



Morton Academy

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Part of United Learning

TZ/KRE

14th September 2021

Dear Parent/Carer

Microsoft Teams

It has been lovely to have all of our students back in school and I do hope your child is enjoying their return.

Due to our ongoing focus on streamlining students' experience using our IT services, we have made the decision to move away from ShowMyHomework and integrate homework setting and submissions to Microsoft Teams. This will allow students to be able to access everything in one place in a simple and accessible way.

While all students will be taught how to access Microsoft Teams, I believe that it will be beneficial if you are aware how to do it should your child need support logging in from home.

The process is simple and quick. Microsoft Teams can be accessed using a web browser or a mobile app on any smartphone or tablet. You will only need the academy email address and password (these should be written in your child's planner). The email address should be in the following format:

name.surname@student.rrma.org.uk

Instructions on accessing Microsoft Teams from home:

How to access Microsoft Teams outside of the Academy (**web browser**):

1. Open any web browser (we strongly recommend Google Chrome)
2. Go to Microsoft.com
3. Click "Sign in"
4. Enter your child's academy email address
5. Enter password
6. Click "Sign in"

How to access Microsoft Teams outside of the Academy (**mobile app**):

1. Open the Microsoft Teams app
2. Click "Sign in"
3. Enter your child's academy email address
4. The app will then take you to secure logging page where you will need to enter password
5. Click "Sign in"

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Once logged in, students will be able to view their classes and assignments. Students should also be able to access and edit their files using the Microsoft OneDrive available in the apps section (9 dots in the left hand corner of the page).

I hope that you find this guide helpful. If you are experiencing any issues logging in or using Microsoft Teams from home, please do not hesitate to contact me at tomasz.zasadzinski@rrma.org.uk and I will do my best to help.

Yours sincerely

Tomasz Zasadzinski

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