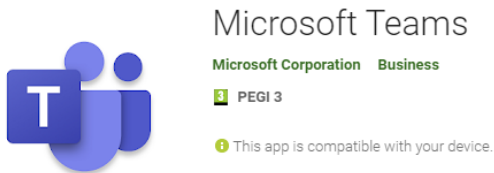


## Accessing Teams

Teams can be accessed via a web browser or Teams Application. You will be required to use your school username and password for both methods of access. If you do not know either of these please contact the St Aidans IT support: Daniel.naughton@staca.co.uk

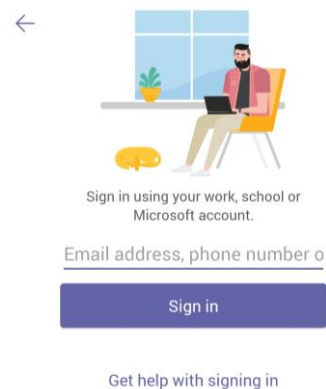
### Teams Application



The Microsoft Teams application (as shown left) can be downloaded from the google playstore (android), apple store (apple) and the microsoft app store (windows) for free.

Once downloaded open the app. You will be asked to sign in using an email address. This is your school email address, your school email address is your username followed by @staca.co.uk. As mentioned above, if you do not know this contact the email address listed.

Once signed in you will be able to see your teams and access the posts and files attached to them. If there are any classes missing within your teams please contact the email address listed above to have the error corrected.



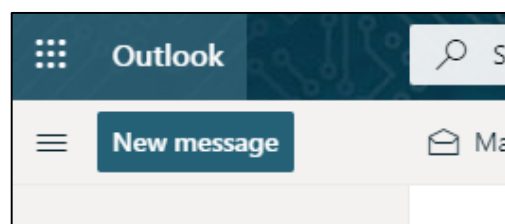
### Web Access

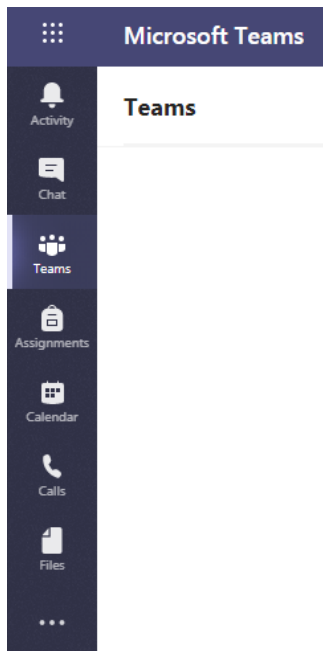
When using web access first sign into your school emails by entering the following URL into a web browser:

Outlook.com/staca.co.uk

You will now see a login page (shown right). Within the username box will already exist 'Aidans\''. Leave this in the box and enter your username after this along with your password.

Once logged in you will see your emails. In the top left there is a square of white dots selecting this will show applications one of them being Teams. Click teams and you will now be shown a purple themed page.





On the left side of the page will be the main Teams menu (shown left). Activities will show any notifications you may have. Chat can be used to communicate between classes, staff and students. The Teams option will display all teams which are the classes you are attached to. Assignments will show all assignments that have been given to you. Calendar will allow you to plan giving you access to a full calendar. Calls will allow you to contact staff, students and classes. Files will allow you to upload and see files already uploaded.

If there are any further questions to this guide, problems using teams or if classes are missing please as mentioned above contact St Aidans IT support using the email listed at the top of the guide.