Blackhall Primary School
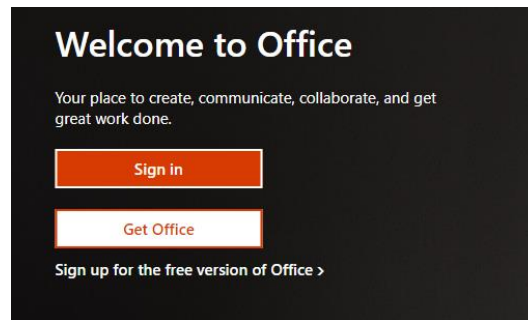
Microsoft Teams – Information for Families

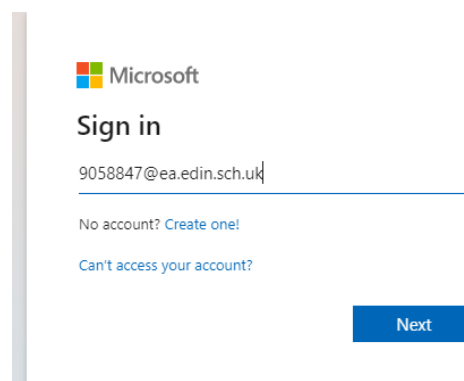**Logging in**

1. In the address bar of your browser type http://office365.edin.org or Google search '365 login'.

2. Select 'sign in'.

3. You will be directed to…
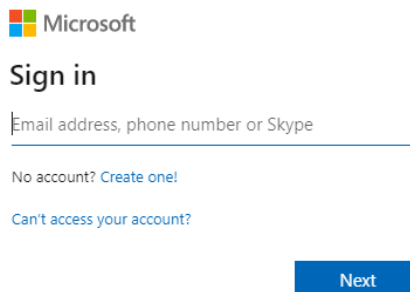
4. You now need to type your child's 9 digit username number with @ea.edin.sch.uk e.g. 123456789@ea.edin.sch.uk then click 'next'.

5. You will be redirected to the City of Edinburgh's login page to input your child's 9 digit number (username) and password.

6. In the password box put the password. Please note: this is case sensitive and can be tricky.

7. Next you should see the apps available. You may need to click 'see all apps'.

8. Select the Teams app

9. A new tab will open and this will take you to the Teams page for your child's class. Your device may ask you to download the Teams App. Select 'yes' as there is better functionality through the App.

10. Click on your child's class and you will see the home page.

Navigating Teams

Messages – these will be in the **Posts** section.
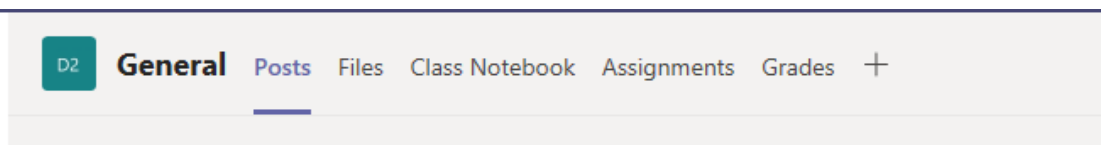
Homework will be in the **Files** section for your information.