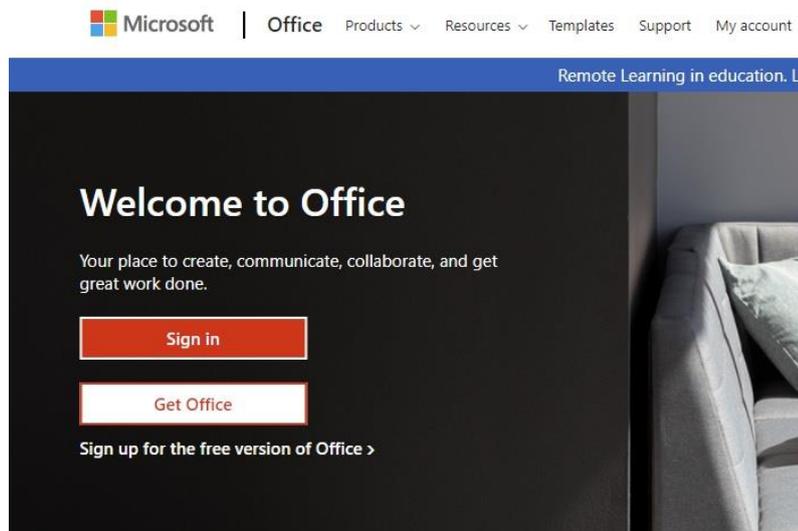


Date: 23th October 2020

We would like you to help support your child when accessing remote learning via TEAMS over the half term. This will better prepare them for the next half term and beyond.

Remote Learning via TEAMS

To access email and TEAMS from a home laptop/computer or Chrome Book, please open a web browser such as Google Chrome, Internet Explorer or Mozilla Firefox. Once the software has opened, you can type into the URL bar at the top of the screen www.office.com. This will take you to the Office 365 landing page



Once the page has loaded, please click the sign in button. Your child's email address is: FirstnameSecondname@brynyderyn.cardiff.sch.uk. The password for the account is '**Pa55word**'. Some learners may have changed their password to a personal word. If you are unable to access the account, you can contact Thomas Leahy via email at tleahy@brynyderyn.cardiff.sch.uk.

Once logged into Office 365, you will have access to range of apps such as Word, PowerPoint and TEAMS. These can be found down the left hand side of the webpage.

Over the next half term, activities are going to be set through Microsoft TEAMS. Learners will receive a notification in TEAMS when an activity has been set. You should be able to click on the red notification icon to view the activities and any resources needed to help them complete the task.

We have also placed some video guides onto our website www.brynyderyn.co.uk to help support. These guides will run through how to login to Office 365 and how to complete an assignment set over TEAMS.

After half term we will be arranging an afternoon when parents and guardians can visit the school for some support and a crash course in Office 365.

Regards

Thomas Leahy
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Bryn y Deryn & Carnegie PRU
02920529398



www.brynyderyn.cardiff.sch.uk
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