

Assalamu Alaikum Parents/Guardians,

We hope this letter finds you in good faith and health.

Thank you for registering your child/ren to our new online learning platform. As part of our new learning platform, students will be expected to use **Microsoft Teams** at home to access live streamed classes, pre-recorded videos, online exercises and class resources and activities. Please note, class rolls will be marked internally during each live streamed class.

Please find instructions on how to get started on our online system.

BEFORE YOU GET STARTED

Please ensure your child/ren has access to a computer, iPad or tablet that is connected to the internet. **It is recommended that your child/ren use a computer.** Please note, Microsoft Teams can also be accessed on any smartphone via their app.

Please download the Microsoft Teams app for your device:

<https://teams.microsoft.com/downloads>.

If you are having trouble running Microsoft Teams, **please visit the following link to ensure your device meets their operating requirements for MAC and PC:** <https://bit.ly/2WZjtpy>

Also, it is important that they are in a quiet study area and have pre-prepared their class materials (workbooks, handouts and digital resources) and any writing utensils for notes.

CREATING YOUR ACCOUNT

Step 1: Search: www.office.com

Step 2: Click **Sign In**

Step 3: Enter your email address: firstname.surname@alfirdaus.nsw.edu.au

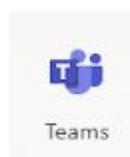
Please note, your child/ren's email address consists of their first name and surname e.g. john.smith@alfirdaus.nsw.edu.au.

If you have any issues with logging in, please contact our team on (02) 9791 6777 on Friday 3rd and Saturday 4th April, between 9am and 4pm.

Step 4: Enter password: **Alfirdaus123**

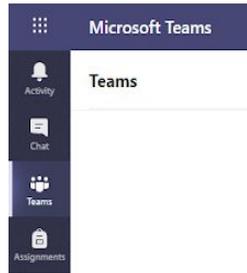
Step 5: Once you have logged on, your child/ren will be asked to **create their own password**

Step 6: Click on the **Teams** icon



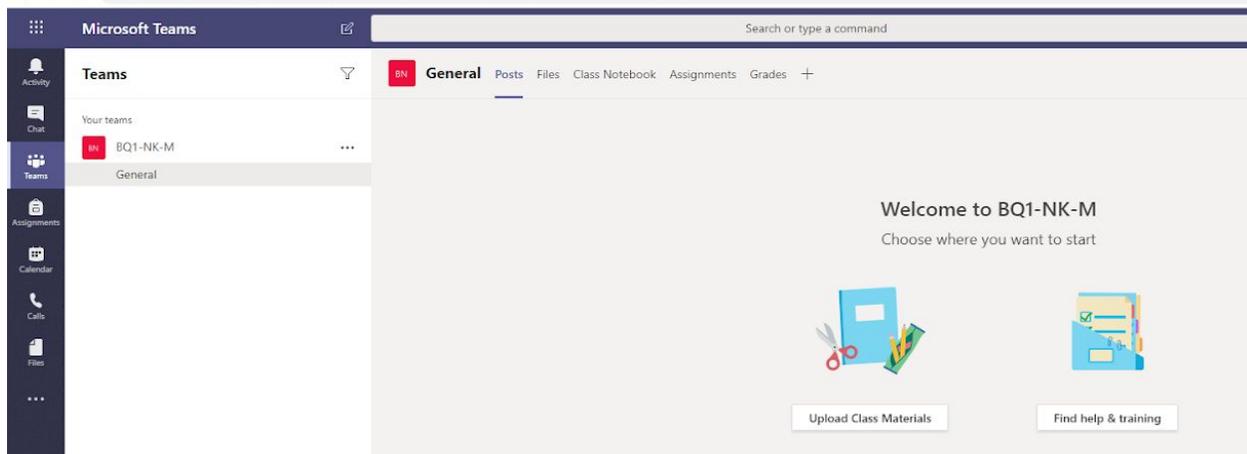
JOINING YOUR CLASS

Step 1: Click on Teams



Step 2: Select your Team [Team refers to Class]

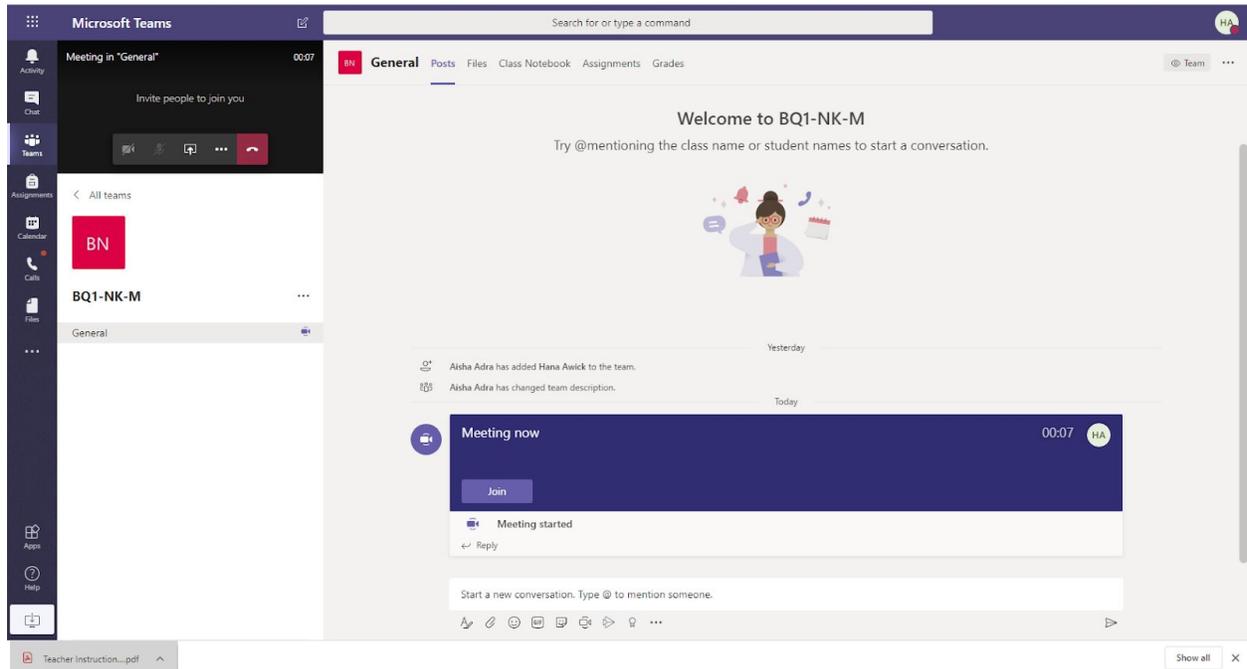
Please note, if there is no Team listed by Monday 6th April 2020 at 10am, contact IT Support immediately.



Step 3: Post questions to your class, access online resources and join your class as it is live streamed on your Team page.

HOW TO JOIN A LIVE CLASS

Step 1: Once you have selected your Team, click **Join** to start your live streamed class



SUPPORT

If you would like more information on how to access Microsoft Teams, please visit <https://bit.ly/2UP9dNX>. There are a wide range of instructional videos and step-by-step guides on how to create your account and join your class.

If you require additional IT support, please contact Shakeel on 0405 629 848 between Monday and Friday from 2pm - 4pm.

We look forward to continuing to provide your child/ren with the knowledge, support and resources they need to progress on their Islamic learning journey.

We appreciate your patience and understanding as we launch our new online learning platform.

Kind Regards,

Administration
Alfirdaus College