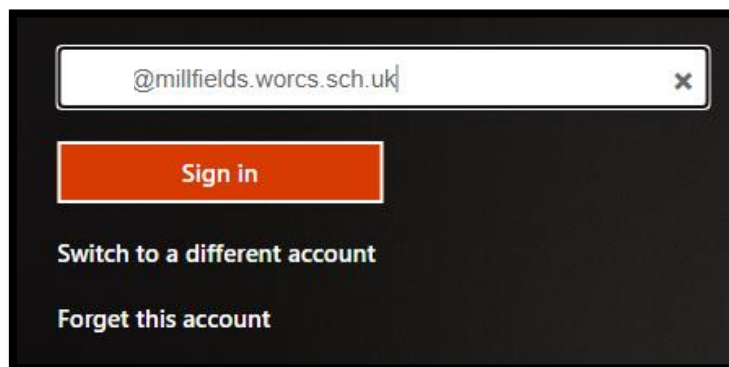
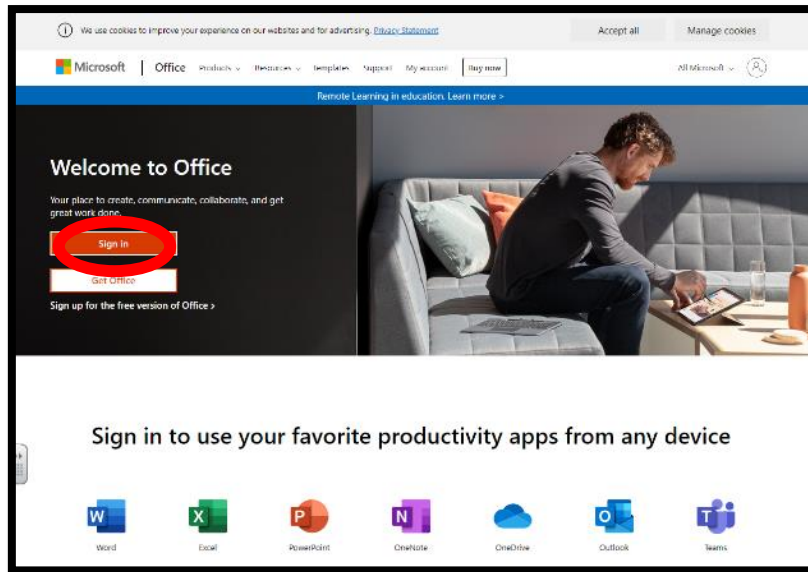


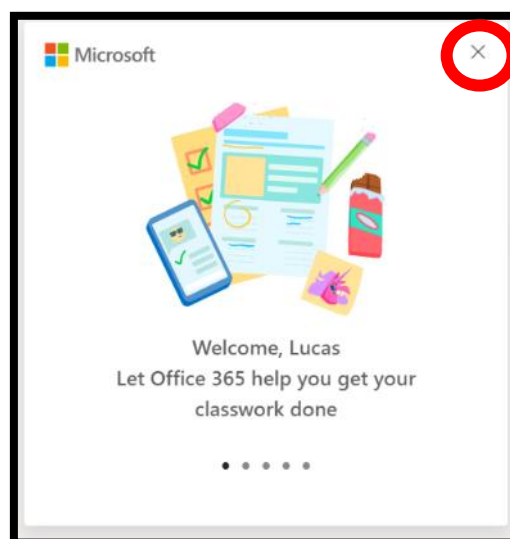
Visit the following link and sign in with your new school log-in details:

