



Logging onto Speenhamland School O365 to access remote teaching

The school have created a remote learning environment based on Microsoft Teams to assist with teaching during lockdown. Each student has been allocated a Microsoft O365 logon and password which you can use on their behalf to access live lessons and online meeting.

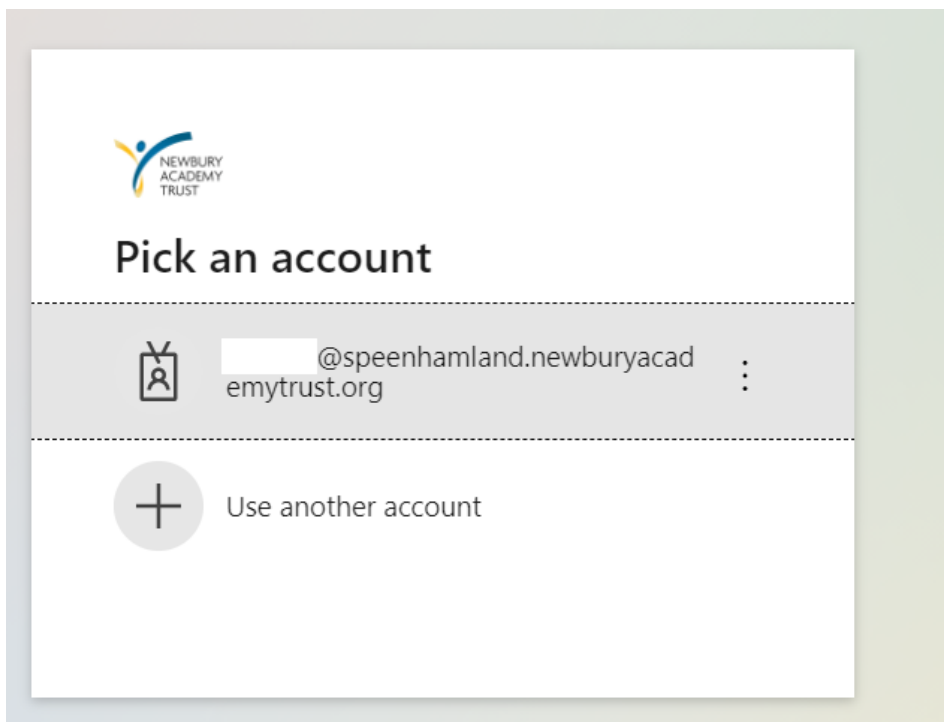
You will be notified of your logon/username and password

To access Microsoft Teams please follow the following process:

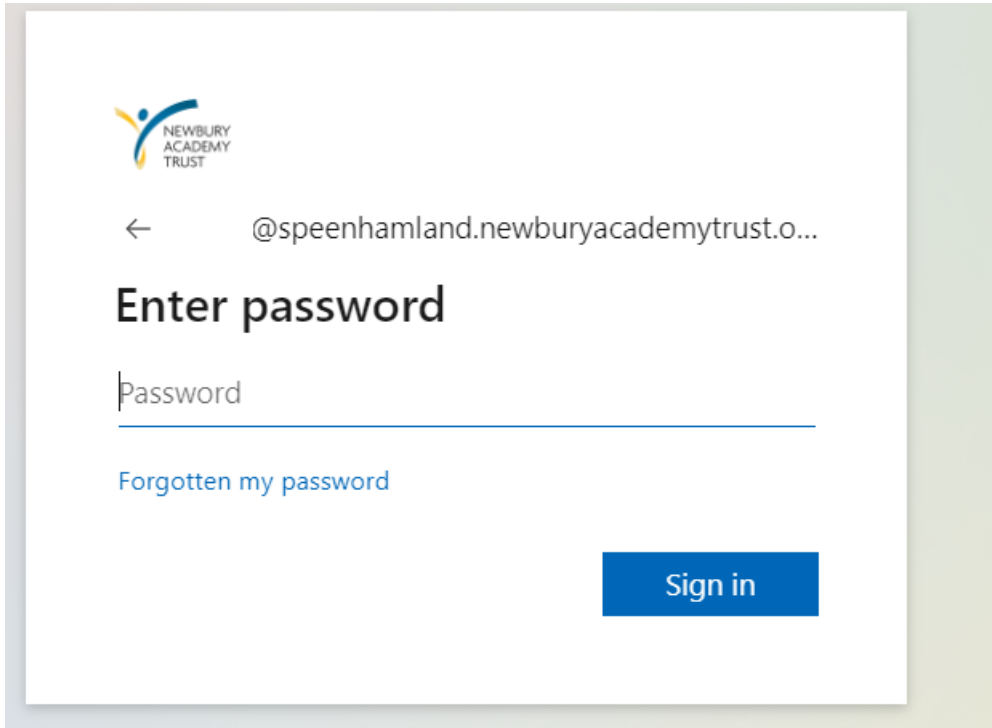
- 1 From the main school website www.speenhamlandprimary.co.uk click the O365 (cloud) Icon



