

# Logging into Teams



Never less than our best

Windows PC or laptop - Open a web browser (we recommend Chrome or Edge) and go to <https://teams.microsoft.com>

Log in with the username

Enter your password

You'll then go through the password self-service process. This works like many other websites, ask your parents to register another email address

or mobile telephone number, then if you forget your password you can get a new one sent to them! Click Next

Choose one of the options, phone or email and click. Set it up now

Ask your parents to type in their personal email address (**NOT** the sthelens.org.uk one you've just been given) and click the email me button.

Your parent will then be sent an email, get them to open this and there will be code

Enter this code in the sign in page and click verify

That's it!

You'll see a green tick and you can either do the same for the other option or carry on. Let's click Finish

Now you'll just be asked if you want to stay signed in. If this is your own device then

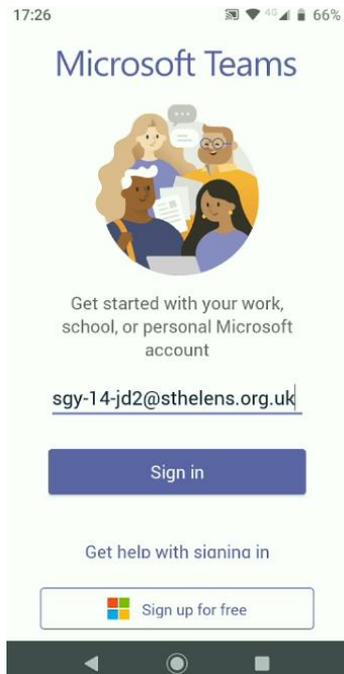
it's best to say **Yes**, if you share this computer with somebody else who uses Teams say **No**

You'll then get this page asking if you want to Download the App. You can either use Teams in a web browser or through the App, the App can work better but if it's your parents computer or you share it with a brother or sister you may be better using the web app instead, we'll click **Use the web instead**.

That's it! Phew! A lot of steps at first but next time all we'll need to do is enter our username and password!

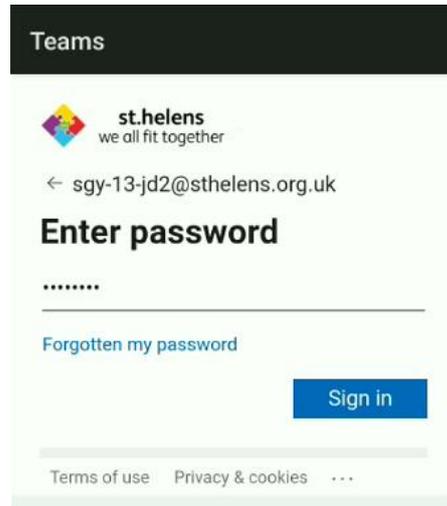
## Logging into Teams - Using a mobile phone or tablet

If you are using a tablet or mobile phone, such as an Apple iPad or Android tablet then you need to install the Teams app. Go to the Google Play Store or Apple App Store and search for **Teams**, click the Install button

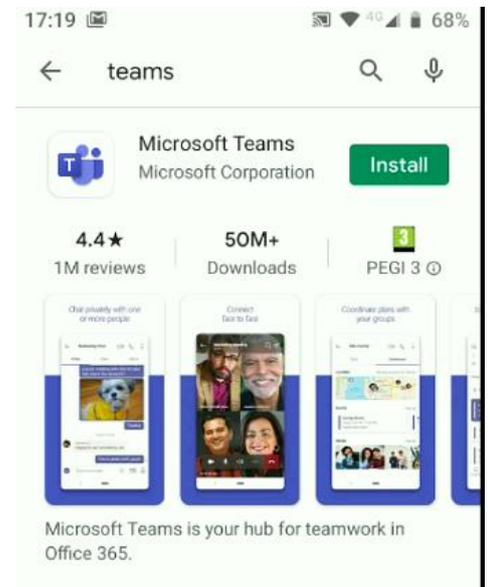


Once the app has been installed go ahead and launch it!

Enter the username you've just been given and click sign in.

