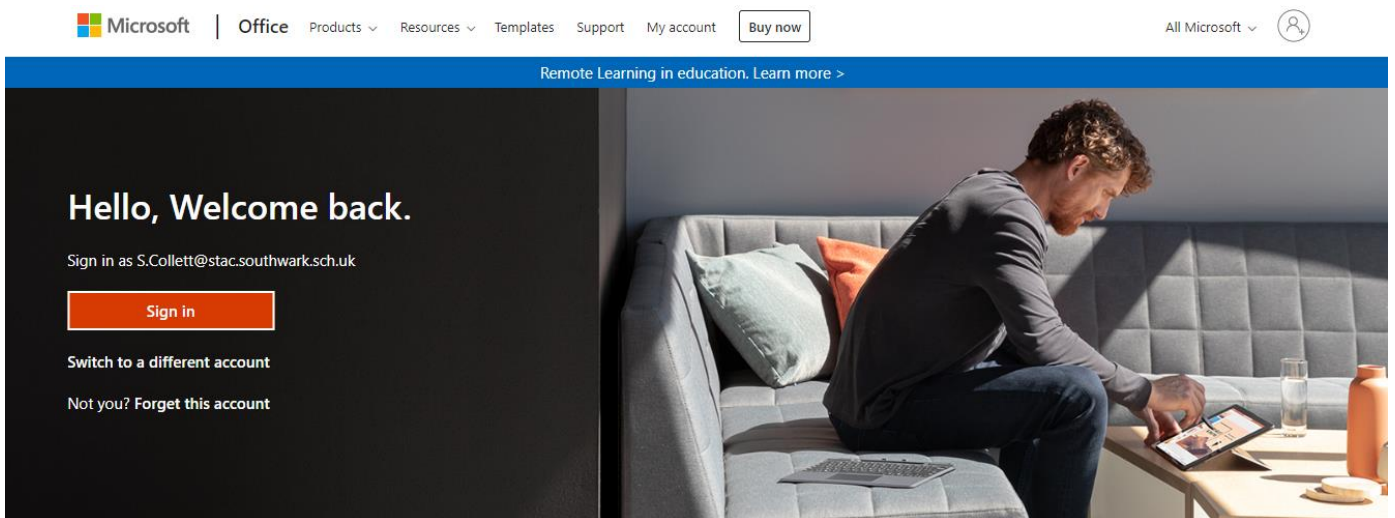
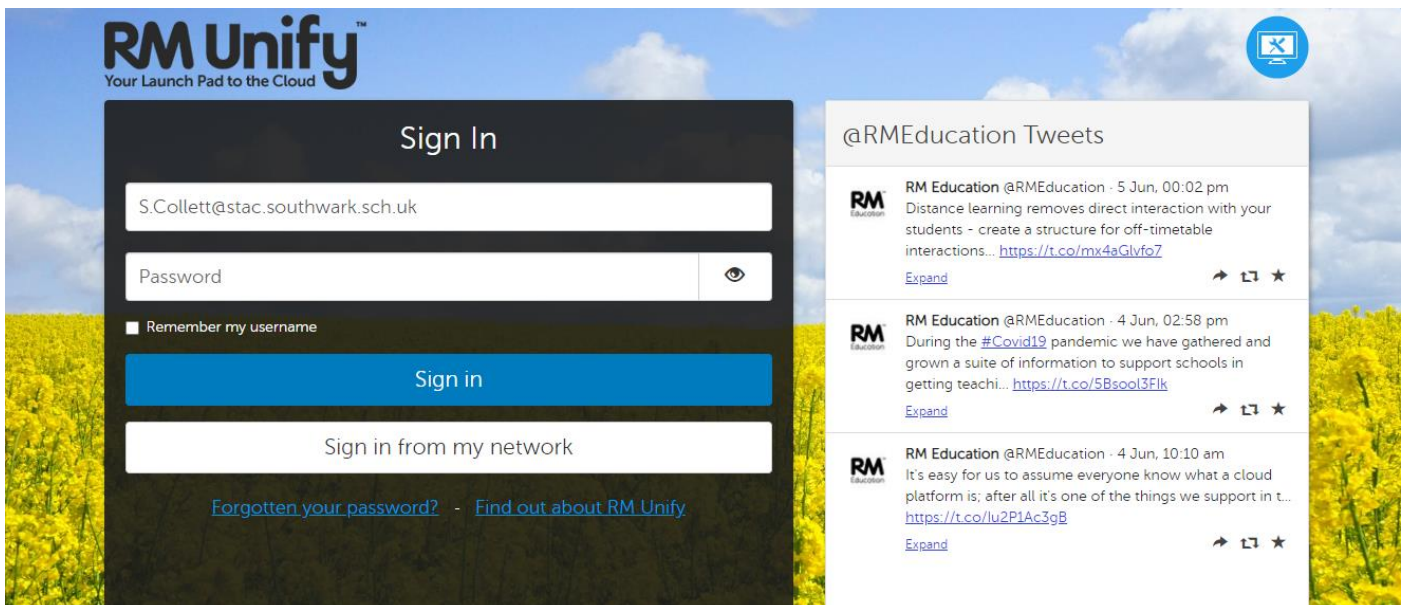


