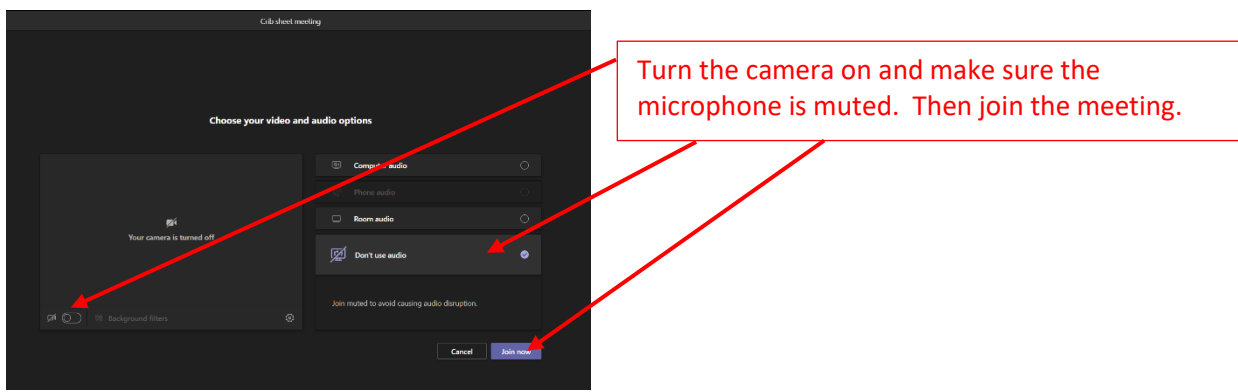
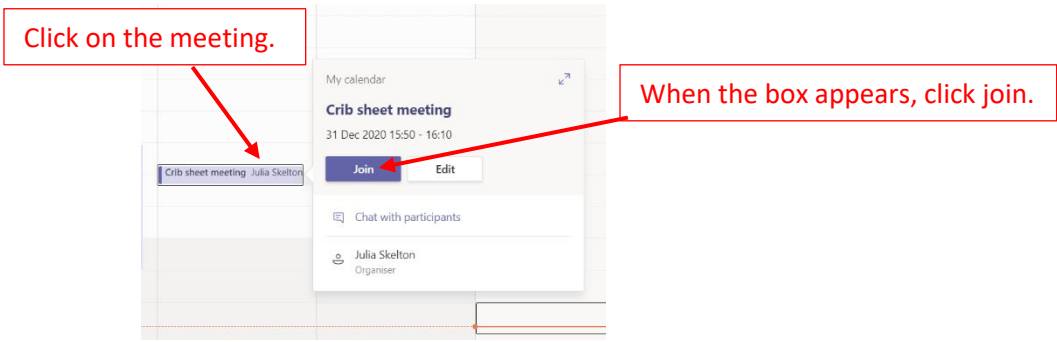
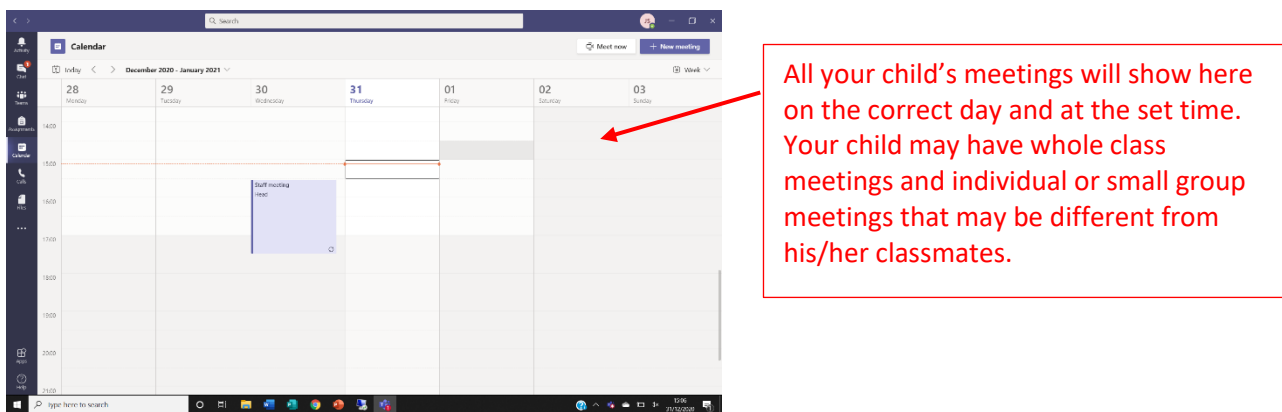
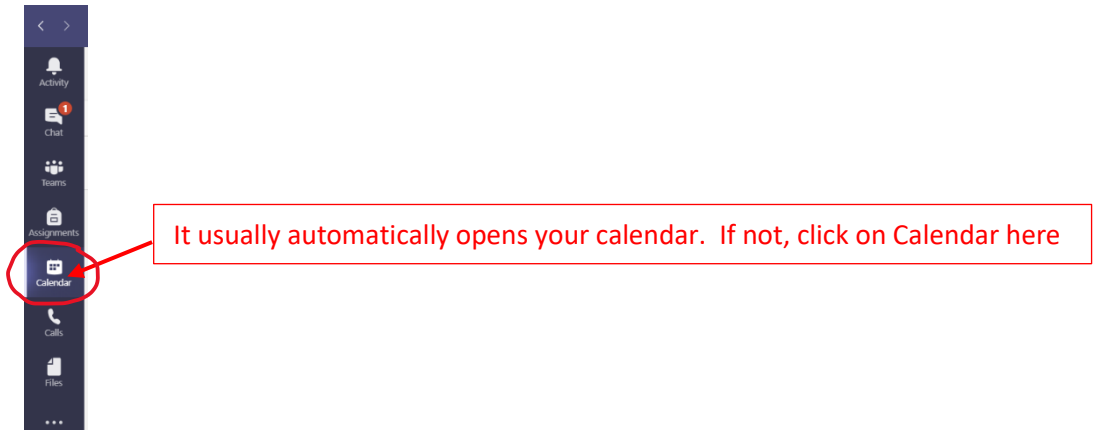


