



HOW TO ACCESS MICROSOFT TEAMS

In this presentation:
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How do I access Teams?

WHAT IS MICROSOFT TEAMS?

Microsoft Teams is a an online classroom where teachers are able to communicate with you and your group and set appropriate work.

WHAT YOU NEED TO KNOW

You can access Teams through your Office 365 account. Remote Desktop is not needed.

Teams works across almost all devices with an Internet connection (desktop & mobile) via web browser or downloadable app.

To get Microsoft Teams on a computer, go to www.office.com and log in with your school email address and password.

To download the Teams app on a mobile or tablet device, access your devices' app store and download the Microsoft Teams app. Then, log in with your school email address and password. You will have received this in the post, but please ask your keyworker if you're unsure.

HOW DO I GET ON TEAMS FROM A COMPUTER?

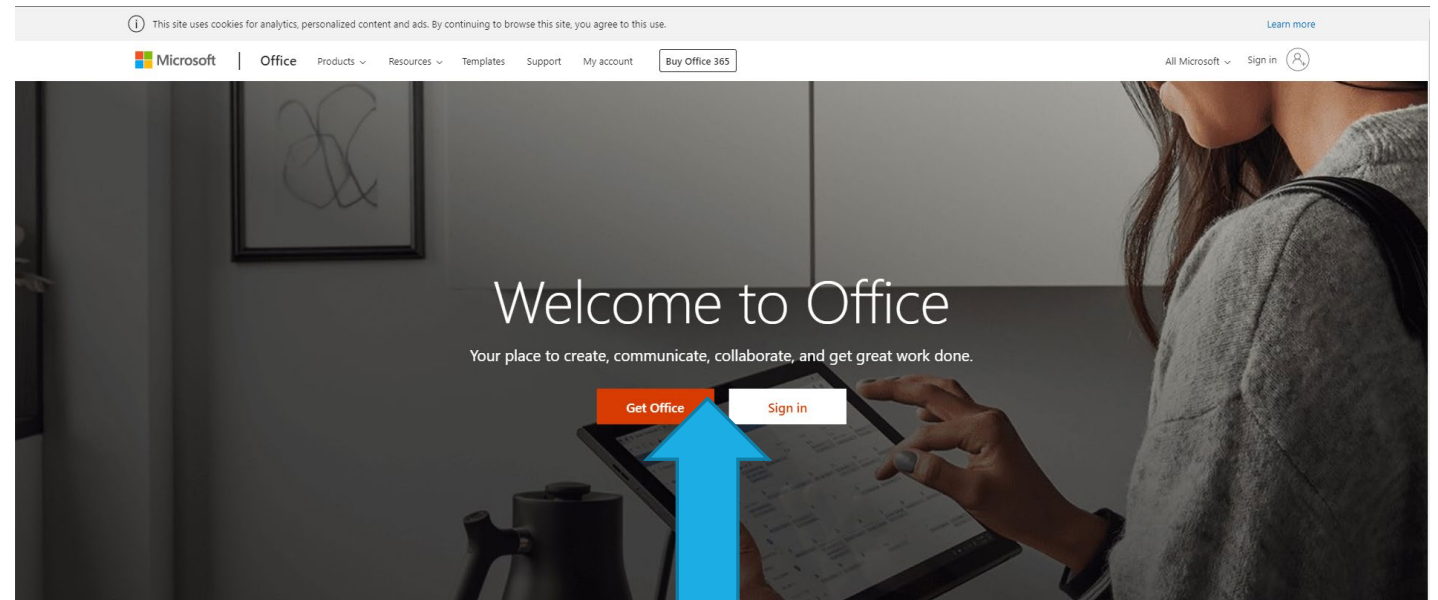
Open your web browser and navigate to www.office.com. This can be done on a PC, tablet or phone.

Then, log in with your **school email address and password**.

If your name is Jo Bloggs, then your email address would look like this:

jo.bloggs@thebridge.halton.sch.uk

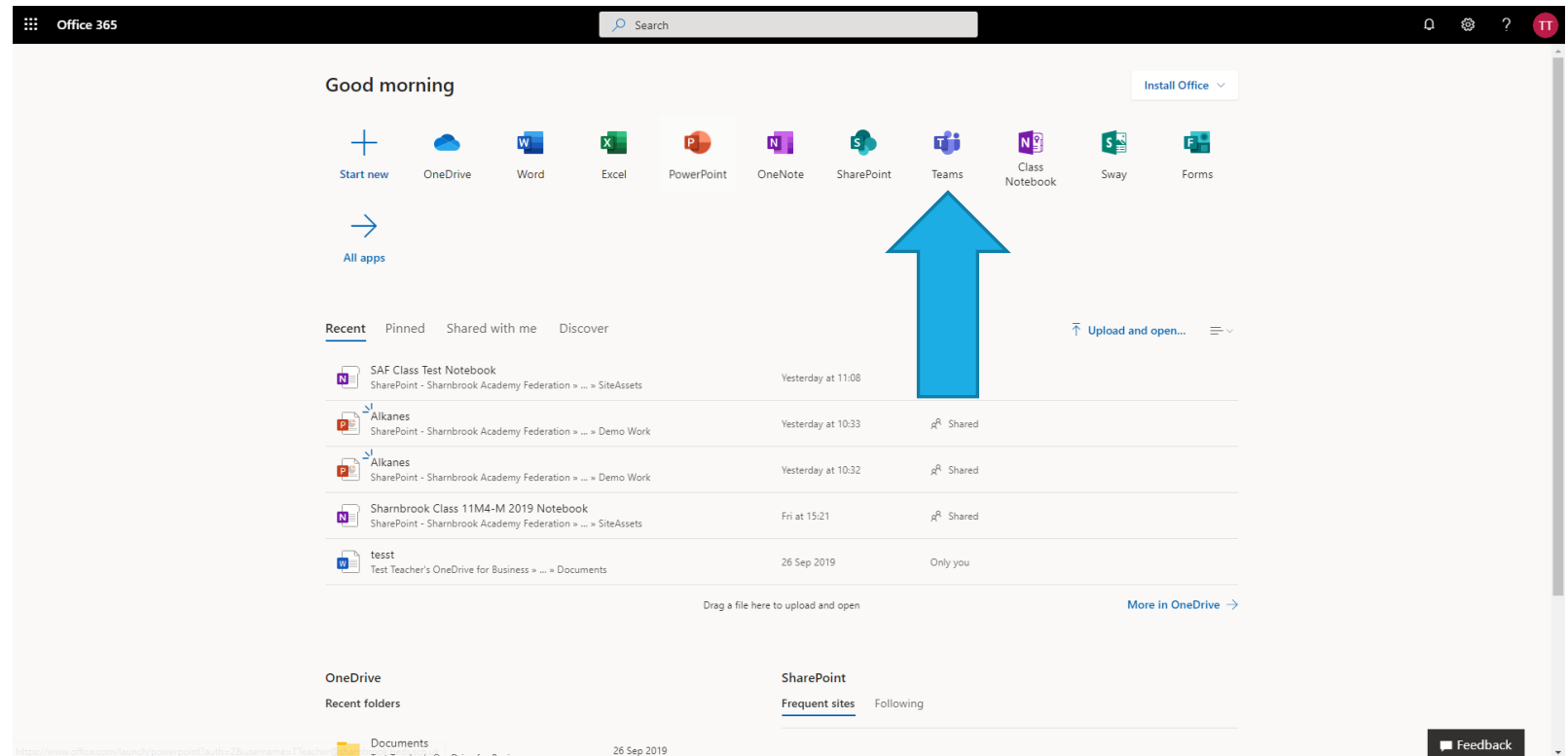
Your password is in the letter that you have received. You can also get the password by ringing school on 01928 5812301, or by messaging our school Facebook page.



What is Office 365?

