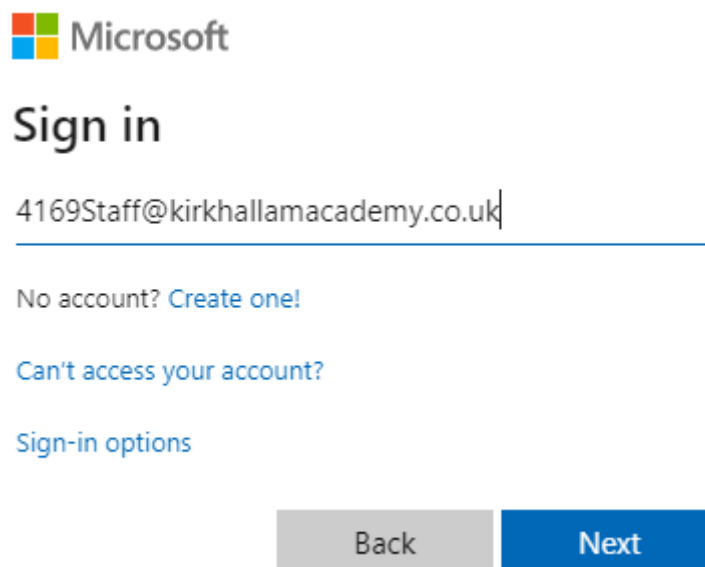


Logging into Microsoft Teams

1. Open your web browser and enter the following URL:

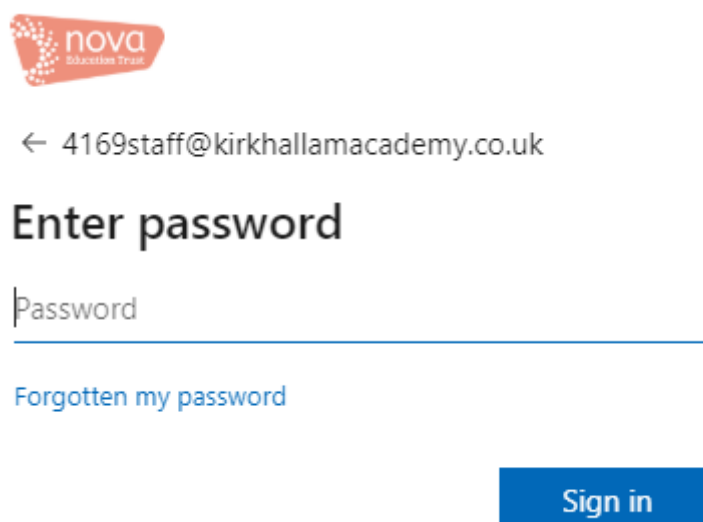
<https://teams.microsoft.com>

2. At the Microsoft Sign In page, enter your school email address and click **Next**:



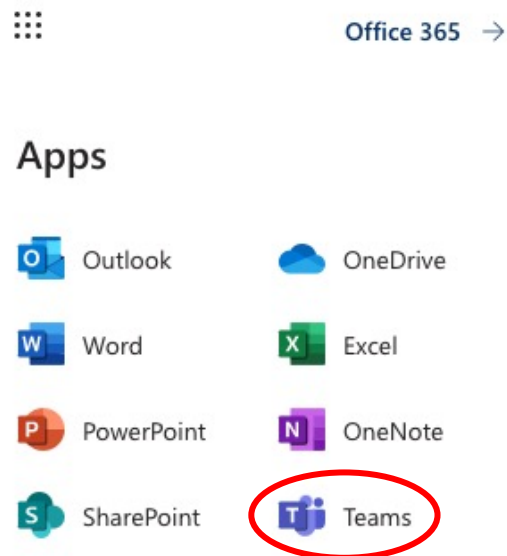
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "4169Staff@kirkhallamacademy.co.uk". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button.

3. Enter your password and click **Sign in**:



The screenshot shows the Microsoft "Enter password" page. At the top left is the nova Education Trust logo. Below it is a back arrow followed by the email address "4169staff@kirkhallamacademy.co.uk". The heading "Enter password" is displayed. Below it is a password input field with the placeholder text "Password". Below the input field is a link "Forgotten my password". At the bottom right is a blue "Sign in" button.

Note: If you're already signed into Office 365, click the App launcher (top-left) and select **Teams** from the list of Apps:



4. Once signed in, the Teams home page will open and display the Teams (classes) you have access to. Simply click on Team to open it:

