



COOLOOLA CHRISTIAN COLLEGE LIMITED

Growing God's Kingdom through Excellence in Education

6 April 2020

Dear Parents / Guardians,

In order for your CCC student in Prep to Year 6 to access Microsoft Teams for face-to-face interaction with their teachers, you will need to know their Office 365 username and password.

On the <https://ccc.qld.edu.au/covid-19-learning/> page on the CCC website, you will find a link named **Office 365 Username & Password (P-6 only)**. This links to a video that explains how to retrieve your child's Office 365 username and password from Parent Lounge. Once you have this username and password, you are able to assist your child to sign into their Office 365 account which gives them access to Microsoft Teams. There is another link on the COVID-19 Continuity of Learning page of the CCC website named **Signing into Microsoft Teams** – this is a video that explains how your child's username and password is used to sign into Microsoft Teams.

If you have any difficulty accessing Parent Lounge, please contact our Administration team. Both our Administration team and your child's class teacher also have access to these Office 365 usernames and passwords should you run into any difficulty retrieving this yourself.

Should there be any technical issues, such as your child's username and password not working, please email helpdesk@ccc.qld.edu.au.

Trevor Norman
Principal