



**Bassingham Primary School**  
**A Guide to Accessing Microsoft Teams**

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W. [bassinghamschool.org](http://bassinghamschool.org)

Dear Parents/Carers,

Please follow the instructions below in supporting your child/children to access their Office 365 account. If you have any issues, please contact the school office using the enquires email address [enquiries@bassinghamschool.org](mailto:enquiries@bassinghamschool.org) or via phone.

1. Go to <https://portal.office.com/> to access the required login page and type in the pupil email address.

The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field labeled "Email address, phone number or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: "Back" (grey) and "Next" (blue).

2. Now enter the pupil password and press sign in.

The screenshot shows the "Enter password" page. At the top is the heading "Enter password". Below it is a text input field labeled "Password". Below the input field are two links: "Forgotten my password" and "Sign in with another account". At the bottom right is a blue "Sign in" button.

3. You will now be taken to the Office 365 welcome page where you can access Microsoft Teams.



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Headteacher  
Mr Sam Betts

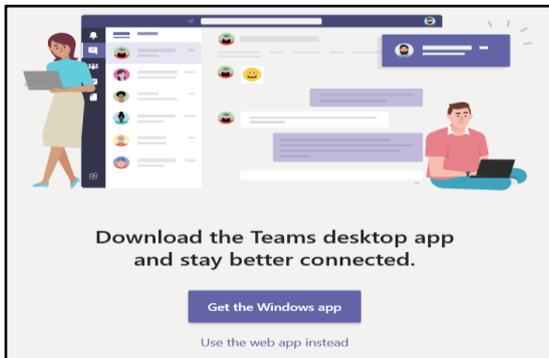
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Find us on   
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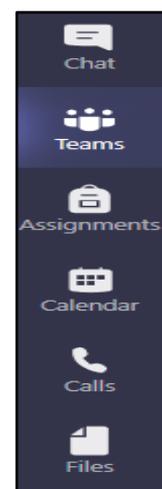
4. You can either download the app to your computer or use the web app instead.



5. You will then see your class page on Microsoft Teams.



6. The following tabs will allow you to access the different parts of Microsoft Teams such as files, posts from your teacher, chat function and your calendar.



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