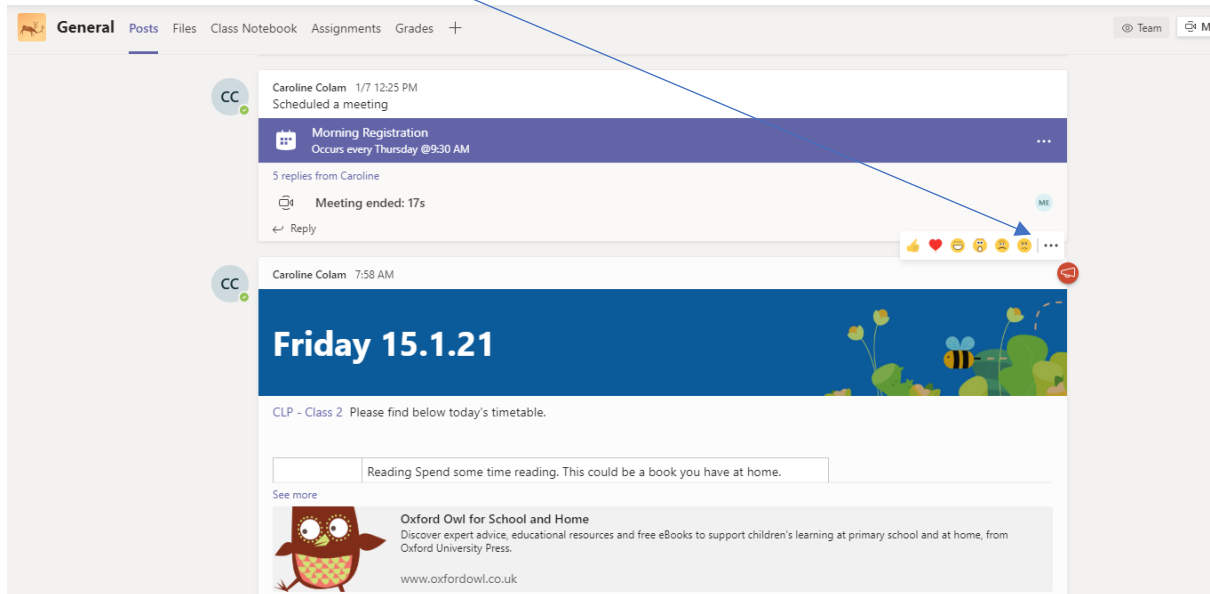


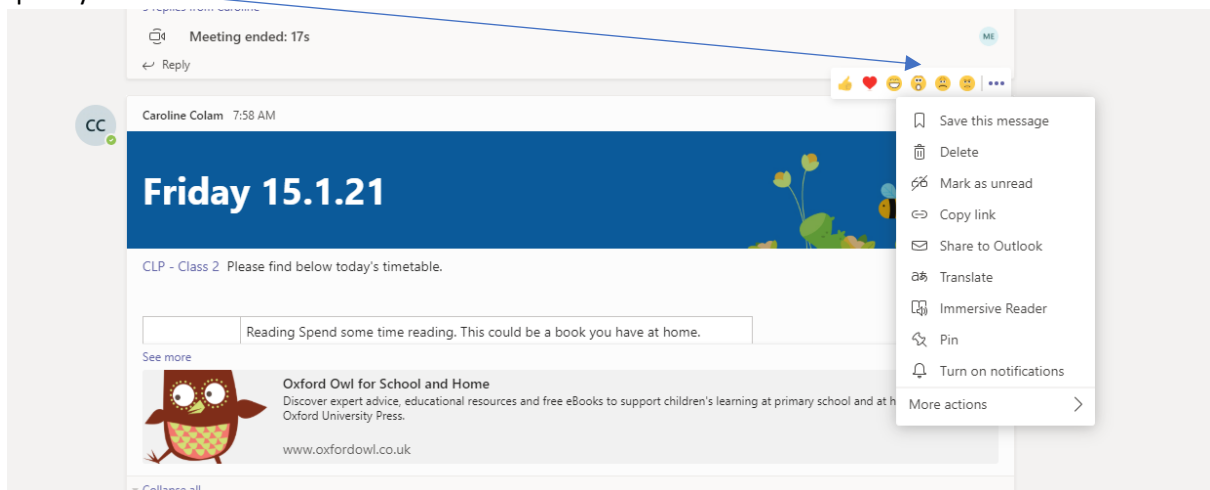
## Teams Daily Timetable

The teachers upload the daily timetable into your child's class team. It can sometimes be tricky to find this timetable during the day after other posts have been made in the channel. One way to help is to save the message.

