Accessing Work on Microsoft Teams

In the event of pupils needing to work from home, work will be set for each lesson on Microsoft Teams. To access Microsoft Teams please follow the steps below.

Accessing Teams on A Mobile Device

1) You will need to **download Microsoft Teams App** onto your device from your **App Store.**
2) Use your **school email** to log into your school account. If you do not know your school email it will follow the format below:

   Surname and **Initial** of your first name followed by your year of joining and then **@olsbstudent.bhcet.org.uk**
   Example:
   - Edward Brown in Year 7 would be: browne22@olsbstudent.org.uk
   - Jane Fletcher in Year 9 would be: fletcherj20@olsbstudent.org.uk

Year	Year of Joining
7	22
8	21
9	20
10	19
11	18

3) Password
   Your password will be the same password that you use to access computers in school.
   If you have forgotten your password, please ask for form tutor or teachers to **email helpdesk** and they will reset your password to **Password1.** You will then be prompted to change your password next time you log onto a computer.

Accessing Teams on a Laptop / PC

1) Go to the **school website** www.olsb.bhcet.org.uk
2) Go to the **Quick Menu** on the top right hand side of the web page then **select Office365**

3) You will need to log into your school account **school username** and **password**.
   Your username is the first part of your email as shown in step 2 above, i.e. your surname, first initial and year of joining:
   Example:
   - Username for Edward Brown in Year 7 would be: browne22
   - Username for Jane Fletcher in Year 9 would be: fletcherj20

4) When **office 365** loads up it will take you to outlook / email. Click the **nine dots in a square** (App Launcher) in the top left-hand corner.
5) A menu will appear, select **Teams.**
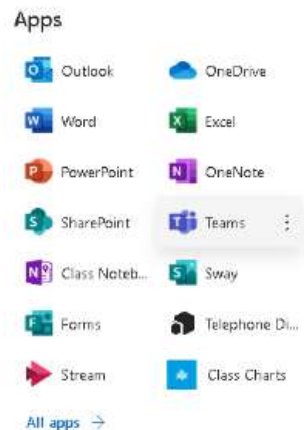
Accessing Work

When you load up teams you will see a **team for each class** you are in. Click the tile for a class and you will find work posed in this team. If you cannot see any posts, check that that you have selected the **posts tab** at the top. A YouTube guide to using teams can be found here: QUICK GUIDE: Student and Parent Guide to Microsoft Teams - YouTube on the **school web** page under **Quick Menu, Teams FAQ**.