



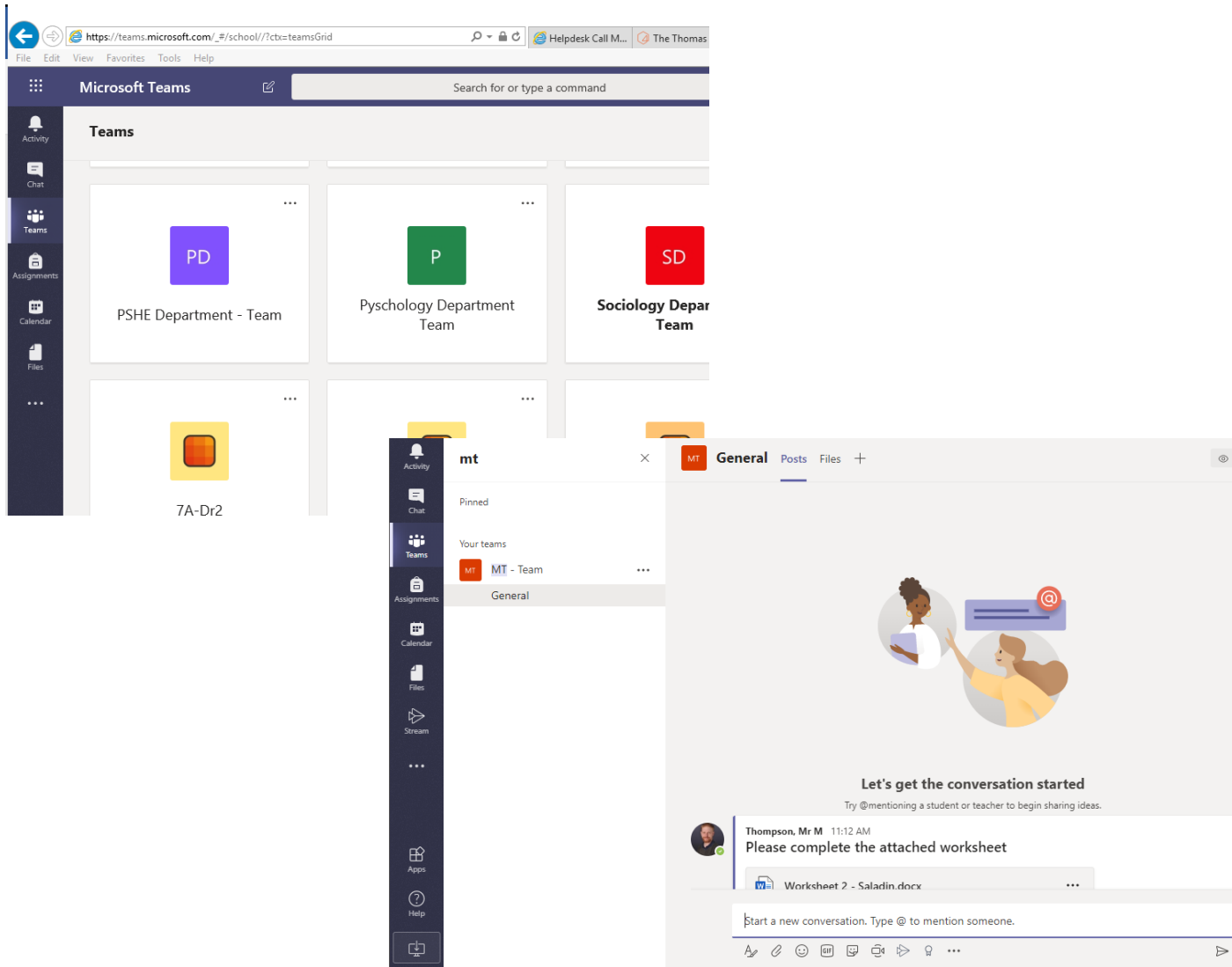
# Microsoft Teams

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Student Getting Started Guide



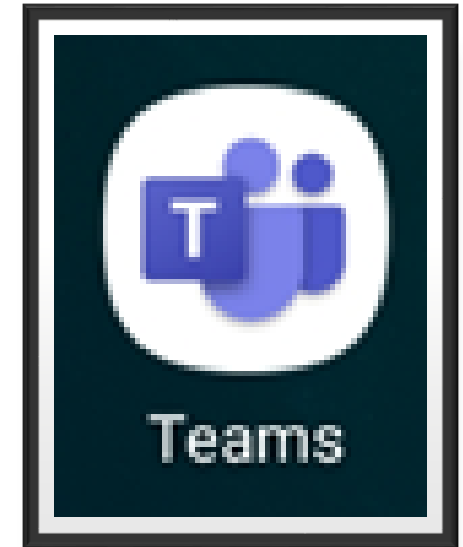
# ACCESSING TEAMS ON A COMPUTER



- Browse to <https://teams.microsoft.com>
- Log in with you email address and password
- You will see a Team for each of your classes
  - Every Team has a General channel with a Posts and File section.
  - The Posts section is a notice board for teachers to posting messages to the members of the team.
  - They can also post files and links alongside their message.

# INSTALLING TEAMS ON MOBILE PHONES AND OTHER DEVICES

- Search for and Install the Microsoft Teams App in your App Store
- Sign in using your school email address and password
- Once logged in, you will be able to receive notifications when a teacher posts work.



# VIEWING YOUR TEAMS ON THE MOBILE APP

- To access your teams (classes) tap the Teams button at the bottom middle of the screen
- Each of your teams has a General channel where messages can be posted by teachers.
- Channels with unread posts will be displayed in bold.
- Files posted to the channel will appear in Files section of the channel

