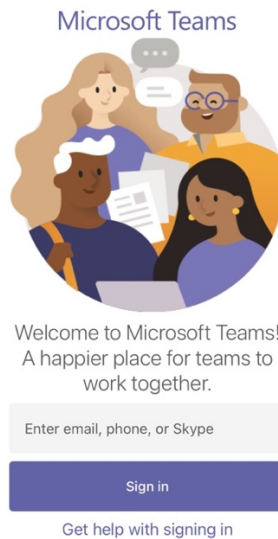


Access Microsoft Teams on iPad

1. Download the MS Teams app from the App Store.



2. Open the app and enter your child's school email address. Click 'Sign in'. This should redirect you to the Edinburgh Council Office 365 Login page.



3. Enter your child's username and password and click 'Sign In'.

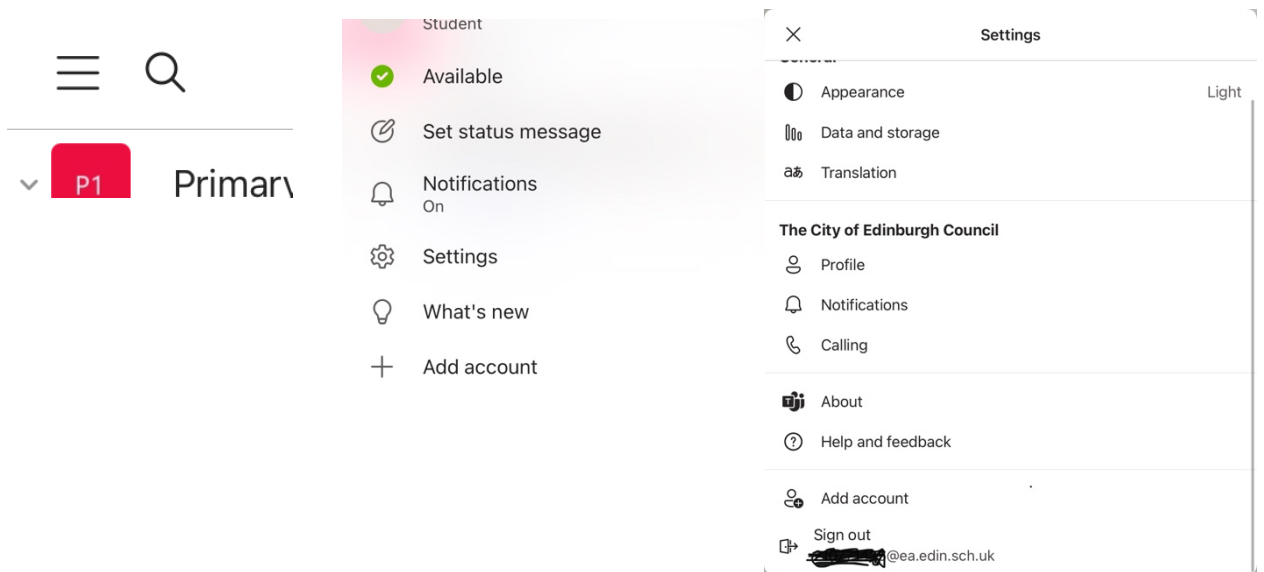
Learning & Teaching

Type in your user name (payroll number for staff, SCN for students) and password.

User name:

Password:

4. This should log your child into the app. Click on 'Teams' at the bottom. This should show the Teams and Channels that your child is a member of.
5. Refer to the **Basic Usage of Microsoft Teams** document for further information on how to use MS Teams.
6. When your child's session is finished, please log-out by clicking the triple bar icon at the top left -> click on 'Settings' -> click on 'Sign out'. This should then allow you to log-in again as a sibling if required.



7. After you have completed the steps above, reopening the app will allow you to 'Sign in with another account' or sign-in again with the account you have just been using. This is useful if you have more than one child who will be using the app at different times.

However, if you intend for only one child to use this app then there is no need to do Step 6 above. This will make it easier to turn it back on again the next time.