now you can see what your classes are doing, talk to your teachers and peers, send and receive work.

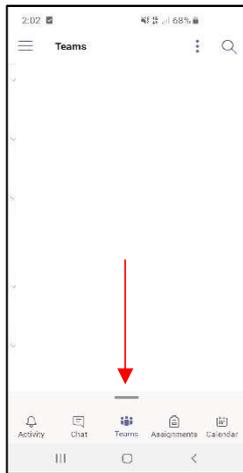
How-to get the Microsoft Teams app on your phone

1. It will be easier to check teams each day if you have the app on your phone. You will get notifications if your teachers add anything and be able to post or check posts without having to start up your laptop.
2. Go to "App Store" or "Play Store"
3. Search "Microsoft Teams"
4. Click "Install" or "Get" then "Open"
5. Sign in using your Learnlink email address:
(add the student's Learnlink address)



6. Enter the new Learnlink password that you made.

7. Press “Teams” to see the class teams you have been added to.



8. You are now logged in for good and shouldn't have to login again.