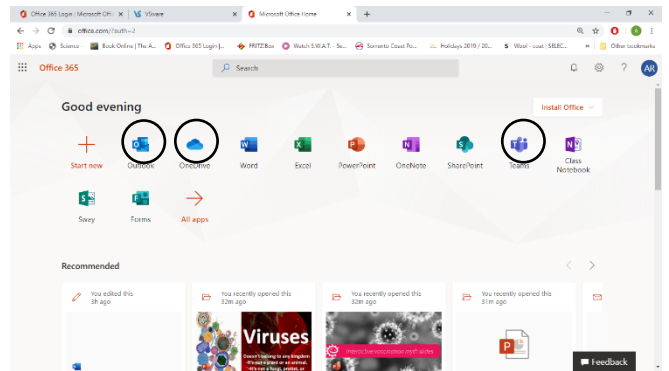




Microsoft Teams

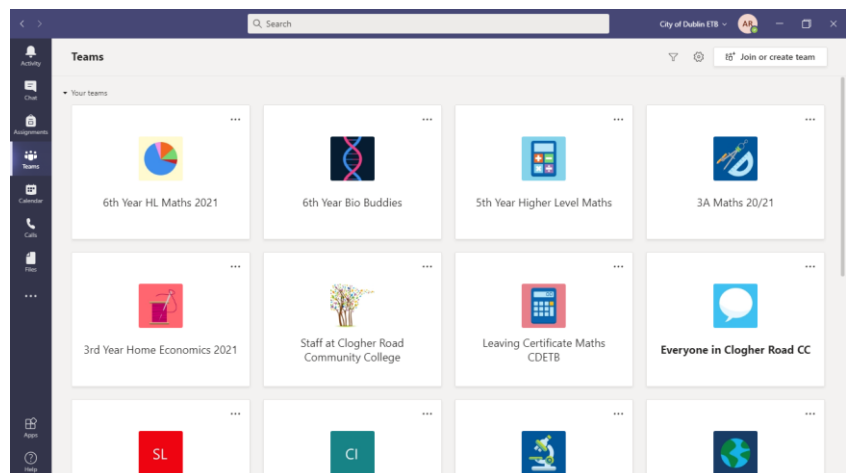
Logon

- 1) You need to go to <https://www.office.com/>
- 2) Then logon with your username and password (note: your email is not case sensitive (upper or lower case don't matter; however, your password absolutely **is** case sensitive and needs to be input accurately so mind the capitals)
- 3) You will then see apps to the right
- 4) Email is in **Outlook** – if you want email on your phone you need to download the corresponding app.
- 5) File storage is in **Onedrive** (it is essential you have a sensible filing system) Again this app can be downloaded.
- 6) **Teams** is a great app for your homework and notes.
Note: Teams generally works better with Internet Explorer (it's designed for this) so if you have an issue just double check that is the browser your using. If not, switch to using explorer. To download the app on a android phone go to google play and type in Microsoft Teams. To do this on an Apple device go to the Appstore



Once you have logged on you should have an email from inviting you to join a Team for all your Subjects.

This is what your Teams should look like



If you have anything important you need to see it will be in here



Any work to be completed should be in the assignments section.



All the Teams you are a member of will be here.



All live classes will be on this calendar for students to follow

