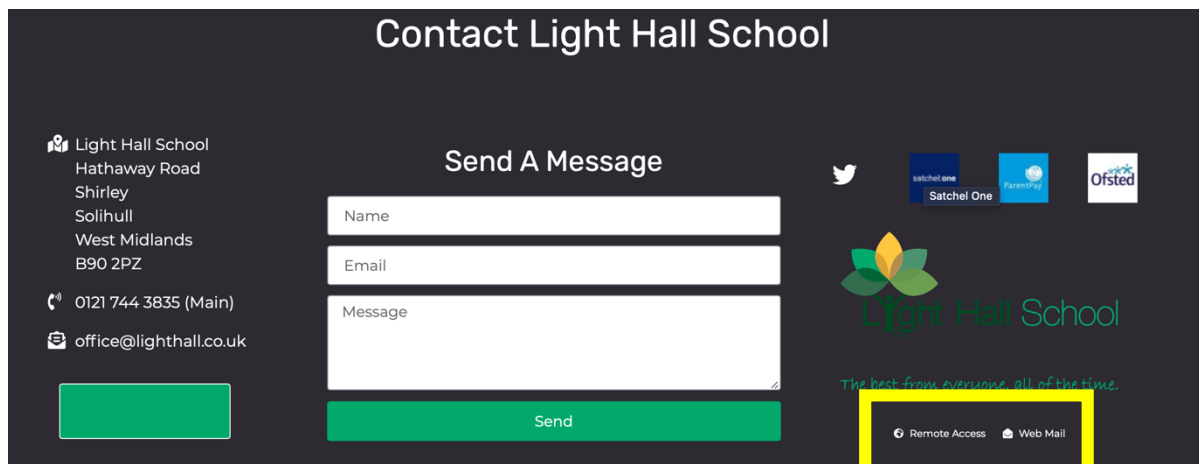


## Accessing the Remote Learning provision – Using Microsoft TEAMS

Access the school website and then **scroll down to the bottom**



Click **WEBMAIL** link



Sign in using your school email address

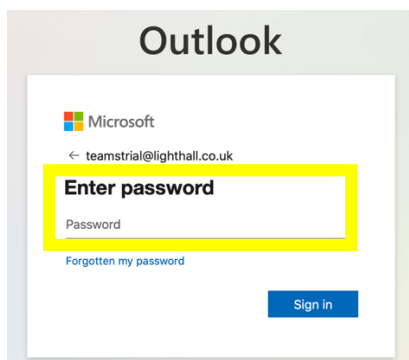
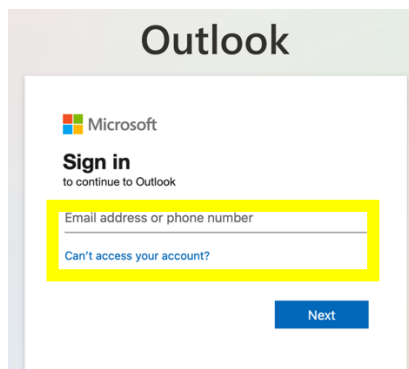
**Username** – year of entry to the school then first two letters of first name and then first five letters of your child's surname @lighthall.co.uk

**Password** (if not changed by student) – lighthall

**For example**

A student with who entered the school in 2020, with a name of Ben Ridge would be as below;

[20beridge@lighthall.co.uk](mailto:20beridge@lighthall.co.uk)



If you still cannot login please contact the email address below, with both your child's name, email address and year group. The password will then be reset for you.

[ithelpdesk@lighthall.co.uk](mailto:ithelpdesk@lighthall.co.uk)

If you still cannot login, please contact Mr Hayfield,

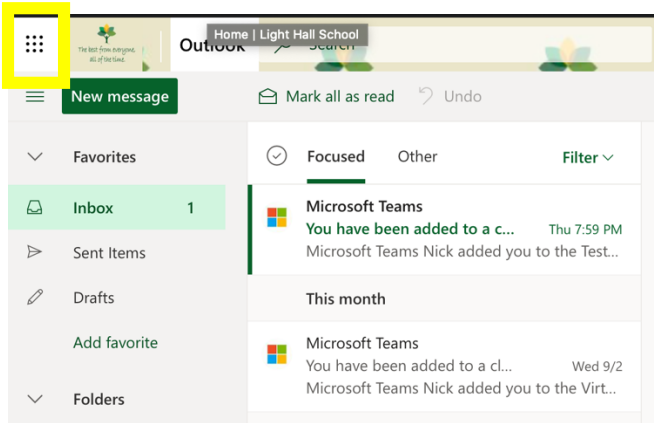
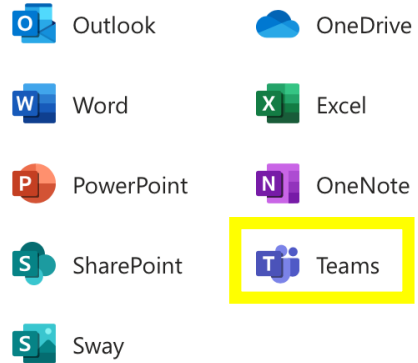
[nhayfield@lighthall.co.uk](mailto:nhayfield@lighthall.co.uk)

You are now in your school email. **Click the 9 dots (top left), and then TEAMS**

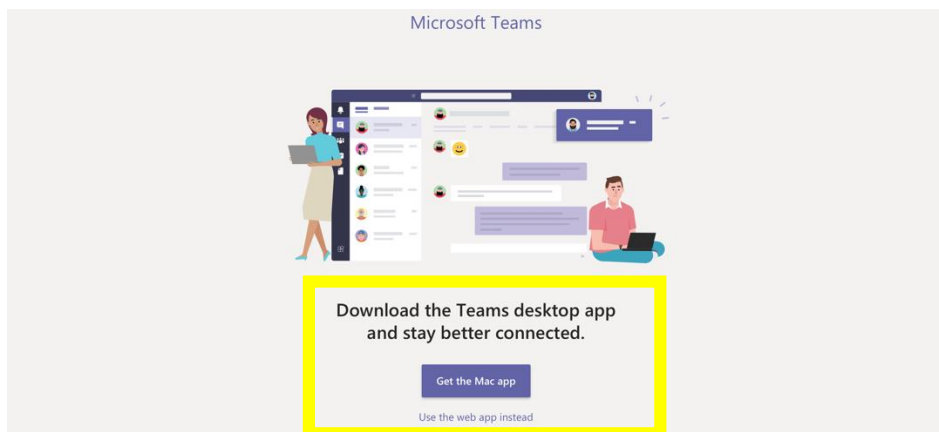


Office 365 →

## Apps



Choose either the **online APP** or download **TEAMS** to your laptop / desktop



You're now in TEAMS, **select the correct TEAMS / class to find your remote learning work**

