Thank you all for your patience whilst we try and work out issues some of you have been experiencing with Microsoft Teams.

It has been great to see those of you who have logged on submitting work and engaging with your teachers and classmates.

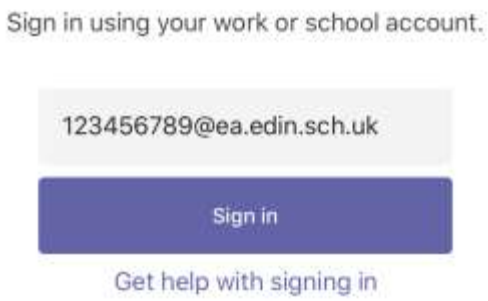
What we would like is to get as many of you up and running on Teams as we can and here is how you can help us:

- **DO NOT USE GLOW password or email address.**
- If possible **DOWNLOAD the Microsoft Teams APP** to your device. You can get this here.

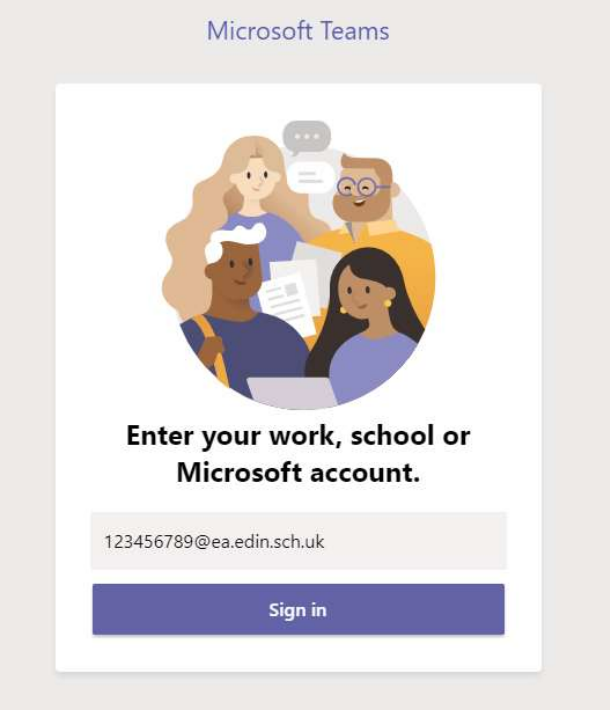
Use your child's CE number followed by @ea.edin.sch.uk for username (do not include the 'CE') It should look something like this:

123456789@ea.edin.sch.uk

You should see a similar screen to this:

