

## A guide to getting started with Teams and Outlook (email)



**All pupils in KS2 (Years 3-6) now have an Ark Swift email address.**

This email address will give your child access to the full suite of Microsoft Office applications (Teams, Outlook, Word, PowerPoint etc).

This guide will get you started with Teams so your child can access the daily class check-ins.

If you require any further help, please call the school office on 020 8743 2514 and we'll talk you through the process.

Good luck!

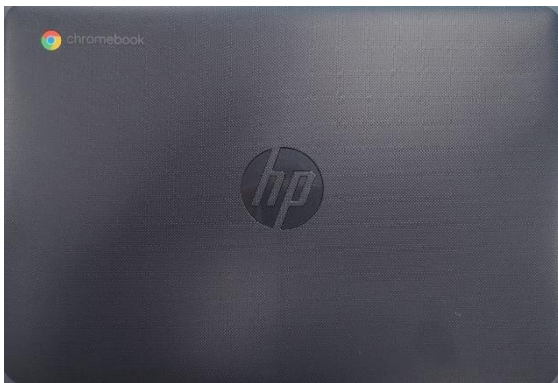
## **Process to follow if you've been issued with a laptop from school**

The process is the same whichever model of laptop you've been issued with:

HP Chromebook

or

Lenovo Chromebook



### **Step 1**

Login to your device using your email address and password

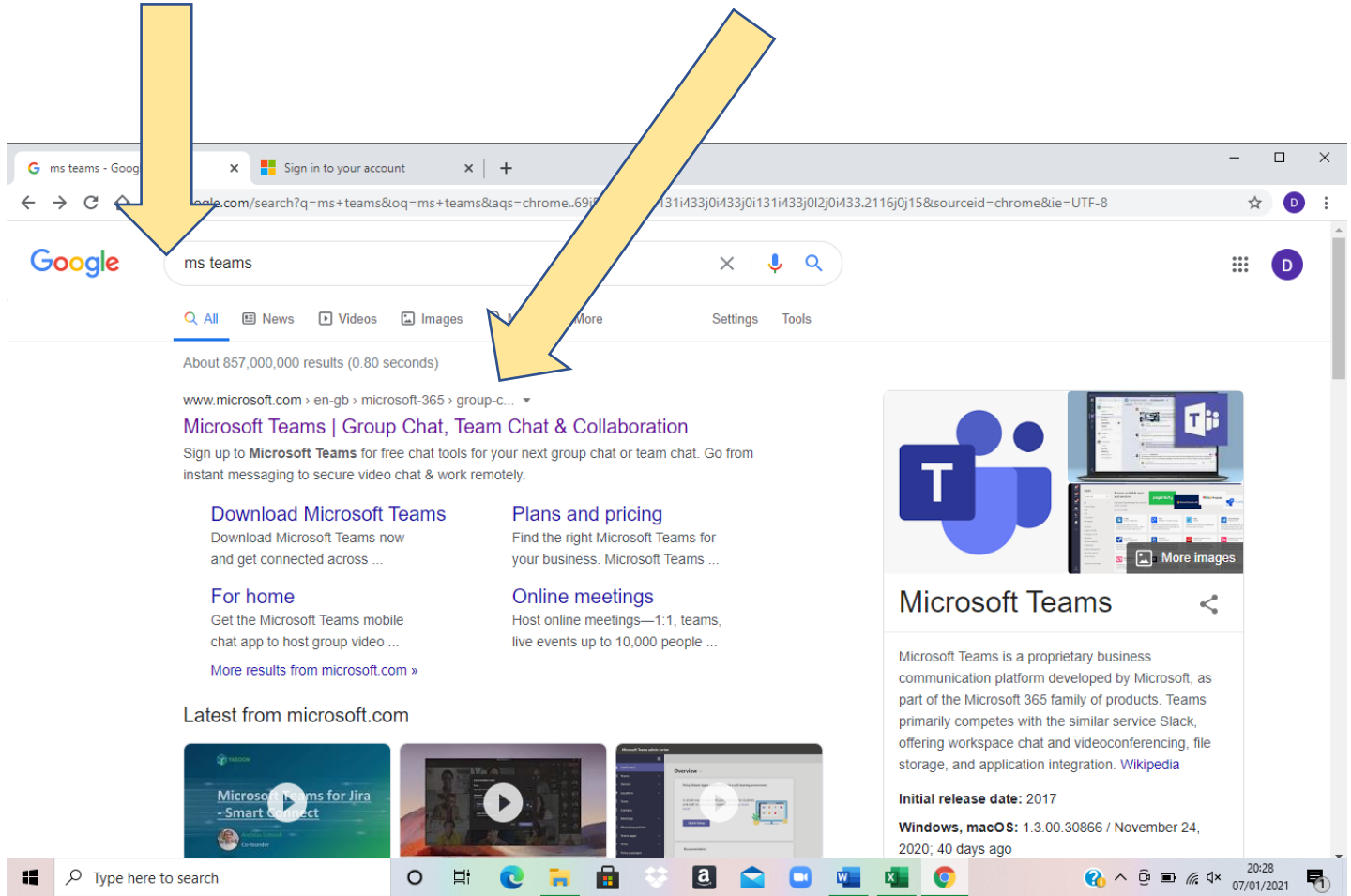
### **Step 2**

Click on the **Google Chrome** icon



### Step 3

Type 'MS Teams' in the Search Box and click on the first link



The screenshot shows a Google search for "ms teams". The search bar contains "ms teams" and the search results show "About 857,000,000 results (0.80 seconds)". The first result is from "www.microsoft.com" and is titled "Microsoft Teams | Group Chat, Team Chat & Collaboration". Below the title, it says "Sign up to Microsoft Teams for free chat tools for your next group chat or team chat. Go from instant messaging to secure video chat & work remotely." There are four sub-sections: "Download Microsoft Teams", "Plans and pricing", "For home", and "Online meetings". To the right of the search results is a preview card for "Microsoft Teams" with a description: "Microsoft Teams is a proprietary business communication platform developed by Microsoft, as part of the Microsoft 365 family of products. Teams primarily competes with the similar service Slack, offering workspace chat and videoconferencing, file storage, and application integration. Wikipedia". Below the description, it says "Initial release date: 2017" and "Windows, macOS: 1.3.00.30866 / November 24, 2020; 40 days ago". At the bottom of the screenshot, there is a Windows taskbar with a search bar and various application icons.

