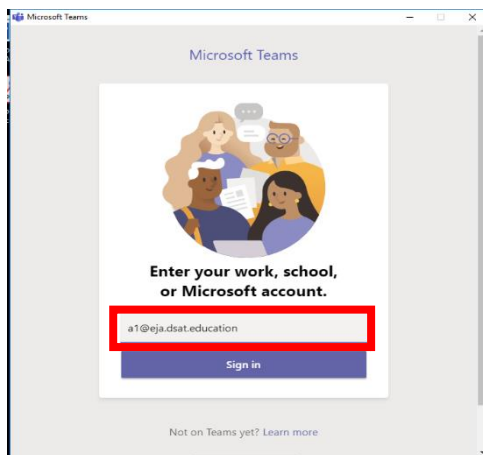


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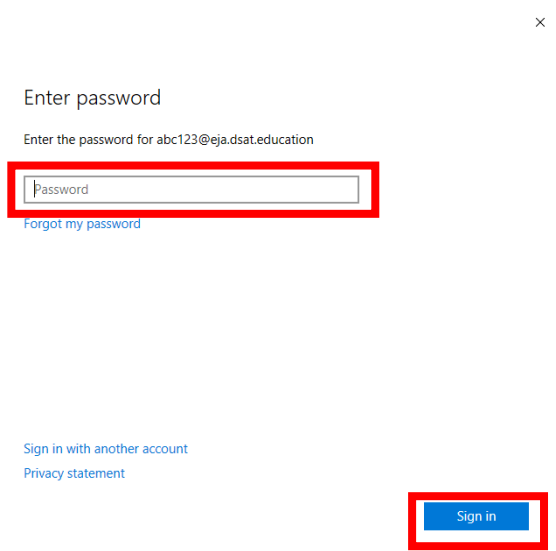
The following instructions will give you help on to support your children in using Microsoft teams and OneNote.

Start by downloading Microsoft Teams and OneNote, either through the computer/laptop (Google 'Download Microsoft Teams') or the app store on your phone / tablet. They both work much better on the app than just open on a web page.

When you open Microsoft Teams, this box will appear. Type in your child's Microsoft account address (First 3 letters of first and last name @wynndale.notts.sch.uk) in the box and click 'Sign in':

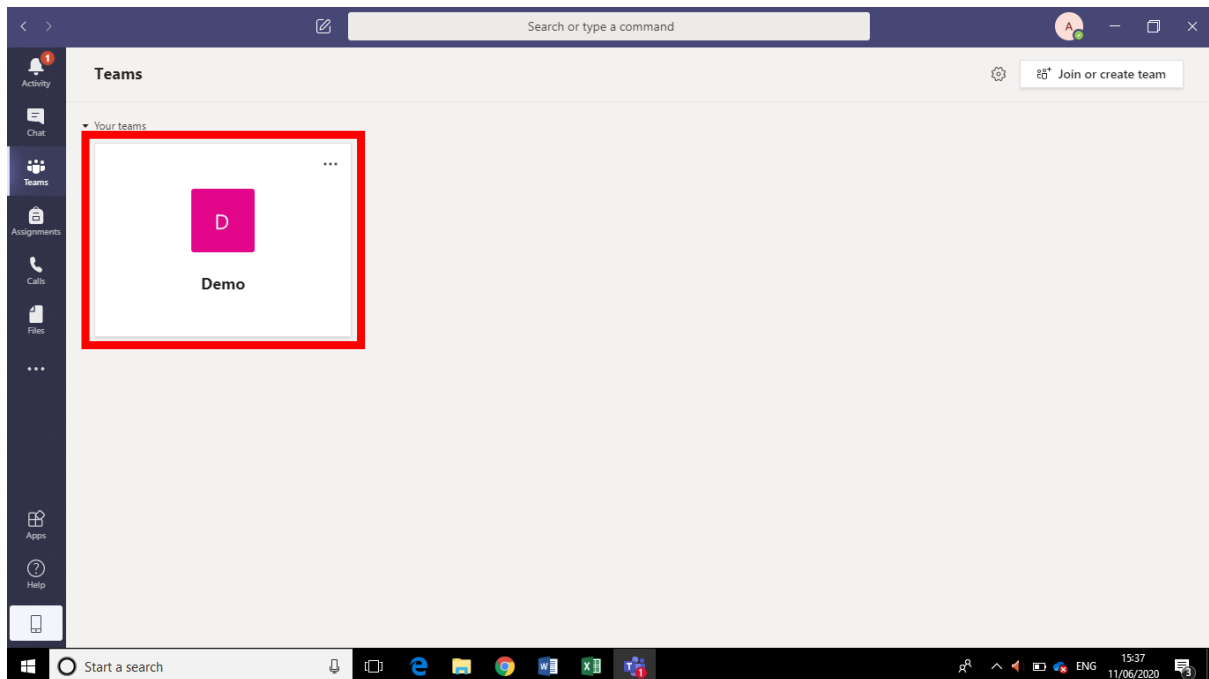


Then, enter your password and click 'Sign in':



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The teams that your child is in will then appear (It will be their class name) Click the team square to enter:



When you are in the team's general area, it will look something like this. You will probably already have lots of conversations on your 'post' page as the children have been using Microsoft teams already. Here, you can post any queries or questions to your teacher or just say hello! Please be aware that everyone can see the conversations here, including your class teacher and Mrs Rickersey.