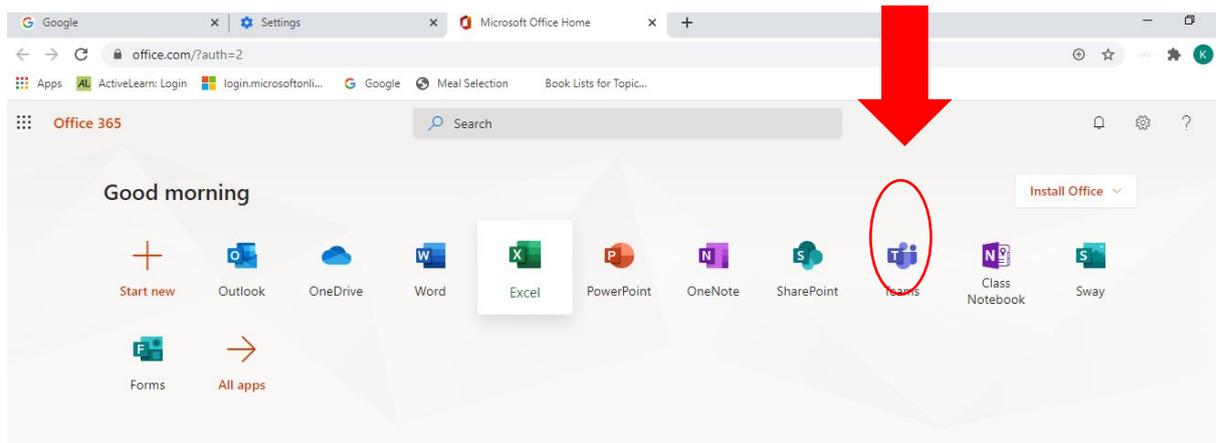


Dear Year 5

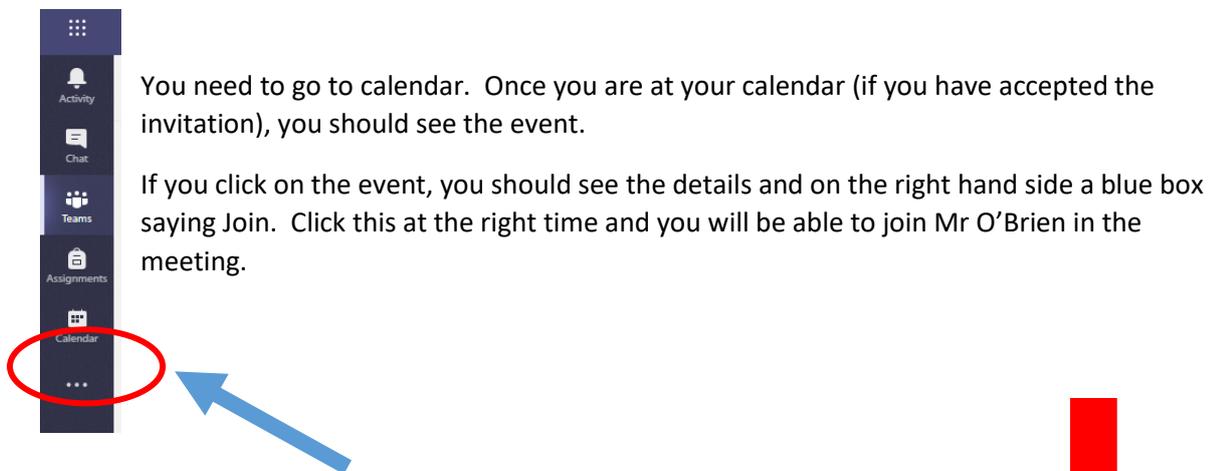
### Tuition TEAM calls

You should by now have received your school email account details for 365. If you have not received them, please contact the school. I hope that you have been able to set this up. Mr O'Brien has sent you an invitation, via this account, which you should accept. This will then go into your calendar.

To join the meeting at the appropriate time you should go to TEAMS – access this through Office 365 (see screen shot below).



Once you have accessed TEAMS you will see a menu down the left hand side of your screen.



You need to go to calendar. Once you are at your calendar (if you have accepted the invitation), you should see the event.

If you click on the event, you should see the details and on the right hand side a blue box saying Join. Click this at the right time and you will be able to join Mr O'Brien in the meeting.

