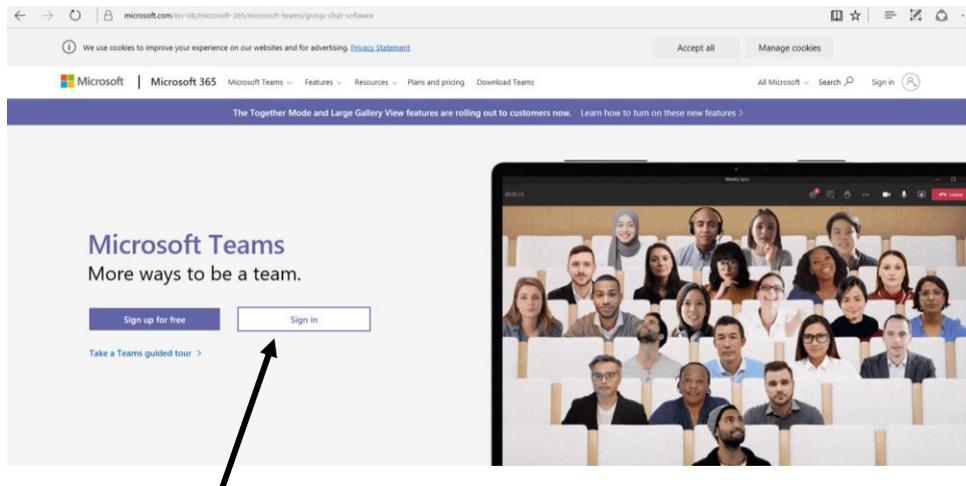
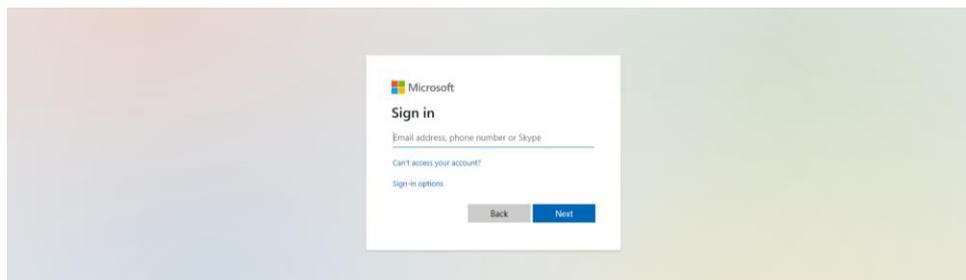


Accessing Microsoft Teams

<https://www.microsoft.com/en-GB/microsoft-365/microsoft-teams/group-chat-software>



When first accessing Microsoft Teams you will be presented with the home page. You will be required to **sign in**.

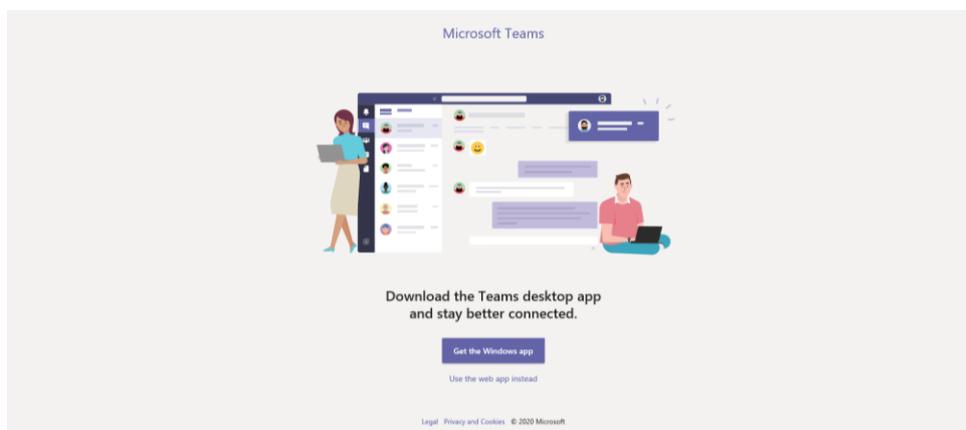


Please enter the details for your child. The username is your child's Purple Mash username followed by @st-catherines.bolton.sch.uk. The password is your child's Purple Mash password.