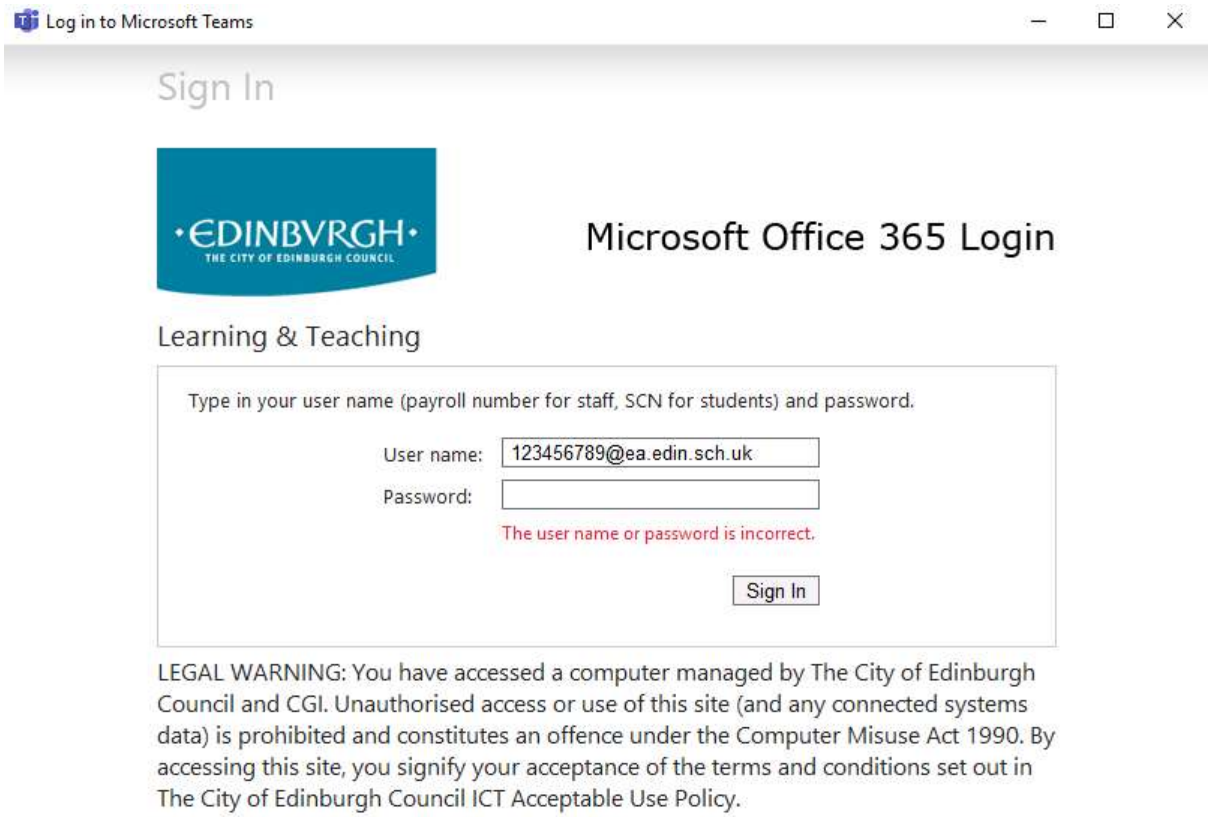


Or possibly like this:



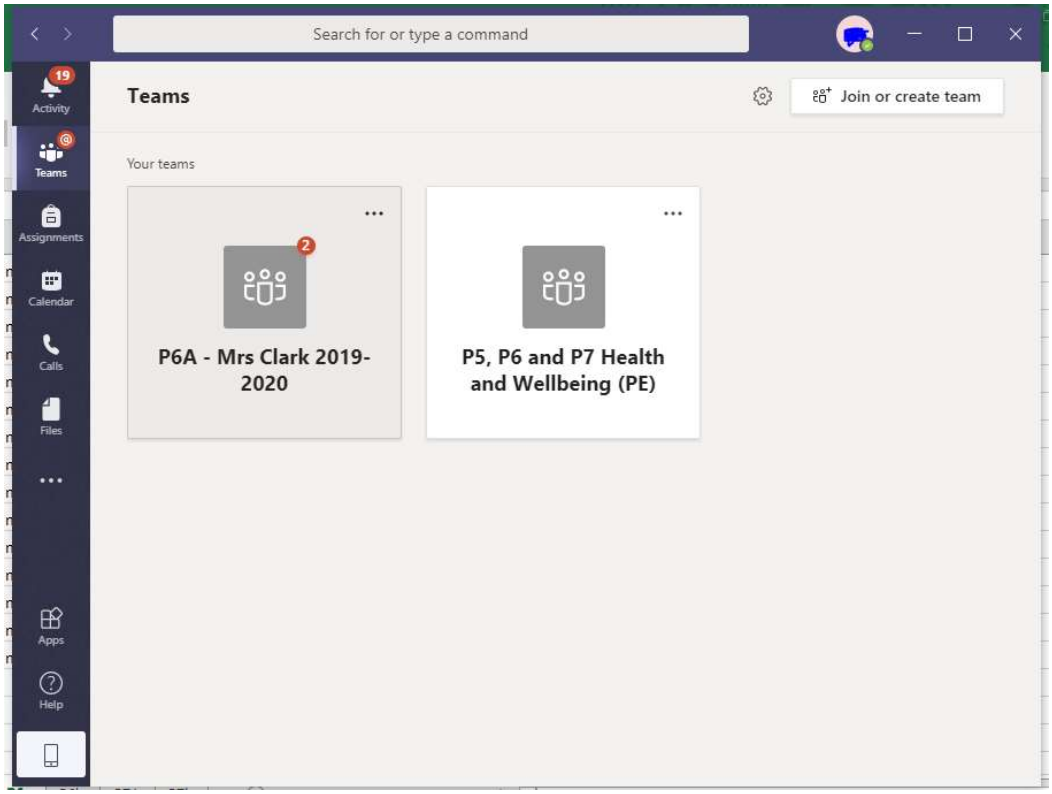
You will then be redirected to the Microsoft Office 365 login page where you can log in with with the same username as you used on the previous screen and the password we provided. It should look something like this:

If at this stage you get an error message like this:



Please contact the school and we will reset your password.

