



Accessing pupil folders using Microsoft Teams

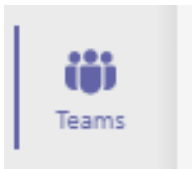
Parent/Pupil Guidance

Login to your Microsoft Teams account. This can be done by using the Teams APP or accessing Teams on a web browser via www.office.com. Download the Teams App for your [device here](#).

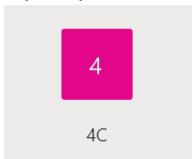
May you require your child's login details, require a password to be reset, or need support then please email support@loreto.gi stating your requirements, child's full name and class and year.

Example for Windows desktop use, mobile devices and iMac use may differ.

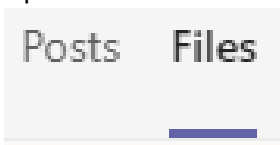
1. In Teams open your **Teams** section.



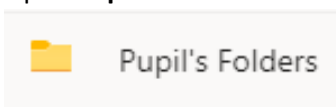
2. Open your child's class e.g. **4C**



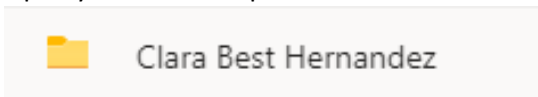
3. Open **Files**



4. Open **Pupil's Folders**



5. Open your child's Pupil Folder.



6. Work will be uploaded by class teachers here.