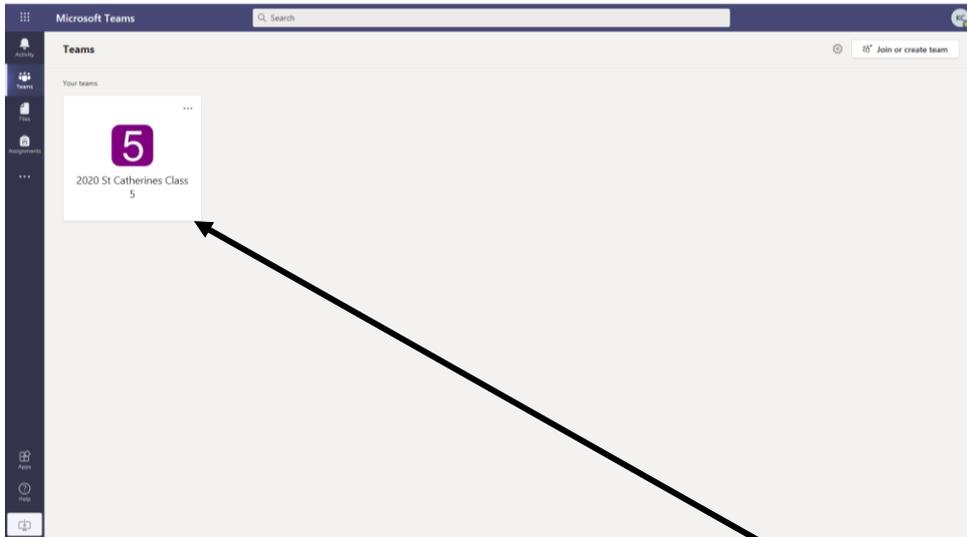
For Example

Username: 1412011ZX@st-catherines.bolton.sch.uk

Password: 1234



The first time you attempt to login to Microsoft Teams it will ask you whether you would like to download it to your desktop. This is optional but it will make it easier in future.



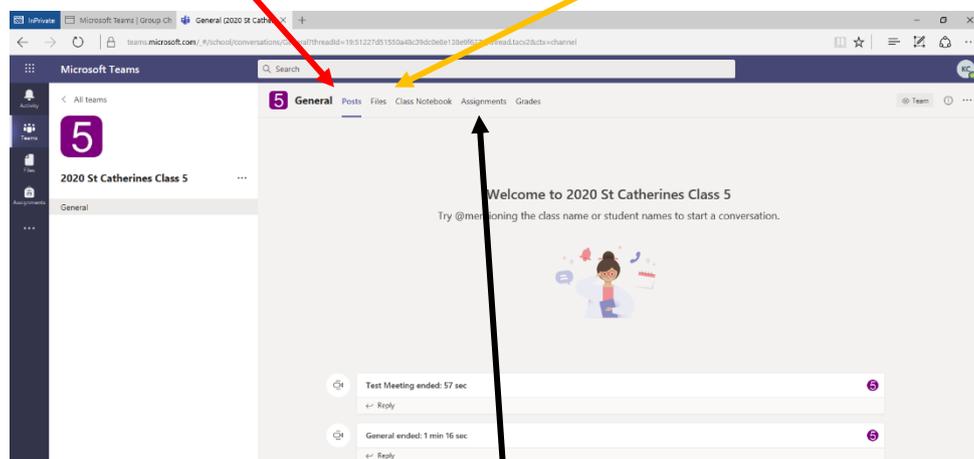
Once logged in you will face a Microsoft Teams home screen. **Click on your Class Team.**

Posts

Here you will see notifications from your teacher, such as assigned assessments, messages and lesson invites.

Files

Here you will find class materials to support your learning, such as knowledge organisers.



Assignments

In this section you will find the assignments set by your teacher. Once completed you can click on hand in and this work will be sent to the teacher.