

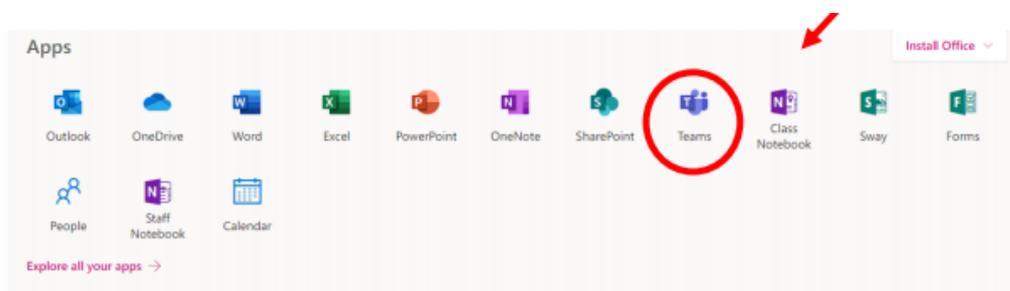
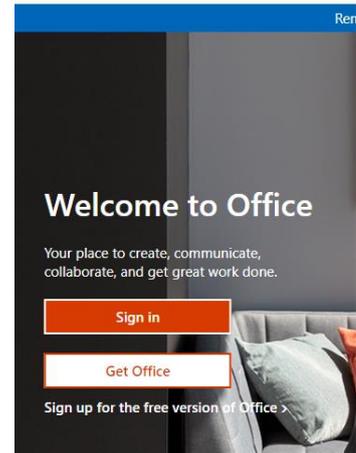
Pupil/parent guide to signing into Microsoft Teams

How to login to Microsoft Teams on laptop or computer:

Using any web browser (Google Chrome, Internet Explorer, Safari etc.) go to www.office.com

Click sign in and sign in with your full school email address and password. The first time you login it will ask you to change your password. Make sure you keep a note of this password (somewhere safe).

Once you have signed in, you should see the screen below and you will need to select Teams from the options. You can see this circled in the picture.



Once you have selected this you should be able to see our class team.

How to login to Microsoft Teams using a tablet or phone:

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in using your pupil email address and password.



Microsoft Teams



[Get help with signing in](#)

Once you have signed in, you should be able to see your class team.