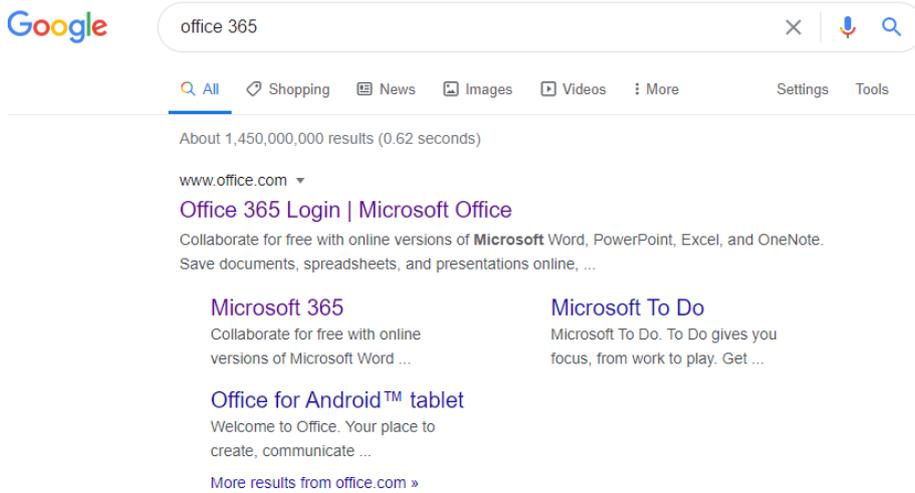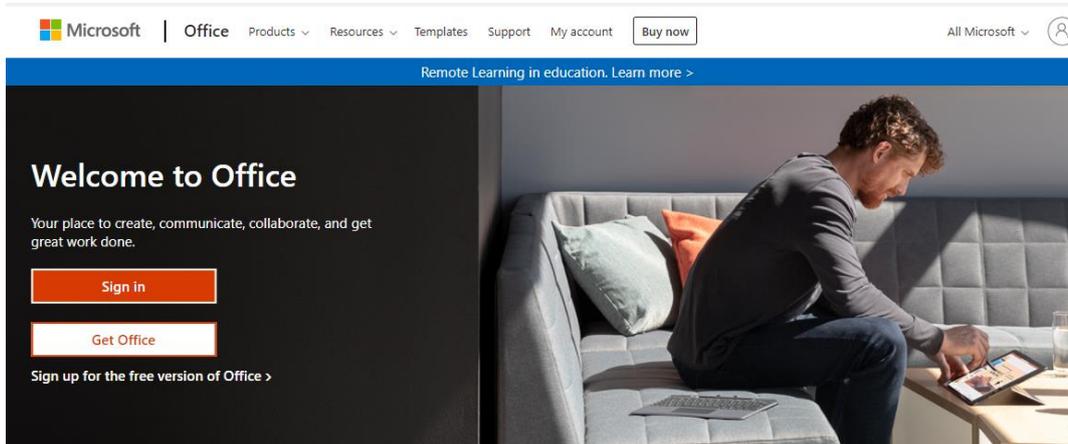## How to access Microsoft Teams
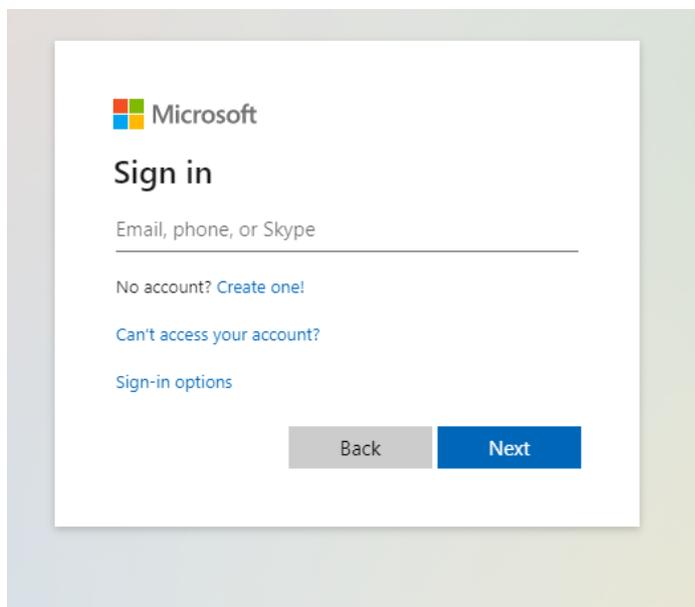
1. Search, using Google, for Office 365.
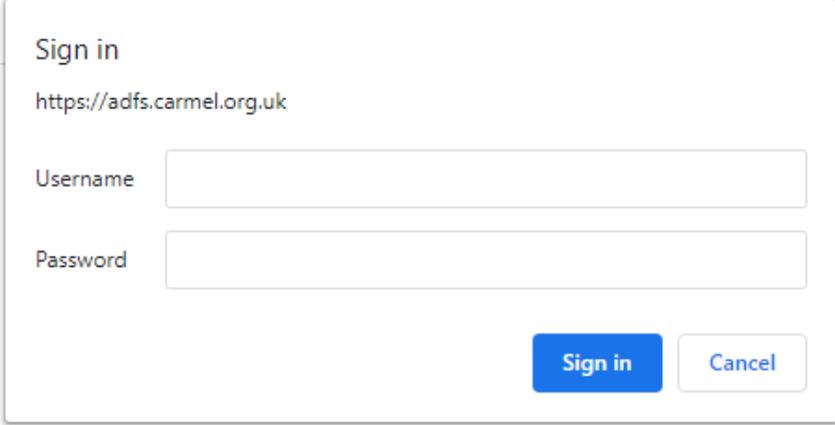