## Teams – How to Login

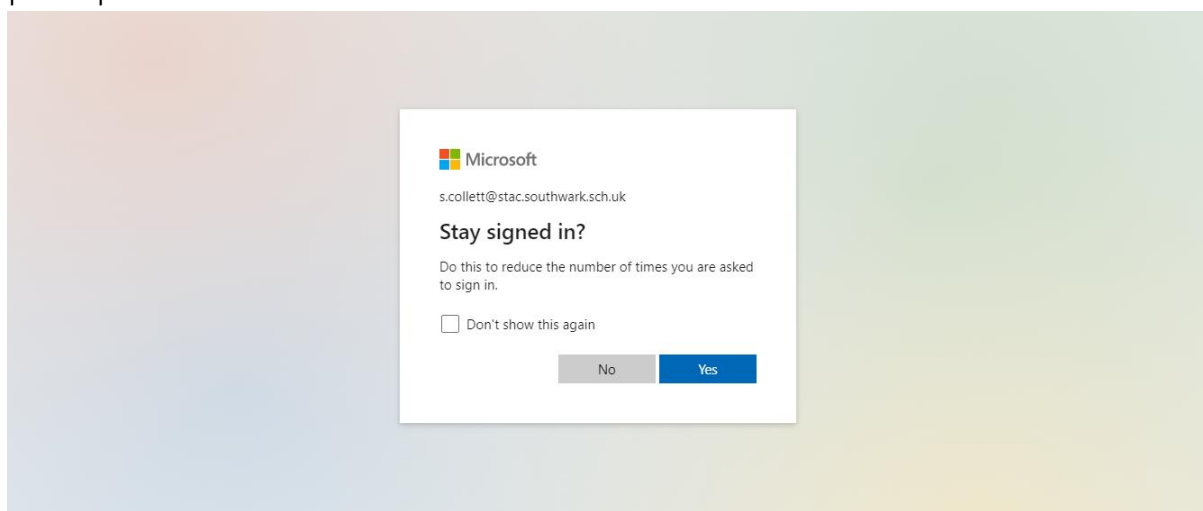
1. On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to [www.office.com](http://www.office.com)



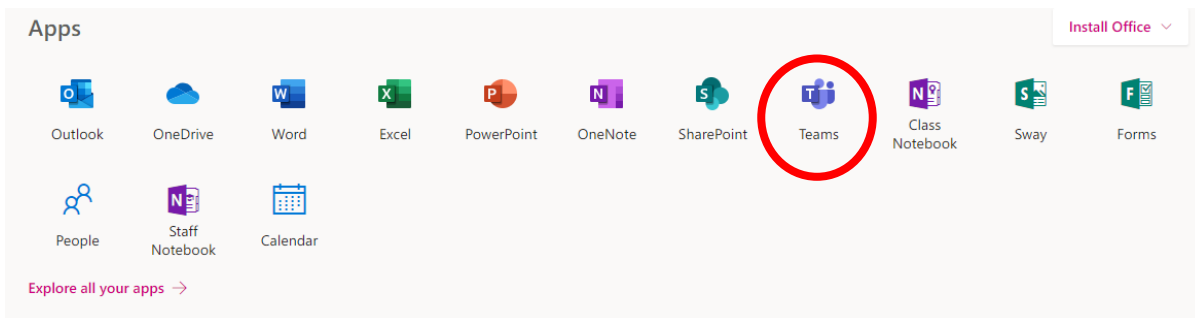
2. Click 'Sign In'. You will be directed to the school sign in page



