



# How to Access Microsoft Teams



In this presentation:

- What is Teams?
- How do I access Teams?



# What is Microsoft Teams?

Microsoft Teams is a an online classroom where teachers will be able to communicate with you and your group and set appropriate work.

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## What you need to know



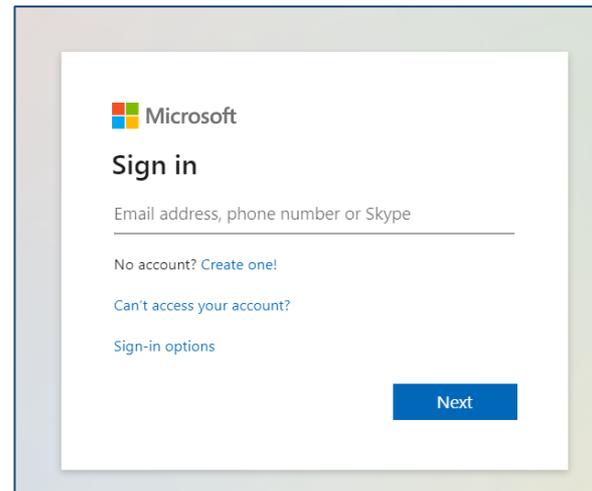
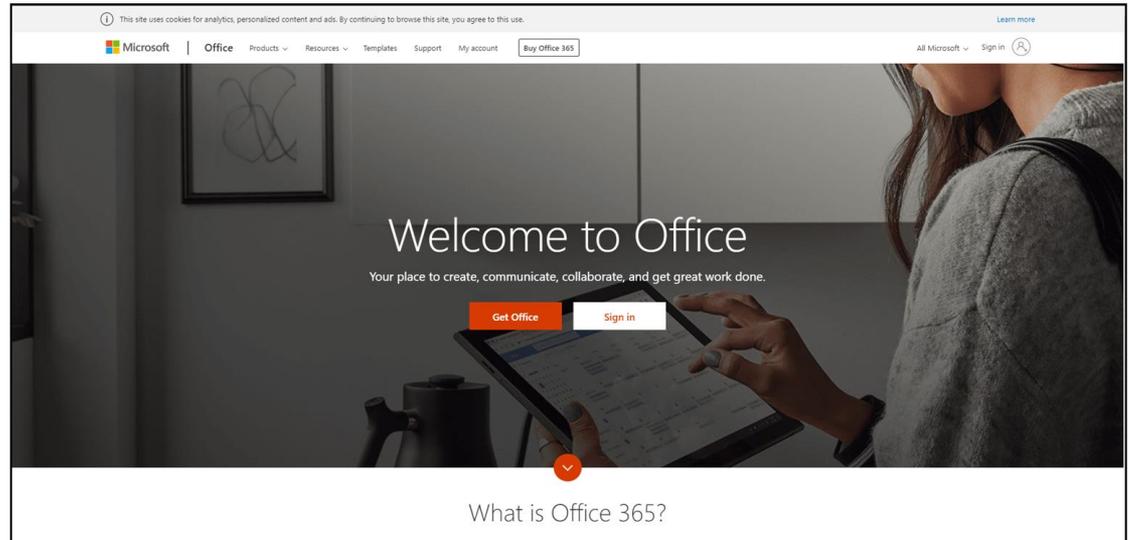
- You can access Teams through Office 365 account.
- Teams works across almost all devices with an Internet connection (desktop, laptop, tablet & mobile) via web browser (e.g. chrome) or downloadable app.
- To get Microsoft Teams on a computer, go to [www.office.com](http://www.office.com) and log in with your school email address and password (provided in the letter sent to you).
- To download the Teams app on a mobile or tablet device, access your devices' app store and download the 'Microsoft Teams' app. Then, log in with your school email address and password. If you can the app is better than through your web browser (but either will do).

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## How do I get on Teams from a computer?

- Open your web browser and navigate to [www.office.com](http://www.office.com).
- Then, sign in (top left icon) with the email address and password provided to you.



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## How do I get on Teams from a computer?

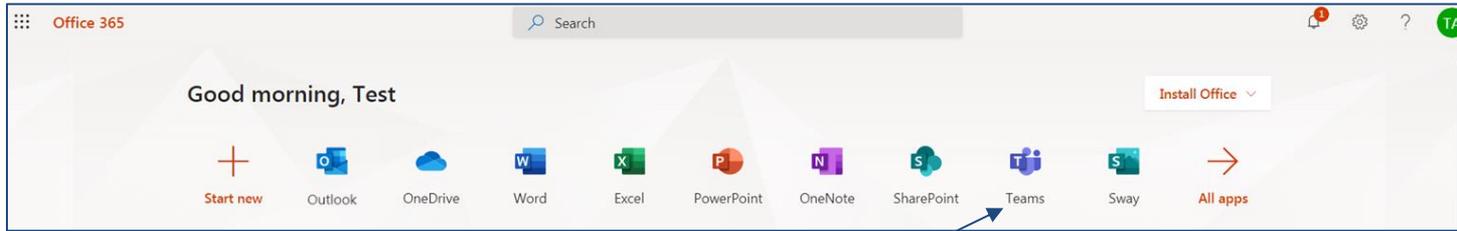
- After typing in your email address it will take you to a website called 'RM unify' (Our Microsoft Education provider).
- Sign in here with the email address and password provided to you.

