Dear Parents and students!

We will be using Microsoft Teams (MT) to communicate over the next few weeks. We’ll be able to provide live support to you, do video chats or lessons, upload pictures of your work and a range of other tasks. Please remember that this is to be used for educational purposes only.

**[All details will be emailed to your parents]**

**Firstly, you need to log into your email account and check that you can login. Head to the Office 365 website.**

<https://www.office.com/>

* Click sign in
* Type in your email address: [initial of first name][last name]@fbcs.edu.ky
* Click next
* Type in password [the one you use for tech]
* Click  next
* Click “Don’t show this again” and click next
* You should now be at a screen with app icons – Click “All apps”
* Scroll down and click “Teams”
* It will open up to the Teams portal and should see your Grade team as a big block on your screen

**Secondly, MT is available through 3 different sources: web browser / installed on app on pc / mobile device app.**

**Web browser:**

<https://www.office.com/>

**Installed PC app:**

* When you’ve logged into MT, you will see an icon on the bottom left of your computer screen.
* It is a screen with a downward arrow. Click on it and it will download the install file. [94mb download file]
* The download file should appear on the bottom left – once complete, click on it and it will install the program on your PC.

**Mobile Device App:**

Android: <https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_US>

iOS: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

There will be a post from Ms. Nyyssonen and I – Say Hi so that we know that you’ve logged on successfully. Let us know if you have any problems via email.