



Microsoft Teams

Please find below instructions how to access the school Microsoft Teams programme for your child to communicate with their teacher.

Please note: Microsoft Teams is only accessible during school hours

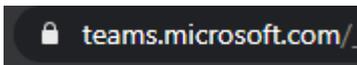
Many difficulties have arisen due to the full username not being entered correctly.

Please enter your child's information as follows:
Name.Surname.Number@herrick.leicester.sch.uk

There is a video on the school website to help you if you have any problems.

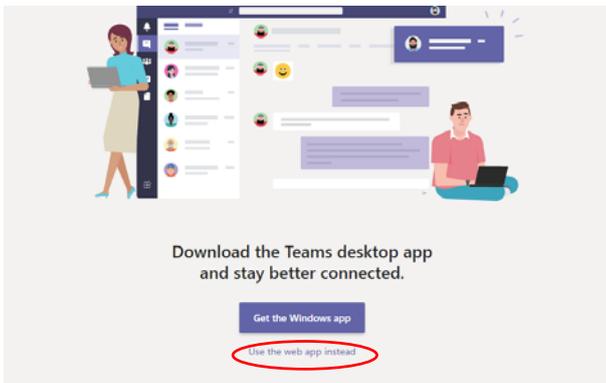
How to access Microsoft Teams

1) In the web address box, type "teams.microsoft.com" and press the enter key.



2) Sign in using your Microsoft Teams log in details

3) You will be taken to the webpage below. Click "Use the web app instead" under the purple button.



4) Wait for the Classteacher to call you – a 'pop-up' should appear in the bottom right notifying you, click 'Accept' as shown below:

