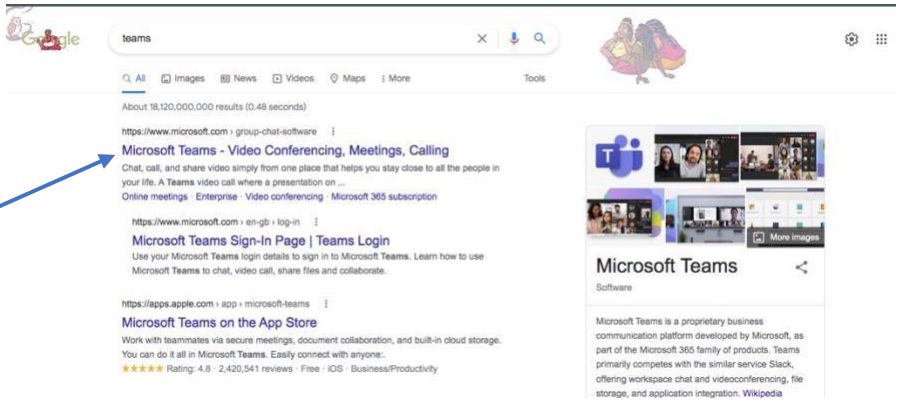
TEAMS step by step guide.

Logging in

Step 1

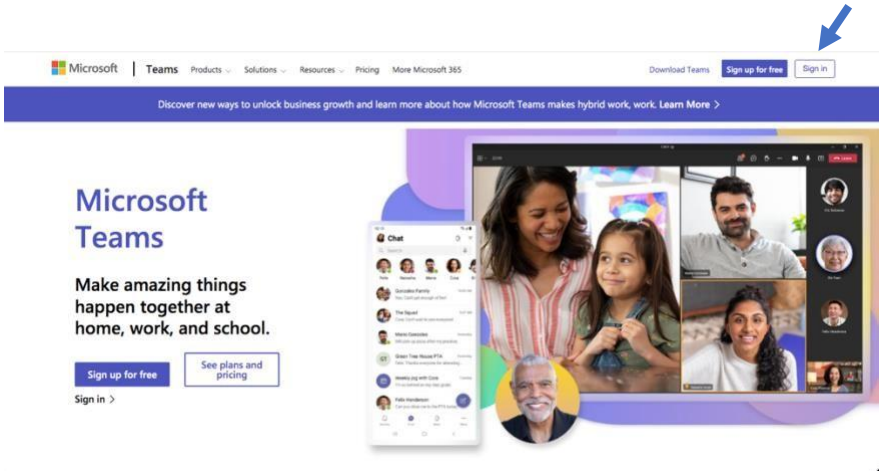
Open your internet browser and type Teams into the search bar. Click on the first option to open the Teams page.

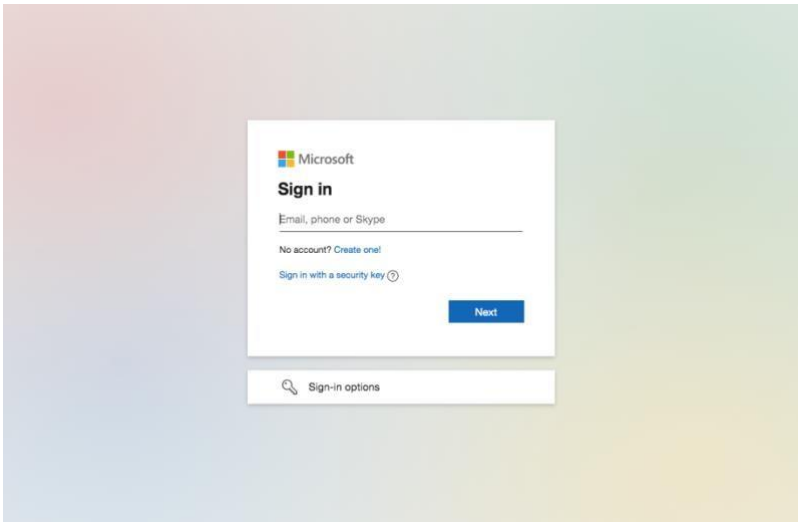


Step 2

Once the TEAMS home page opens, this is what it should look like.

