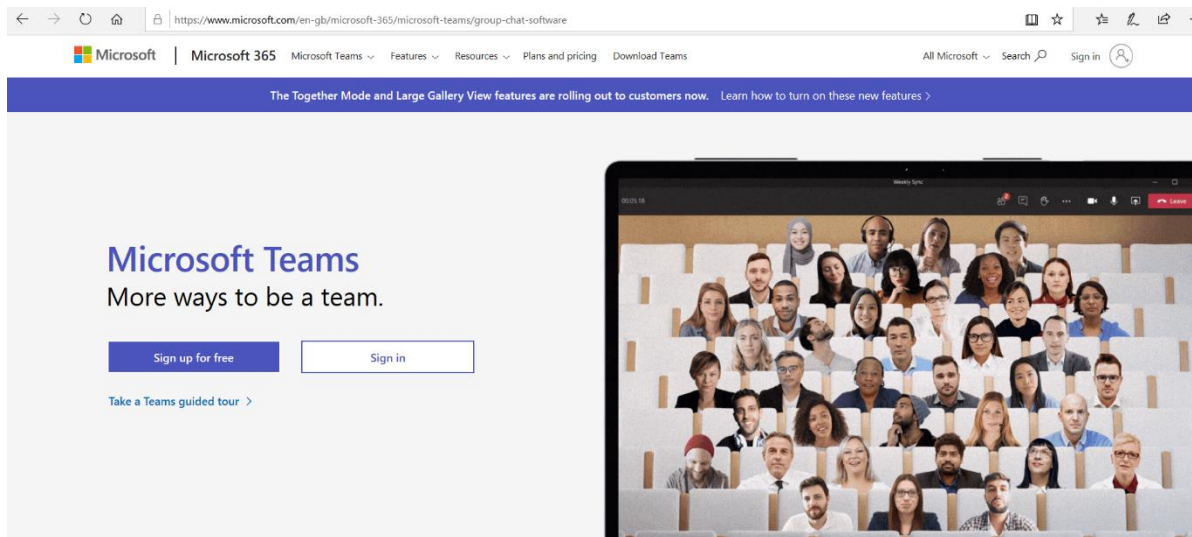


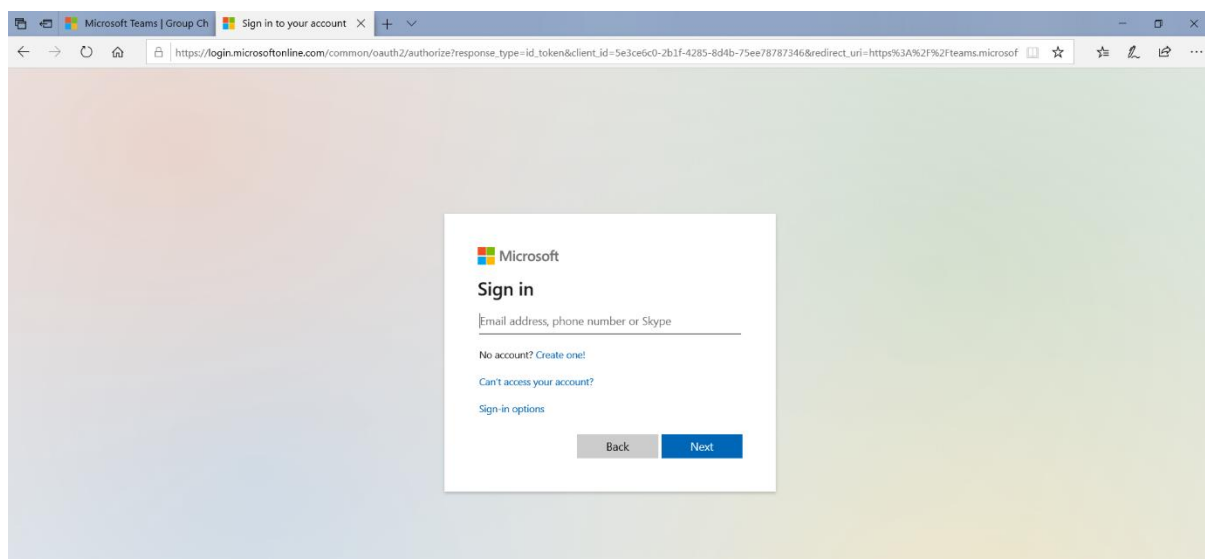
How to log into Microsoft Teams

How to find the work which has been set for your class

1. Type Microsoft Teams into Google or click on this link to take you directly to the sign in page: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>
2. Click 'Sign in'



