Using Microsoft Teams

In the event of a whole class or school closure you may be asked to access Microsoft Teams in order to provide ongoing learning for the children during school closures. The Information below can be used as a guide to help you get started.

My email address is:

My password is: Rtps2020! Log on with an adult and reset your

password to something you can remember - we won't be able to remind

you of it!

If you are using a desktop/laptop:

1. Search for Office 365 in google.

2. When given the option of logging in, type in your email address and password you were given at school.

3. You will then be asked to change your password. Remember to do this with a grown up and make it something memorable.

4. You will then be able to see this section of the office 365 homepage:

5. You can access Teams by selecting the Teams icon or if you can't see the Teams icon, select the 9 dots in the corner and it will be on that page.

6. Once you have accessed Teams – you will be able to see the posts made by your teacher and access the work you have been set.

If you are using a tablet/iPad/mobile:

You will want to start by downloading the Microsoft Teams app from your app/play store.

1. Open the app on your device.

2. When given the option of logging in, type in your email address and password you were given at school.

3. You will then be asked to change your password. Remember to do this with a grown up and make it something memorable.

4. Navigate through the top tip sections by selecting 'Next'.

5. You will be able to see your class team at the left-hand side. If you can't just simply select Teams at the bottom of the screen.

6. Select 'General' underneath your class name and it will load the posts/files/more sections on the main screen.

7. You will be able to see any posts from your teacher in this section.

The first time you use Teams there are plenty of useful videos here:

[Microsoft Support](#)

If there are any questions, please contact you class teacher via e mail.