

Drapers' Pyrgo Priory School Pupil Guideline for Office 365 Microsoft Teams

Troubleshooting:

What to do if you are having trouble accessing Office365 Microsoft Teams e.g. incorrect password/username

If you are having any problems with setting up your Office 365 Microsoft Teams account, please contact us on TeamsHelp@draperspyrgo.com Please leave your child's name and class for reference.

Please **do NOT** ring the school as they will not be able to deal with the online issue. Many thanks.

Once you are logged in to Office 365 Microsoft Teams, pupils will be able to communicate with their teachers should there be any further problems.

What to do if you are having trouble accessing any other online website

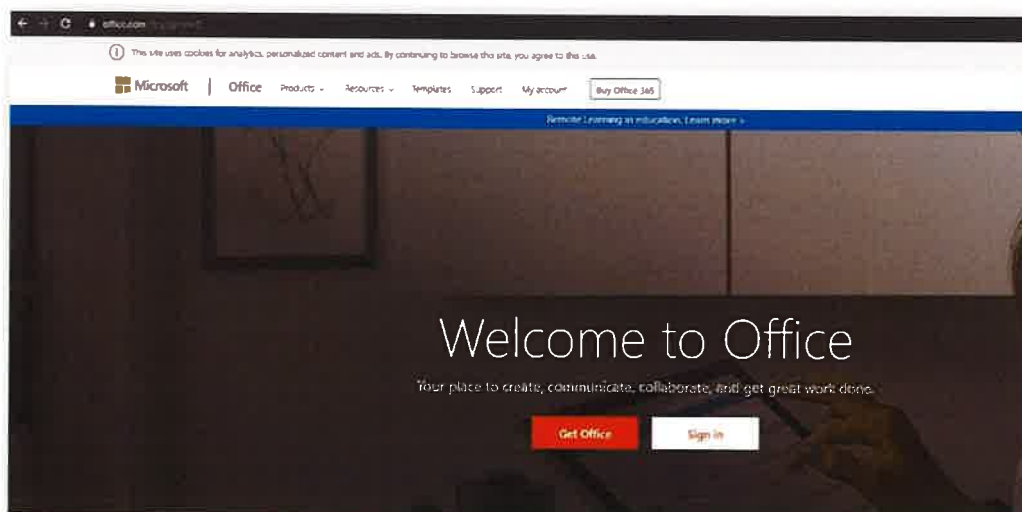
Once you are logged in to Office 365 Microsoft Teams, pupils will be able to communicate with their teachers should there be any further problems. They will be able to assist in any logging in issues you may come across. To do this, click on the **Post** tab in your team and type in the window at the bottom.

*Please note, chat is only enabled when the teacher is online. Your teacher will announce their availability times on the **post's wall**. Subject to change depending on circumstances.*

If unsuccessful or having any trouble, please contact TeamsHelp@draperspyrgo.com for assistance. Please leave your child's name and class for reference.

Step by Step Guide to access Teams

- 1) Open Chrome browser and copy the link <https://www.office.com/>
- 2) Click on Sign in



- 3) Enter your school username to log in and then write @draperspyrgo.com
Example Hpotter2005@drapersepyrgo.com
Click on 'Next'

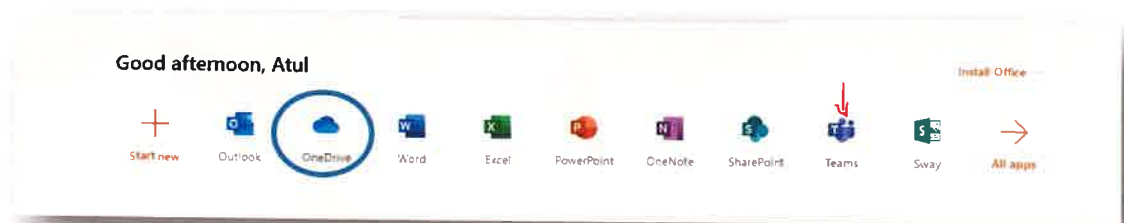
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Enter your computer login password (This is your Times Table Rockstar password with '1' at the end)

Example your TTRockstars password is xyz so add 1 at the end So the office 365 password is xyz1

Click on 'YES'

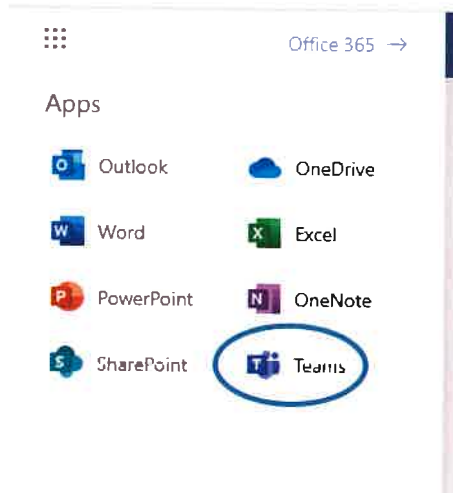
- 4) Once logged in you can see the icons below. First, click on **OneDrive** and follow the steps on screen. This is to activate you OneDrive account so you can receive files from your teacher.



