

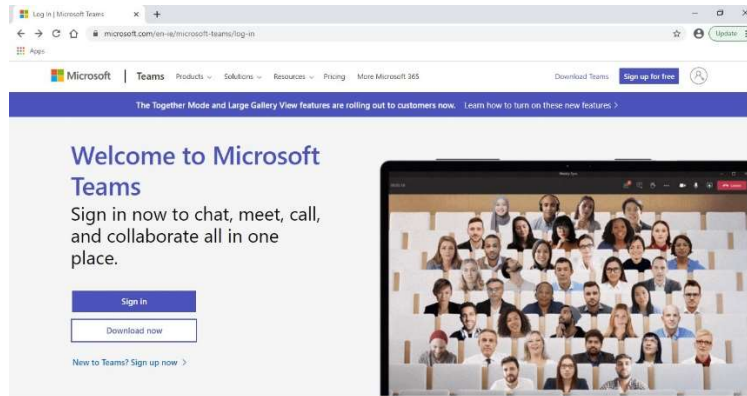
## Guidelines for Accessing Microsoft Teams

There are several ways to access Microsoft Teams. You can sign in using a browser such as Microsoft Edge or Google Chrome or else you can download the Teams App for your PC. There is also the option to download the App on your tablet or phone. Here I hope to show you how to get into Teams using these options.

### Accessing Microsoft Teams using a browser or the Microsoft Teams PC/Laptop App.

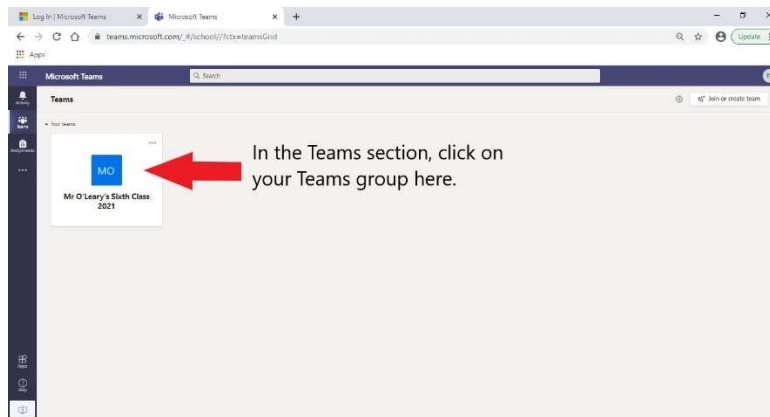
Open the webpage: <https://www.microsoft.com/en-ie/microsoft-teams/log-in>

This will bring you to this page.

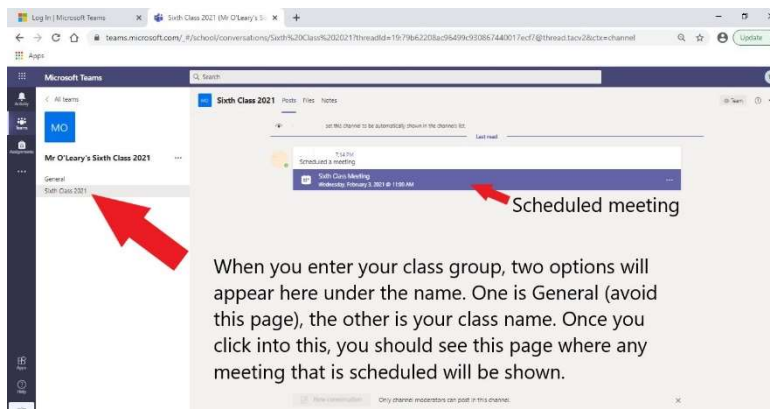


You now have two options. You can either sign in on the browser using the email address you have received or click the Download Now button to get the app.

If you choose to download the app, you need to install it once it downloads but then the same steps will apply. You will get to a sign in page where you first put in the email address you were given and then the password. Once you do this you will arrive at the main page of Teams (below).



