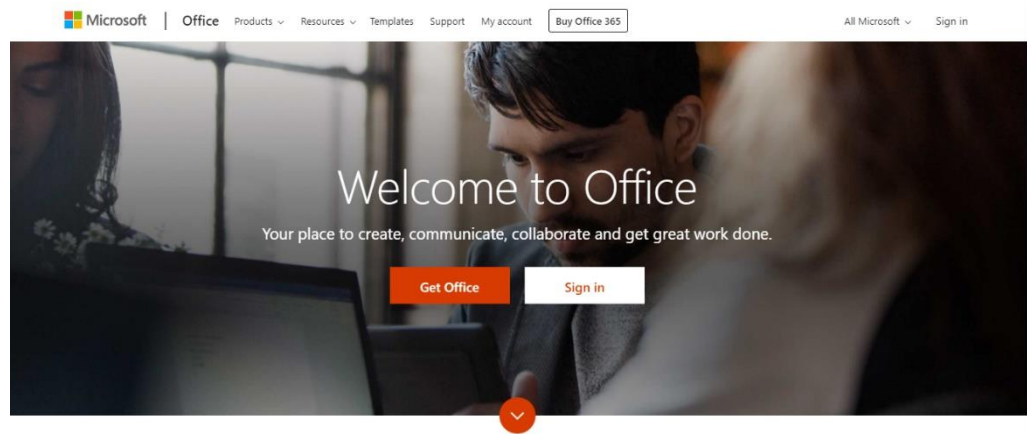


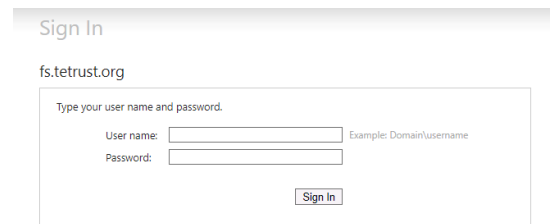
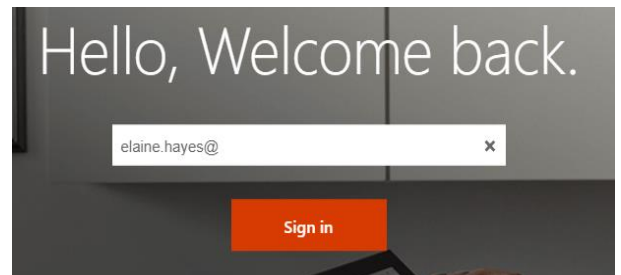
Teams - How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com

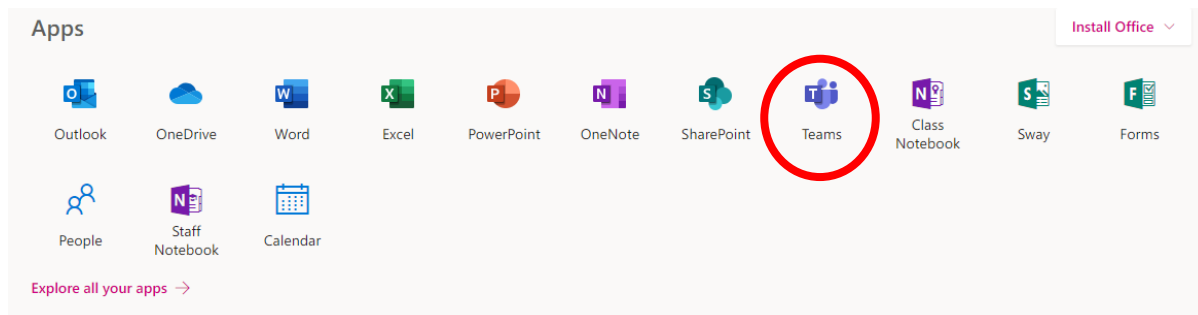


Click sign in and sign in with your full school email address.

You will then be directed to the login page for the school - this is the start of your email address and the password you normally use to access your laptop.



Click on the Teams icon



You should now see all the Teams which your teachers have already set up for you, or you may have different codes to join your classes.

Teams - How to Login on a Mobile Device

For mobile devices, browse to your app store and download the 'Microsoft Teams' app. The app is available on the Apple and Google App Stores for tablets and mobile devices.