# Microsoft Teams Crib Sheet for Parents and Children

Hope this helps!

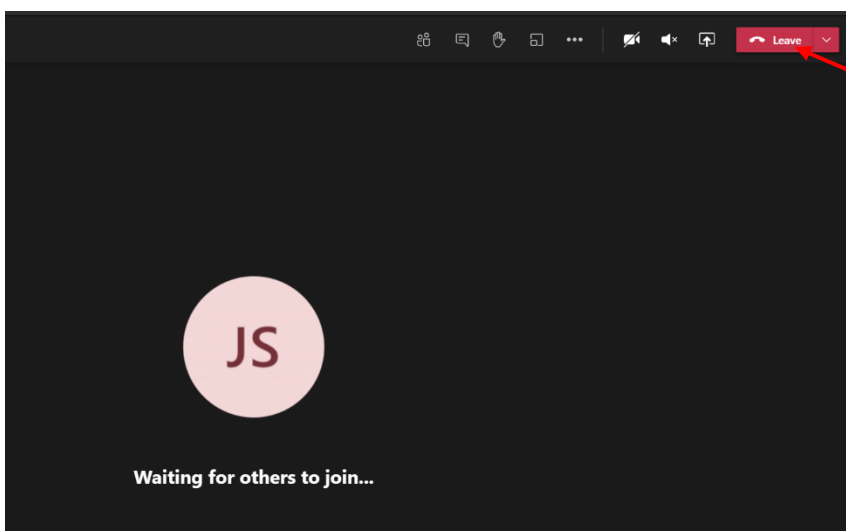
First, download the app, rather than use the web version – I found it was much easier to use.





There is a chat function. This is purely so that children can ask the teacher questions or answer questions set by the teacher. It should not be used for any other purpose.

Children should not set up separate meetings but should only join meetings that are set up by staff members and appear in their calendar. This will help things to run more smoothly.



When the lesson ends, click leave. If your child leaves the lesson by mistake before it is finished, it's easy to rejoin by going back to calendar and following the same steps again.