Click on the name of your Teams group as shown above. This will bring you to the following page.

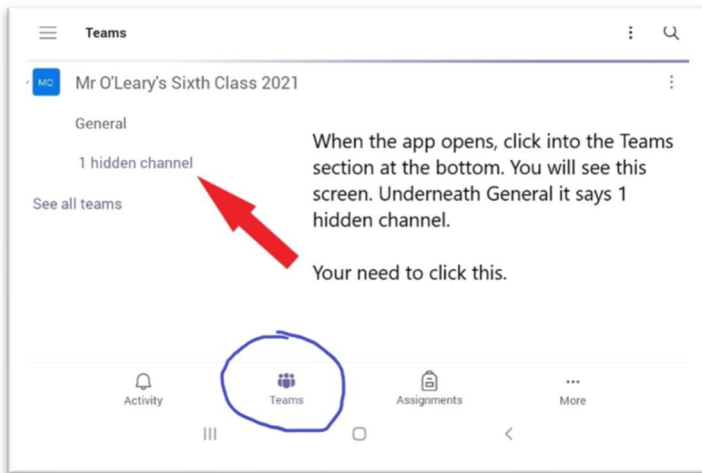


When the meeting is scheduled to start, click on the meeting and you will get an option to Join.

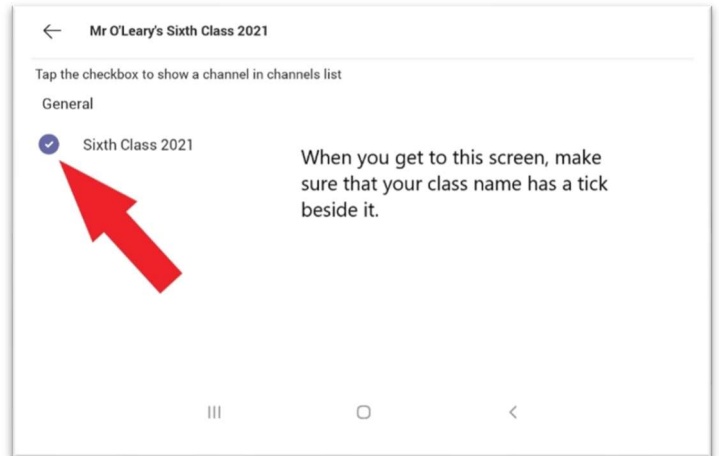
## Accessing Microsoft Teams using a mobile phone or tablet App.

The process when using a phone or tablet is similar but a little different. You'll find the Microsoft Teams app wherever you get your apps. Once you open the app for the first time, you'll be asked to sign in. Again, you use the email address and password supplied to you by the school.

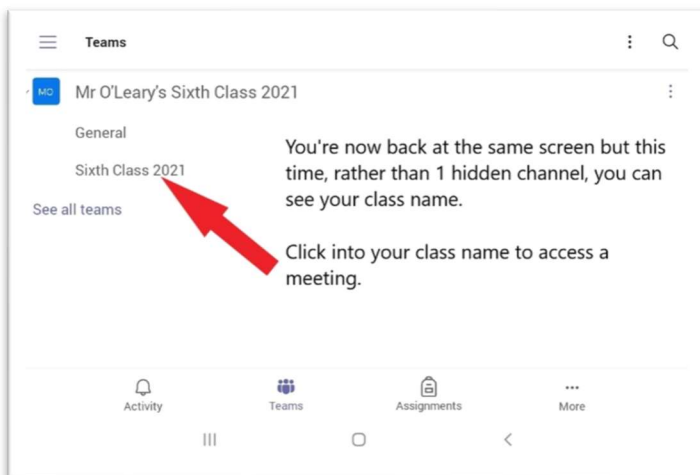
### Step 1



### Step 2



### Step 3



### Step 4

