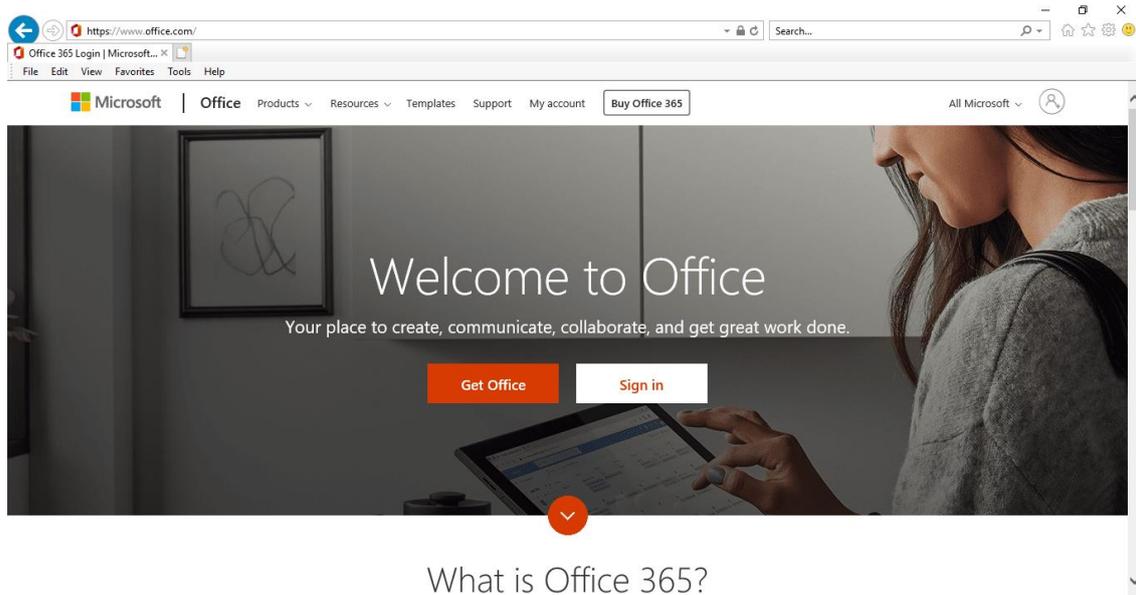
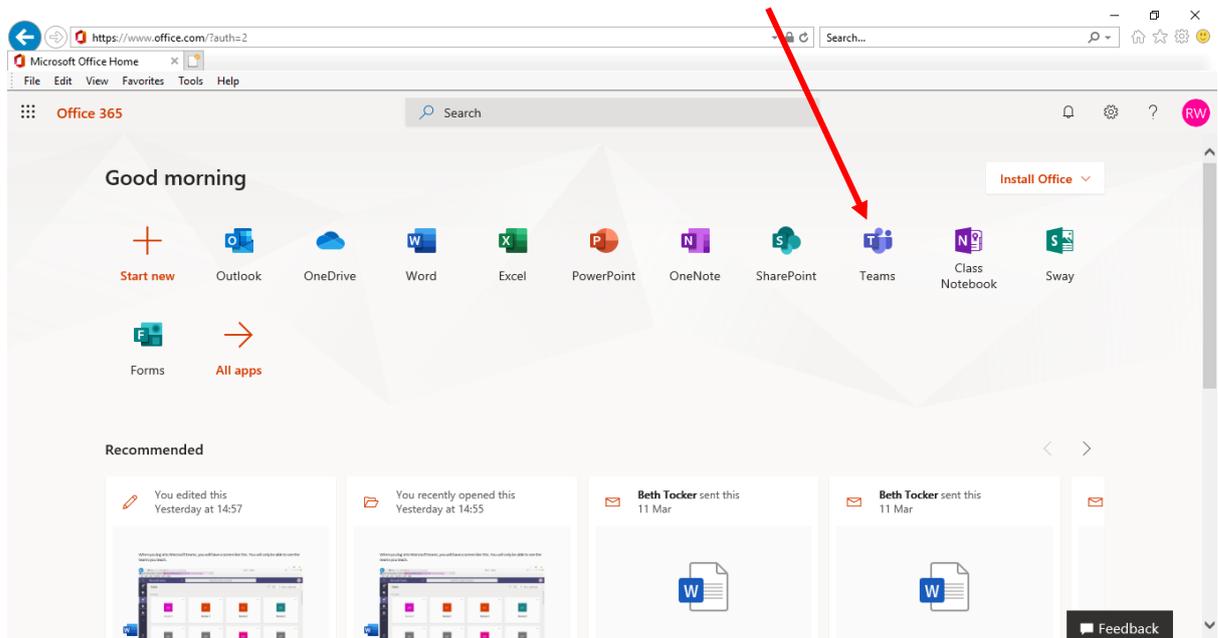


