



27th March 2020

Dear Parent/Carer,

We hope you and your families are keeping safe in these very unprecedented times. As you are aware, we have been setting home learning through google drive so far.

From Monday March 30th, we will also be using Microsoft Teams, to supplement this home learning and provide additional structure to the work for completion. Microsoft Teams is a platform which can be downloaded to any internet enabled device such as a PC, smart phone or tablet free of charge. [Instructions on how to do this are on the next two pages.](#)

If you require any support with your son(s)/daughter(s) password to access the platform, please contact helpdesk@futureschoolstrust.com stating in the subject of the e-mail CORNWALLIS followed by your son/daughter's initials and year group.

A range of tutorial videos for the platform will also be available from Monday March 30th at www.cornwallisacademy.com/teams. Students should watch these to help them with accessing and completing the work.

Our staff will continue to be accessible via e-mail. They will reply when they can, but please bear with us due to the volume of emails we are receiving and the fact that many staff are self-isolating due to feeling unwell along with caring for family members and neighbours as you are too.

Please do follow our social media pages. We are sharing helpful subject specific websites to help your child. As the vast numbers of websites can be quite overwhelming – we share our recommended ones!

Stay safe and well by staying at home. We look forward to the day when our entire school community is back together.

Best wishes,

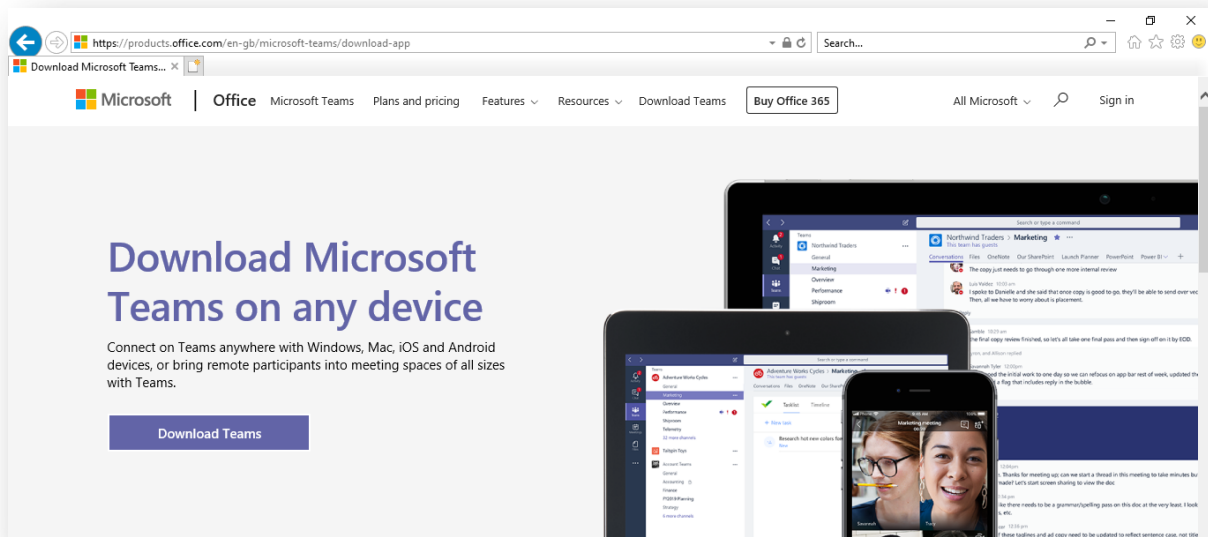
From the Cornwallis 'home-learning' team

How to get started with Microsoft Teams:

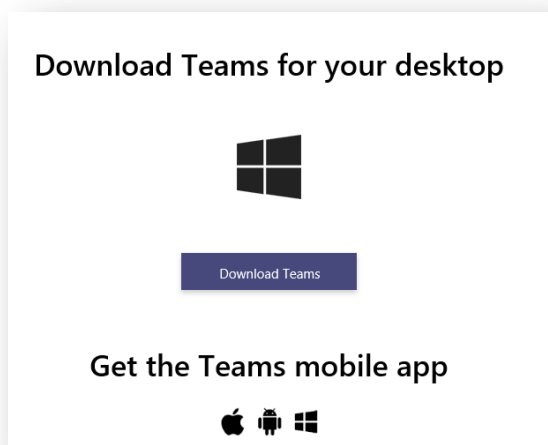
Visit the Microsoft Teams website here:

<https://products.office.com/en-gb/microsoft-teams/group-chat-software/>

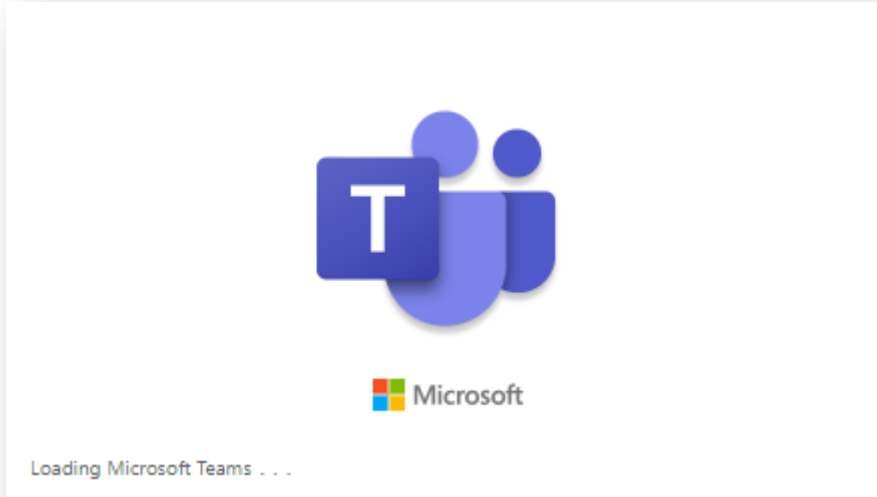
1. Click Download Teams



2. On the next page once again click on Download Teams



3. Run and complete the installation, this will take a few moments with the splash screen like below:



Sign in using your work, school or Microsoft account.

20test.user@cornwallisacadem

Sign in

Get help with signing in

Future Schools Trust

Sign in with your organizational account

20test.user@cornwallisacademy.com

Password

Keep me signed in

Sign in

4. You will be asked to log in with your school credentials. The username is the same as you use to log in on the school devices such as:

Year 7:

19firstname.lastname@cornwallisacademy.com

Year 8:

18firstname.lastname@cornwallisacademy.com

Year 9:

17firstname.lastname@cornwallisacademy.com

Year 10:

16firstname.lastname@cornwallisacademy.com

Year 11:

15firstname.lastname@cornwallisacademy.com

The password you use is also the same password you use to log in to the school computers.

Step 5.

You will be asked once more to sign in, you have the option here of choosing **Keep me signed in** for your device to remember you to make signing in faster in the future.

Step 6.

On first sign in run through the quick guide to Teams, following this you are ready to go.