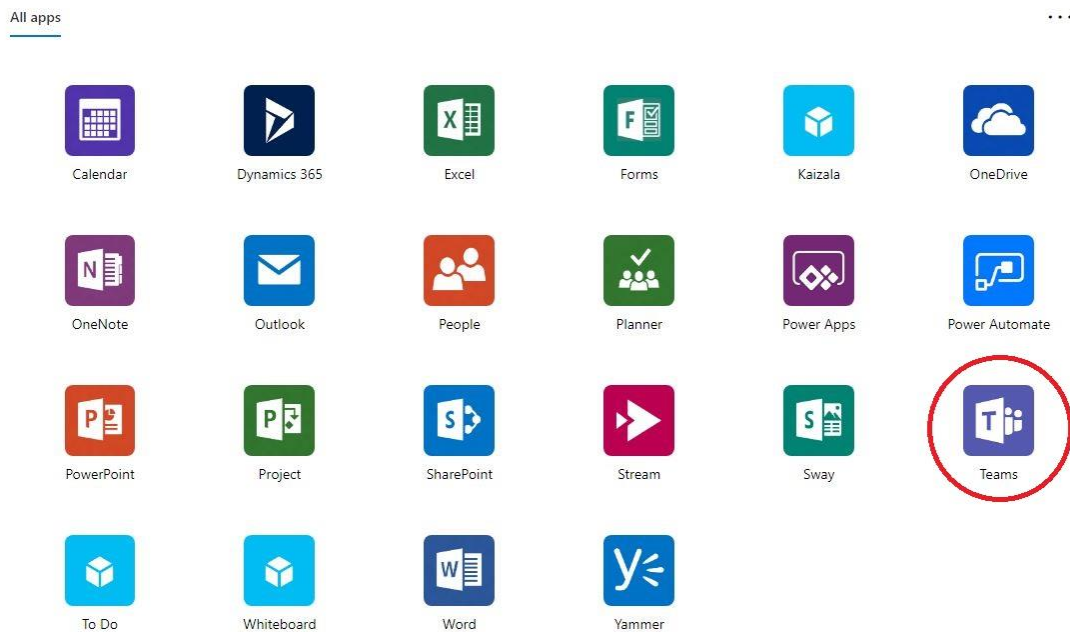
- 2 Enter your child's logon/username followed by @speenhamland.newburyacademytrust.org



3 Enter the password supplied to you

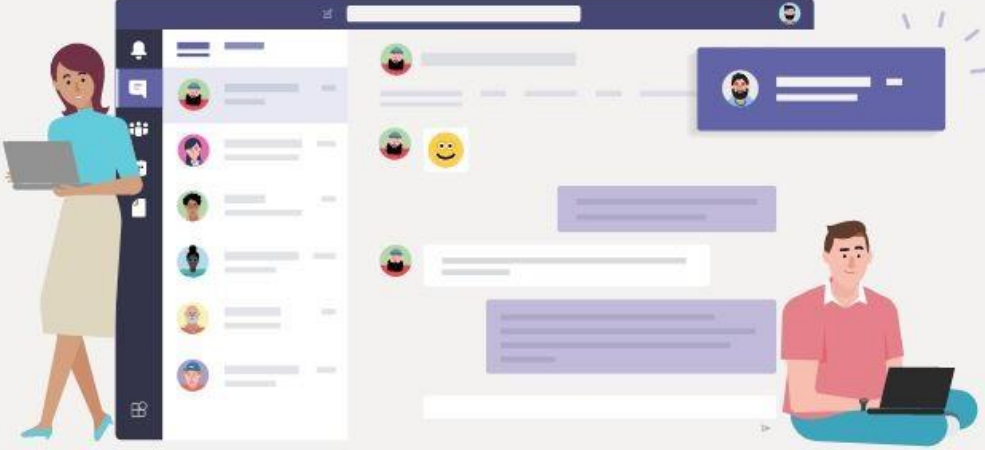


4 The Microsoft O365 Application Picker will appear – select MS Teams as shown



- 5 Select Open Teams via Web Browser as shown

Microsoft Teams



Download the Teams desktop app
and stay better connected.