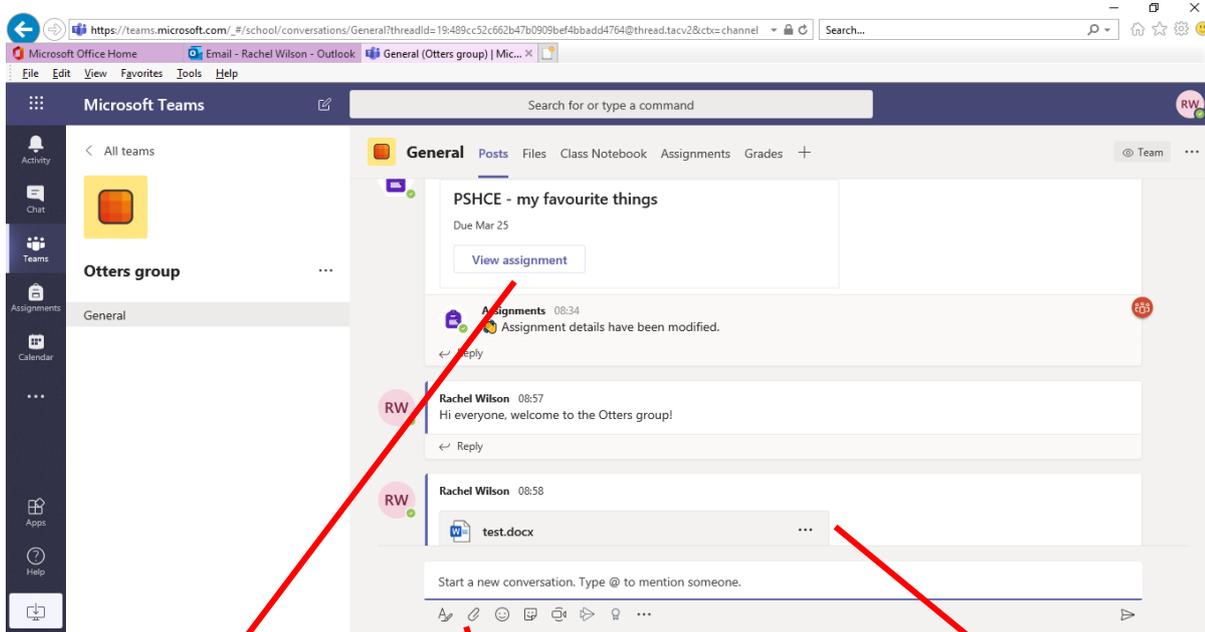
1. Google 'Outlook 365' or 'Outlook.com' The screen will look like this.



2. Sign in using your son/daughter's first initial and surname, followed by **@forestway.leics.sch.uk**. For example, if your son/daughter's name was Joe Bloggs, your login would be **[jbloggs@forestway.leics.sch.uk](mailto:jbloggs@forestway.leics.sch.uk)**. The password is will be advised if / when necessary.
3. You should now reach the home screen. Click on the **'Teams'** app. **alternatively, use your device's app browser and search for the Microsoft Teams app, this is free.**



- Once you've opened the app, you should see 2 teams. One for your son/daughter's class, and one for their ability group. Once you've chosen a group to enter, you'll be able to see everything that has been posted by people in that group.

