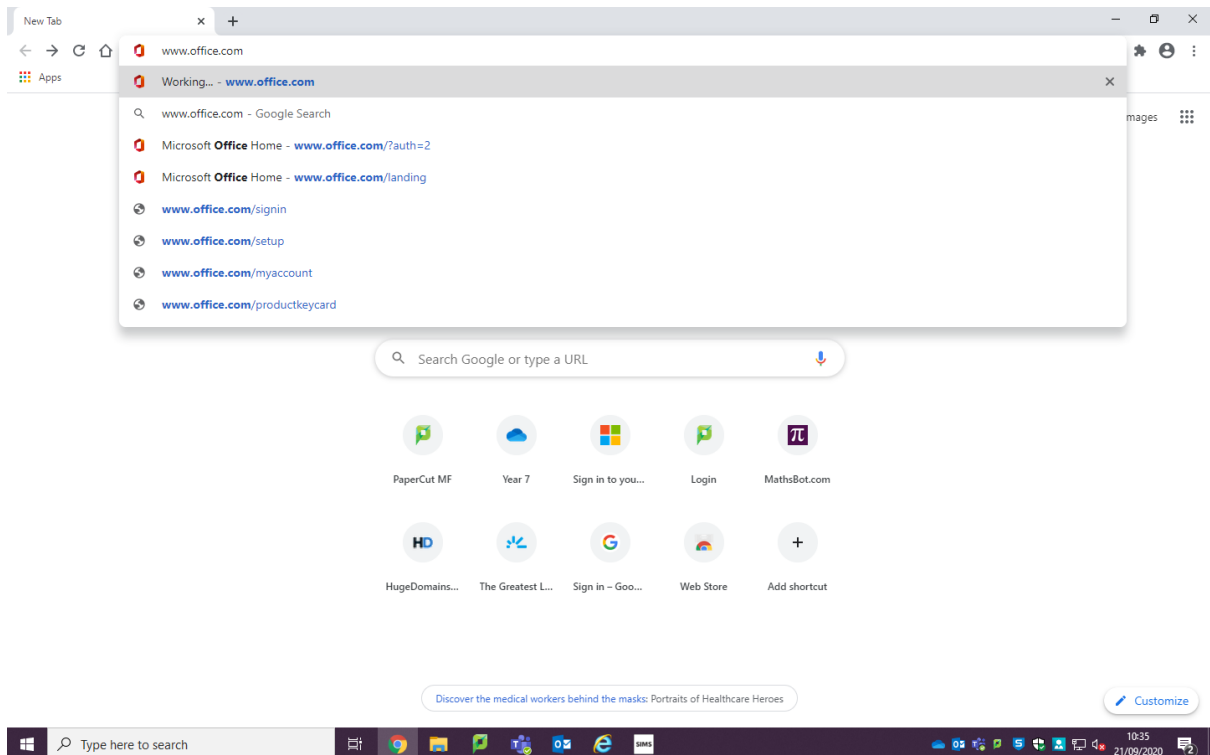


Using Teams via a Web Browser A Guide for Students

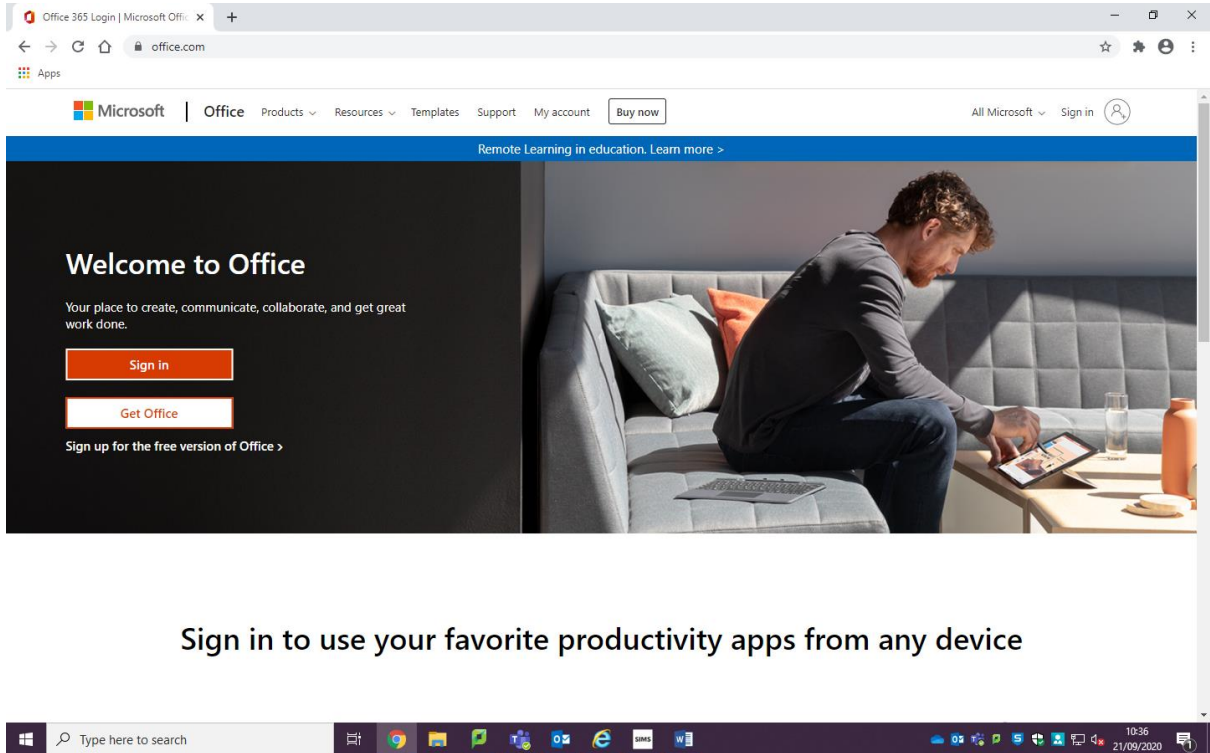


If you're going to be accessing school work from home often and you have access to your own computer then it may be worth your time downloading the Teams Application from the website at office.com. Follow the steps below, but when prompted to either 'Get the Windows app' or 'Use the web app instead' pick the first option. That will download Teams to your pc as a separate program and give you the best experience.

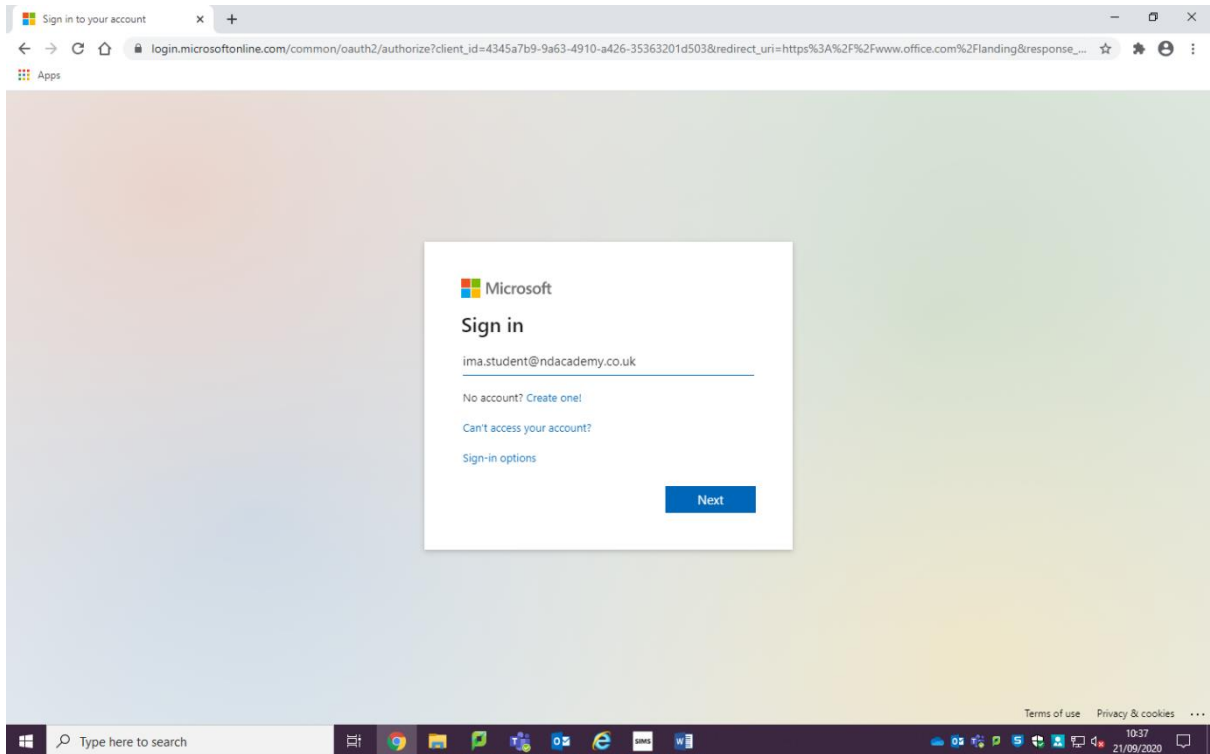
1. Open a web browser and go to www.office.com



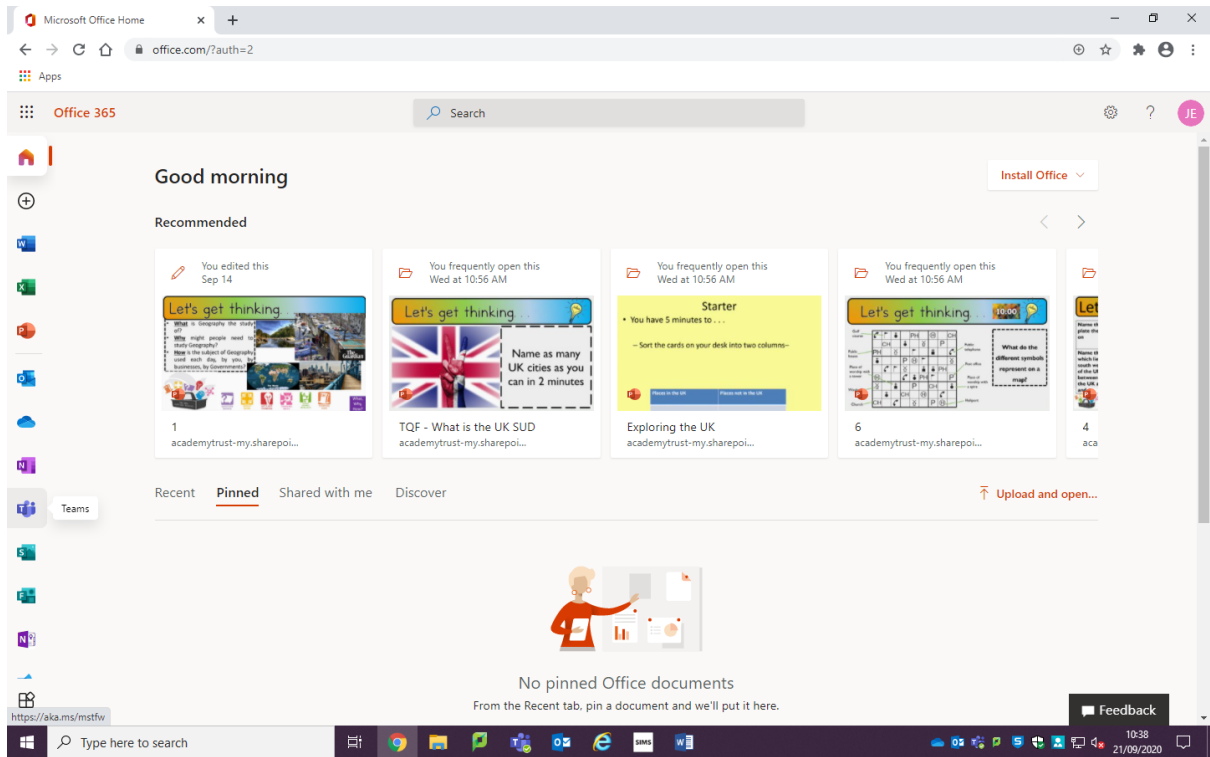
2. Click the 'sign in' button in orange.



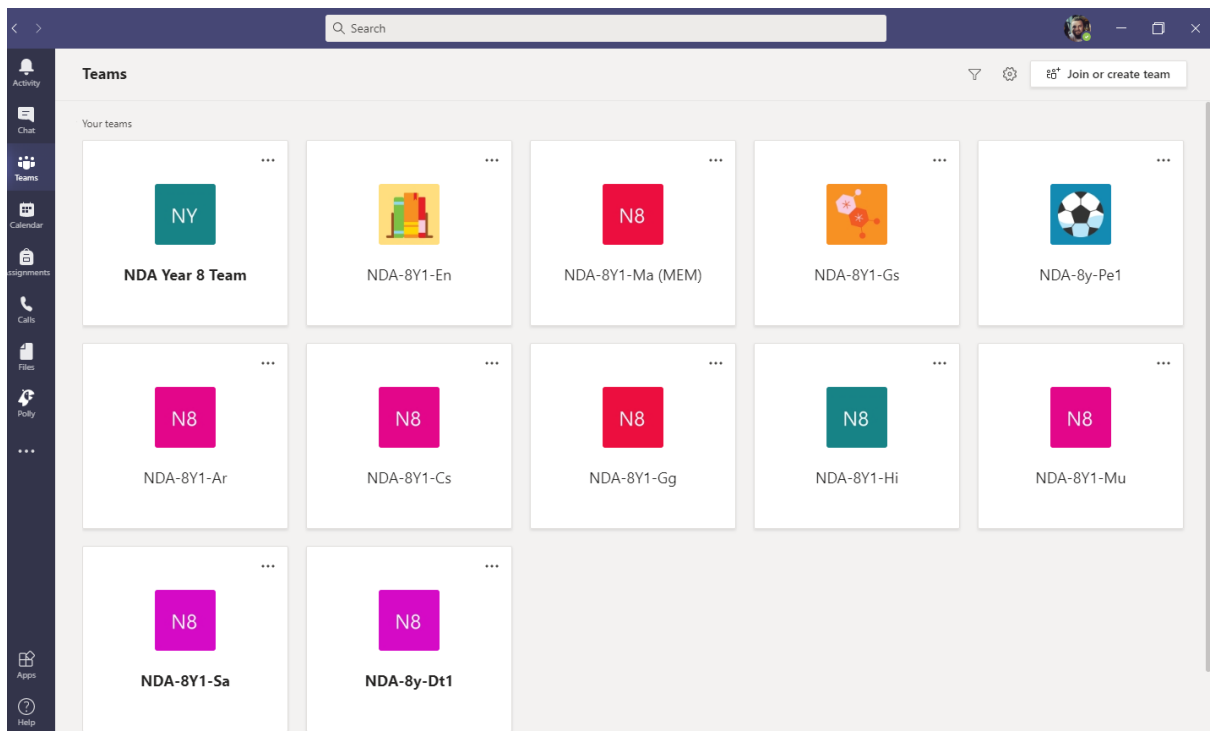
3. Sign in using your school email address and password.



4. From your home page, select the purple 'Teams' icon on the left.



5. This is your Teams homepage that contains links to every team that you're in.



6. When you access a team there will be links across the top and down the side to help you navigate to the chat function, the resources that your teacher has uploaded, your class assignments and your calendar. Please see the main student guide on using Teams for more information.