However most of you should now be logged in and see a screen like this:



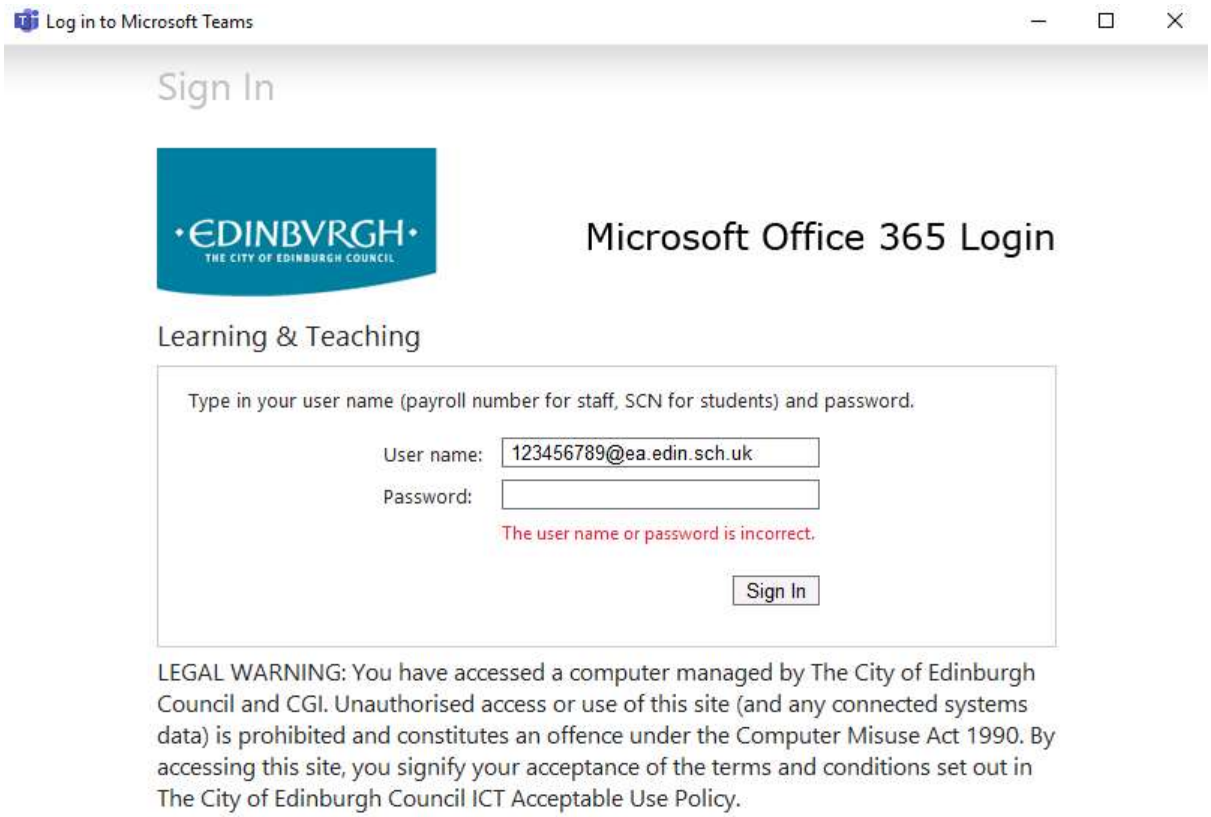
If you are unable to download the app then you can use a web browser and go here. **It is essential that you use a current web browser such as CHROME or EDGE.**

You will see a screen like this:

Use your child's CE number followed by @ea.edin.sch.uk for username (do not include the 'CE') It should look something like this:

