

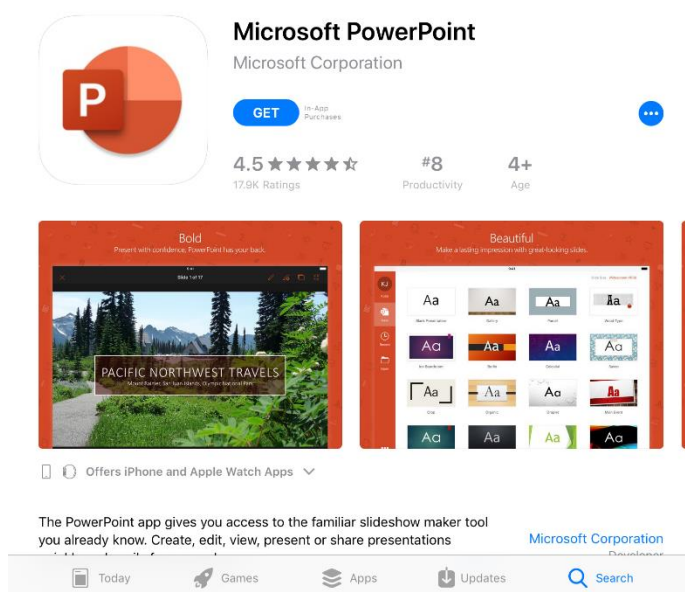
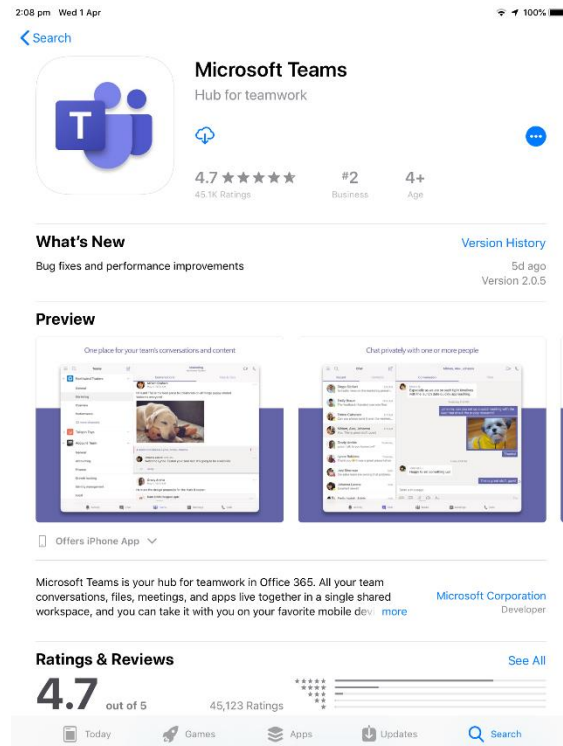
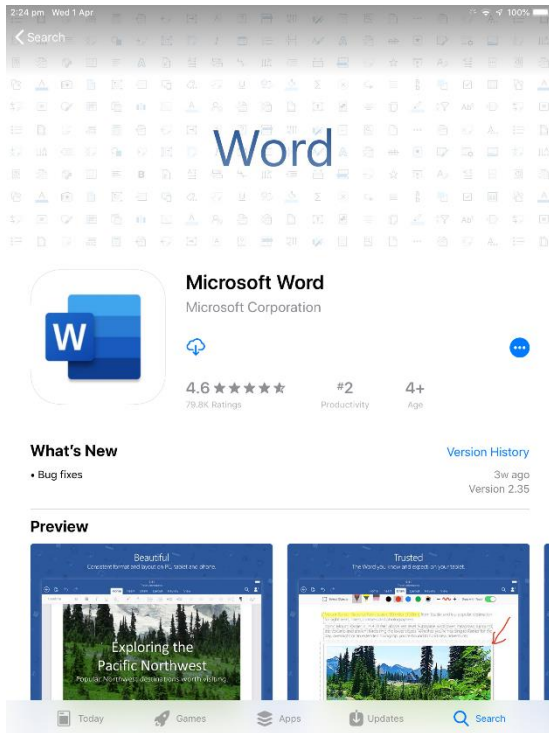
Accessing Microsoft Teams & Office 365 on an iPad/iPhone

Install Apps

Go to the App Store, and search for and install the following apps (see the pictures below to ensure you are downloading the correct app):

- *Microsoft Teams*
- *Microsoft Word*
- *Microsoft PowerPoint*

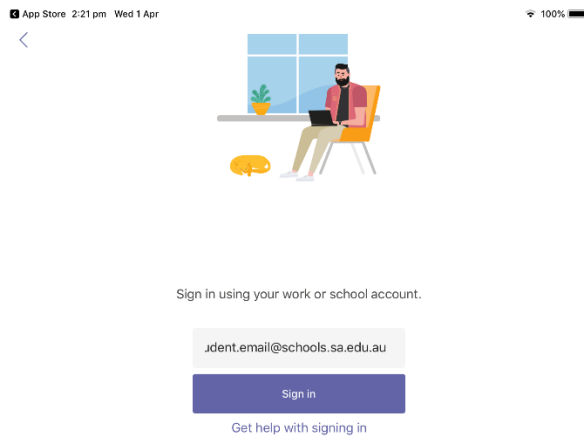
All Microsoft Office apps are free to download, and are licenced for home use via the Department for Education using student's Learnlink accounts (Year 3+).