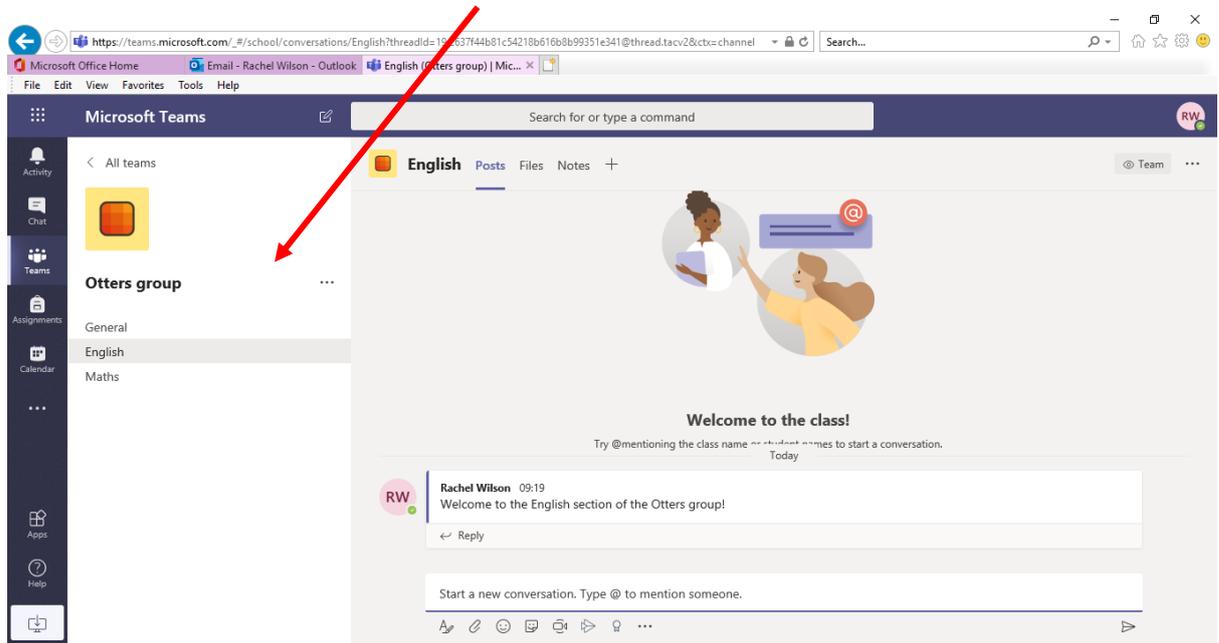


Assignments can be set for everyone. To read the assignment click 'view assignment'. When you have completed the assignment, you can press 'submit' and upload either a document or a photo which can be commented on by the teacher. Or, if you'd prefer, you can upload these to Tapestry. Note, if you upload a photo to the group, all group members can see this. On Tapestry, only the teacher can access this photo.

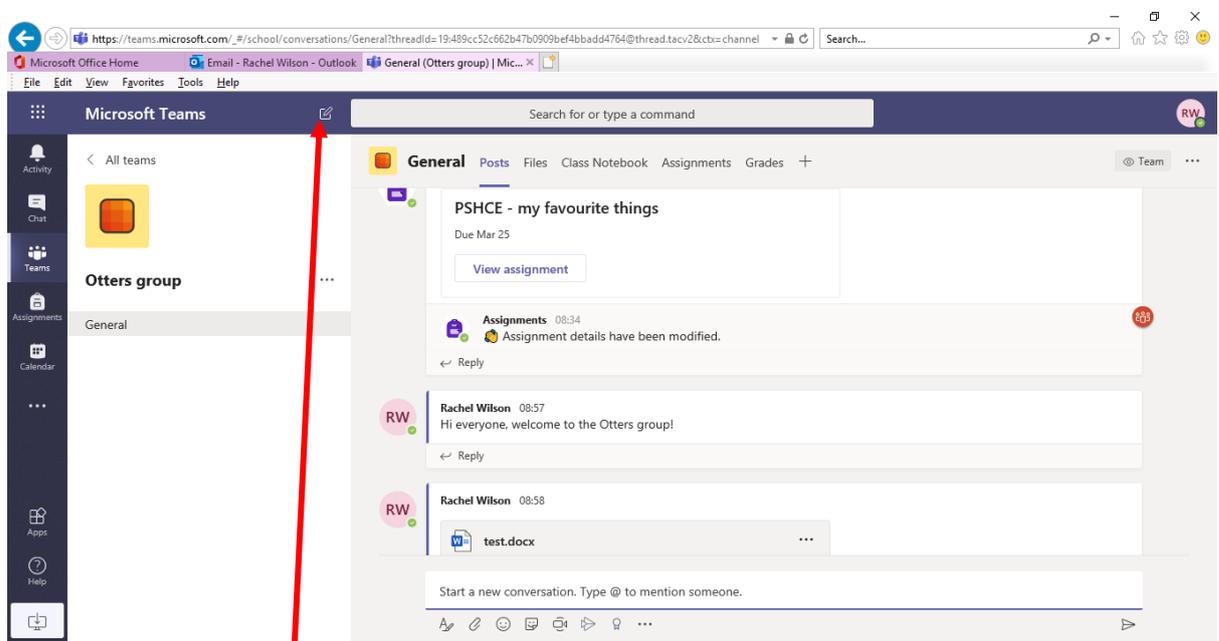
Teachers can also assign worksheets. If you click on the worksheet, you can download it to your device, where you can edit this. You can then upload the edited version back into the group by using the 'chat' tab at the bottom. You can also edit the worksheet online; however, this will override the original document. If the sheet is for everyone, please download the document first.

