Microsoft Teams User Guide.

How to Install Microsoft Teams

Installing on a Laptop or Desktop Computer

Visit https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app and select download for desktop.

Installing on a mobile phone, tablet or iPad

Visit https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app and select download for mobile.

Signing in to Microsoft Teams

<u>Step 1</u>

Enter your school email address in to the 'sign-in address' box and then select Sign-in

Step 2

Enter the **_SAME_** password you use to log-in to the school computers almost daily. Then select Sign-in.

On the next window, simply click on OK without making any changes on this page.

Once you see the page 'You're all set!' click Done and Teams will load showing you all the teams you are a member of. By class or by a year group subject.

Please remember if you do not know your computer login password, ask your teacher to get in touch with us in IT or your teacher also has the ability to reset your password.

Important Note:

It is best practice to use either a laptop, Windows tablet (with a keyboard) or a desktop computer, than it is to use a mobile phone or iPad. This is because it is difficult to create documents and submit homework on those devices. We recommend always to use a laptop, Windows tablet or desktop computer where possible.

If you wish to use Microsoft Teams via a browser window (Google Chrome or Microsoft Edge only) does not work well with Safari.

Go to www.office.com

Sign in using your school email address and your school computer login password. You will then see this screen:
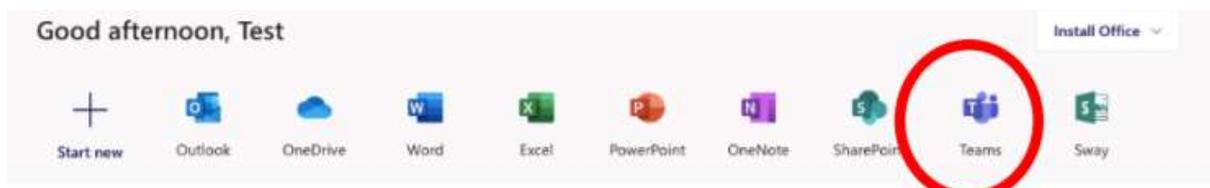

Click on Teams as circled above.

How to use Teams:

1. This is the Teams page, it lists all of the Teams that you are part of,
    Year 7-10 will see only one team here. Year 11-13 will see one team
    for each for your classes.

    To open a Team just click on it.
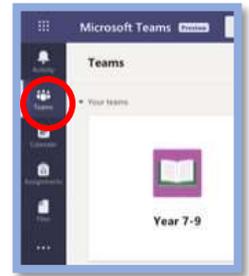
2. Once you've opened a Team you will see this menu on the left-hand
    side listing the 'channels' available e.g. subject titles

3. Near the top of the subject page you will see a list of tabs that are
    available within your Team.
    a. The **Posts** tab will show you the latest updates in the
        Team. This is where you can ask for extra help if
        needed.
    b. The **Files** is where you will find the lesson resources.
        This will be updated weekly.