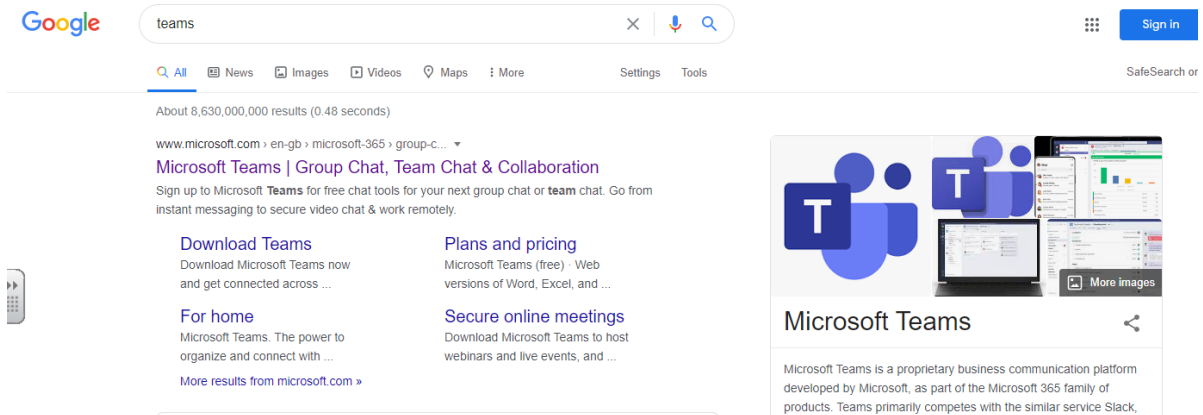
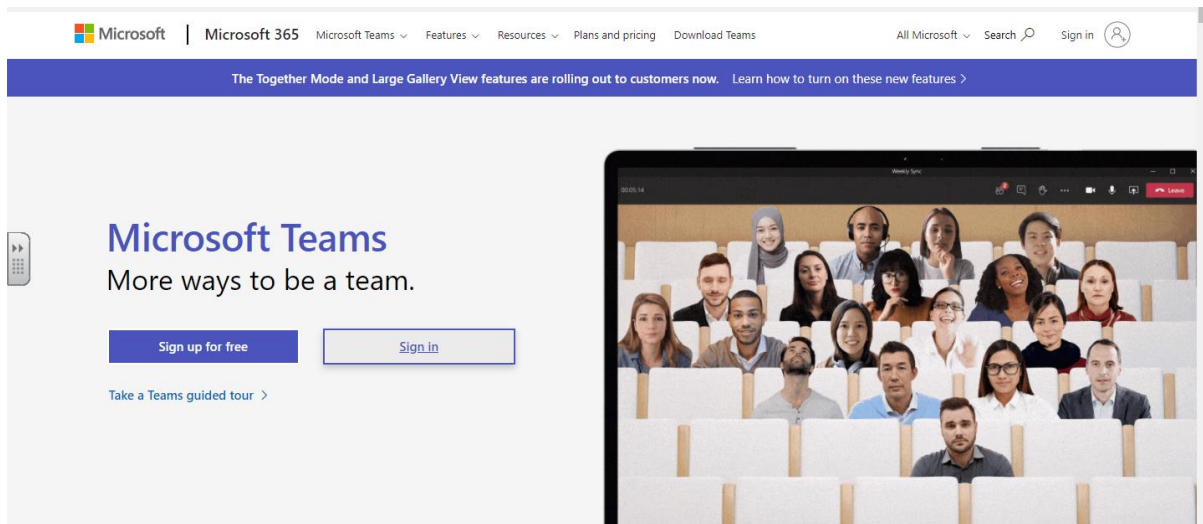


