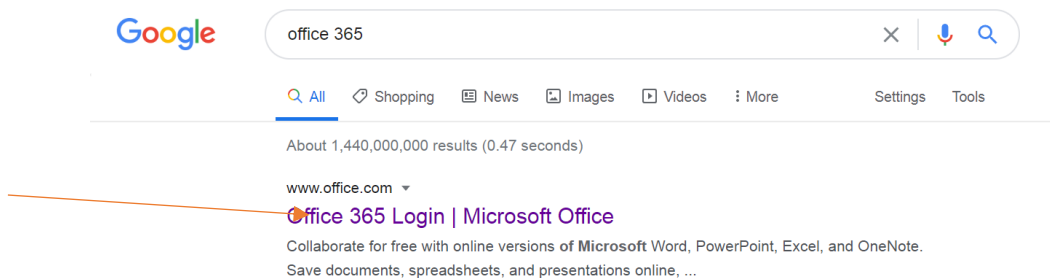
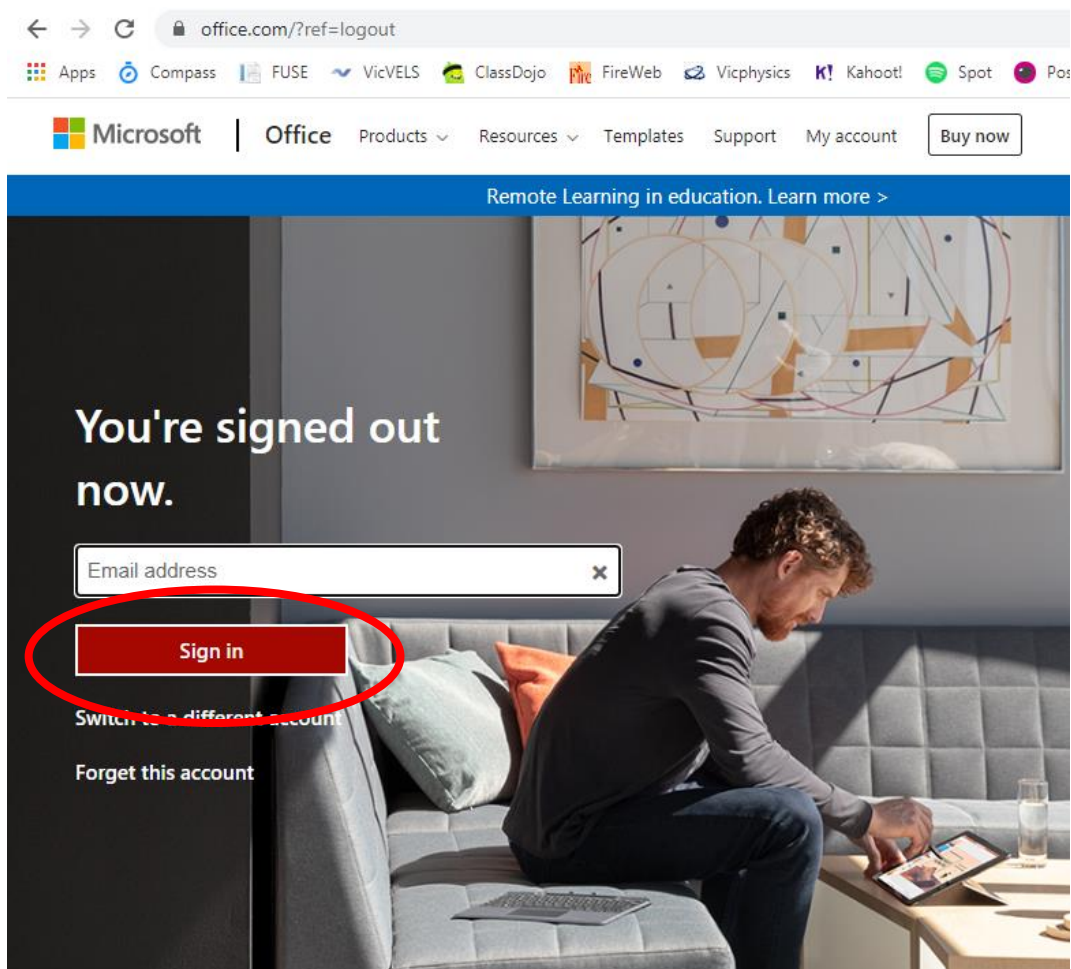


How to Communicate with your teachers via email and logon on to Microsoft Teams

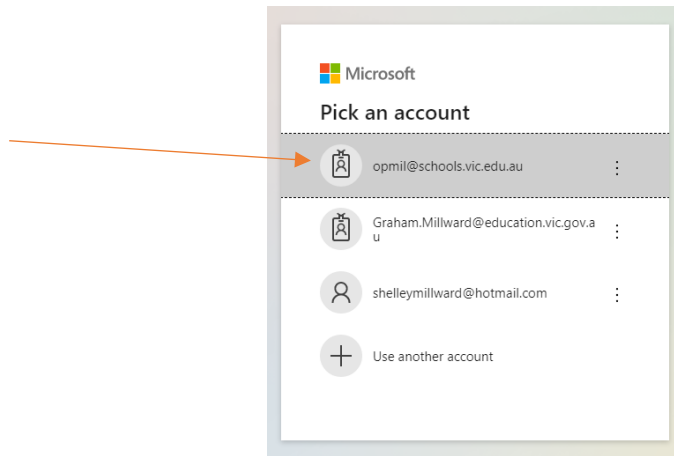
1. Google 'Office 365'.
2. Select the 'Chat, Meetings, Calling, Collaboration | Microsoft Teams' link.