- 5) Once you have done this, click on the small dots on the top left of your screen.

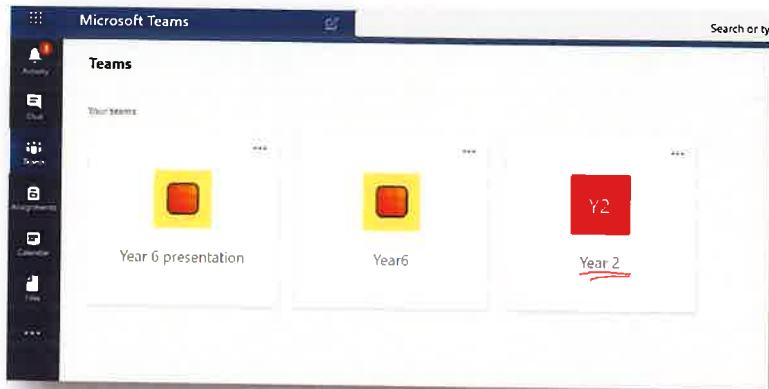


Then Click on Teams Icon

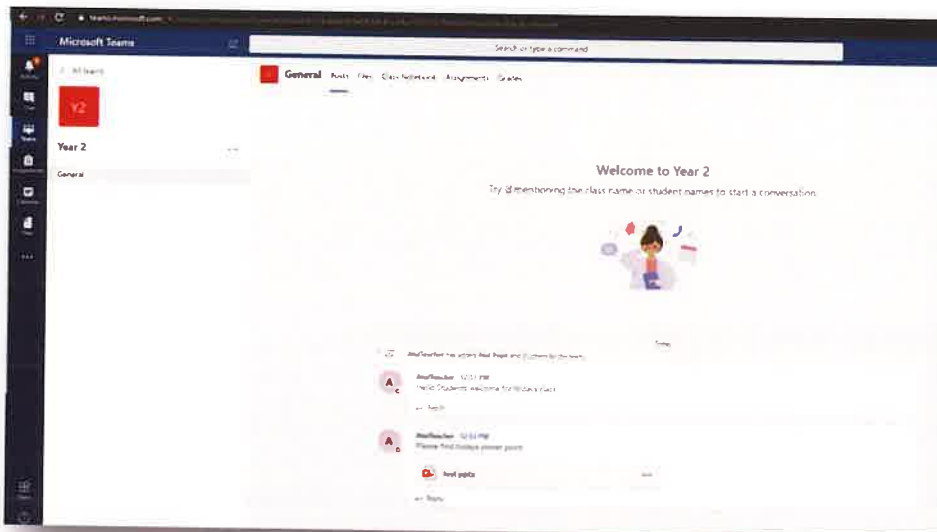


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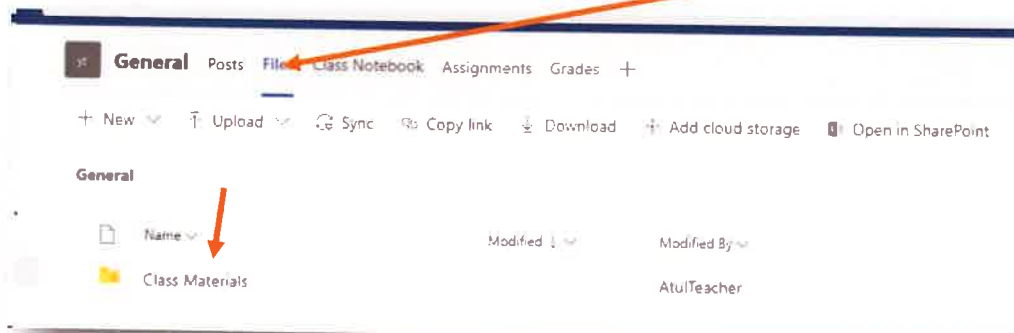
6) Select your class



7) Once inside you will see a **Post wall**, where you teacher will have posted information



