

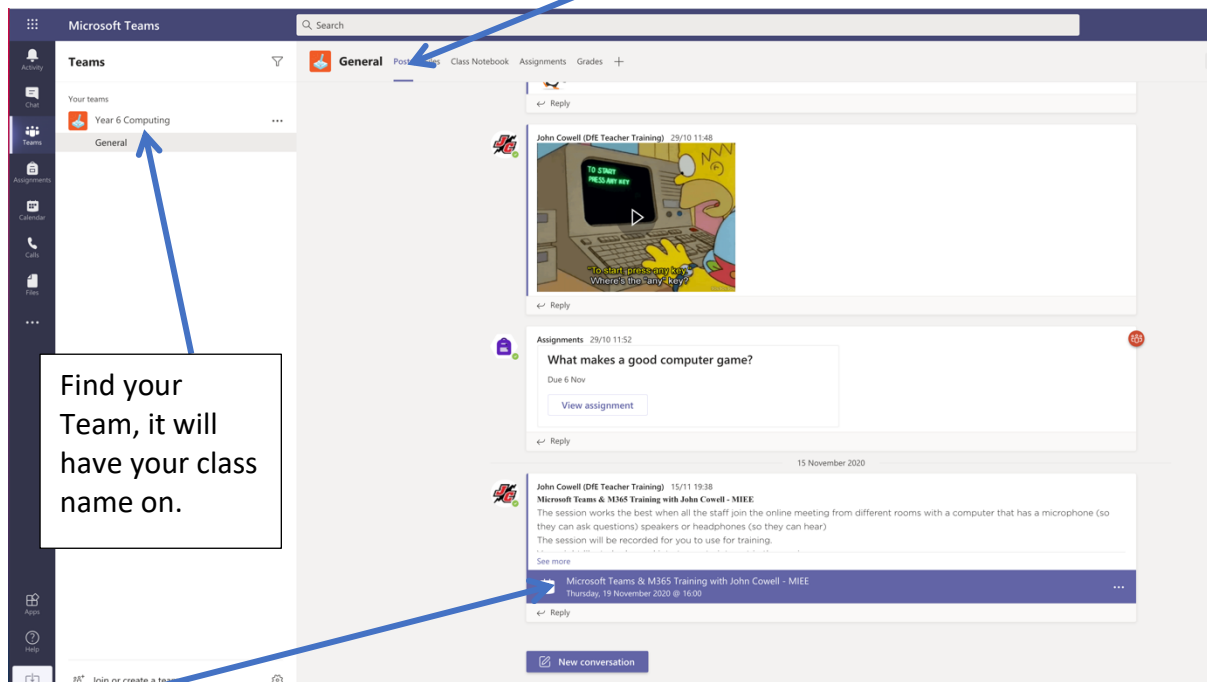
How to log on Microsoft Teams for school

To enable students to get online to use Microsoft Teams there are a few steps we need to go through.

1. Using a web browser such as **google chrome** go to - <http://teams.microsoft.com>
2. Sign in with your school email address.
3. Then, enter the password.
4. Once you have signed in you will be presented with a screen that looks like the one below.

5. You are now in Microsoft Teams.

Find the posts menu.



Look in the posts (chat feed) for a meeting. Your class teacher will arrange this meeting so you can have a lesson with them. This meeting will be in addition to the daily meetings which are already taking place. To take part in the meeting, you will need a microphone and speaker on your device.

Your class's Team may not be live yet. You will get notification when the system is ready. For now, please use the original link to get onto the Teams meetings.