## How to access Microsoft Teams

## On a desktop/laptop computer.

1. Go to "Office 365" in your search engine/web browser. Or alternatively go to www.office.com.



2. Once you have arrived at "Office.com" click "sign in".



What is Office 2652

3. Your son/daughter will need to login with their **Park Hall** email address. Not any other email.

	Microsoft	
	Sign in	
	Email, phone, or Skype	
	No account? Create one! Can't access your account?	A State State
	Sign-in options	AND AND SO
TAN AND ALL AND	Next	<b>立</b> 在1997年代
A MARCHAR AND A MARCHAR		

4. You will be taken to the Park Hall Academy central sign in page. Again enter your Park Hall username and password. Once you have done this, you can choose for your device to remember these details so you do not have to repeat them each time.

	PARK HALL ACADEMY Arden Multi Academy Trust
	Sign in with your organizational account
A CONTRACT OF A	someone@example.com
	Password
	Sign in
	© 2013 Microsoft

5. You will now be logged in. You will see a screen with a list of apps. You need to navigate to "Teams"

Good aft	ernoon								Inst	tall Office V
+		•	w	×		N	3	<b>L</b> ji	N	s
Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePhint	Teams	Class Noterook	Sway
4	$\rightarrow$									
Forms	All apps									

6. Once you have accessed teams you will see a list of "Teams" your Son/Daughter is in. Each of these is a different class. When you access a "Team" you will see various options.
Posts – Allows teachers to communication to students, and for students to ask questions.
Files – Enables students to success resources and past lessons.
Notebook – Is a place for students to store their completed work.
Assignments- Where teachers can set tasks and deadlines.
Grades -Reviews feedback on past work.

MICrosoft reams	actarum en vypt a commone	
< All teams	General Posts Files Class Notebook Assignments Grades	
1 1	13D History good morning historians - today's coursework calls will start at 0910	-
28 85	e≓ Repy	
13D History	27/00 08:38	

If you require any support as you further explore the features of Teams. Please contact <u>technicalsupport@parkhall.org</u>

## Accessing from a mobile device

1. Microsoft Teams is available on IOS and Android, across a number of devices.



2. Go to your App store, search "Microsoft Teams" and then download.



3. Once installed, sign in with your **Park Hall** email and password. You will then see a list of teams you are in and access the app as you would on a desktop computer.