3. Sign in by typing in your email address (this is the email that ends... @tgs.nor.olicatschools.org and click 'Next.'

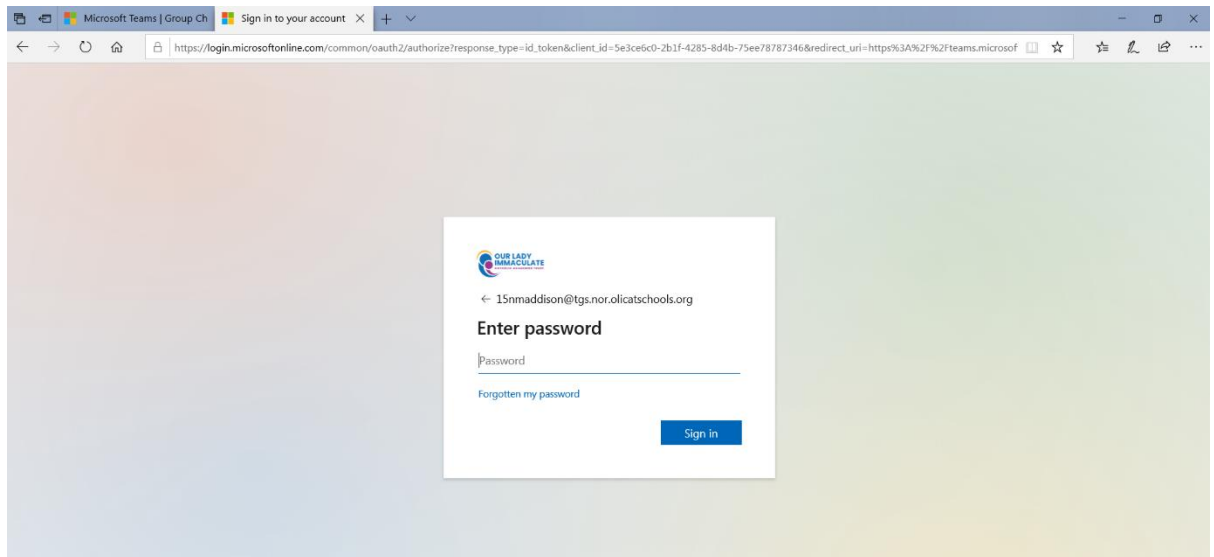


How to log into Microsoft Teams

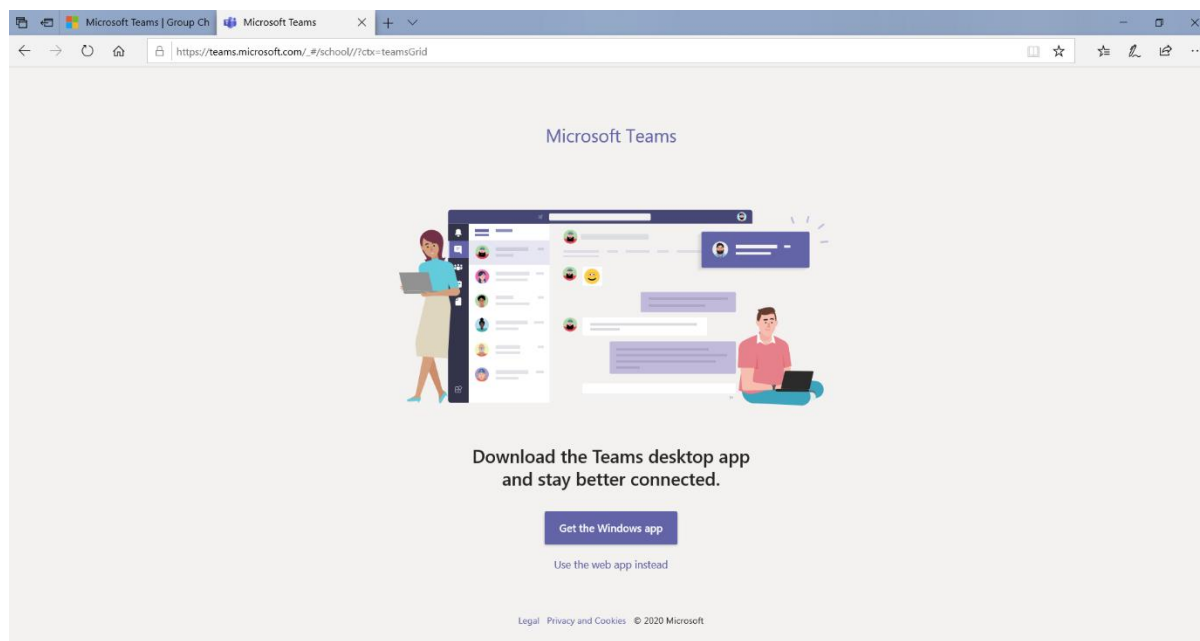
How to find the work which has been set for your class

4. Enter your password (passwords were sent home with your email address)

If you're signing in on a mobile phone you will be asked to download the mobile app (if you haven't downloaded the app on your phone already)



If you are signing in on a computer or laptop, click the option 'Use the web app instead.'