Setting up Teams for pupils

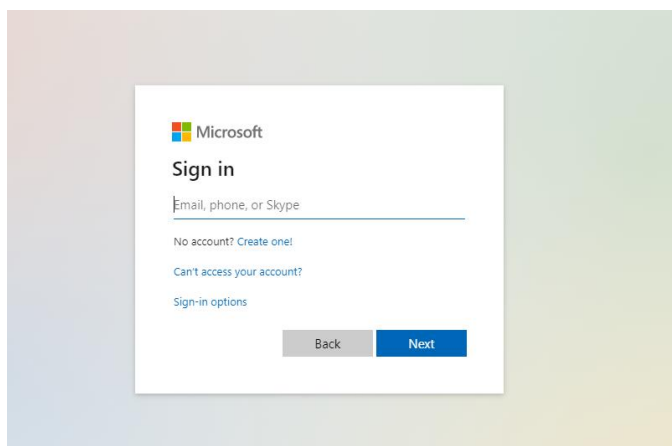
Step 1: Search 'Microsoft Teams' using your desired search engine and click on the link which is shown in the screenshot below.



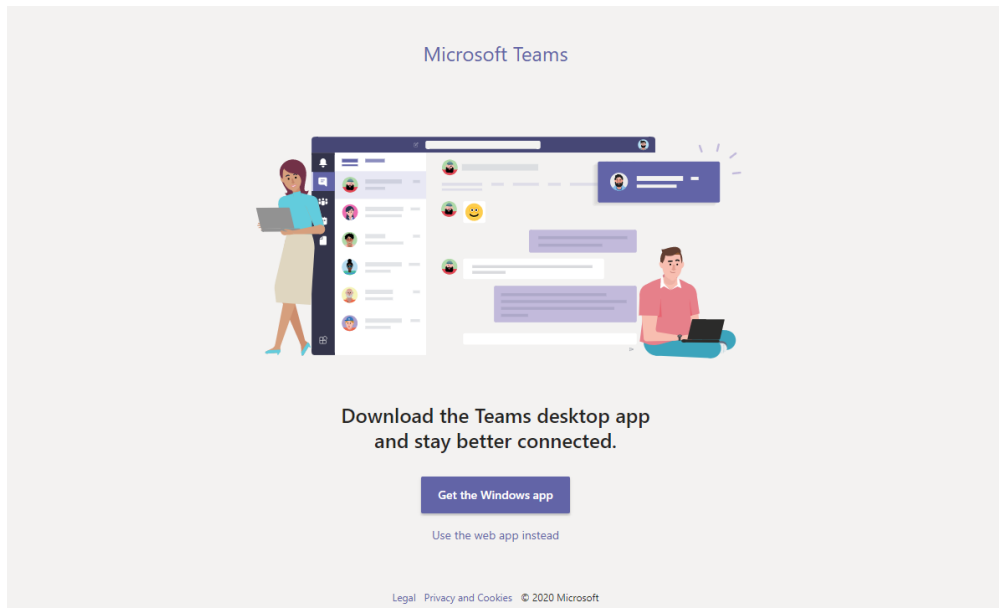
Step 2: Click on the 'sign in' button as shown in the screenshot below.