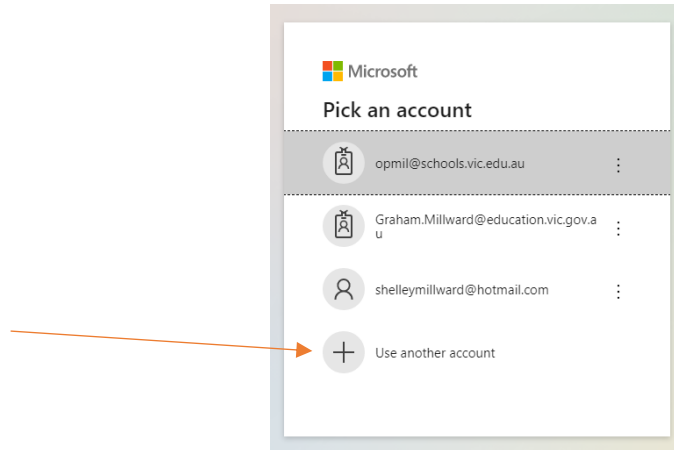
3. Sign in: This can be frustrating. You may be asked lots of times. Every time a box comes up asking for log in details (and there will be lots of boxes) **SIGN IN USING YOUR SCHOOL EMAIL AND EMAIL PASSWORD.**



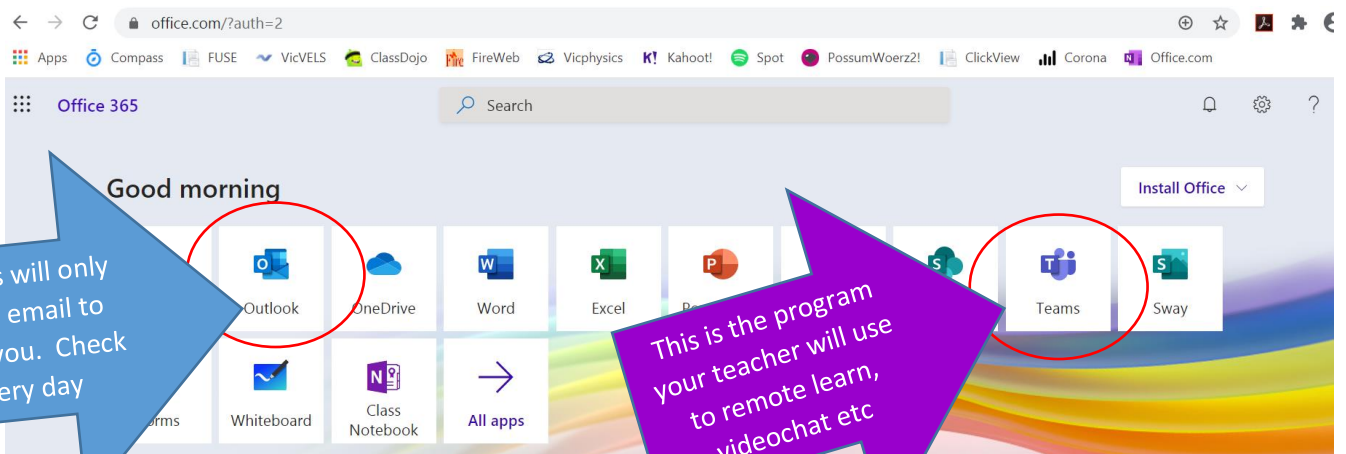
4. If your school email address appears under the 'Pick an Account' heading, click on it to select.



5. If your school email address is not shown, please click on the 'Use another account' option instead.

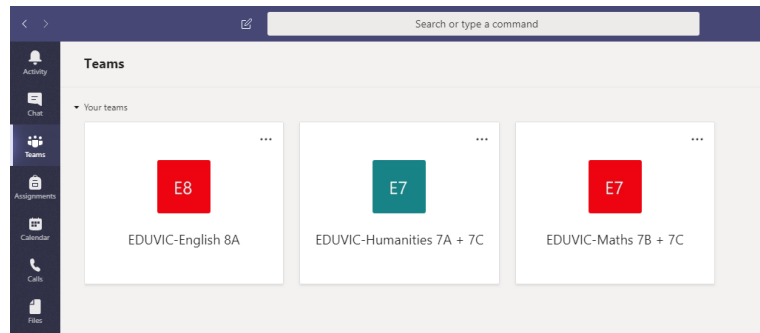


6. PUT Office 365 in your favourites or bookmark it!!!! You may be asked to use any of these apps, including Outlook for email and Microsoft teams

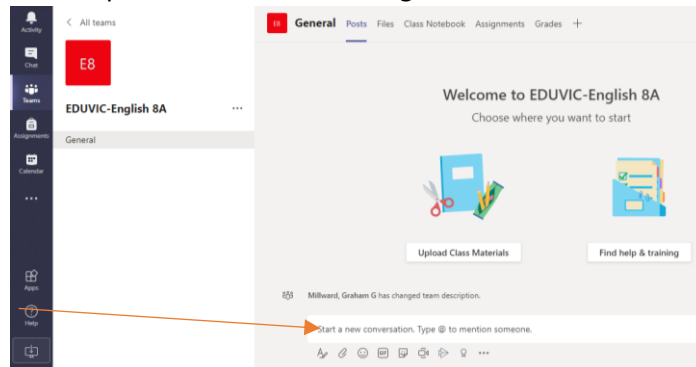


7. If this is the first time you have entered Microsoft Teams **PLEASE DOWNLOAD THE APP**. Run the setup like you would any program.

8. Now you have reached Microsoft Teams and be able to see the team that you have been signed up to (this is just an example – you will have different teams).



9. Click on your teams, and write a quick 'Hello I'm in' message in the chat box at the bottom.



10. Sometimes your teacher will start with a videochat or videoconference. It will be called a 'Meeting'.