Microsoft Teams 4+

Hub for teamwork
Microsoft Corporation

#3 in Business

★★★★★ 4.7, 691.9K Ratings

Free

Open the 'Microsoft Teams' app on your mobile device. The first time you launch Teams, you will be asked to sign in. Tap 'Sign in'. Enter your school email address. If the displayed login is not your @haileyburyturnford.com email address, choose "Sign in with another account". Only tap the displayed address if it is your HT email address.

Enter your HT password. When you log in you'll see the latest activity, which will include any assignments/work set for you.

12:23



Microsoft Teams



Welcome to Microsoft Teams!
A happier place for teams to
work together.

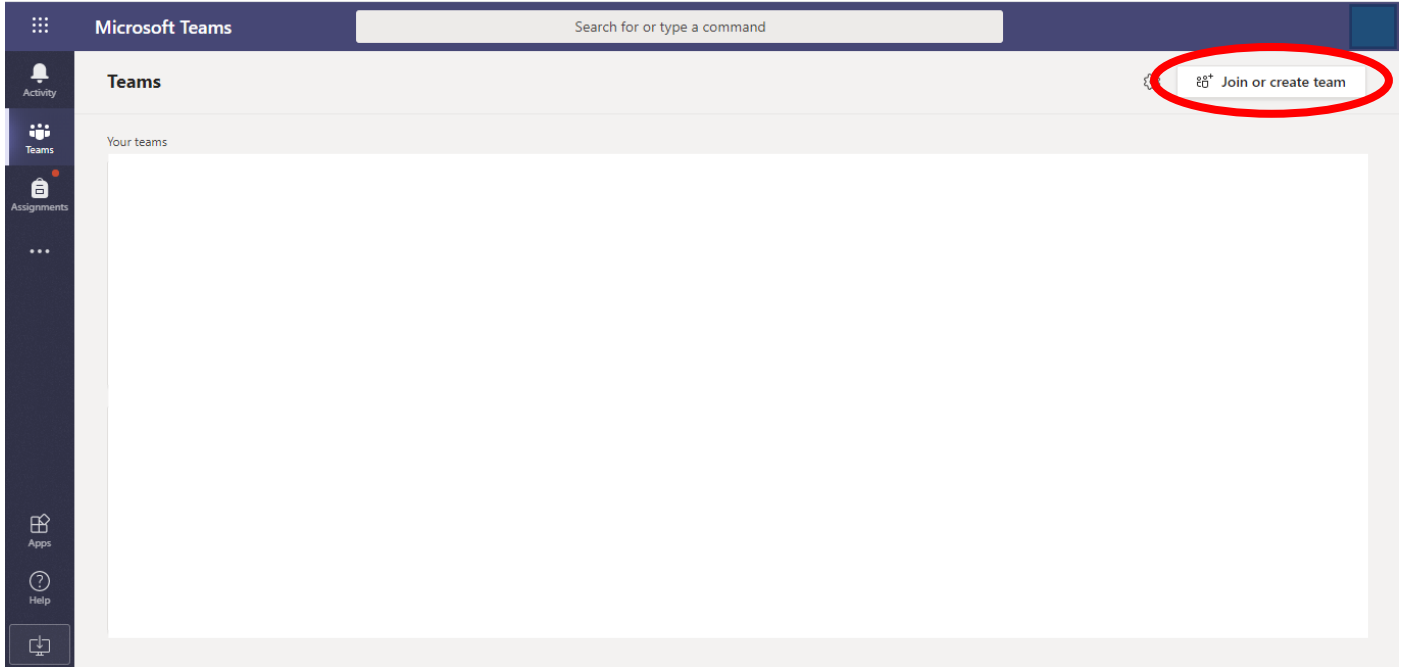
Sign in

Sign up for free

Teams - My teacher has given me a code to join a class