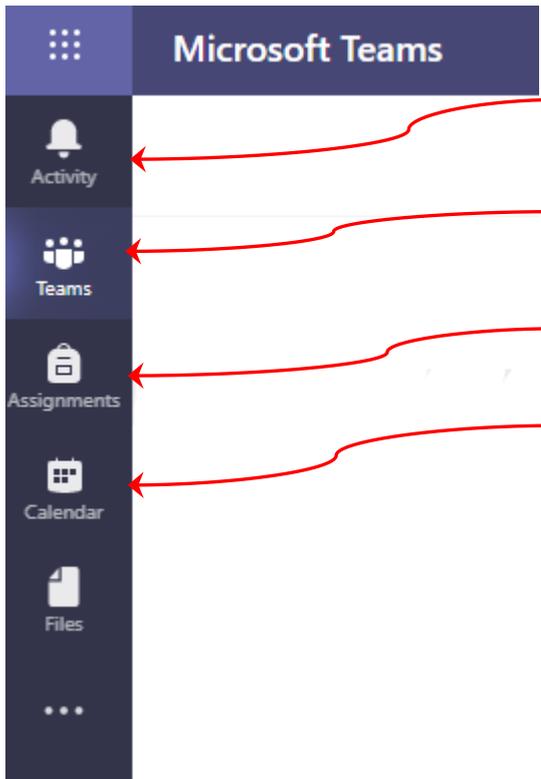


Enter the password you've been given



If you're presented with the [don't lose access to your account!](#) screen, just follow the instructions on the previous page for Windows computers, it's just the same! Then you'll get a few pages guiding you through the basics of Teams and you're away!

# Microsoft Teams - Windows App



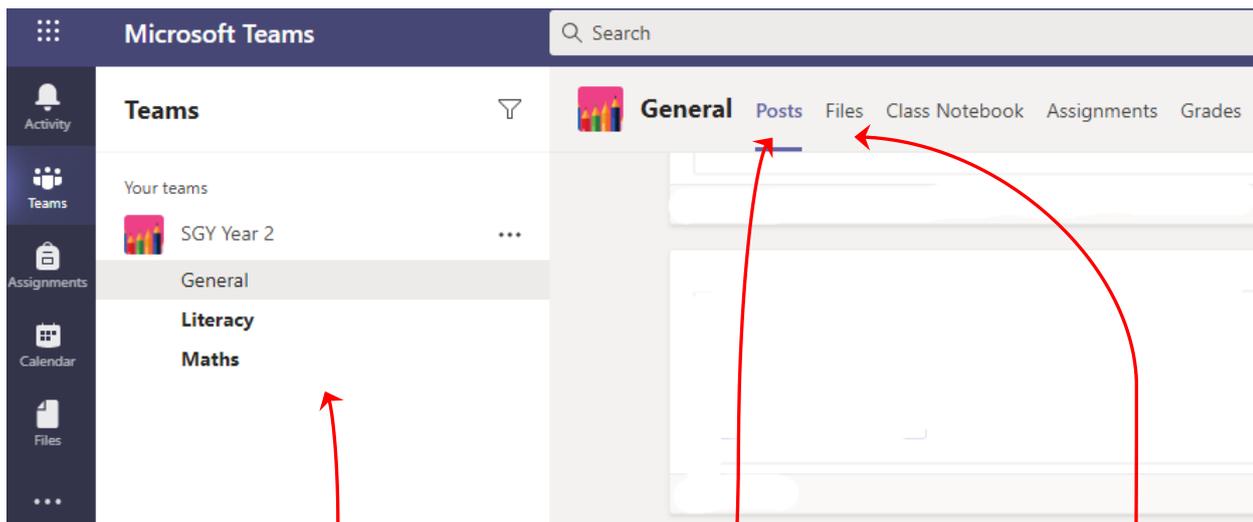
The screenshot shows the left-hand navigation pane of the Microsoft Teams application. It features a dark blue header with the Microsoft Teams logo and name. Below the header are five main navigation items: Activity (bell icon), Teams (group of people icon), Assignments (briefcase icon), Calendar (calendar icon), and Files (document icon). At the bottom of the pane are three dots indicating more options. Red arrows point from each of these five items to corresponding text boxes on the right.

