

Logging in

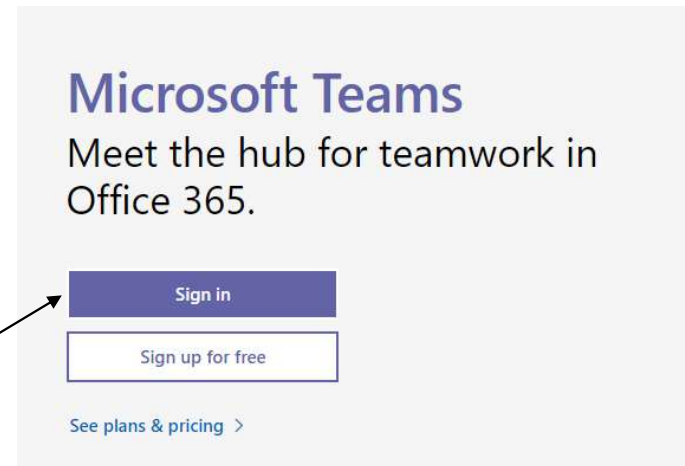
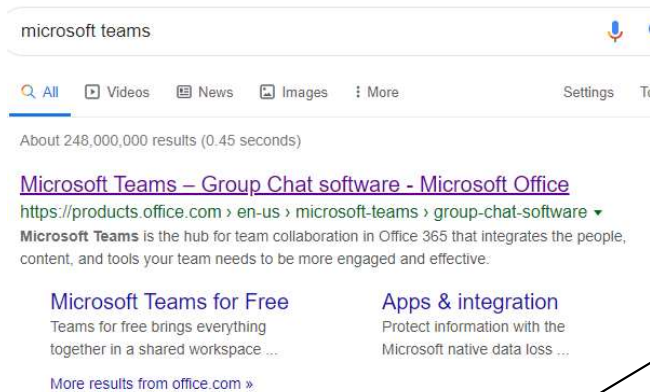
There are 3 ways you can access Microsoft Teams:

- 1) Web page - <https://teams.microsoft.com>
- 2) Download Microsoft Teams onto your desktop - <https://products.office.com/en-gb/microsoft-teams/download-app#desktopAppDownloadregion>
- 3) Download Microsoft Teams app on your phone

1. Logging on using Web page

You must use Google Chrome as Internet Explorer doesn't work – this can be accessed through the Start menu –(Microsoft Edge also works)

Type into Google 'Microsoft Teams'



Click on 'Sign in' with Email address

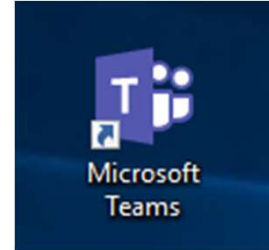
You can access Teams on laptops at home using your email and password – or using the phones and downloading the App.

To log on you need to know your email address: Firstname.lastname@oasisshirleypark.org