2. Click 'Sign in'.

3. Type in your email address.

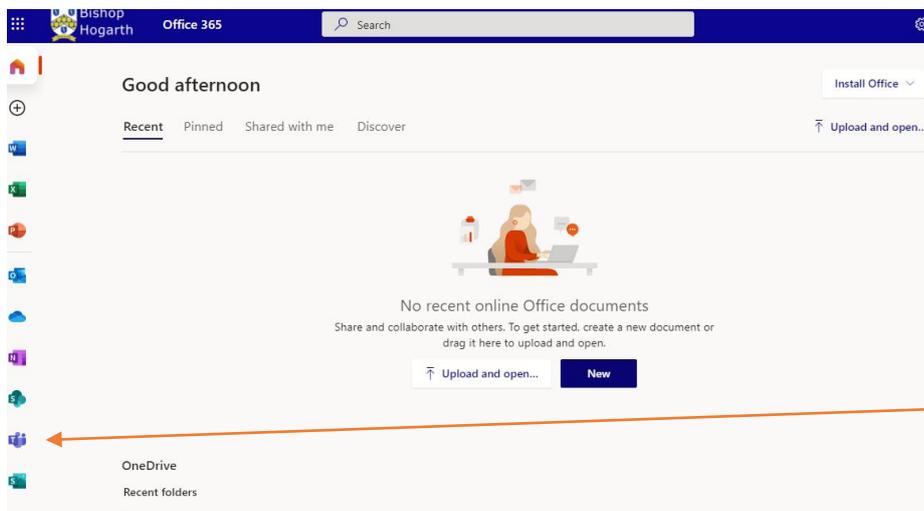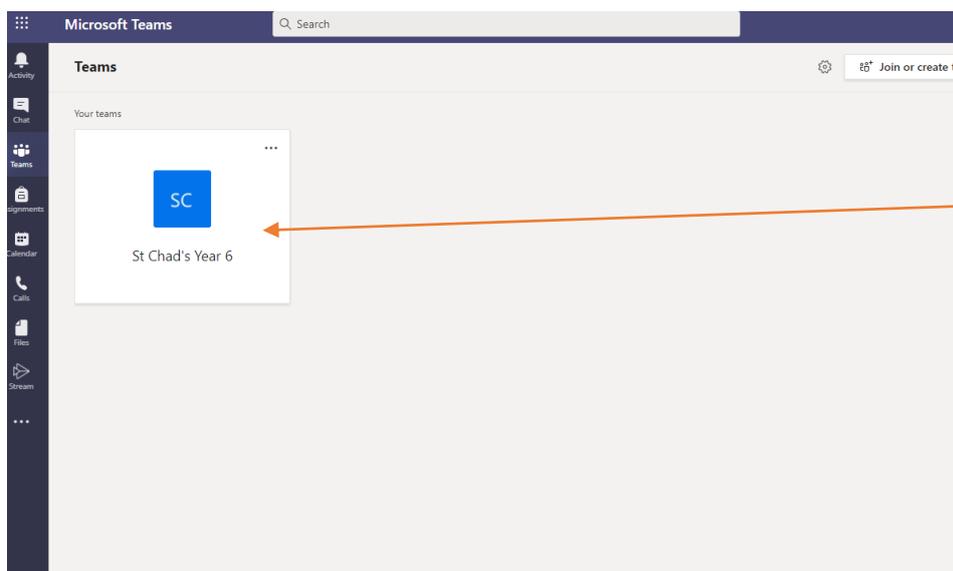4. Type in your email address again and your password.

5. Click on the 'Teams' tab at the left-hand side of the page.

6. On the next page that appears, it will ask if you would like to download the Teams desktop app. With us using it daily, I would recommend downloading the app if you can. However, you can still use the web app instead.

7. Click on your teams.

8. You can join meetings through the 'calendar' tab on the left-hand side. You will see a 'join' button on the time and date that the meeting has been set.