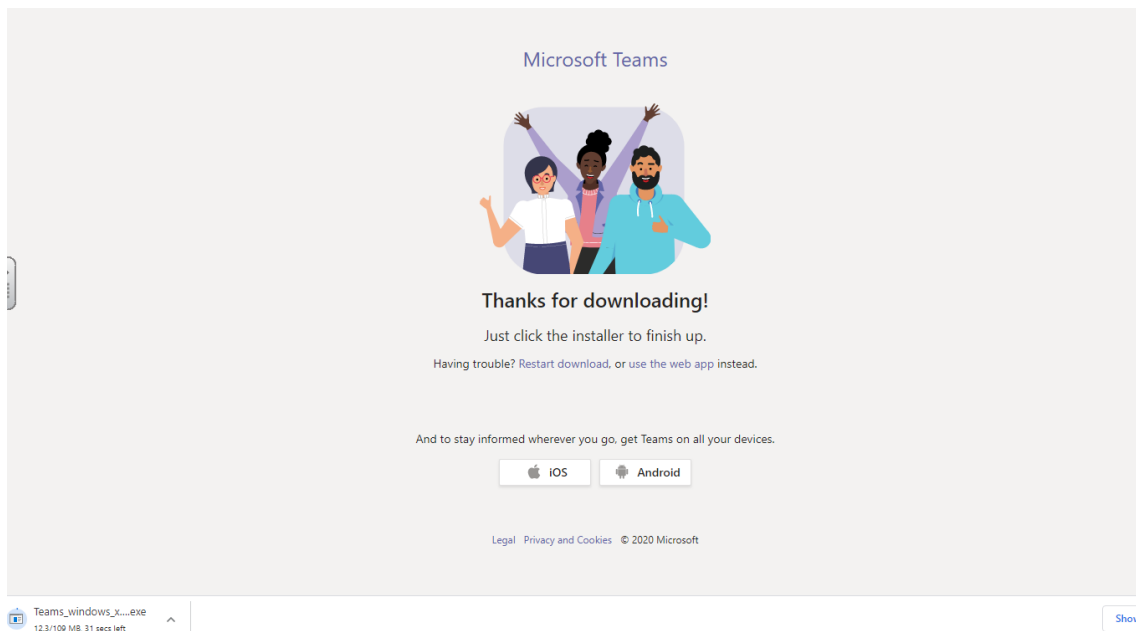
Step 3: Enter your log in details (this will be an email with your child's class name and a number, followed by @redland.wilts.sch.uk and a password).



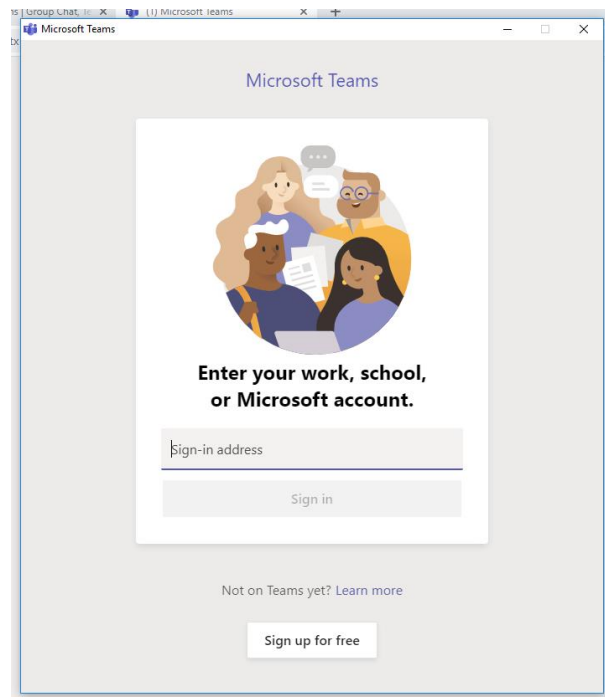
Step 4: Following your log on, the screen below will appear. This is asking you if you wish to download the Teams app or to continue to use the website. Ideally you should choose the option to download the app as this will make the features of Teams easier to use.