## Step 4

The screenshot shows the Microsoft Teams website. At the top, there's a navigation bar with the Microsoft logo, 'Microsoft 365', and various menu items like 'Microsoft Teams', 'Features', 'Resources', 'Plans and pricing', and 'Download Teams'. A blue banner below the navigation bar reads: 'The Together Mode and Large Gallery View features are rolling out to customers now. Learn how to turn on these new features >'. The main content area features a large heading 'Microsoft Teams' and a sub-heading 'Many ways to be a team.' Below this, there's a 'Sign up for free' button and a 'Sign in' button. A yellow arrow points from a green box containing the text 'Click 'Sign in'' to the 'Sign in' button. To the right, there's a large image of a virtual meeting with many participants in a gallery view. At the bottom, there's a URL bar with a long URL and a taskbar with icons for Chrome, Gmail, and other applications.

## Step 5

You're in!

The screenshot shows the Microsoft Teams interface. On the left, there's a sidebar with a 'Microsoft 365' header and a list of 'Apps' including Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, and Teams. A yellow arrow points from a green box to the 'Apps' icon in the sidebar. The green box contains the text 'Click on this icon and you can access:' followed by a list of items: 'Outlook for Email', 'Teams for class video calls, class discussions etc.', and 'Word and PowerPoint for creating documents and presentations'. The main area of the interface shows a search bar, a 'General' channel, and a welcome message: 'Welcome to Year 3 -Warwick'. Below the welcome message, it says 'Try @mentioning the class name or student names to start a conversation.' and there's a 'New conversation' button. At the bottom, there's a taskbar with various application icons and a system tray showing the time as 20:35 on 07/01/2021.

