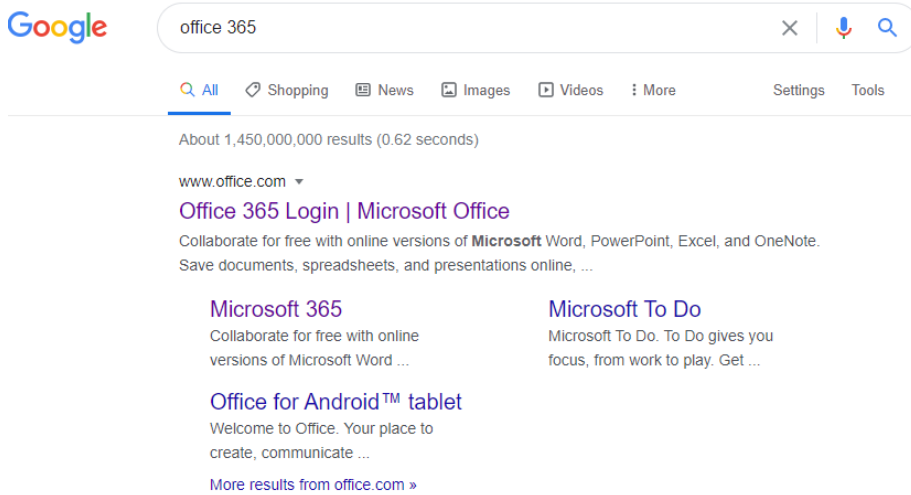
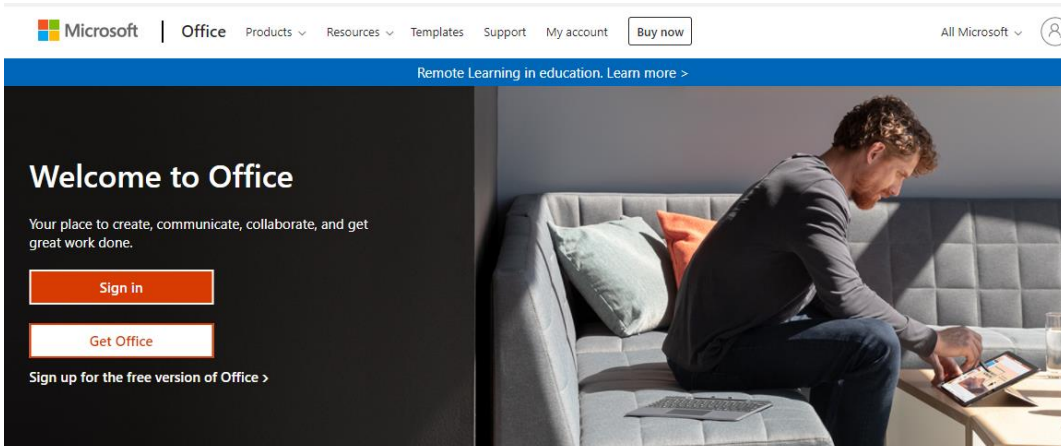


## How to access Microsoft Teams

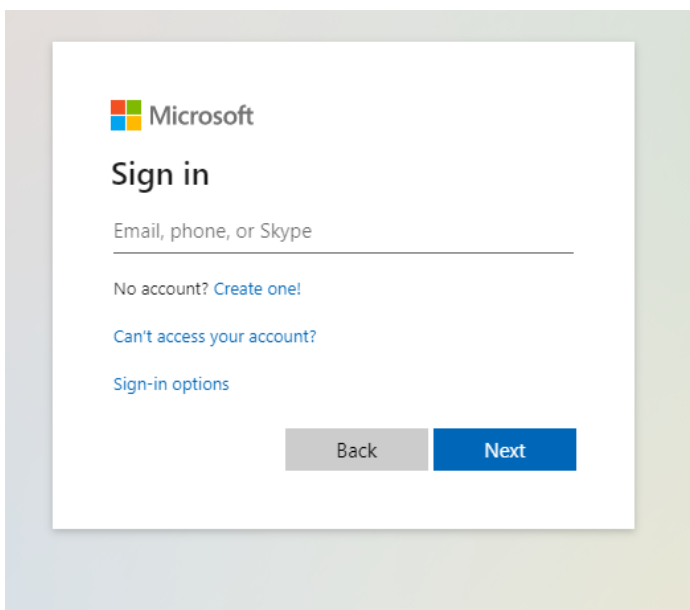
1. Search, using Google, for Office 365.