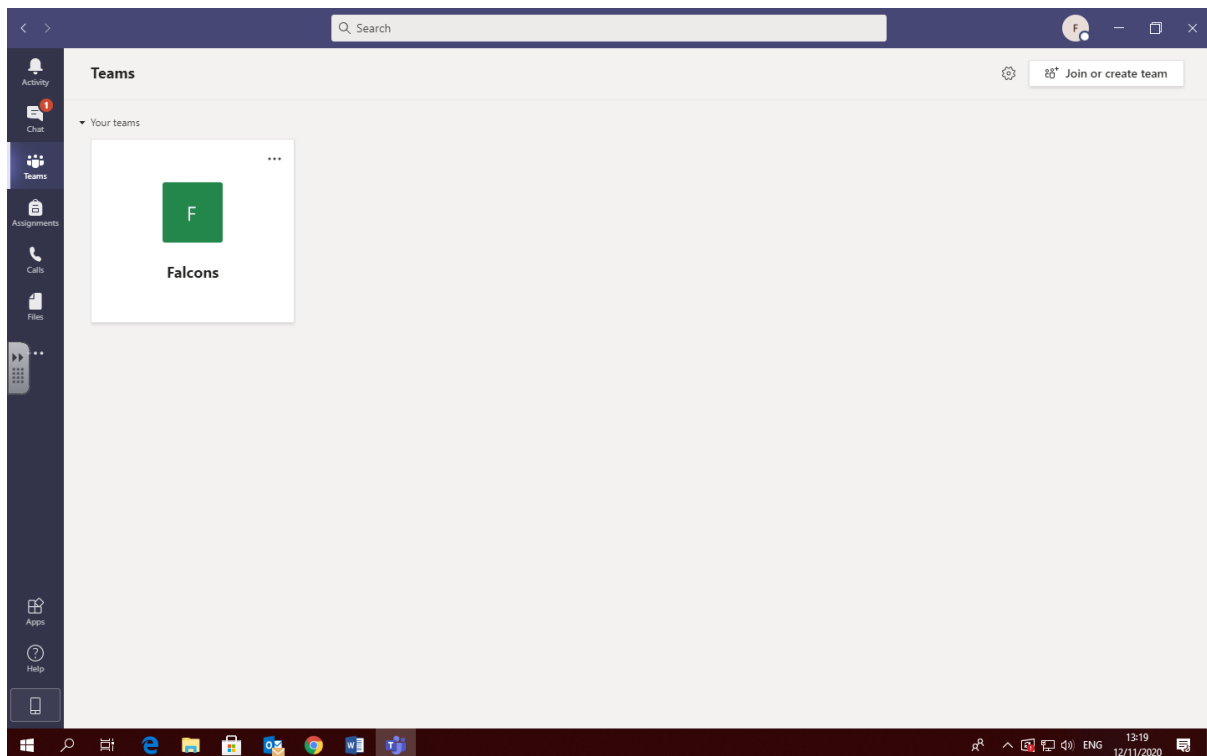
Step 5: When you've clicked to 'Get the Windows app', the following screen will appear. This means that the app has started to download.



Step 6: Once downloaded, the app should automatically open. The following screen should appear and you will need to input your log in details again.

