



Accessing Teams for Education

Microsoft Teams can be accessed in two main ways:

- via www.office.com, opening the Teams app in the web browser;
- via the Teams app, which can be accessed by downloading the Teams app (preferred) or by using the web app instead.

To login, you will need your child's email address and school password. These can be found in your child's reading diary. Your child's email address is based on the following: firstname.surname@kltprimary.co.uk

This link provides valuable information about Teams:

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

If you have any issues accessing your child's account, in the first instance, please contact your child's class teacher, using the following email addresses:

Robin Class: paul.low@kltprimary.co.uk

Goldfinch Class: sophie.ashton@kltprimary.co.uk

Kingfisher Class: katie.brown@kltprimary.co.uk

Woodpecker Class: lian.middleton@kltprimary.co.uk and amy.leader@kltprimary.co.uk

Golden Eagle Class: caroline.bennett@kltprimary.co.uk