A screenshot of the RM Unify sign-in page. The page has a blue header with the 'RM Unify' logo and the tagline 'Your Launch Pad to the Cloud'. Below the header is a dark grey sign-in form. The form has a title 'Sign In' and two input fields: 'Username or Email Address' with the value '@pensbyhi' and 'Password'. There is a 'Remember my username' checkbox and a blue 'Sign in' button. At the bottom of the form are two links: 'Forgotten your password?' and 'Find out about RM Unify'. The background of the page is a blue sky with clouds and a field of yellow flowers.

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## How do I get on Teams from a computer?



- ❓ Once you are logged in please go to 'Teams'.
- ❓ A new tab will open with Teams- here you may be asked to download the app or just continue with the web version. Devices differ here with compatibility so if the app can be downloaded then please do, however this is not essential.

Microsoft Teams

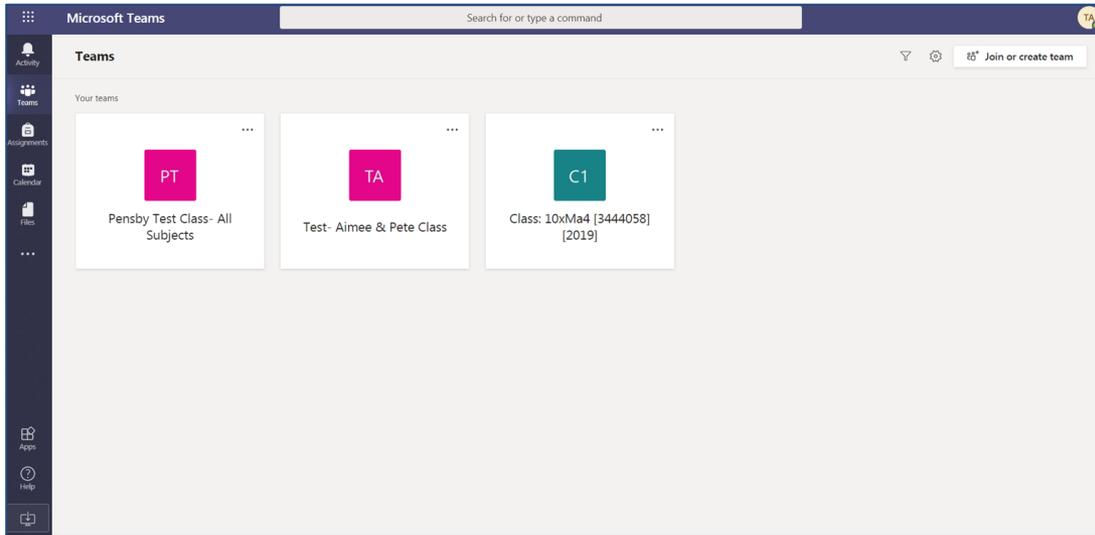
Download the Teams desktop app and stay better connected.

[Get the Windows app](#)

[Use the web app instead](#)

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## Navigating Teams



- When you launch the Teams app or continue to the web browser, you will arrive at your Teams dashboard. The centre of your screen will contain white tiles with the 'teams' / groups you are in.
- Your classroom 'teams' have already been set up. You can be part of multiple teams, organised by subject and class. These have already been set up for you.
- If the teams you should be in aren't correct, please contact the email address: [teamssupport@psf.wirral.sch.uk](mailto:teamssupport@psf.wirral.sch.uk)

# 8 Getting to your lesson using the calendar



- ? The calendar is where your lessons will show up as meetings.
- ? To access the meeting just click on the lesson before the meeting is set to start and then there will be a 'Join' button

A screenshot of the Microsoft Teams interface. The top bar shows 'Microsoft Teams' and a search bar. The left sidebar contains icons for Activity, Teams, Assignments, Calendar, Files, and Help. The main area displays a calendar for June 2020. The calendar shows two lessons: 'Maths Lesson' by Miss A Layden on Monday, June 22nd, from 11:00 to 12:00, and 'Science Lesson' by Miss A Layden on Tuesday, June 23rd, from 13:00 to 14:00. The calendar grid is light blue with white text for dates and days of the week.