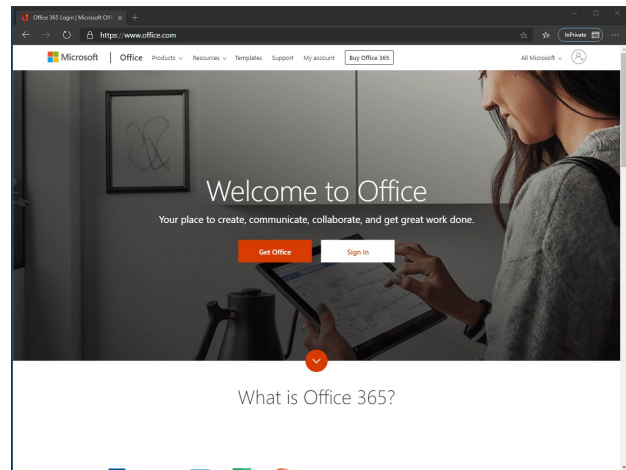


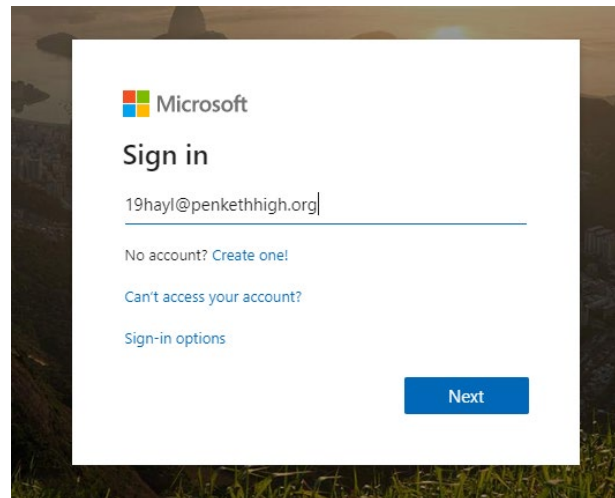
Microsoft Teams: How to log in to Teams in Office 365

Student Edition

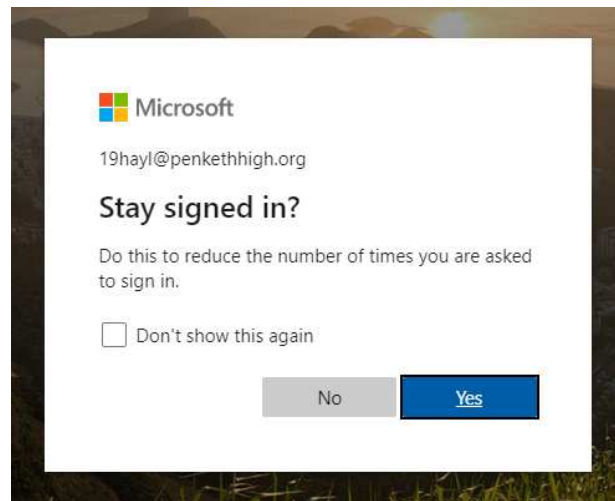
From an internet browser window go to:
www.office.com



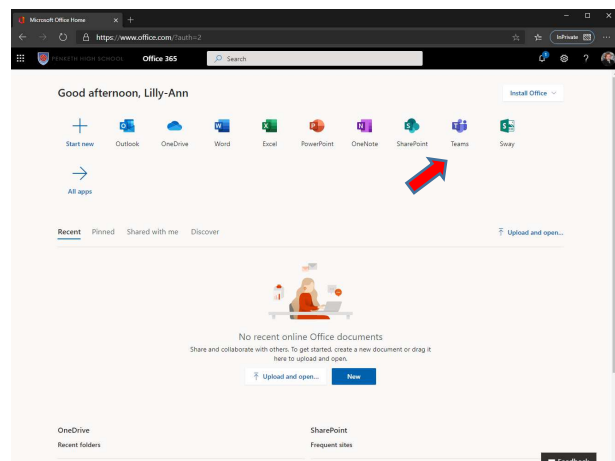
Click on 'Sign in' and use the following format:
(your school username@penkethhigh.org)
Eg: 19gatesb@penkethhigh.org
The password is the same as your normal password in school that you use to log onto the school computers.



