

Accessing Homework on Microsoft Teams

All children will need to log into their Microsoft 365 account using their school username and password. If they are unsure of this, they should ask their tutor for help in accessing this. As a rule, a child's username follows this structure:

Child's full surname, followed by the first initial of their first name, followed by @reigate-school.surrey.sch.uk*

**if there are two children with the same surname and first initial the second letter of the first name is added*

Once logged in, they will have access to their Office 365 account which includes their email and their Microsoft Teams account. This will be central to how homework is shared and managed. Each child will have their classes listed on their homepage. If they click into a class they will be able to see the assignments that their teacher has set them.

We strongly recommend that children download the Microsoft Teams app on a device they use regularly, as this will make accessing homework quicker and easier.

Step by Step Guide

Step 1: Go to the Teams Website

Open a web browser and go to: www.office.com

Click Sign In

Step 2: Enter School Login Details

Type in your child's school email address (lastnameinitial@reigate-school.surrey.sch.co.uk)

Enter their password

Click Sign In

Step 3: Open Microsoft Teams

Once logged in, click the Teams icon

This will open the Teams dashboard where your child can see their classes and access their homework assignments