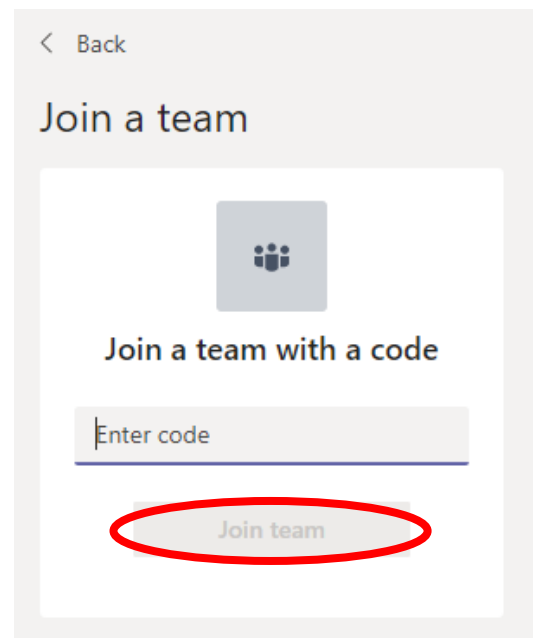
Your teacher may have given you a 7-character code, made up of letters and numbers - the letters are all lower case.

Log into Teams, in this example the student already has some of their teams. To put in the code, click join or create a team button in the top right hand corner, circled in red.

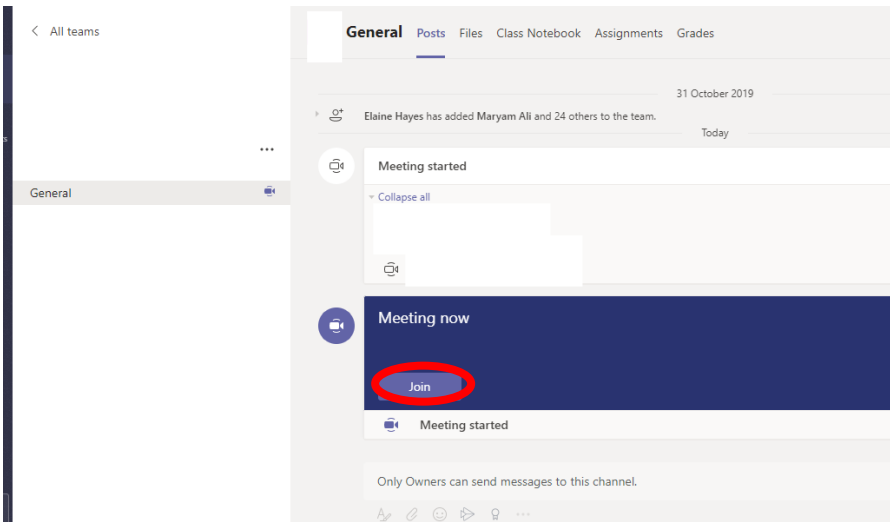


Once you click the button, this menu appears.

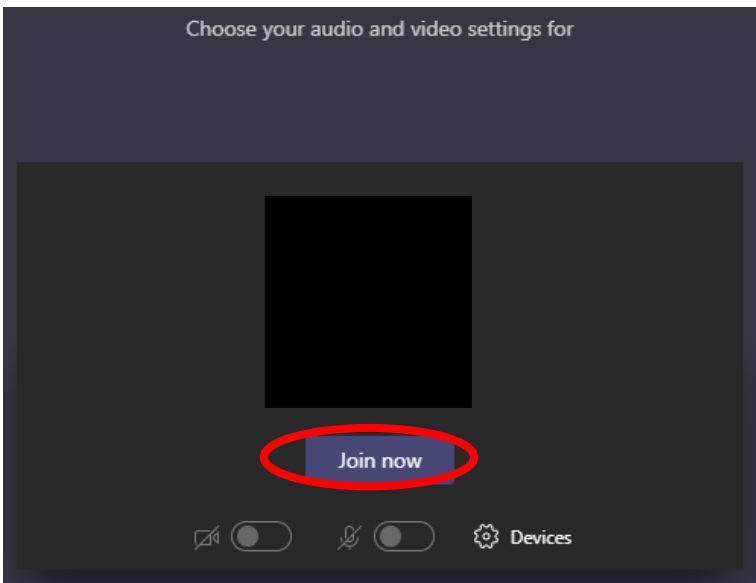
Put the code in that your teacher has given you and click the join team button circled. Be careful when inputting your team code, all the letters are lower case



Teams - Joining a Virtual Classroom - Student



If your teacher has started a virtual classroom, 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