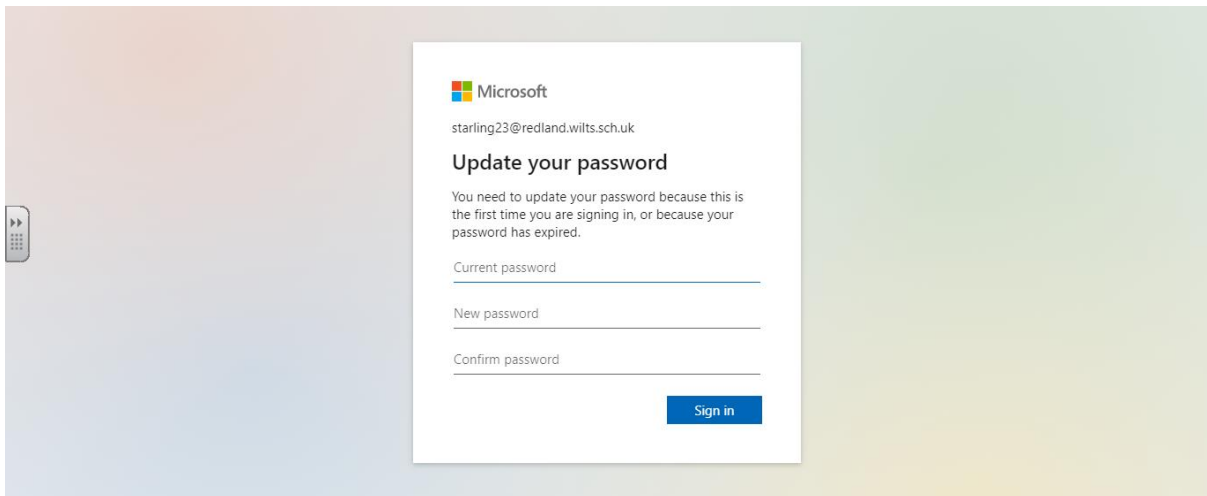


Step 7: Once logged in, the following screen will appear. You will notice that you have been set up as part of a 'team' and this should be your class name. Your teacher and all of the other children in your class are also in your team.



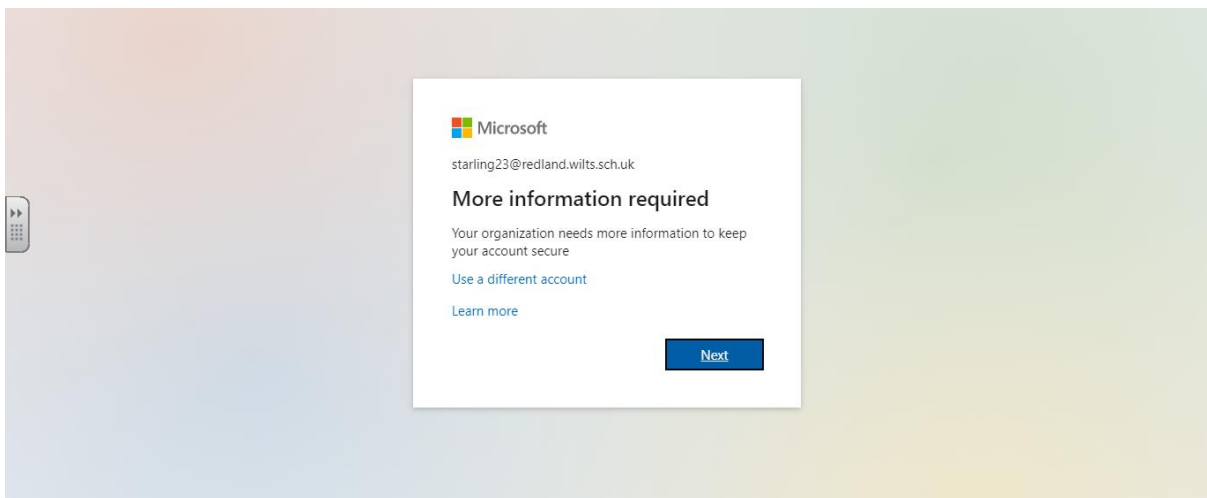
Important! You may get the following screens.

Possible screen 1:

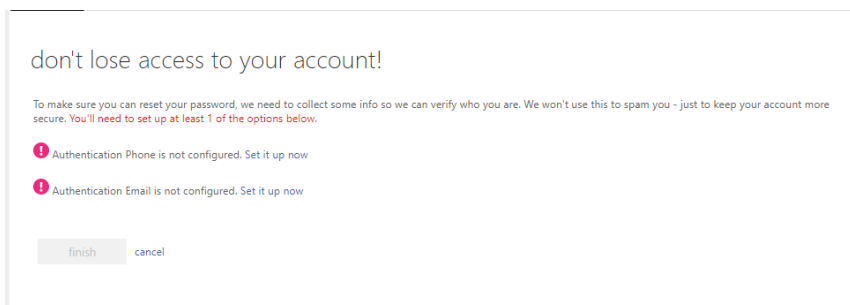


If you get this screen, put in your current password and put the new password as 'Reds2020'

Possible screen 2:



Click on 'next' and the following screen will appear.



Simply click 'cancel' and you will be directed to the Teams page where children can access their work.