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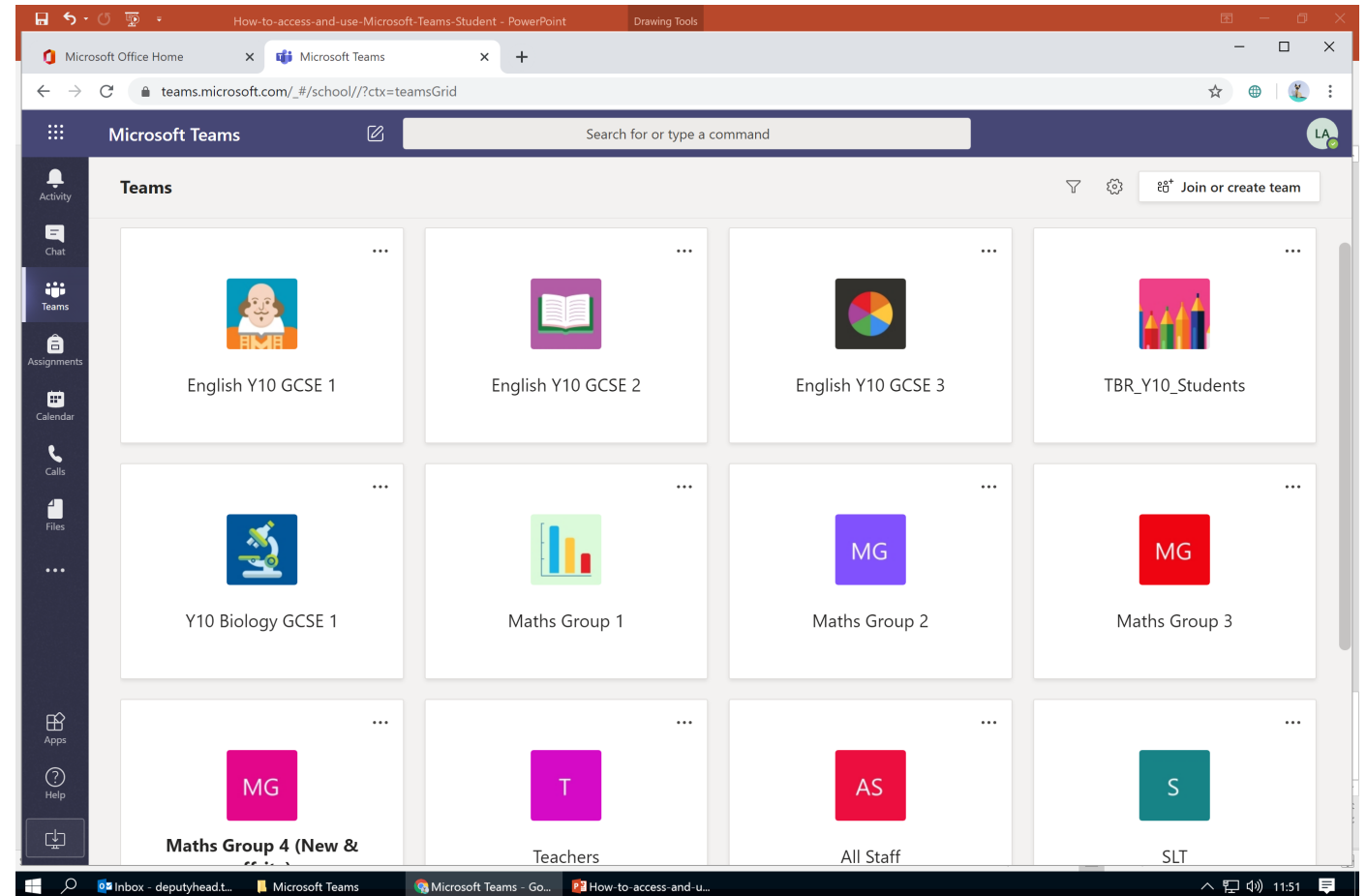
Select the Teams logo from the Office home page.



NAVIGATING TEAMS

When you launch the Teams app, you will arrive at your Teams dashboard. The centre of your screen will contain white tiles with the Teams / groups you are in.

Your classroom teams have already been set up. You can be part of multiple teams, organised by subjects and classes. These have already been set up for you. **If the teams you should be in aren't correct, please contact your teacher via email.**



INSIDE A SUBJECT FOLDER

When you click on your **subject folders**, you will see the work that your teacher has set for you. This may be a combination of things like written tasks, videos, quizzes and PowerPoints to watch.

Your teacher will set a date for it's completion. You and your teacher can communicate through Teams. This means that you can ask for help and get personal feedback. Remember to hit the “turn in” button when you’ve completed your work.