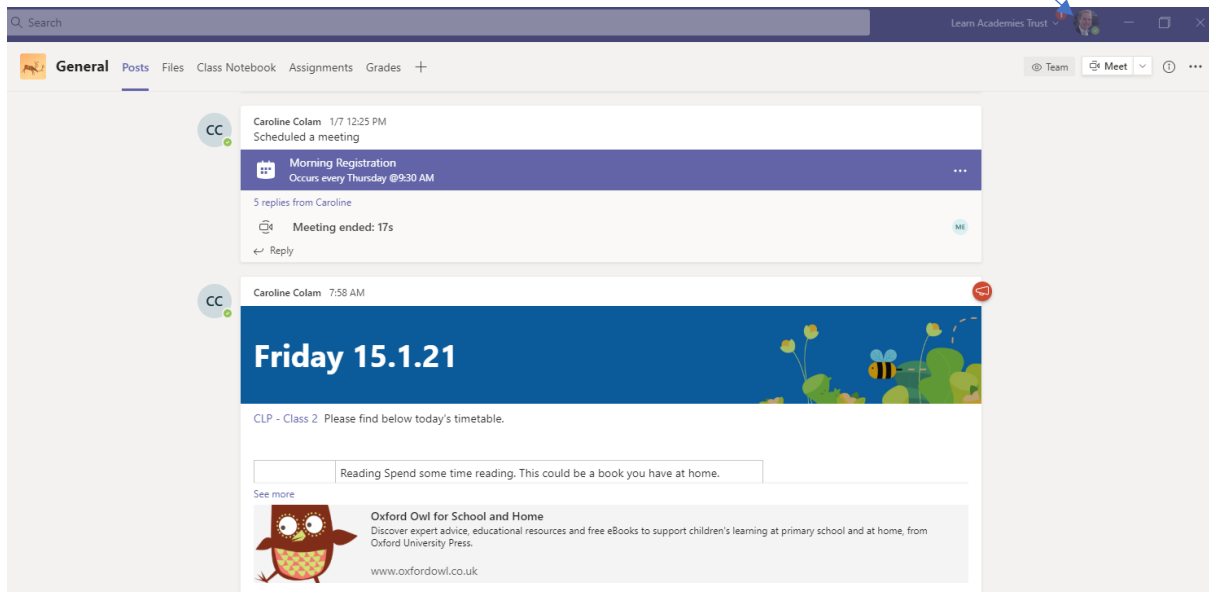
If you hold the cursor next to the announcement icon in the top right hand corner of the post you will see the option to respond to the message with a thumbs up or smile. You can also click on the three dots (ellipsis).



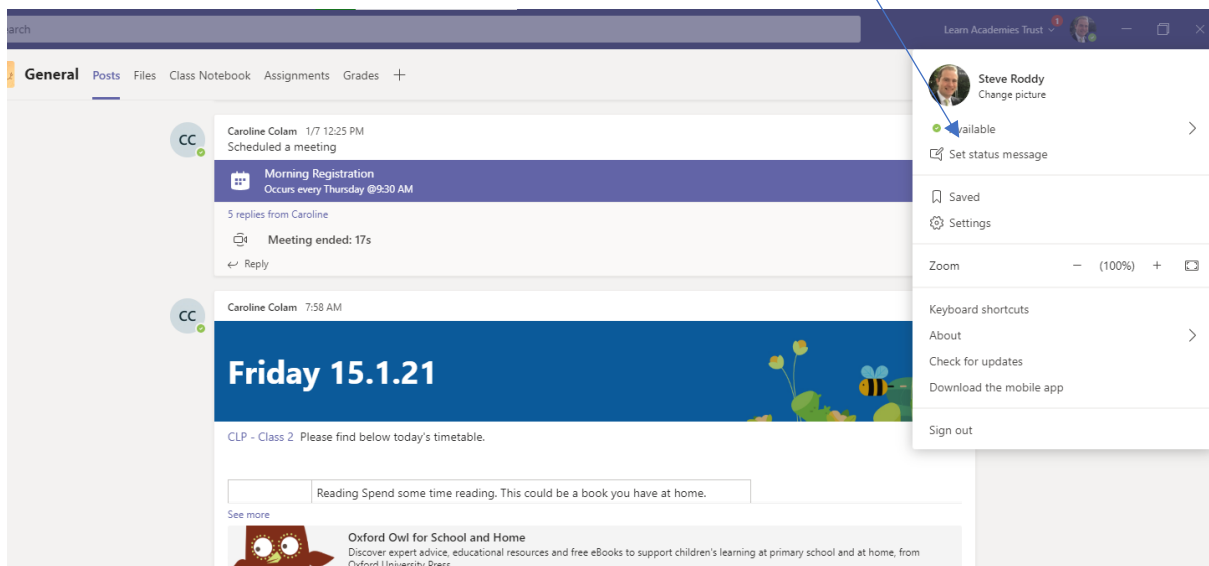
This then brings up this menu. By clicking on save this message this will allow you to access this quickly.



To access the saved messages you can select your child's account at the top right of the screen.



By clicking on this you can then access your saved messages.



It is worth remembering that if you are viewing the timetable on one device, for example a phone, you can then see this saved message on other devices as well.