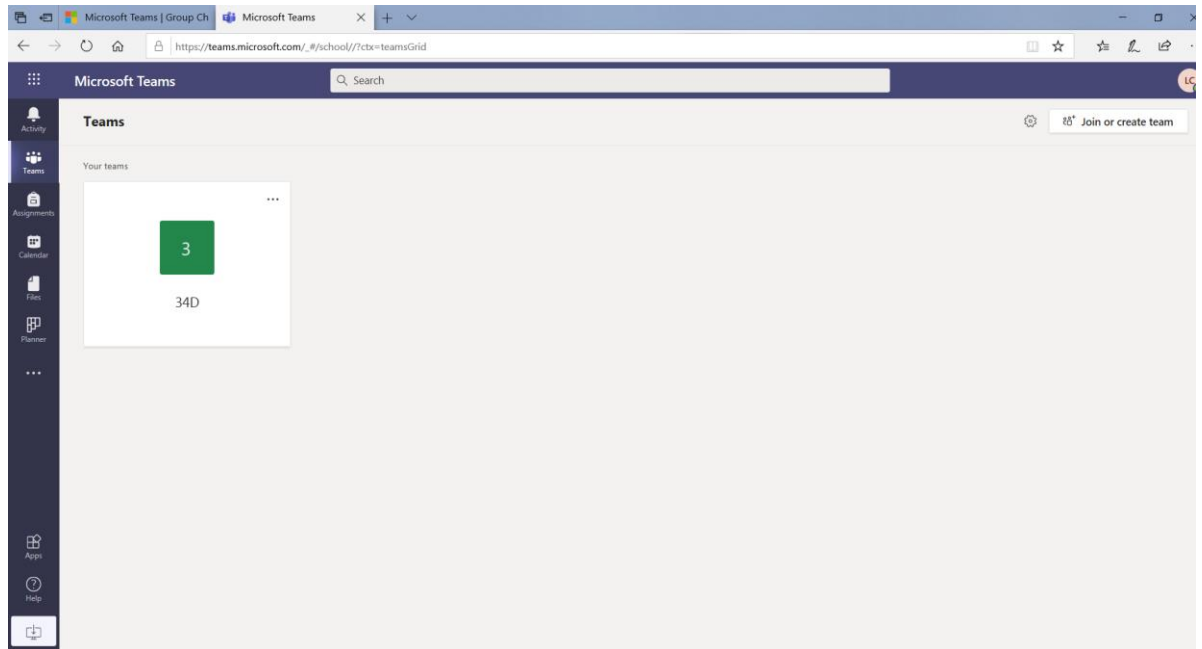


5. You should now be logged into Microsoft Teams!

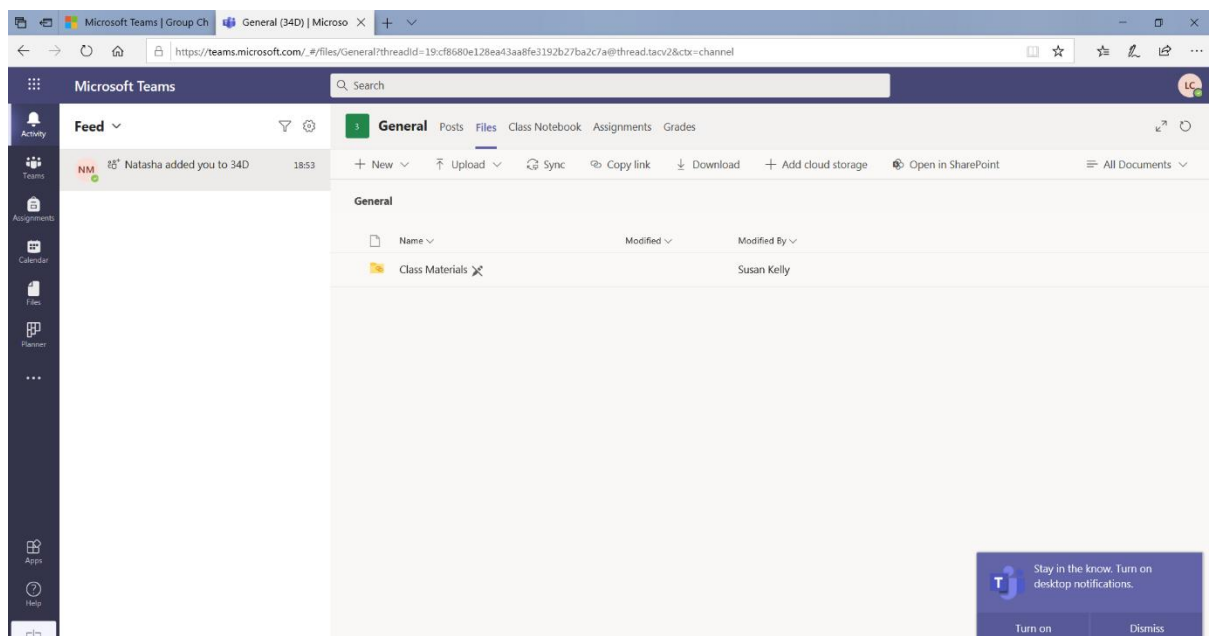
How to log into Microsoft Teams

How to find the work which has been set for your class

6. Click 'Activity' on the top left. Then click 'Files' along the top right. This will show you the PowerPoints and the work which has been set for you by your teacher.



7. Double click on the yellow folders to find your work.



How to log into Microsoft Teams

How to find the work which has been set for your class

8. To find a lesson your teacher has invited you to, click on 'calendar' – you may need to scroll up or down to see the meeting – double click this to join the lesson.

