



How to access remote learning through Teams



Teams can be accessed on a web browser or via the Microsoft Teams App.

Downloading the Software

Step 1

If you have a laptop or home PC, you **do not need** to download any software to access Teams. If you are using a Tablet or mobile device, you will need to download the following free apps:



Microsoft Teams



Microsoft Power point



Microsoft Word



Microsoft Excel

Step 2

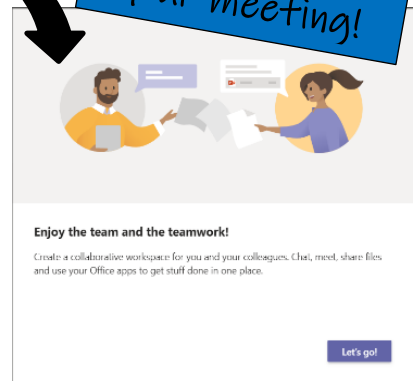
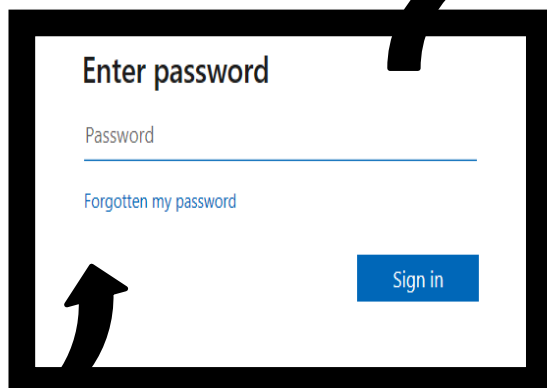
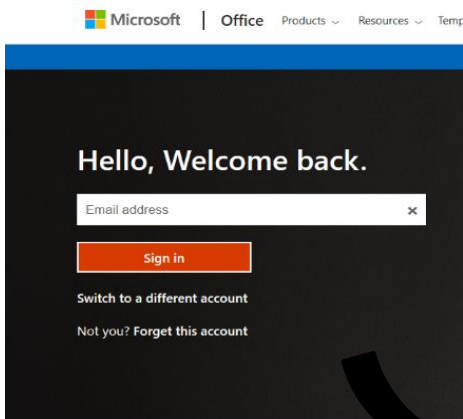
Sign in to the Microsoft Platform

Sign into MS Teams by visiting:

<https://www.office.com> and use your username and password.

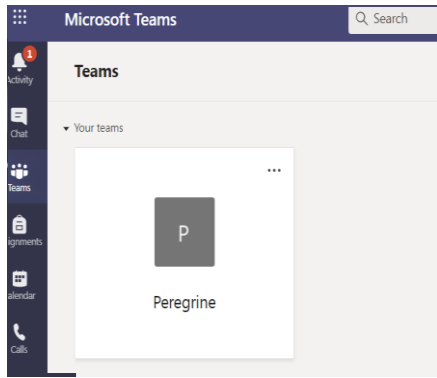
Remember!
Passwords are case sensitive and must be spelt correctly!

Now you are all ready to find your meeting!

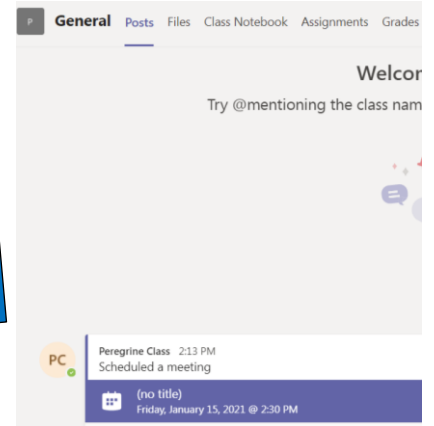


Step 3

Once you are logged on, Find the tab to access Microsoft Teams and find your class.



When you are in, you will find the post that gives you access to a meeting.



When your meeting time arrives, click on the link and go to join.