To send a message to the group, or send a document or piece of work to the teacher, write a short message in the chat bar, and press the paperclip icon. This will allow you to browse your computer to find the file. Click upload, then press the arrow to send the message. Now you have submitted your work!

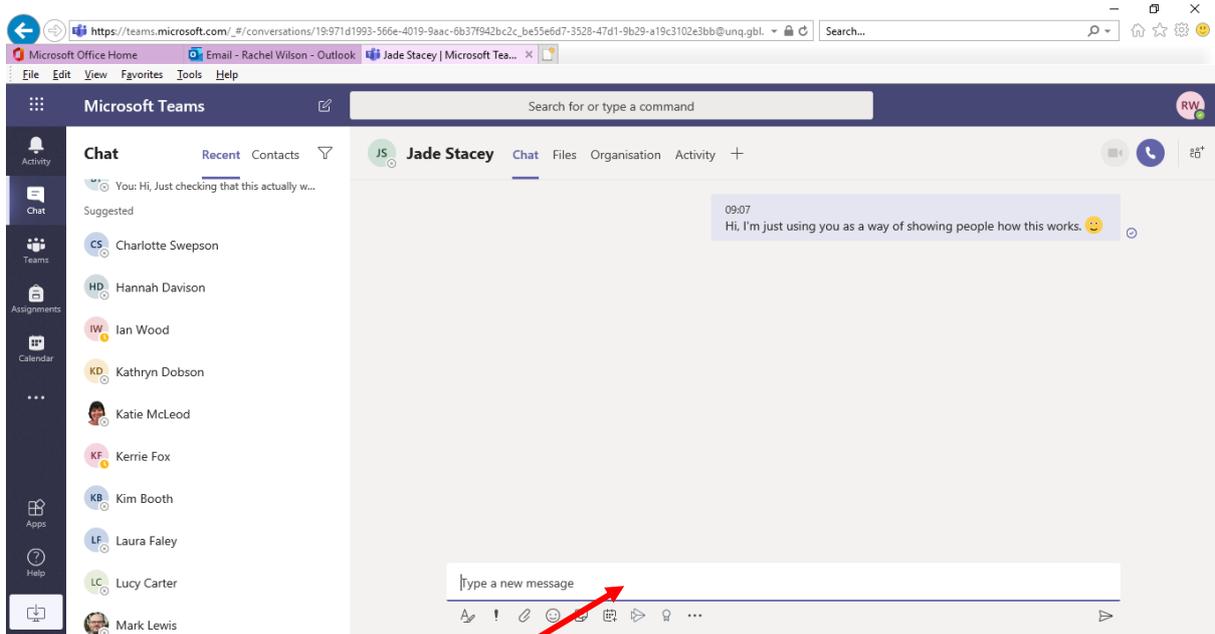
5. Within each team, there will be 'channels' in the left-hand column which help to keep the team tidy, and help you find what you are looking for. For example, English resources will be held in the 'English' channel etc. You can navigate through these easily by simply choosing the right channel for the subject you're looking for.



6. If you want to send a direct message to your teacher, use the 'chat' tool.



The 'chat' tool. This works much like any other instant messenger system.



Type your message here, then press the arrow to send.  
Please note, you may not always get an immediate response.

7. If the screen goes dark, tap 'ESC' once and everything should come back to life!