<https://office.com/>

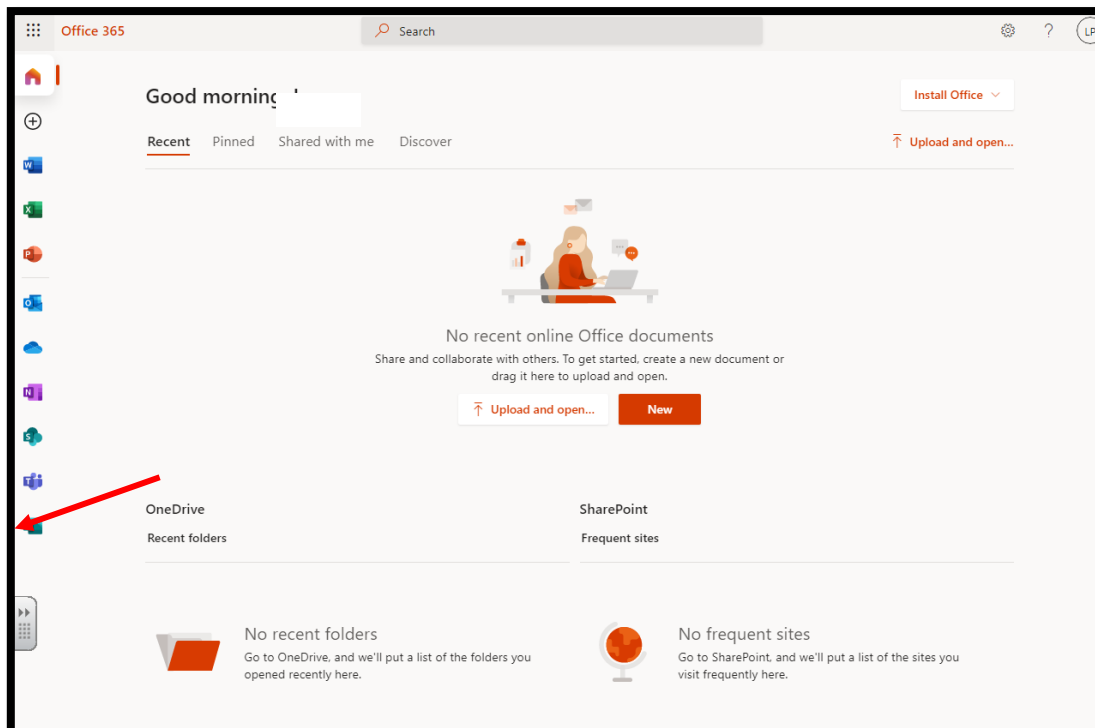


The first time you log in, you may be asked to create a new password.

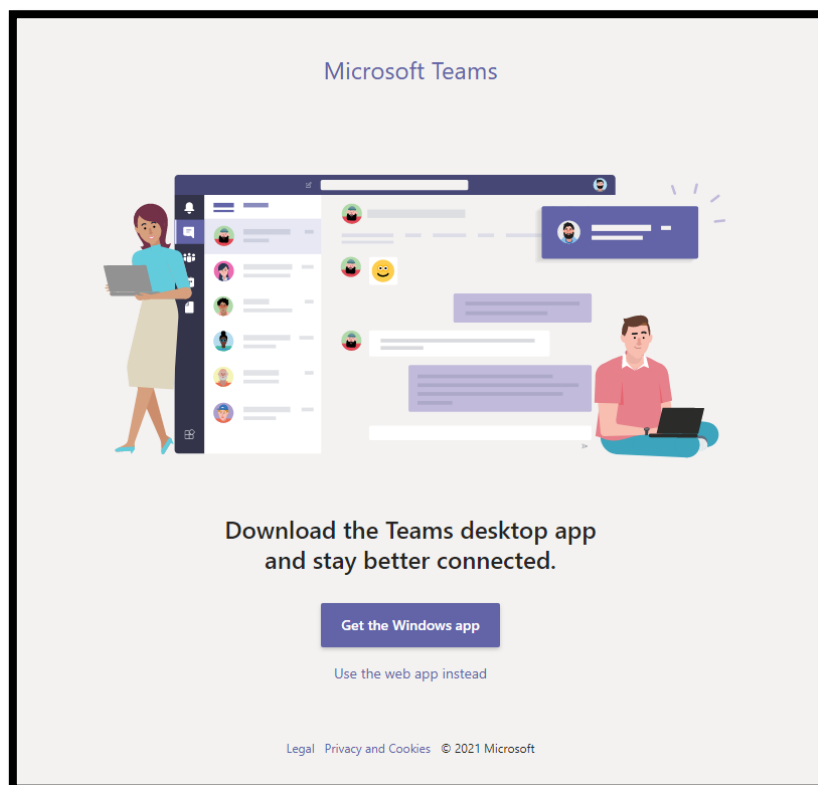
You can click on the X to skip this if you like:



From here, you can access a range of Office apps, including Microsoft Teams:

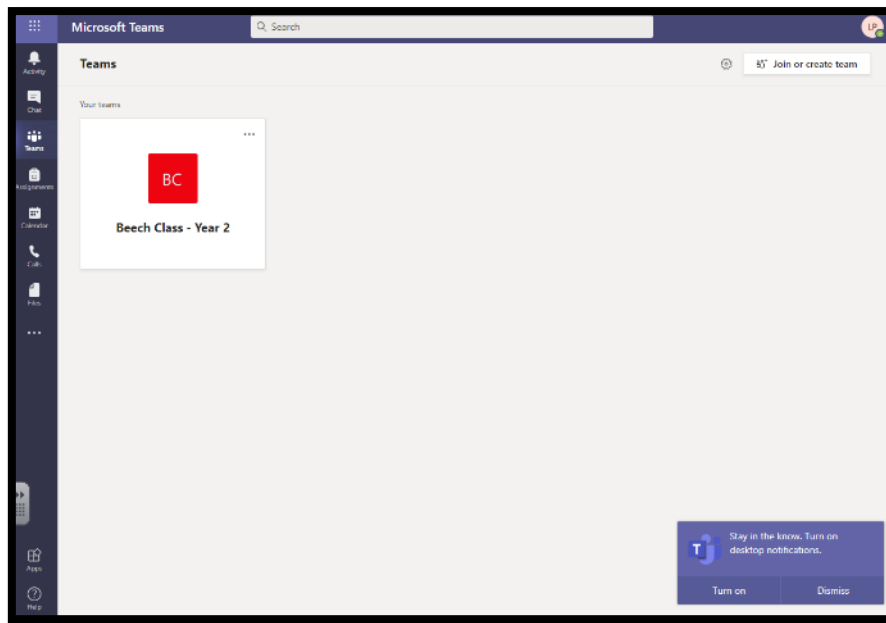


You will be given the option of downloading Teams, or using the Web App. This is up to you! If you are likely to continue working from this device, downloading will make it easier.



Joining your lessons

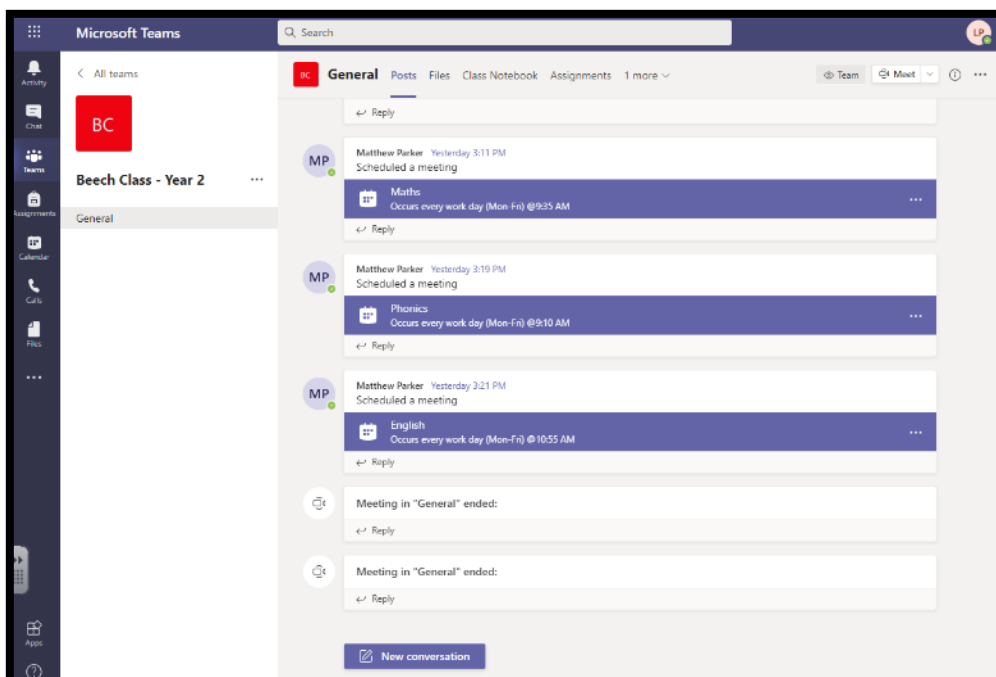
Find and select your Class Team:



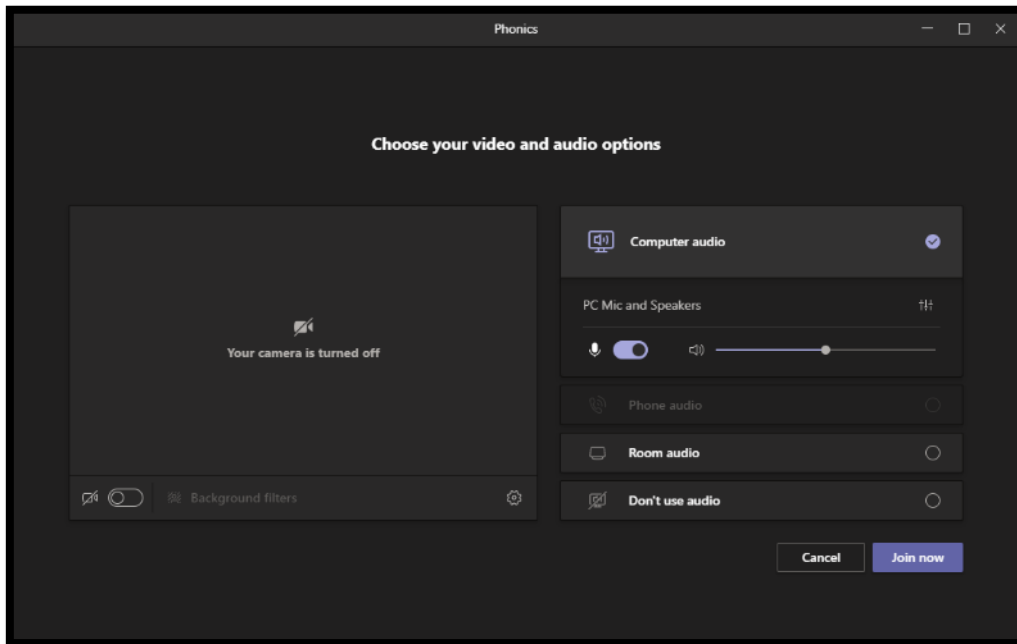
You will be taken to your Class page. Here you will see all of the scheduled lessons from your class teacher.

Check the times carefully: Your teacher will be starting the meeting at that time.

Once the lesson starts, you will be given the option to Join. For example, at 9:35am, the Maths lesson will begin and will offer a 'Join' button.



After clicking Join, check all your device settings are correct. We recommend that you mute your microphone and turn off your camera at this stage, you can always change it later!



You will then be sent to a lobby where you will wait for the teacher to admit you when they are ready!

Asking for help

If you need to ask a question or want to give an answer, you can 'Raise your Hand' in Teams. When the Teacher is ready, they will ask you to unmute your microphone so that you can speak to the class.

