This guide will help you to access home learning on Microsoft Teams in the event of absence from school.

You will be provided with your unique email address and password by your class teacher in due course.

Your email address will be a number followed by the first three letters of your first name and first three letters of your surname (The 1ˢᵗ and 4ᵀᴴ Letters will be capital letters) This will come before @pegasusprimary.org.uk.

Your password will be the name of an animal followed by a number (The password must begin with a capital letter)

Example Login:

Email: 21JonBar@pegasusprimary.org.uk
Password: Penguin21

Using a computer/laptop, mobile or tablet.

Step 1 – Using 'Google' search for 'Microsoft Teams' and click on the link.

Step 2- Click 'Sign in' and enter your email address. Then enter password. These details are attached to this letter.

Select 'stay signed in' for quicker access next time.

You may be prompted to 'Get the windows app' but just select 'Use the web app instead'. If you are confident in downloading the app, then continue with the download and follow instructions. Once downloaded, open the app and sign in with the same login details. **If you are using mobile, then you must download the app.**

Step 3

You should now be able to see your class team. You may have some welcome messages which you can read to gain a better understanding of Teams.

Step 4

Click on 'Teams' on the bar on the left side of the page. Click your class team which will be called 'Pegasus Form YR'. **If using the app, ignore this step.**

Step 5

Click 'Assignments' tab at the top of the page. You will be able to see work assigned by your class teacher and the date this work is due. **If using the app, this will be at the bottom of your screen.**

Step 6

Click on assignment. There will be instructions and your task will be under this. Click on this and your work will open. This may be a quiz or a document which when opened tells you your tasks.

Step 7

If it is a quiz, then this can be completed online on your device.

If it is a document and you are using a laptop then you can type your work on this and it automatically saves your work for you. When you are finished, click 'close' and press 'hand in' which is located in the top right corner of your screen.

If using an ipad, tablet or mobile, then you can complete your work on paper. Once completed, Click the 'add work' option. Click 'upload from this device' and then 'take photo or video'. Take a photo of your work and click use photo. If you need to add another photo of another page of work, then you need to click on 'add work' again and repeat the process. Once this has uploaded, you can press 'hand in'.

If using an android device, then you will need to take a photo of your work first. When you click 'upload from this device' you will need to select your photo from the gallery and this will upload your work. You can then press 'hand in'.

Step 8

When you are finished, click 'close' and press 'hand in' which is located in the top right corner of your screen.

Please contact the office if you require further support with logging in and accessing home learning.