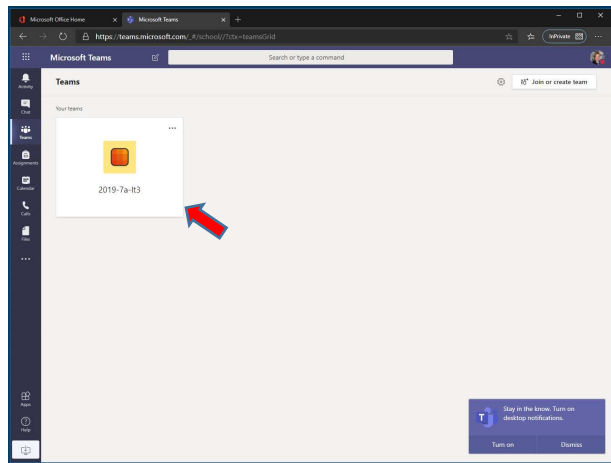
When you are asked to if you want to 'Stay signed in?' click no if you are on a shared device or yes if only you access it.



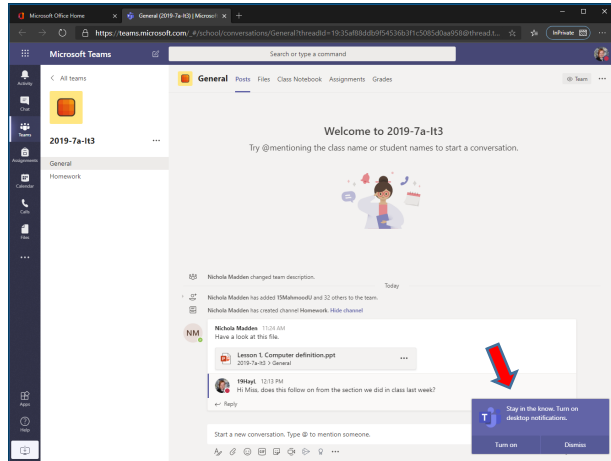
From the main Office365 screen click on the 'Teams' icon.



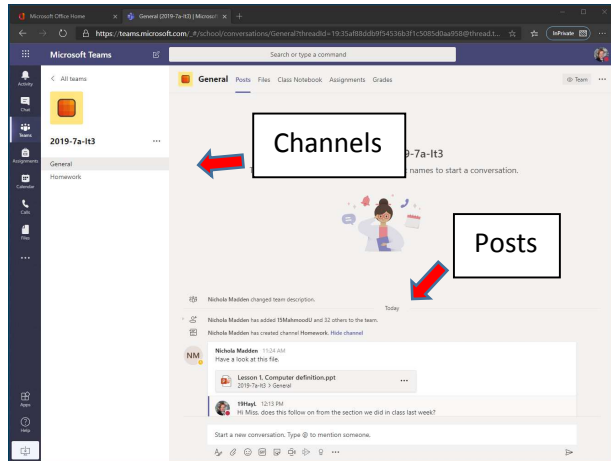
This is the main Teams screen where you will see all of the Teams you are a member of. Click on the icon to view that Team section.



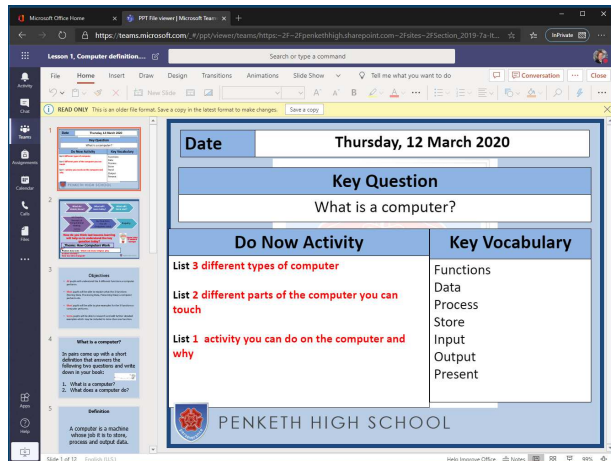
If you get a message at the bottom of the screen asking if you want to 'Turn on desktop notifications' click 'Turn on' if you want to be alerted if a post is made.



In the main window Posts work a bit like Facebook where you can reply and comment. In this example the Teacher has added a Powerpoint presentation that needs to be looked at.



Clicking on the Post with the Powerpoint on will open the file so you can look at it. All of Microsoft Office files will open in the same way.



If you have any problems speak to a member of staff or the IT Team.