Parents' guide - How to log into emails and Microsoft Teams for Home Learning.

Emails

1. You can search for BGFL 365 login or enter the website given below in green.



 Enter your child's email address exactly as it is on the pass (there are NO spaces in between name or school name) childsname@stjamesce.bham.sch.uk
 Click next



3. Then enter the password and click login



4. Then the launch page opens.



Find the icon for outlook mail -



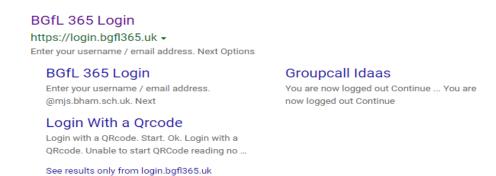
5. A box will pop up to ask to stay signed in and/or to save password. Please click NO/NEVER.



6. The email inbox page will open up for your child to read any emails from the teacher. This email address is for work purposes only. It is for the teacher to send information and work to your child.

Microsoft Teams

1. You can search for BGFL 365 login or enter the website given below in green.



 Enter your child's email address exactly as it is on the pass (there are NO spaces in between name or school name) childsname@stjamesce.bham.sch.uk
 Click next



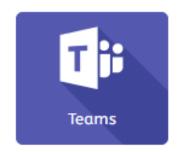
3. Then enter the password and click login

Please enter your password Password		
Forgot Password	Change user	Login
Ontions		

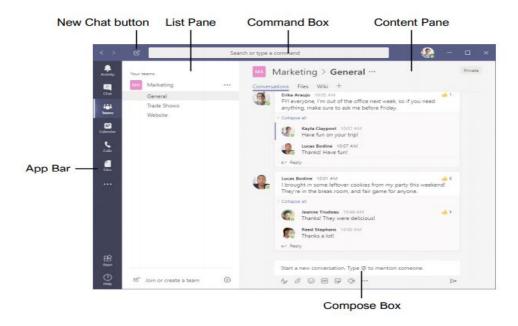
Then the launch page opens.



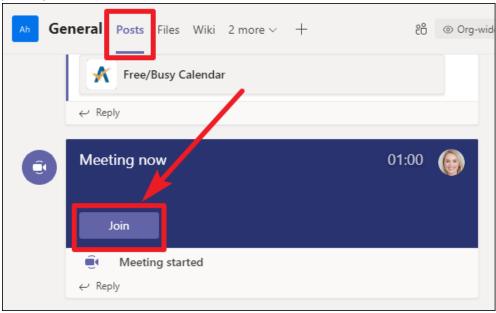
Find the icon for Microsoft Teams -



4. Once you log in it will show the class team your child's teacher has created. Here, everyone in the team can chat (send messages) to ask about the work.



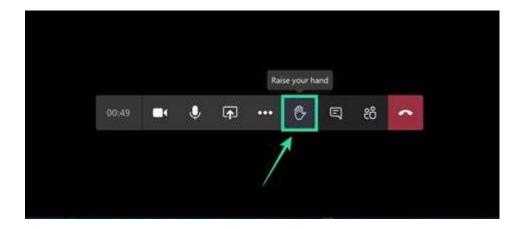
5. The teacher will start the call at the time of the lesson and your child will need to click on join to join in with the lesson.



6. You will then see the teachers face on a screen and possibly other children in the class.



7. The lesson will begin. Your child will need to listen and follow the teacher's instructions. If your child wishes to ask a question, they have to raise their hand and then he/she can be unmuted.



Online Safety for children

- Please DO NOT share your email address and password with anybody else.
- Microsoft Teams is for EDUCATIONAL purposes only. This is not a social networking app for personal use.
- ➤ Only log in when a meeting is scheduled for Learning from home.
- You can send messages to the teacher only asking questions about the work if you need help.

Online safety for parents

- ➤ Please make sure you or your child do not share the email address and password with anybody else.
- Communication is for learning purposes only. Please keep general enquiries coming to the school office.