2. Logging on using Desktop

Click on the Microsoft Teams App on the Desktop

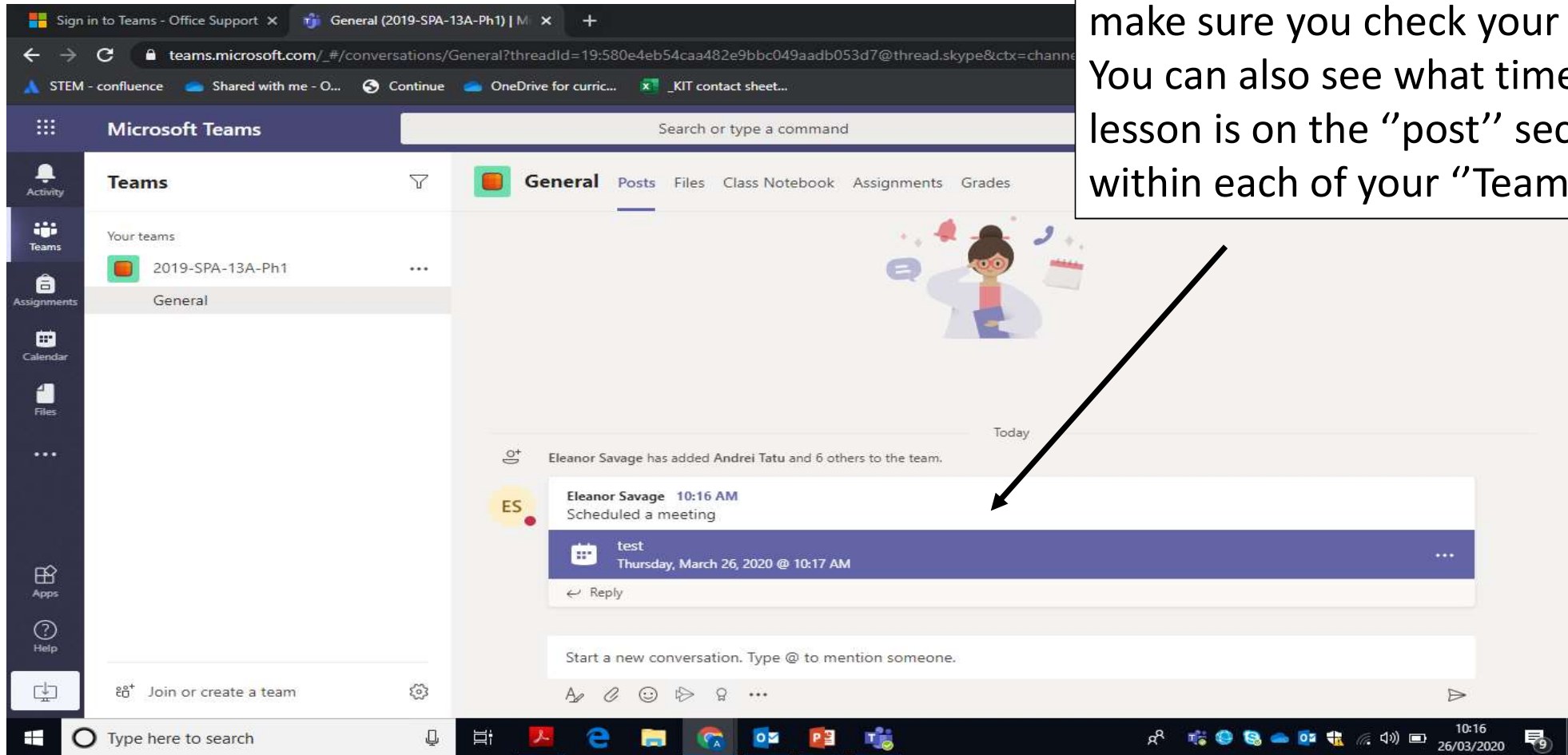
Sign in with Email address



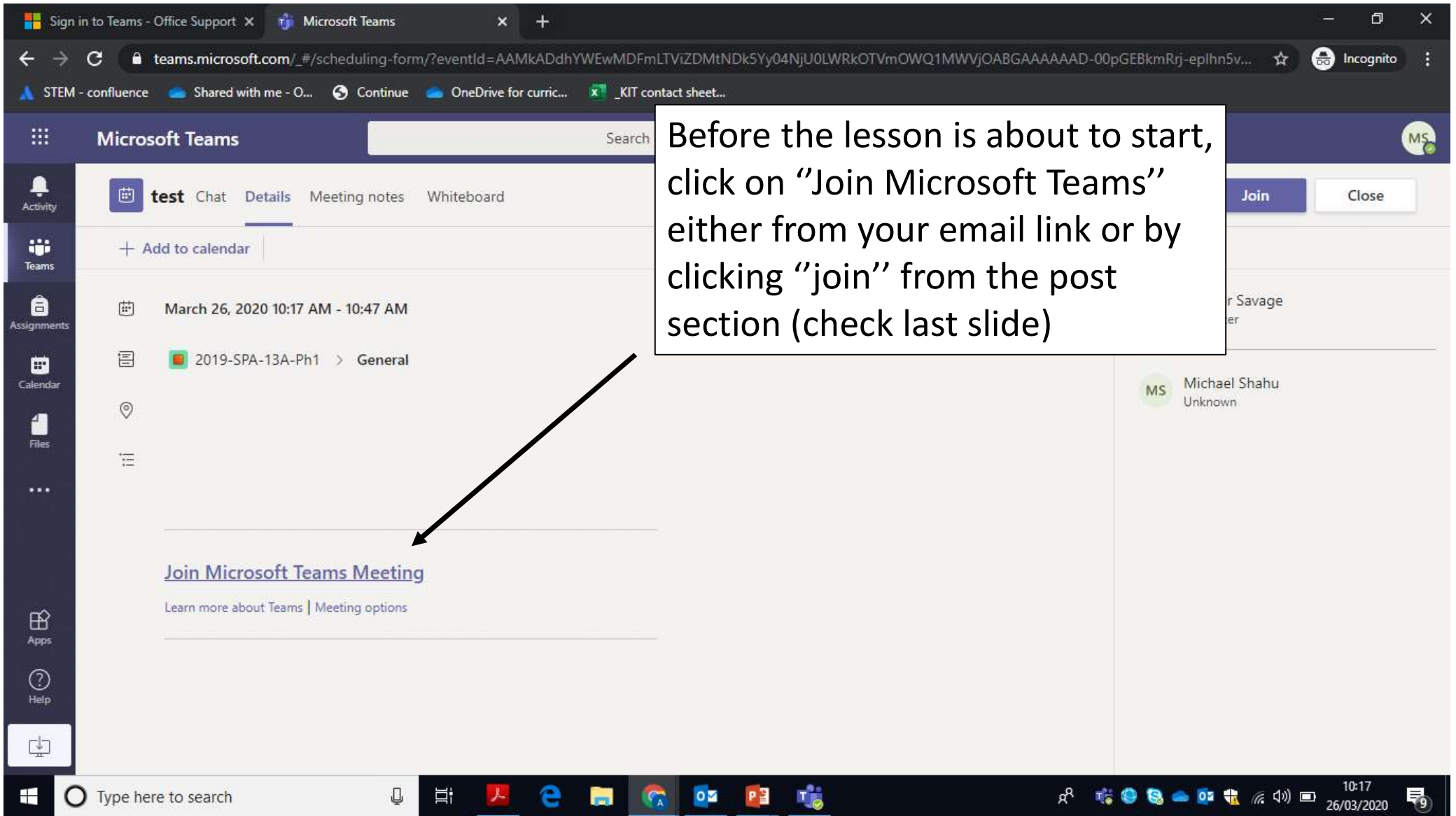
Once set up, Teams should boot up automatically when your laptop is switched on

Joining an online lesson

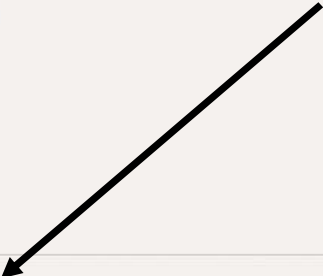
An email will be sent to you by each teacher to join a lesson so make sure you check your emails. You can also see what time the lesson is on the "post" section within each of your "Teams"



The screenshot displays the Microsoft Teams web interface. On the left, a navigation pane shows 'Your teams' with '2019-SPA-13A-Ph1' and 'General' listed. The main area shows a chat post from 'Eleanor Savage' at 10:16 AM, titled 'Scheduled a meeting'. The post content includes a calendar icon, the word 'test', and the meeting details: 'Thursday, March 26, 2020 @ 10:17 AM'. A black arrow points from the text box on the right towards this meeting announcement. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