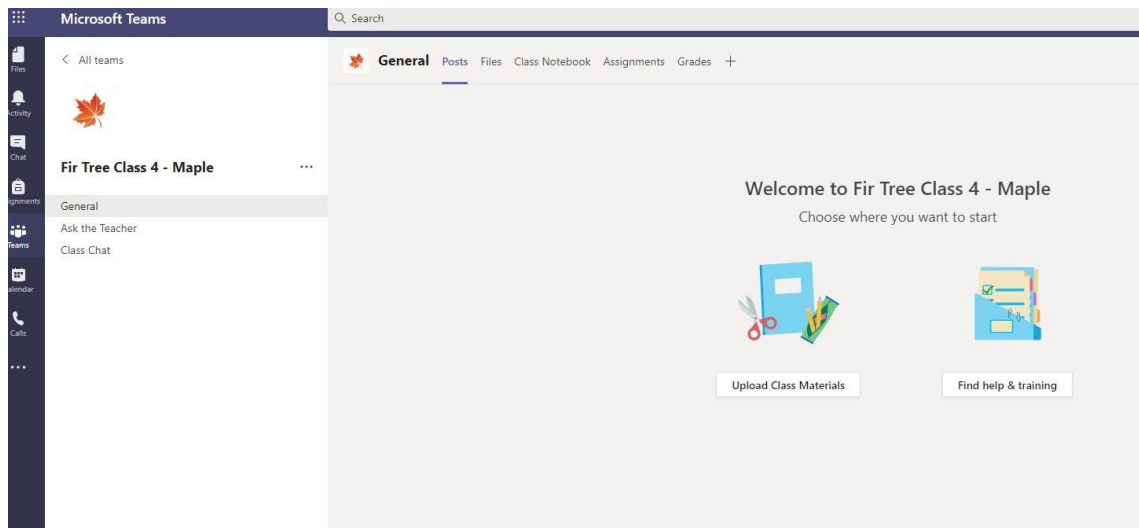
[Get the Windows app](#)

[Use the web app instead](#)

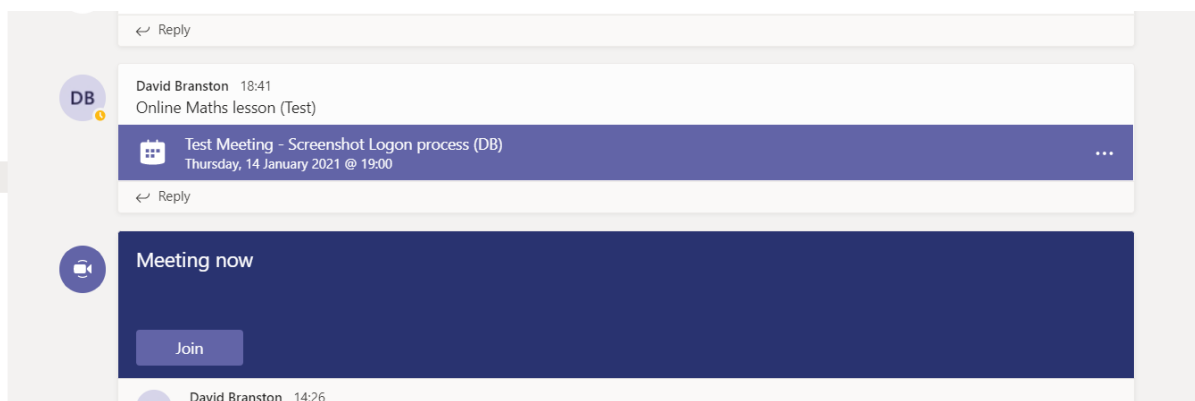
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You will now see the Microsoft Team for your child's Year/Class where you will find lesson materials, and notifications of any scheduled lessons/meeting your teacher has scheduled

Please note as this system has just been introduced and is still under development there may not initially be any teaching content.



You will see any lessons/meetings that you have been invited to in the Team Channel



Logon Using Phones/Tablets

It is also possible to download the MS Teams App for IOS and Android devices from the App Store or Google Play store and logon directly using the logon/email address and password supplied.