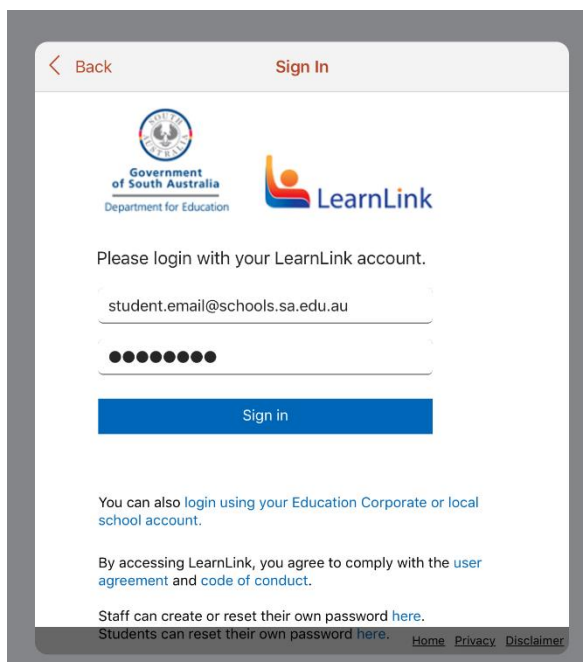
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Setup Teams

Once the apps are installed, first open the Microsoft Teams app, and you will see this sign-in page- enter the email provided to you here and press 'Sign in':



You will then be taken to the Department for Education Learnlink sign-in page, enter the password provided to you here and press 'Sign-in'. After this you should be able to see your child's class Team on the left side of the screen:

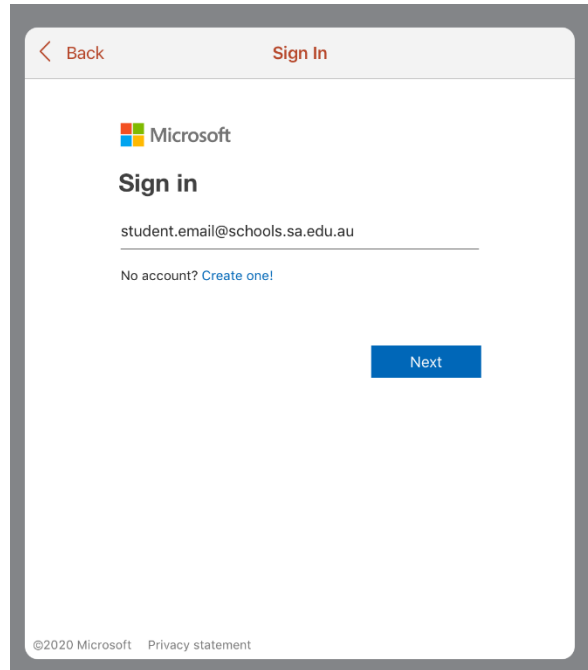
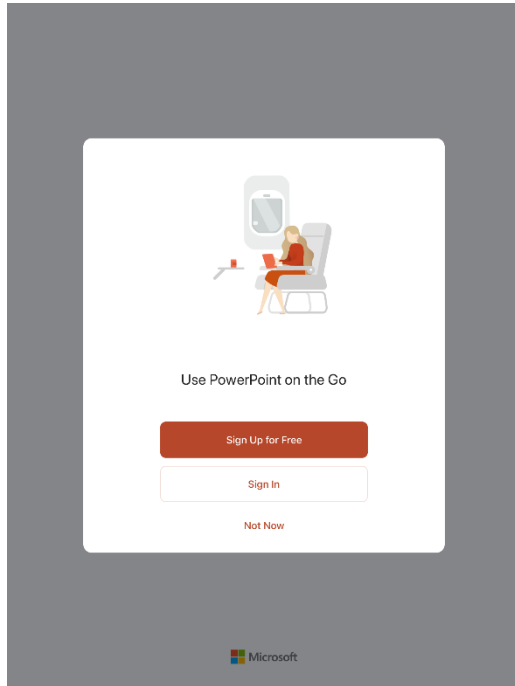


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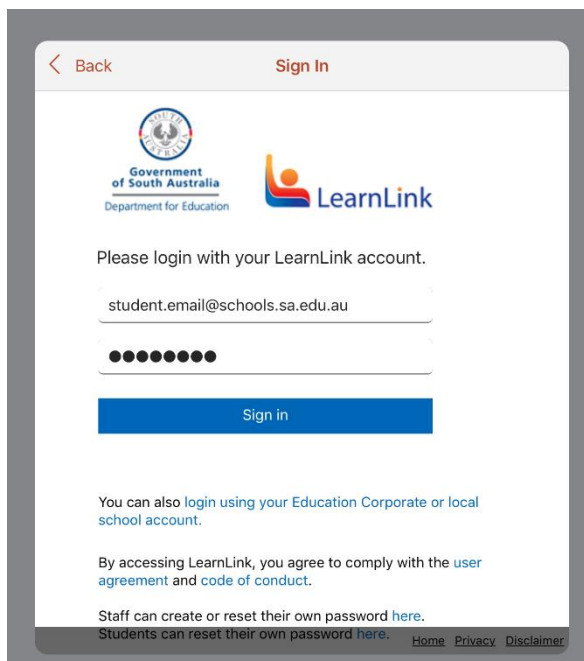
Setup Word and PowerPoint:

Once Teams has been accessed, the other apps can be setup, simply follow these steps for both Word and PowerPoint:

Open the app- you will see this prompt, select 'Sign In', and enter the email address provided to you, then press 'Next':



As with Teams, you will then be taken to the Department Learnlink sign-in page, enter the password provided to you here and press 'Sign in':



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You may see prompts asking for permissions (e.g. notifications), it is recommended that you say yes/enable these. You should then be taken to the main screen, where documents can be created and opened:

