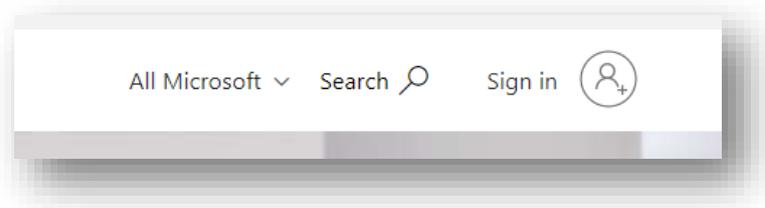
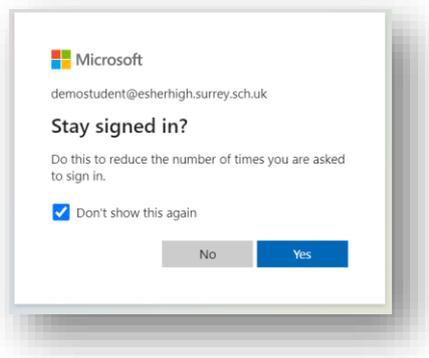


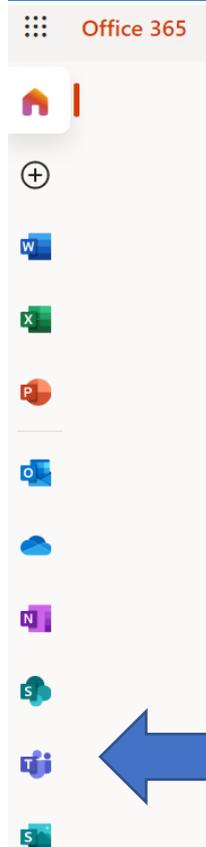
1. Start by going to www.office.com or opening the Teams app on your PC or mobile device.
2. Find the 'sign in' button, which will be either an orange button in the middle of the screen or a button in the top right of screen like you see below.



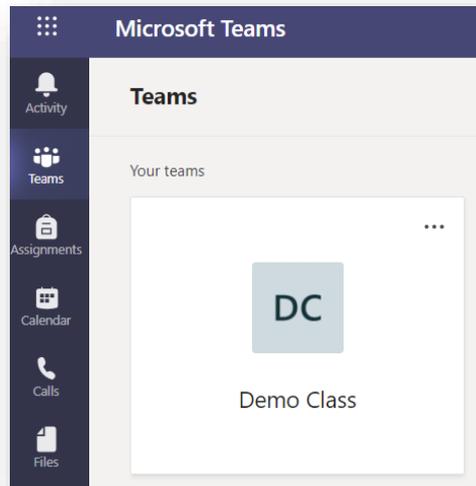
3. Use your school email address and password to sign in. This will be the one you have received in school with your school created password.
4. When you see this screen, click yes and select the box to not show this again.



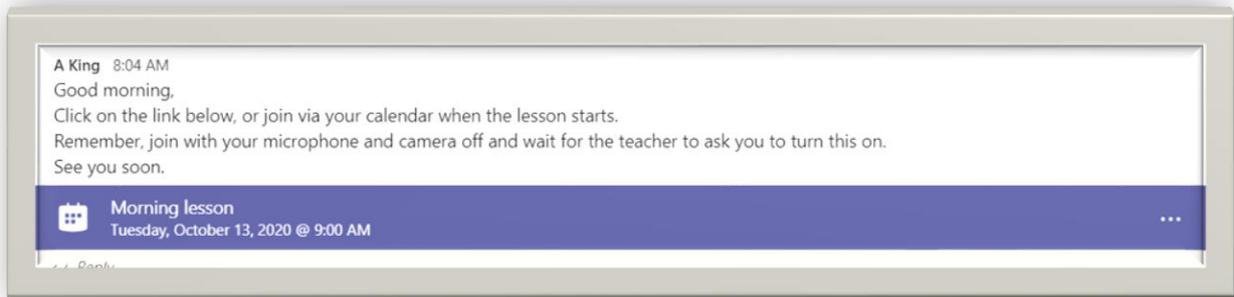
5. Once signed in, you will need to find the 'Teams' app, this is down the left of the home screen on www.office.com



6. You can also download the Microsoft Teams app for any PC, tablet or mobile device and use the same email address and password.
7. Now, select your class.



8. You will be able to join your online lesson via the 'posts' section of your class and see this invitation.



9. Another way to join the class online lesson is to go to the calendar tab on the left hand side and find the correct class for that day and time.

