



# SAINT MARY'S PRIMARY SCHOOL & NURSERY UNIT

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BT 22 1RH

5<sup>th</sup> October 2020

Dear Parents,

As a school we have decided to trial the “Microsoft Teams” app to help facilitate on-line learning. Each pupil from P1 through to P7, has been added onto a team led by their class teacher. Once you complete the instructions attached your child should be verified and accepted into that class “team.”

We ask that during this week you follow the instructions given and join your child’s “Team.” In the welcome page you will see a brief note from the class teacher and we ask that you add a comment to say that you have gained access and are now in the appropriate “Team.”

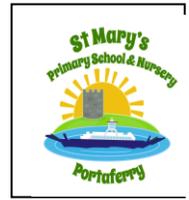
In school this week we will be monitoring all responses to ensure all pupils are getting access. We then anticipate that each class teacher will be adding one item of homework as an “Assignment” during the week beginning 12<sup>th</sup> October.

To log into “Teams,” you will need your child’s C2K log in details. Each child is assigned a computer log in and this gets them access to our internal education system. This log in is typically the first letter of their Christian name followed by their surname and a 3 digit number; eg aburns123. If your child does not know or can’t remember their log in details, this list has been added to the Home Learning section of our school web site [www.stmaryspsportaferry.com](http://www.stmaryspsportaferry.com) under the section “Find your child’s C2K username.” The password for the Home Learning section is again “windmill2020.” When asked to insert a password with your child’s c2k username it is “password11.” You may be asked to change the password. If you get a prompt request asking you to reset the password, please reset the password to “password22”

We are trialling “Teams” as an on-line learning tool and we only envisage this being used if we have to close a class “bubble” or if schools are again forced to close for a period. We need all pupils to be signed up and if there are any issues or problems gaining access please contact the school office.

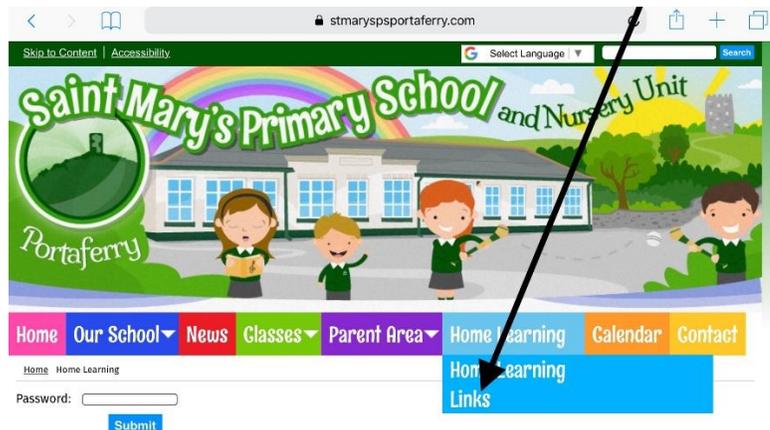
Yours sincerely,

Mr P Gilchrist  
Principal

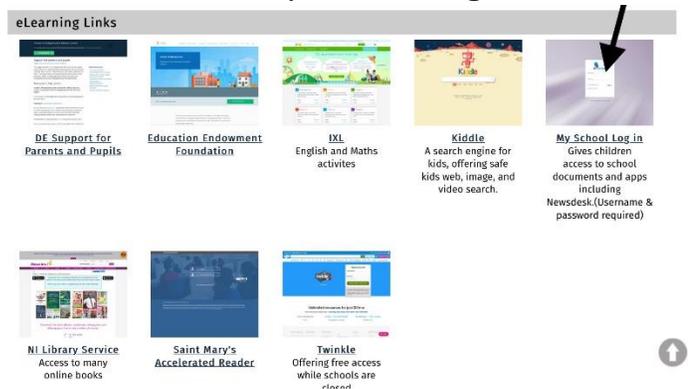


# Signing into Microsoft Teams from the School Web Site

1. From the school website ([www.stmaryspsportaferry.com](http://www.stmaryspsportaferry.com)) select the Links tab on Home Learning



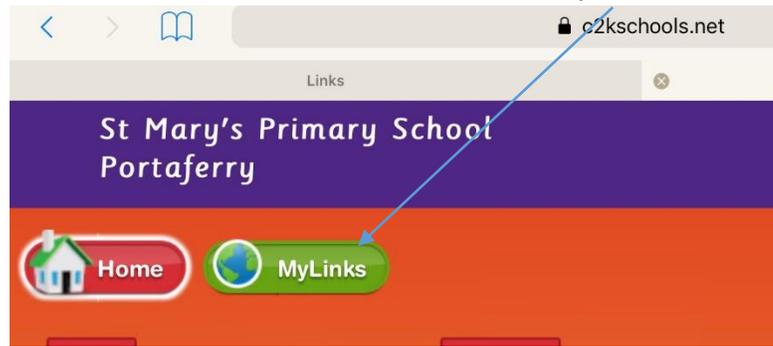
2. IN the Links section click on MySchool login