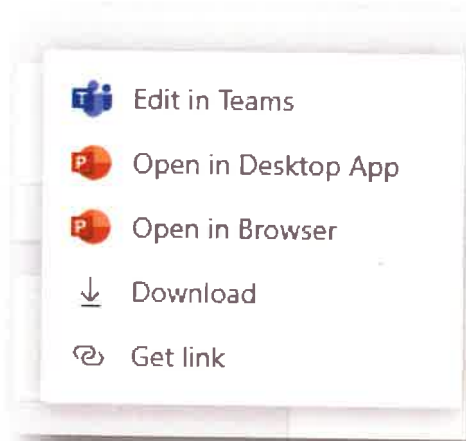
8) To access the document posted by the teacher, click on File and click on class Material



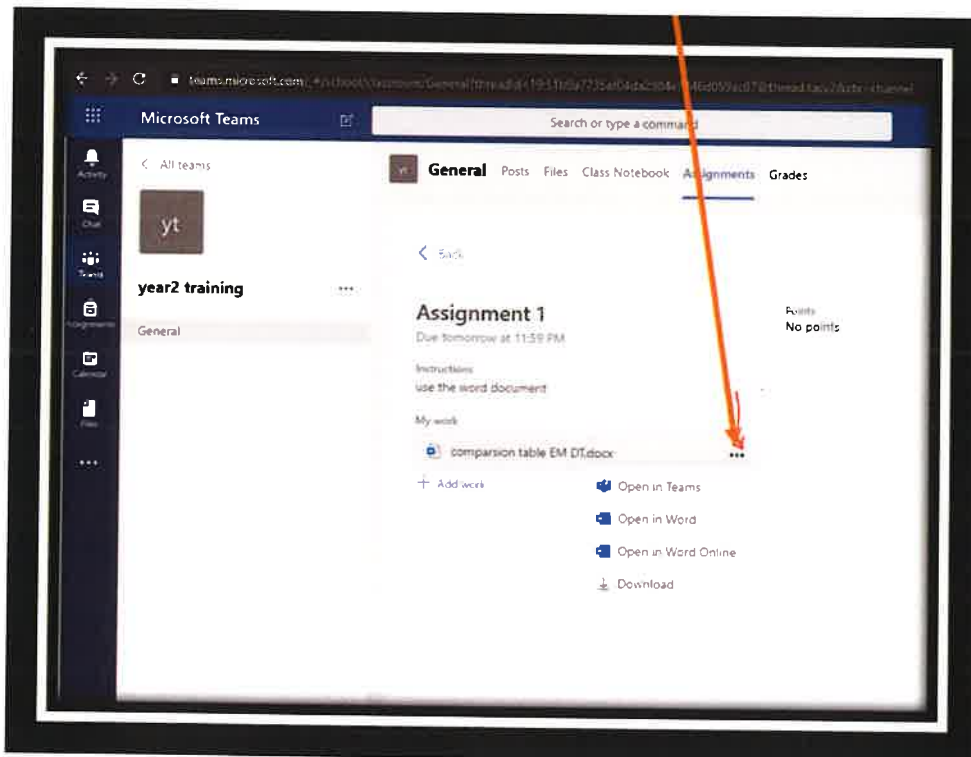
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Other Information

Click on the three dots and choose to download or open in browser



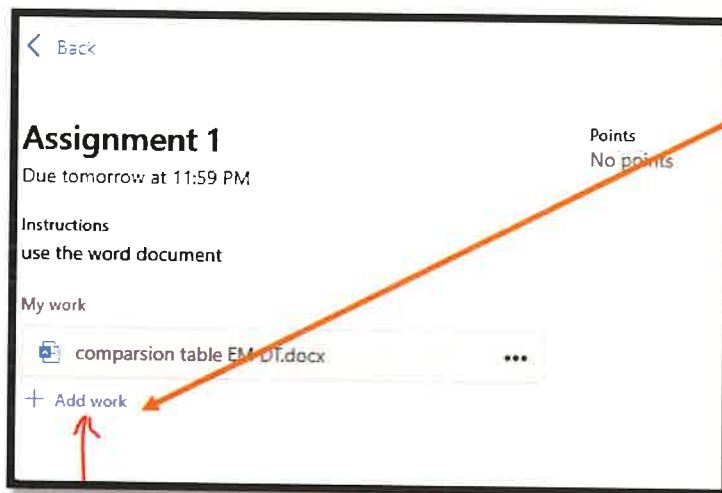
You can download the resources by clicking on three dots and click on download



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Uploading your work

Once you have completed the assignments you can upload your work by clicking on 'Add Work'



Click on upload from this device to upload the work.

Make sure you write your name.

Then select 'Turn in'