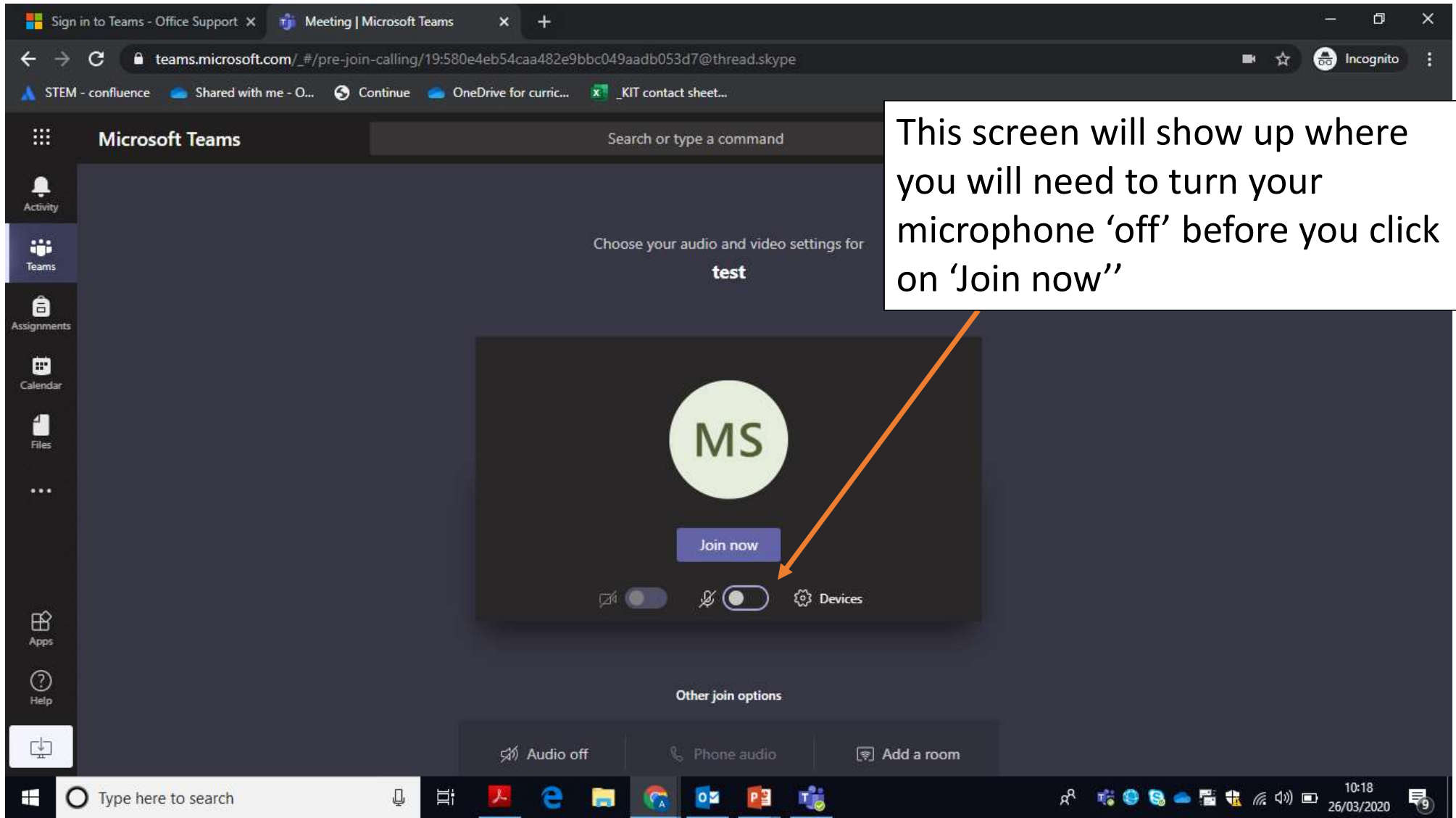


Before the lesson is about to start, click on "Join Microsoft Teams" either from your email link or by clicking "join" from the post section (check last slide)



[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)



This screen will show up where you will need to turn your microphone 'off' before you click on 'Join now'