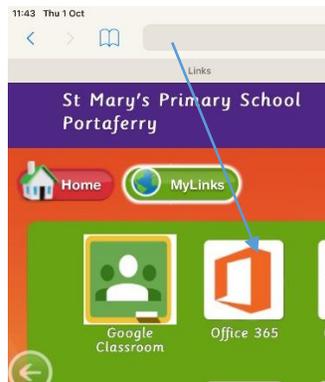
3. Type in your child's username and password in the log in screen and press Login



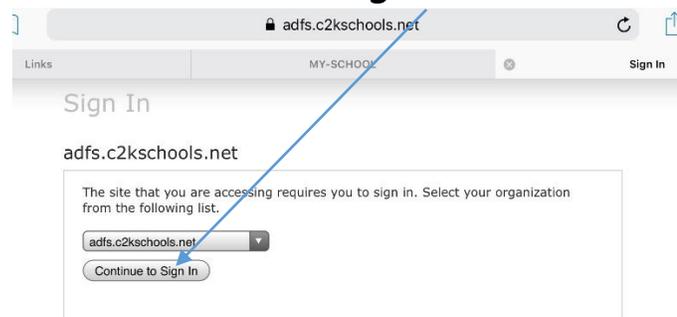
4. On the top left of the new screen select "My Links."



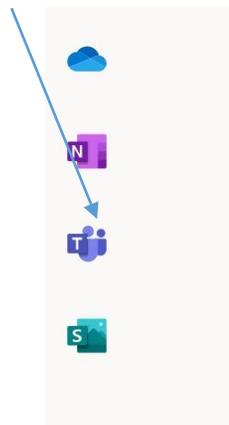
5. From here choose the "Office 365" icon



6. If prompted to click "Continue to Sign In."



7. From the choice of icons, either along the top or down the side of your screen, select the Microsoft Teams app.



Hopefully that gets you full access and your child's teacher should appear as a team. If prompted to do so, click on Teams and put a message on the Conversation thread to say you are now in the class team



## Signing into Microsoft Teams using iPhone/iPad/Android

1. On the app store, download the TEAMS app (looks like this!)



2. Follow the instructions below to sign into the app. REMEMBER - Your child signs in with their C2K Username and password.

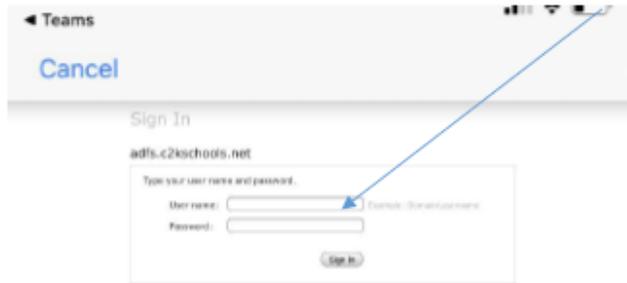


If  
prompted  
to Click  
on Sign  
In

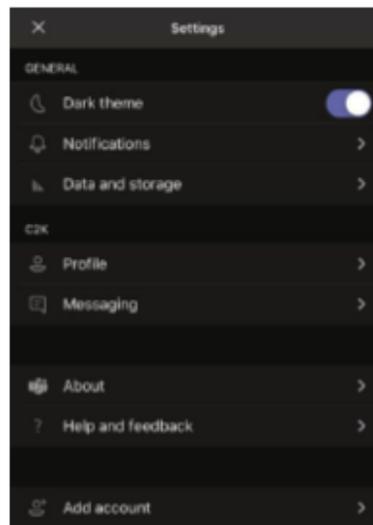


You will be asked to type in your sign in address - this is your child's username with **@c2ken.net** added at the end. eg aburns123@c2ken.net

3. You'll be brought to a screen asking you to type in your child's C2K Username (eg aburns123 - no @ required) and the password for their account. Once this is done, click on 'Sign In'



4. If you have more than one child using a shared mobile device, you can add multiple accounts by going into the app settings. From there, select 'Add Account' and follow the steps above.



Hopefully that gets you full access and your child's teacher should appear as a team. If prompted to do so, click on Teams and put a message on the Conversation thread to say you are now in the class team