**Activity**  
Here you'll get alerts for meetings, assignments, mentions and other events

**Teams**  
This is where your class team will be, you may be in more than one if you have some set up for special groups or activities.

**Assignments**  
Here you'll find assignments your teacher has set for you!

**Calendar**  
Any class meetings or online lessons will show here and this is where you join them!



The screenshot shows the main interface of a Microsoft Teams team. On the left is the navigation pane. The main area is titled 'Teams' and shows a list of channels for a team named 'SGY Year 2'. The channels listed are 'General', 'Literacy', and 'Maths'. The 'General' channel is selected, and its content area is visible. At the top of the 'General' channel, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. Red arrows point from the 'Posts Wall' and 'Files' text boxes to the 'Posts' and 'Files' tabs respectively. Another red arrow points from the 'You may have different channels in your Team for different subjects' text box to the 'Literacy' and 'Maths' channels.

You may have different channels in your Team for different subjects

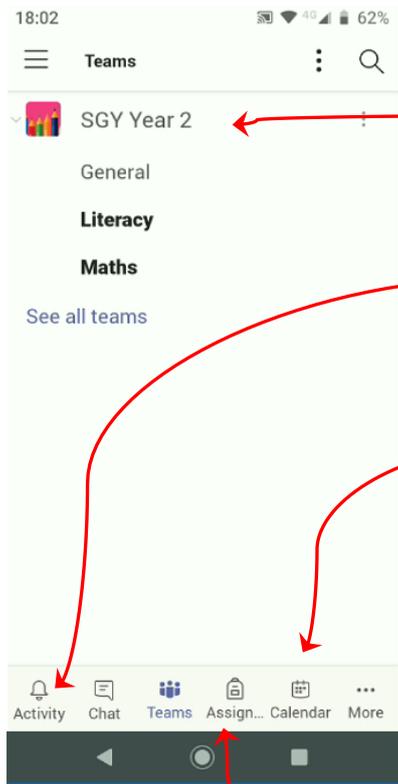
## Posts Wall

Say hello to your class, share your work, discuss topics, this is where you can all keep in touch and get connected!

## Files

Your teacher can save files here for you to open and you can create your own. You can create your own Word, Excel and PowerPoint Files straight from Teams!

# Microsoft Teams - Mobile App



**Teams**  
This is where your class team will be, you may be in more than one if you have some set up for special groups or activities. Your Team may have different channels for different subjects.

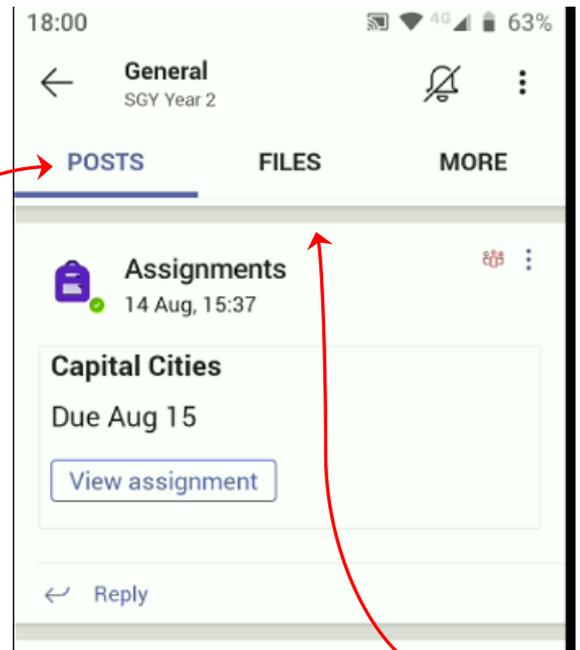
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**Assignments**  
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**Posts Wall**  
Say hello to your class, share your work, discuss topics, this is where you can all keep in touch and get connected!

If you have any issues in accessing Microsoft Teams or using your username and password then please contact school or email [mertonbank\\_teams\\_help@sthelens.org.uk](mailto:mertonbank_teams_help@sthelens.org.uk) and we will get back to you as soon as possible.



**Files**  
Your teacher can save files here for you to open and you can create your own. You can create your own Word, Excel and PowerPoint Files straight from Teams!

# MICROSOFT TEAMS – CLASS MEETINGS

