

Microsoft Teams

What is Teams?

Teams is an online learning environment designed specifically for each class in our school. You may have noticed how this web-tool is being advertised a lot at the moment, and organisations of all shapes and sizes have benefited from using Teams to maintain healthy communication during these difficult times.

Please be assured that Teams is a closed learning platform, accessible only to people with the right login details. We have been working very closely with Bolton ICT to ensure that Teams is a safe environment, without compromising any of your personal information. We will be using Teams for parent's evening next term.


Please log onto your child's account 5 minutes before parent's evening appointment. At your designated time you will be let into the call to speak to the class teacher.

How to access your class Teams portal for homework and parent's evening.

Getting onto Teams is very easy. Here's what you need to do:

1. Open your internet browser (Google Chrome is the recommended browser for Teams)
2. Go to teams.microsoft.com.
3. Type in your username and password – this is easy to work out:
 - Your child's username will be their **Purple Mash username**, followed by '**@eatock.bolton.sch.uk**'
 - Your child's password will be the same as their **Purple Mash password** (it will be a four digit number).
4. ...and you're in! Just click on your class name, and you will be directed to the class posts area. When you have logged on at the right time, there will be a 'join' button for you to click – when it is your slot you will be let in by the class teacher.

Downloading the Teams apps

It's a good idea to also download the Teams apps, which means **you can access everything on all mobile devices** (ipads, android tablets, phones, etc.) – you can also download the Teams app onto your PC or Macbook by clicking on the  sign in the bottom left-hand corner of the Teams portal.

Ready... set... go!

- Ensure that your wifi is as strong as possible – it will take a lot of bandwidth, so it may be a good idea to make sure nobody else is online on another device in the house.

Forgotten login details...

If you can't remember your log in details, please email the school office via office@eatock.bolton.sch.uk, who will be able to share your username and password with you.

If you are experiencing any further trouble with accessing your Teams portal, please contact school either via the email or telephone.