

Microsoft Teams and Microsoft Outlook

What your child's Longfields' login details are for and how to use them.

With your child's login details you are able to access two resources.

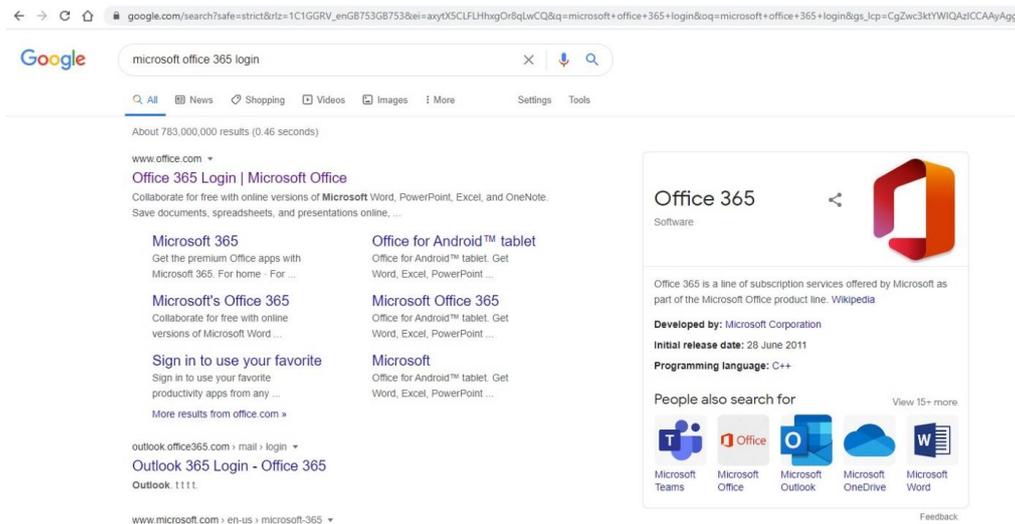
Primarily, your child's login details are an email address/account and these same details will also give you access to Microsoft Teams



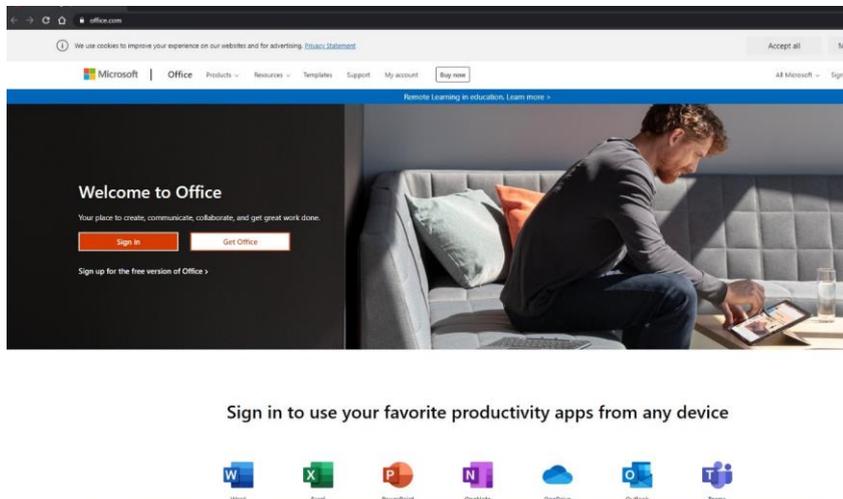
Microsoft Outlook (email) will be used in a number of situations.

If your child is having to isolate for any reason (due to COVID) then work will be sent home via this email address. **Please note: You will not be able to access the work via Microsoft Teams – You will need to log in to Microsoft Outlook and access the email sent by the class teacher.**

1. To sign in to Microsoft Outlook you will need to search for Microsoft Office 365 and then click on the link highlighted in purple (below) – www.office.com



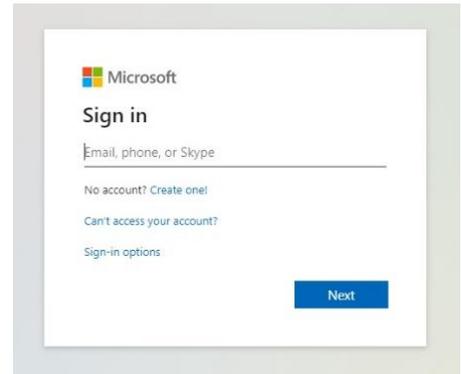
2. Click on the orange sign in button



Sign in using your child's email address and password

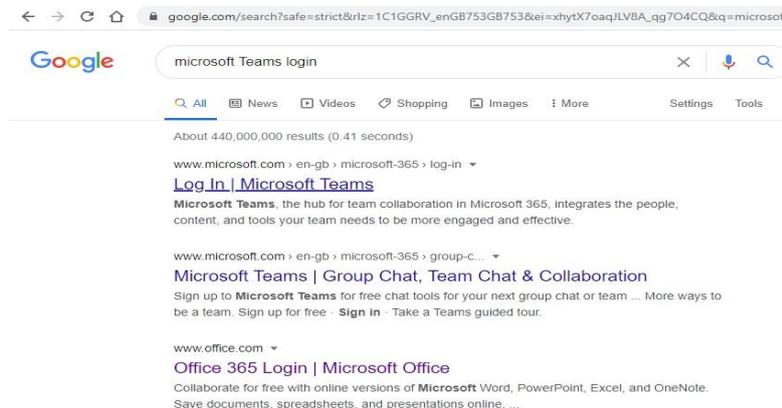
This will take you to your child's email account where they will be able to access any work that has been sent home.

Please note that this email account is for school use only and should not be used by children or parents for correspondence outside of school.



Microsoft Teams will be used for 'face to face' virtual meetings or teaching. Teams will only be used for teaching in the case of a whole school lock down or if a class or year group are needing to isolate. Class teachers will communicate with their pupils or parents through the child's Teams account and email.

1. To sign in to Microsoft Teams you will need to search for Microsoft Teams login and then click on the top link (below) – www.microsoft.com



2. Click on the purple sign in button

