



# How to Access Microsoft Teams

## IN THIS PRESENTATION:

- WHAT IS TEAMS?
- HOW DO I ACCESS TEAMS?





# What is Microsoft Teams?

Microsoft Teams is a an online classroom where teachers will be able to communicate with you and your class and set appropriate work.



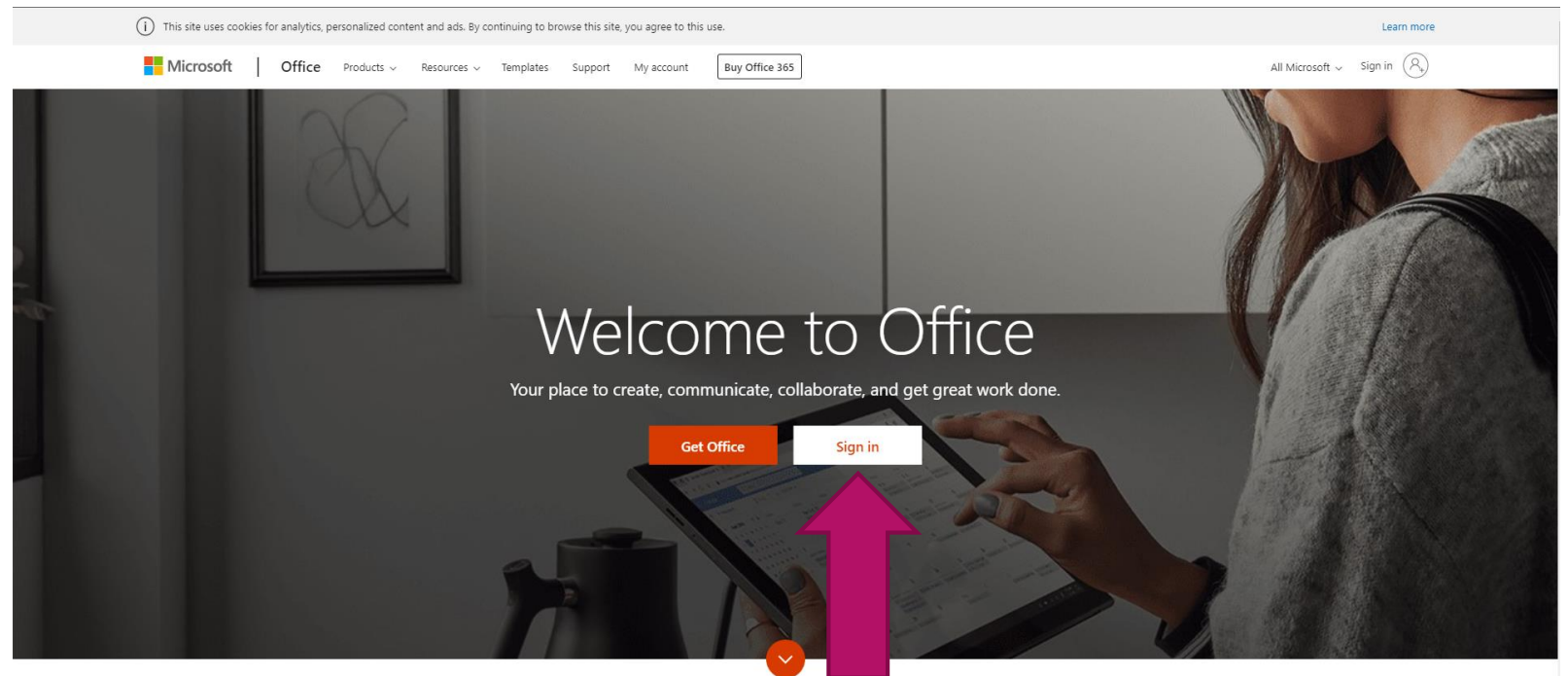
# What you need to know

- ▶ You can access Teams through your Office 365 account. Remote Desktop is not needed.
- ▶ Teams works across almost all devices with an Internet connection (desktop & mobile) via web browser or downloadable app.
- ▶ To get Microsoft Teams on a computer, go to [www.office.com](http://www.office.com) and log in with your school email address and password.
- ▶ To download the Teams app on a mobile or tablet device, access your devices' app store and download the Microsoft Teams app. Then, log in with your school email address and password.



# How do I get on Teams from a computer?

- ▶ Open your web browser and navigate to [www.office.com](http://www.office.com).
- ▶ Then, log in with your **school email address and password**. If you do not know this, please email [IT@Chepstow.school](mailto:IT@Chepstow.school)