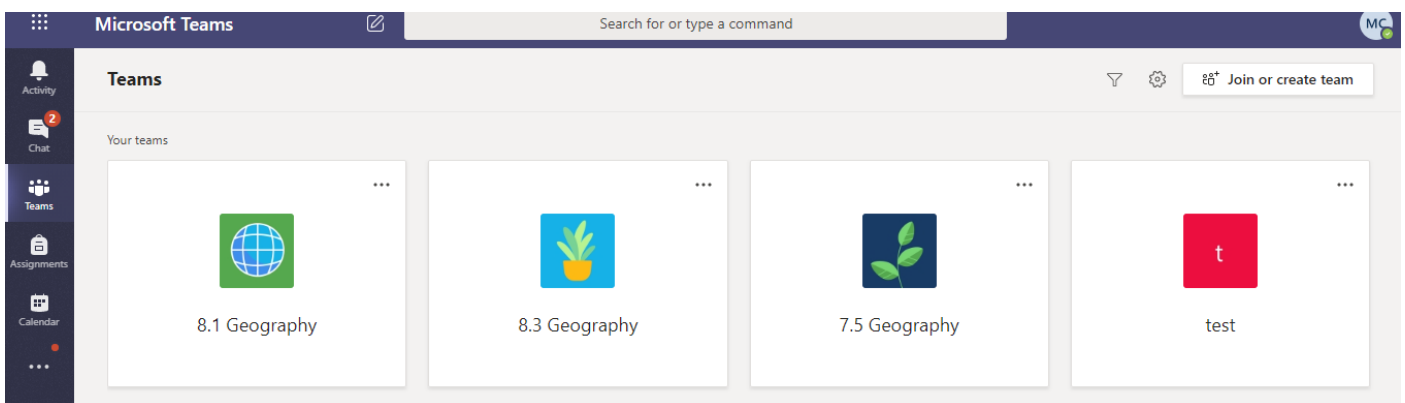
3. Sign in with your school email address and password. Click 'Yes' to when prompted.



#### 4. Click on the Teams icon

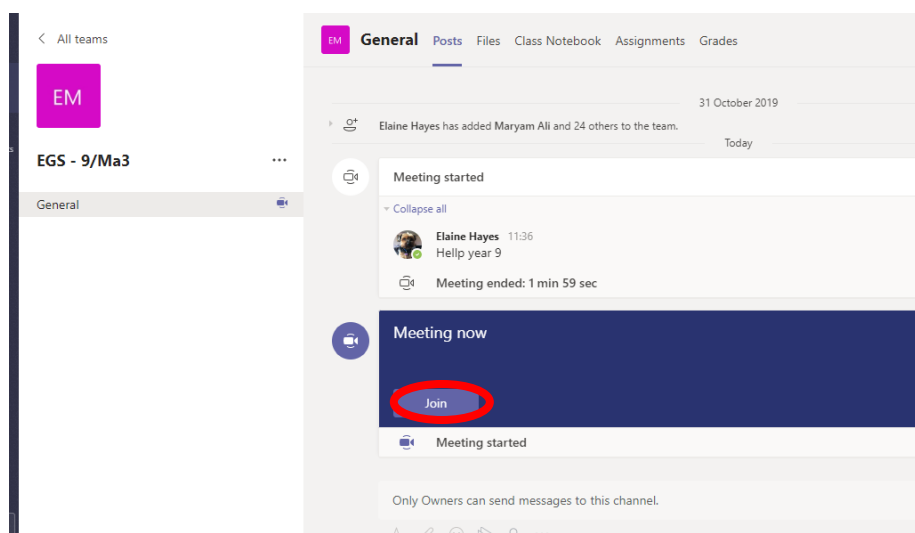


5. You should now see all the Teams if your teachers have already set them up for you.



### Teams – Joining a Virtual Classroom – Student

If your teacher has started a 'Live' video lesson, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.



The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off – in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over