- Folders
- Inbox
- Drafts
- Sent Items
- Deleted Items
- Junk Email
- Archive 1
- Notes
- Archive
- Conversation Hist...
- New folder
- Groups

Focused Other Filter  
Microsoft Teams  
You have been added to a cl... Wed 12:20  
Microsoft Teams Elizabeth added you to the...

You have been added to a class team in Microsoft Teams

In Outlook you can receive, check, and compose email. This is also where you will receive invitations to your class group, Teams video calls for the daily check-in etc.

Microsoft Teams

**Elizabeth added you to the Bristol class!**

**Bristol**

1 members

Open Microsoft Teams

# Process to follow if you're using a personal laptop

## Step 1

Open **Google Chrome**



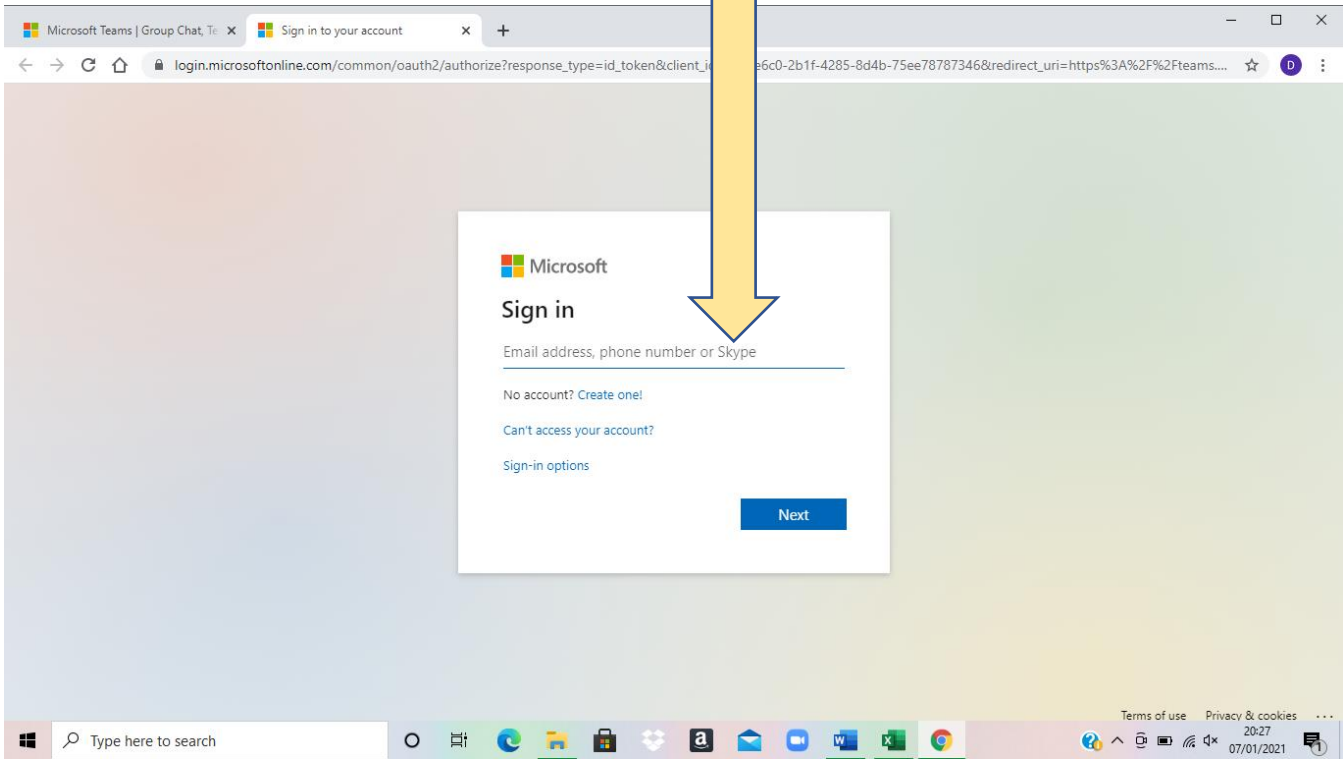
## Step 2

Type **'MS Teams'** in the Search Box and click on the first link

A screenshot of a Google search for "ms teams" in a Chrome browser window. The search bar contains "ms teams" and the search button is highlighted. A large yellow arrow points from the search bar down to the search results. Another large yellow arrow points from the search bar down to the first search result, which is the Microsoft Teams website. The search results show "About 857,000,000 results (0.80 seconds)" and the first result is "Microsoft Teams | Group Chat, Team Chat &amp; Collaboration" with a sub-headline "Sign up to Microsoft Teams for free chat tools for your next group chat or team chat. Go from instant messaging to secure video chat &amp; work remotely." Below this are sections for "Download Microsoft Teams", "Plans and pricing", "For home", and "Online meetings". To the right of the search results is a knowledge panel for "Microsoft Teams" with a description, "Initial release date: 2017", and "Windows, macOS: 1.3.00.30866 / November 24, 2020; 40 days ago". The Windows taskbar is visible at the bottom of the screenshot.