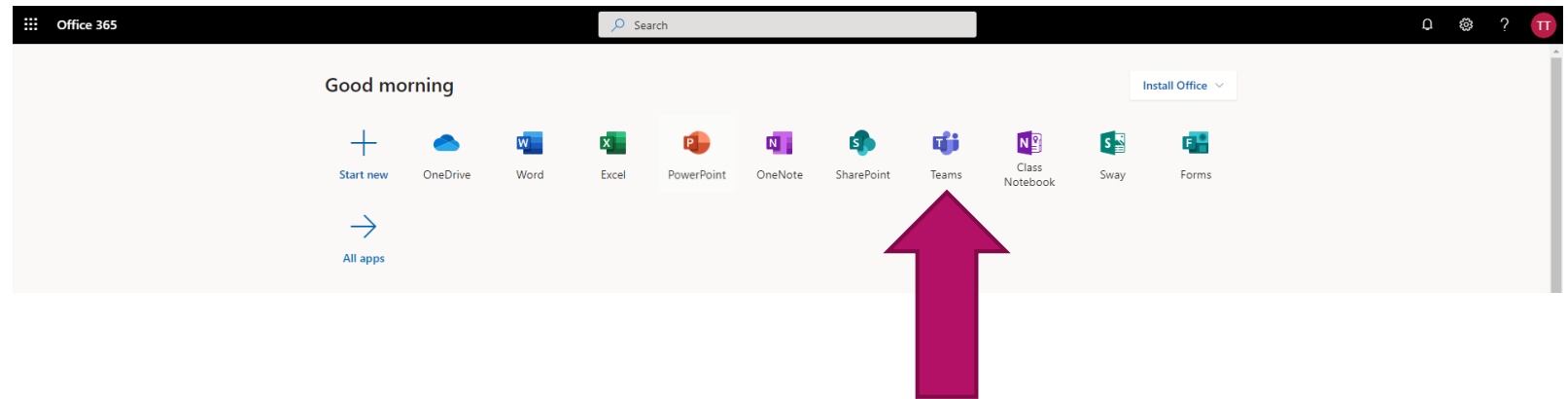


What is Office 365?



# How do I get on Teams from a computer?

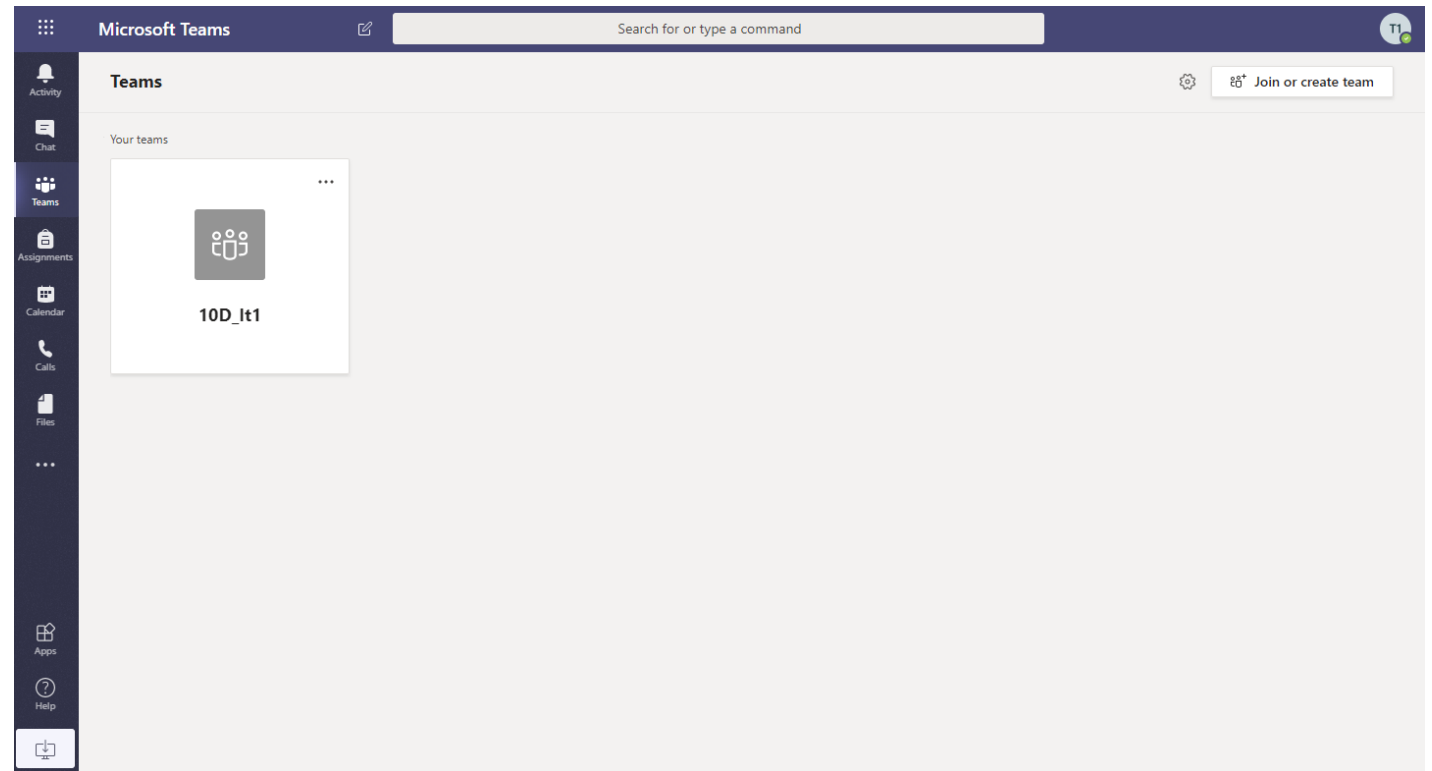
- ▶ Select the Teams logo from the Office home page.





# Navigating Teams

- ▶ When you launch the Teams app, you will arrive at your Teams dashboard. The centre of your screen will contain white tiles with the Teams / Groups you are in.
- ▶ Your class teams have already been set up linked to your school timetable. **If the classes you should be in aren't correct, please contact [it@Chepstow.school](mailto:it@Chepstow.school)**





# Intructional Teams Videos

- ▶ Please see the below for videos created by Mrs Giddy to explain the different functions available to students, including staff communication.
- ▶ [www.chepstowschool.net/remoteteaching](http://www.chepstowschool.net/remoteteaching)

