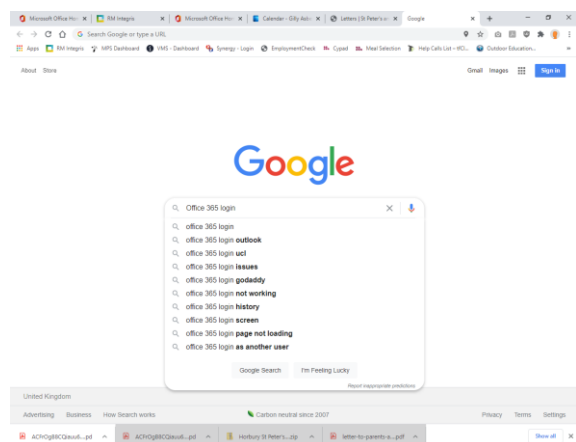
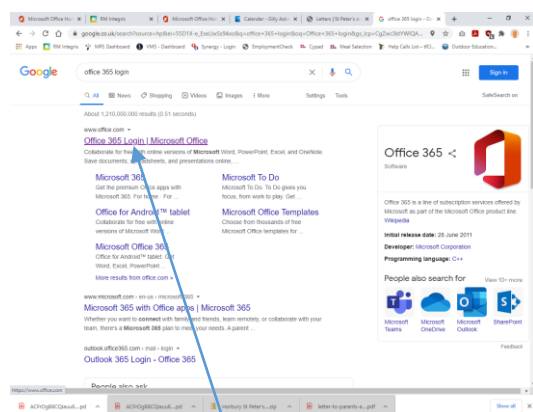


Logging into your child's remote learning

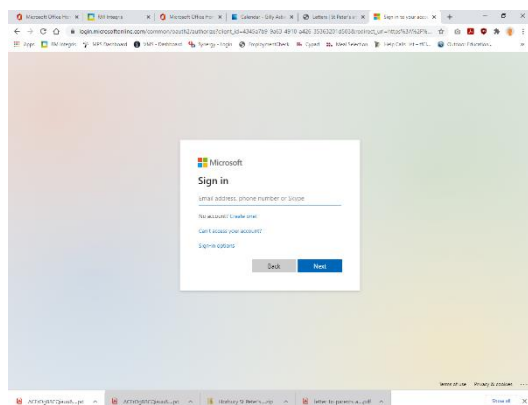
The easiest way to get into the Office 365 online applications is to open your web browser and type into the Google search box - **Office 365 login**. You should then see a login screen as follows:



You then should see the search results as follows:



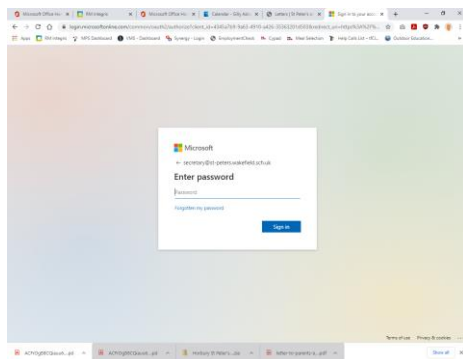
Click on this link and it will take you to the **Office 365 login** screen:



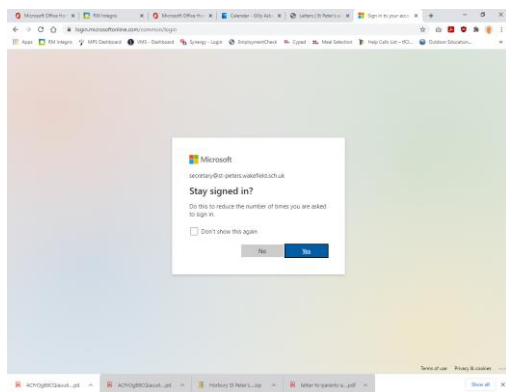
Enter your child's email address:

e.g jblogs@st-peters.wakefield.sch.uk

You will then need to enter your password:

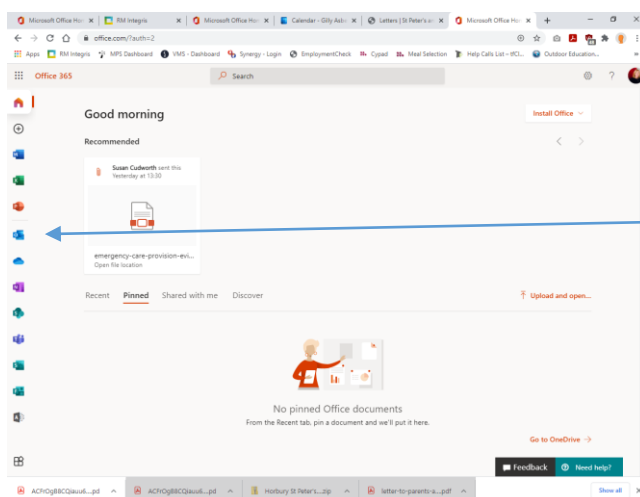


Enter the password you have been given for your child's email account by school

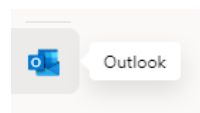


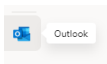
If it asks if you want to stay signed in, you can choose to say yes (as this may save you time next time). This is optional

This should then log you into **Office 365** and you should then see the Welcome screen. It may say 'Good Morning Jo' etc.

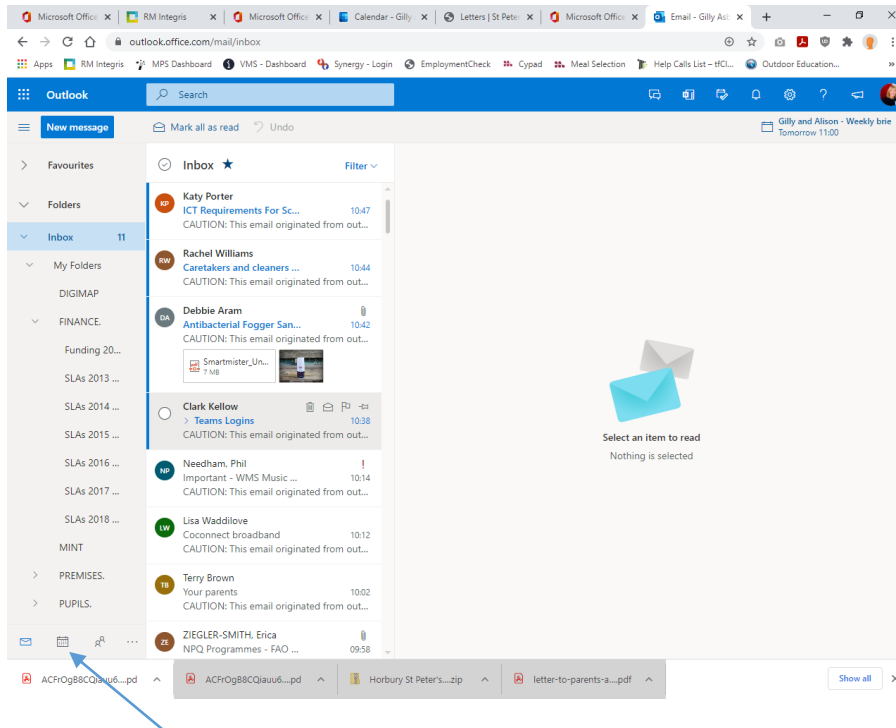


Down the left hand side of the screen you will see the Office Icons. The Outlook Icon is located on the list and looks like this



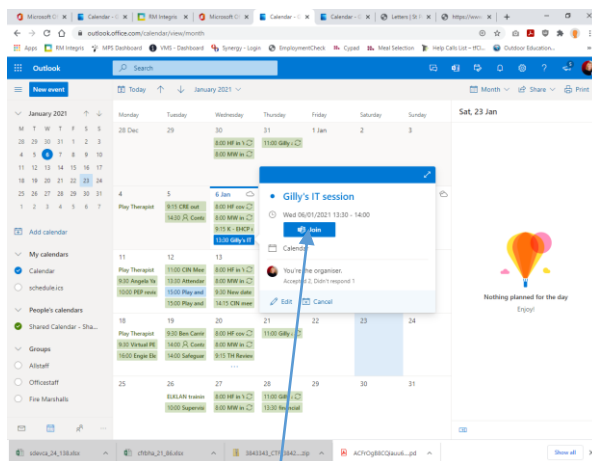
Double click on this  icon and it will take you to your child's email account and you will see their email **Inbox**. In there you will see the emails and invitations to the class sessions from the teacher. When your child's teacher has emailed the lesson invitation it will

have put the link into your calendar. The calendar can be found at the bottom of the screen as shown below:

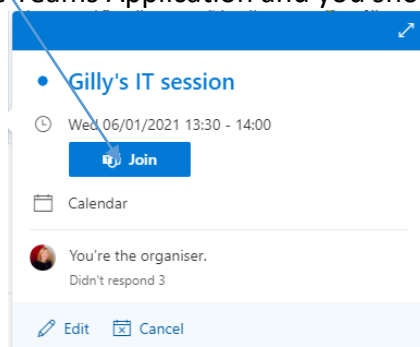


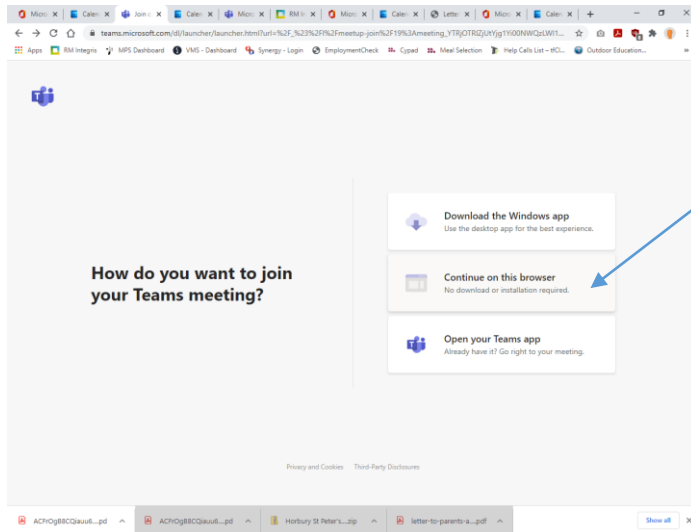
Calendar Icon – Click on this to launch the Outlook calendar

On the date on your **Calendar** the lesson will be shown, similar to below:

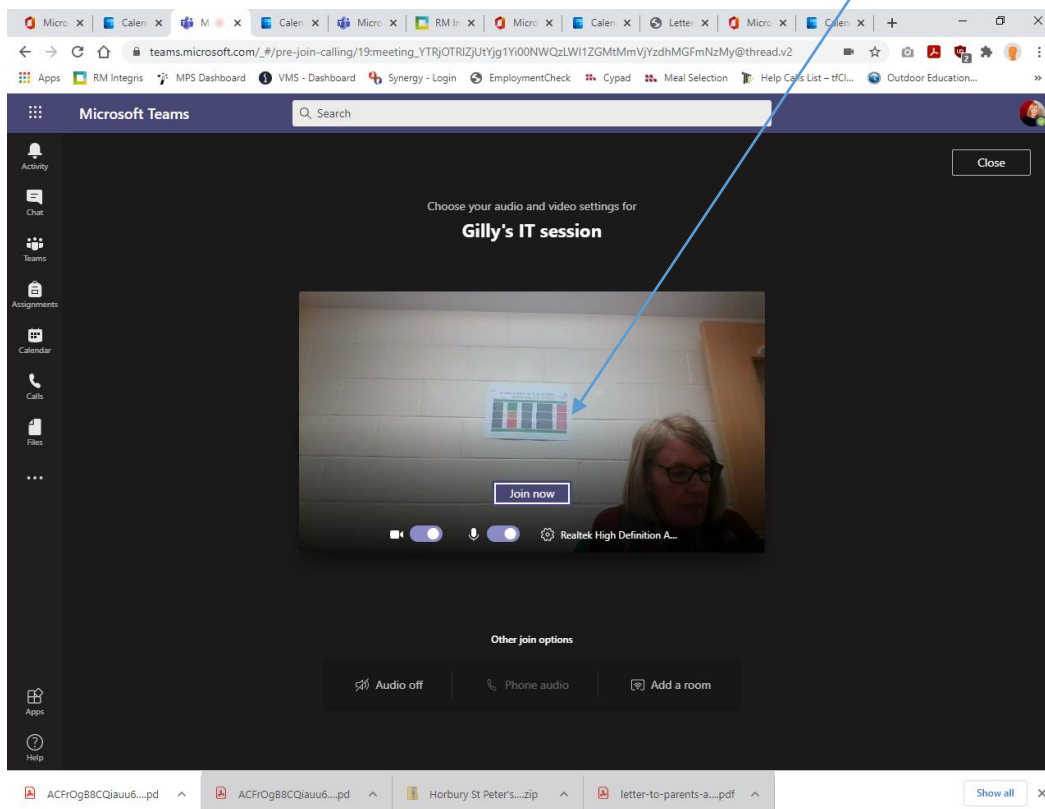


You then need to **click** on the Join Icon to join your child's class session. This should look similar to my session but will be the class session from your child's class teacher. **Click** join and this will launch the Teams Application and you should see the Teams screen in front of you.





Choose continue in browser and it will launch the Teams Application as shown below



Click on Join now to join the session