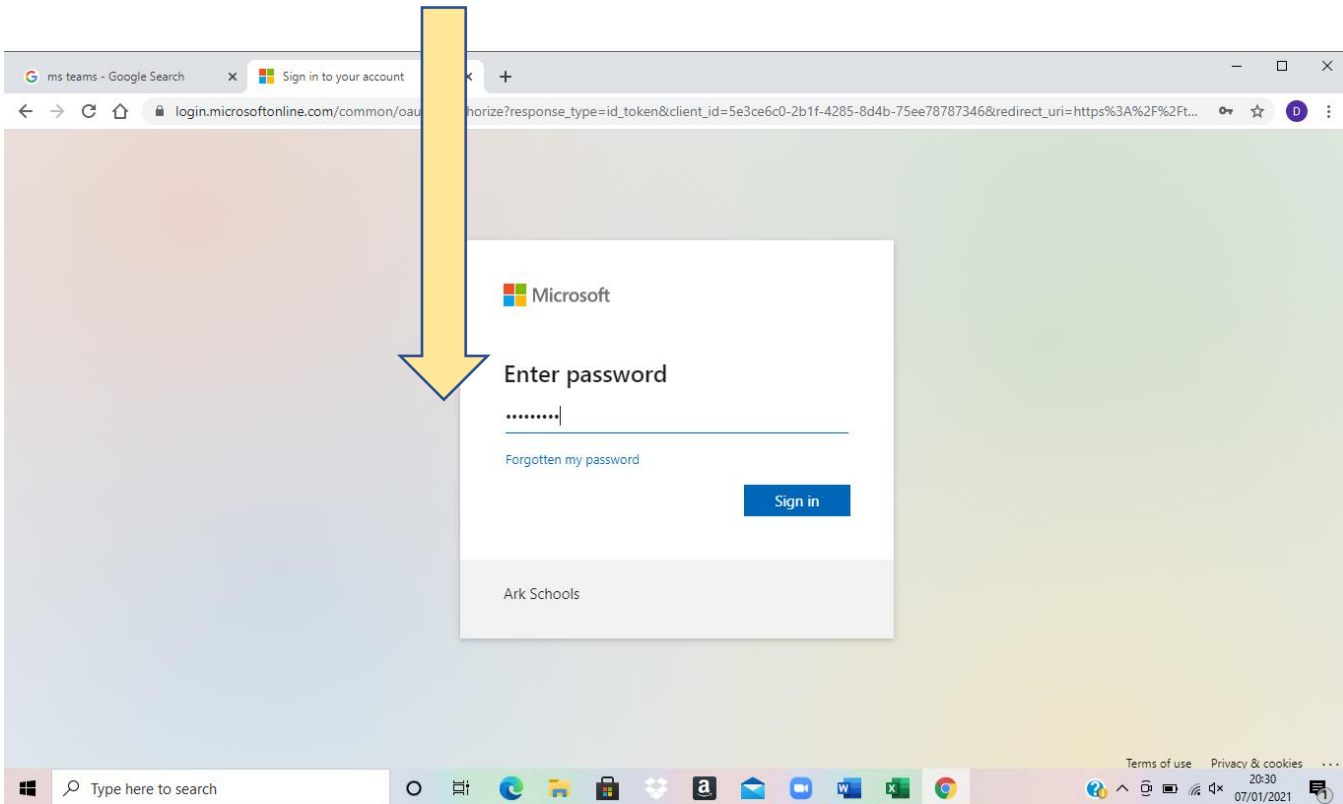
### Step 3

Enter your child's Ark Swift email address



### Step 5

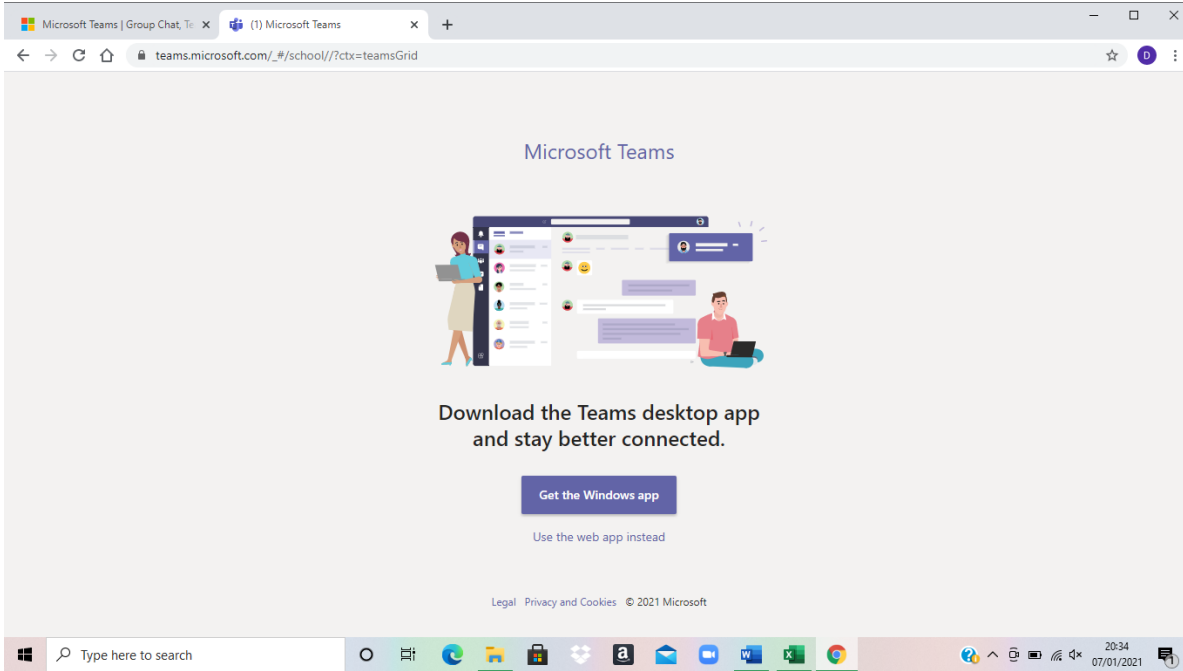
Enter your child's password



## Step 6

You can choose to either:

- Get the Windows app
- Or
- Use the web app



## Step 5

You're in!

Click on this icon and you can access:

- **Outlook** for Email
- **Teams** for class video calls, class discussions etc.
- **Word and PowerPoint** for creating documents and presentations

Microsoft 365 →

Apps

- Outlook
- Word
- PowerPoint
- SharePoint
- OneDrive
- Excel
- OneNote
- Teams

General Posts Files Class Notebook Assignments Grades

Welcome to Year 3 -Warwick

Try @mentioning the class name or student names to start a conversation.

New conversation

- Folders
  - Inbox
  - Drafts
  - Sent Items
  - Deleted Items
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