In the top right hand corner click 'sign in'.





Step 3

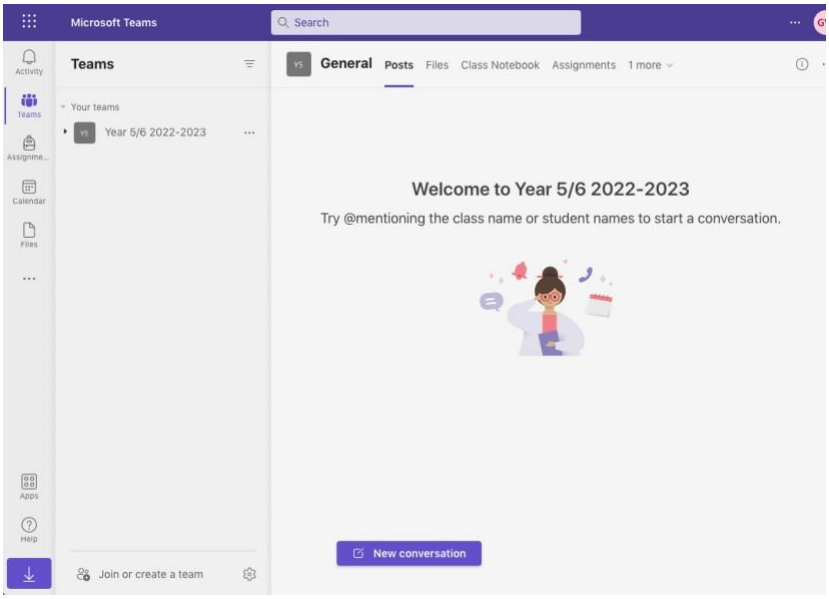
You should then be taken to the 'sign in' page. This is where you write your child's email address. It is the initial of their first name and their full last name followed by @st-peters-southweald.essex.sch.uk

Then click next.

Step 4

Once you have logged in, you will now be in your child's TEAMS account. This should be the page that you see first.

**This is an example of a Year 5/6 child's account so you will see you own child's year group page.



TEAMS step by step guide. Accessing homework

Step 1

Login to Teams using the step by step guide for logging in to your child's account (see above).

Step 2

Down the side of your page you should see these icons.

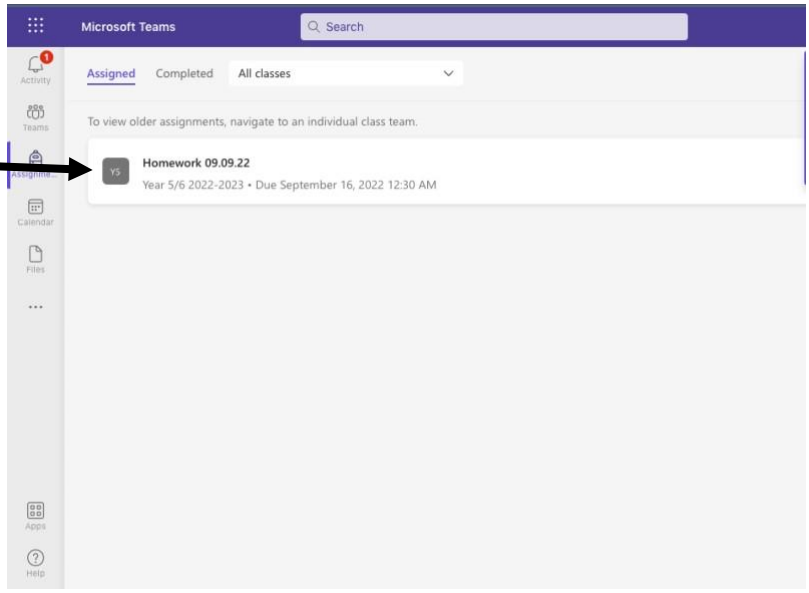
Click on the icon that says assignment.

Step 3

You will be able to see your child's homework/ homework letter with the correct date for that week.

Click on this and you will see the documents that your child's teacher has uploaded.

This will include your child's homework letter and spellings.



**There is an app version of Teams that you can use on an iPad or iPhone. The details are still the same.