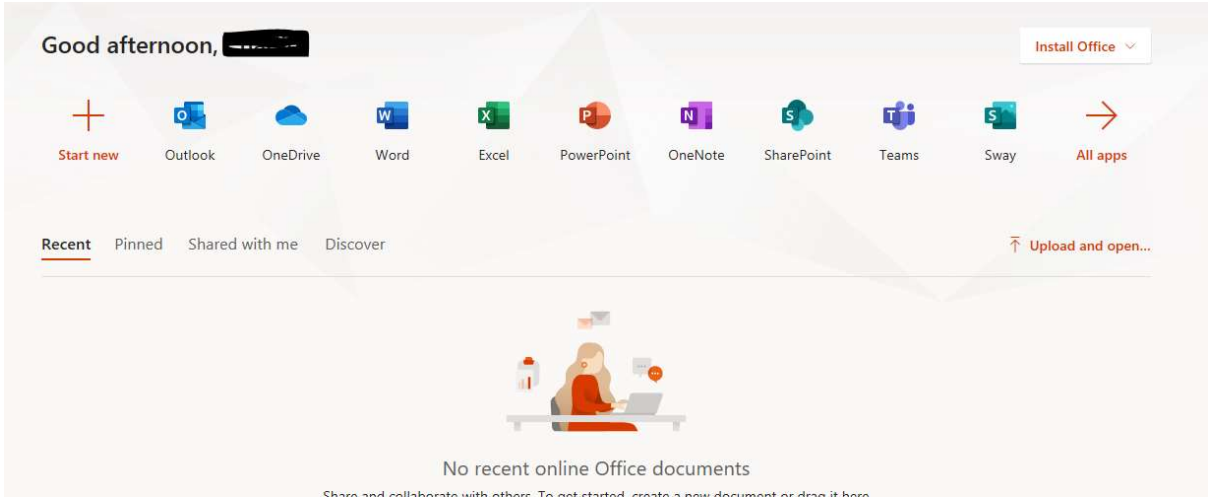
123456789@ea.edin.sch.uk

If at this stage you get an error message like this:

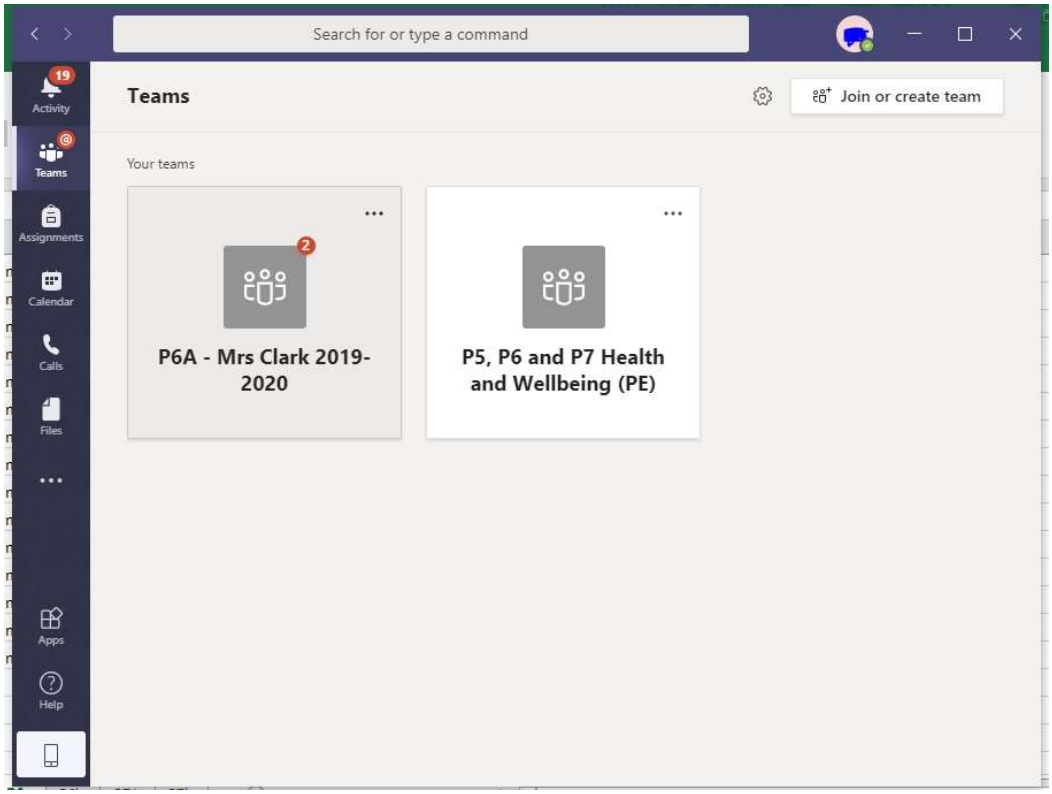


Please contact the school and we will reset your password.

If your log in is successful you will then see a screen like this:



Select the Teams icon at the top and you should be taken to your Teams page:


Search for or type a command
Activity
19
Teams
Assignments
Calendar
Calls
Files
Apps
Help
Teams
Join or create team
Your teams
2
P6A - Mrs Clark 2019-2020
P5, P6 and P7 Health and Wellbeing (PE)