

Teams - Accessing Teams (Student Version)

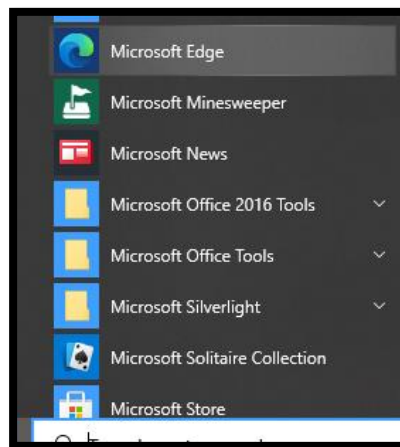
Microsoft Teams is part of the Microsoft Office helps with communication, working together and sharing of documents. This allows you to work better at school as well as at home!

How to access Teams

Teams is available through two main ways - either as a client (a program that you download and run from the main menu) or as a web-based program (accessed via the internet). Each are good, but we shall be using the internet method as this allows us to do what we need to do.

Accessing in school

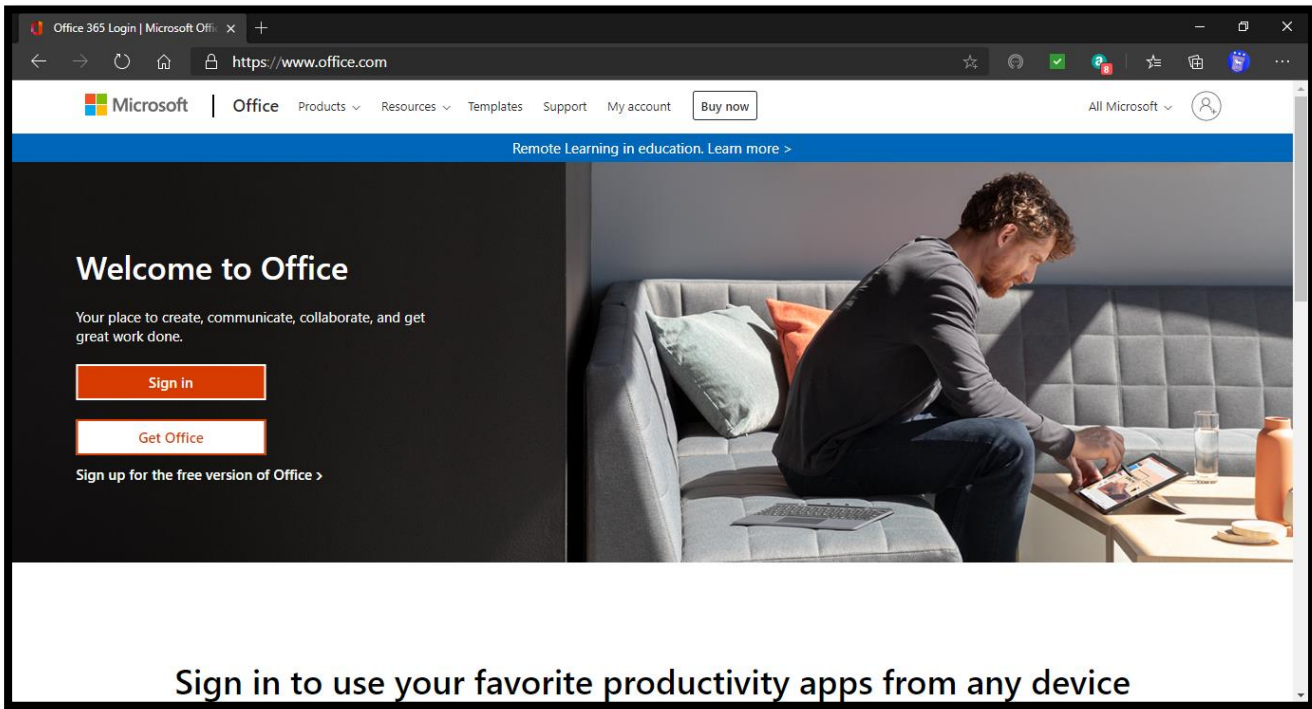
To get to Teams and other programs in Office, simply start up Microsoft Edge (our preferred internet browser) on any computer in school.



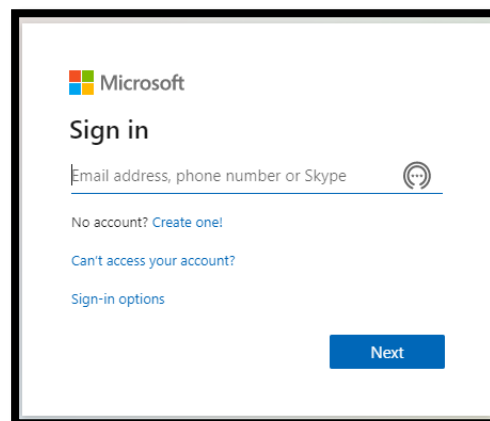
The browser opens with two tabs - the first being the Academy website and the second "My Apps". The second tab will show you a list of apps available to you. Microsoft Teams is towards the bottom.

Accessing away from school

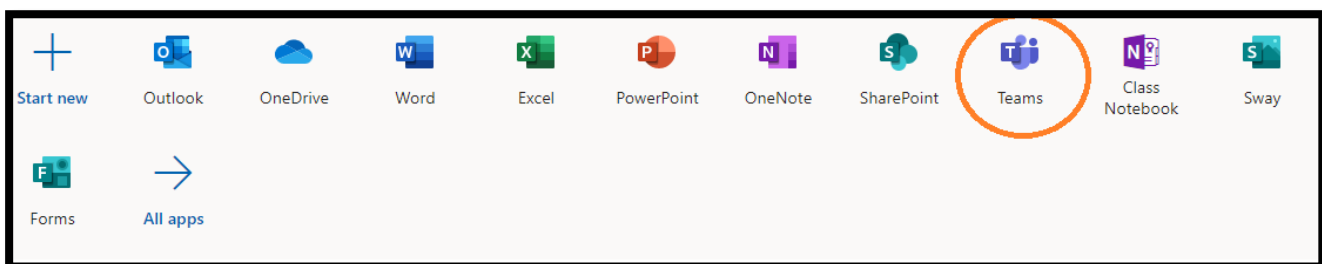
You can access Teams through the Microsoft website at www.office.com. Open your browser (we recommend using Microsoft Edge as other browsers may cause problems), type in the web address (URL) and press enter. The following screen should appear:



Click on "Sign In" and enter your email address here:



Your email address is in the format firstname.lastname@wl.horizonstrust.org.uk. By clicking "Next" you can enter your password - which is the same as the one you use to log on at school. On your first time of logging in you may see this screen:



Teams can be selected by clicking on the icon. You also have access to the online versions of Word, Excel and other Office products.