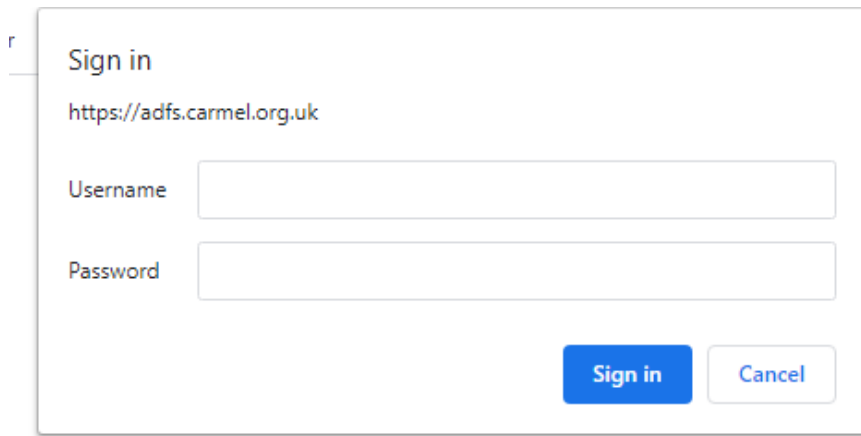
2. Click 'Sign in'.



3. Type in your email address.



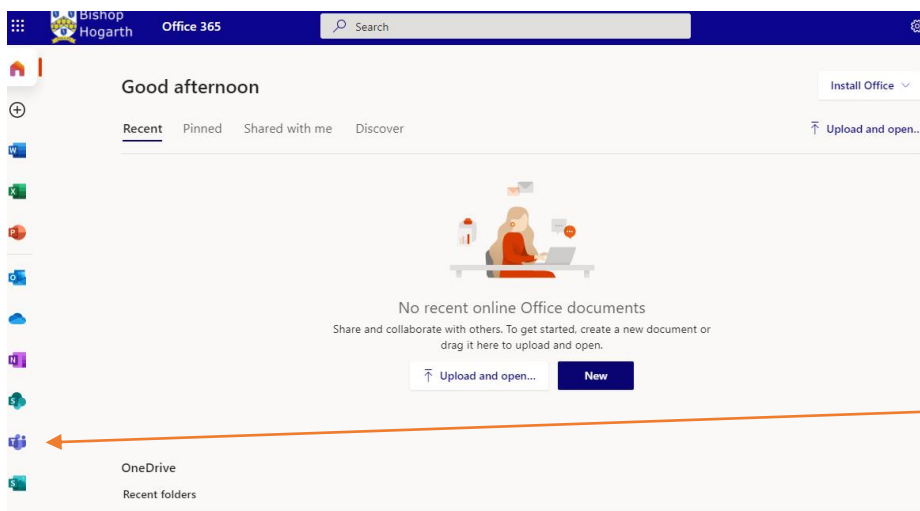
4. Type in your email address again and your password.



A sign-in dialog box with the title "Sign in". Below the title is the URL "https://adfs.carmel.org.uk". There are two input fields: "Username" and "Password". At the bottom right, there are two buttons: "Sign in" (blue) and "Cancel" (white with blue border).

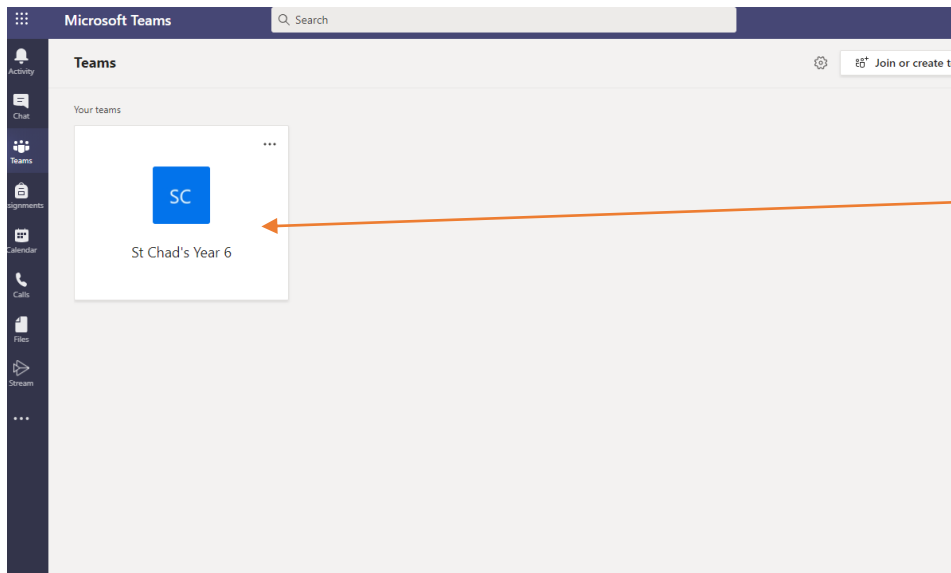
5. We strongly recommend changing your password once logged in by clicking on your initials in the top right-hand corner of the page, clicking 'my account', then 'password' and following the instructions on screen.

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

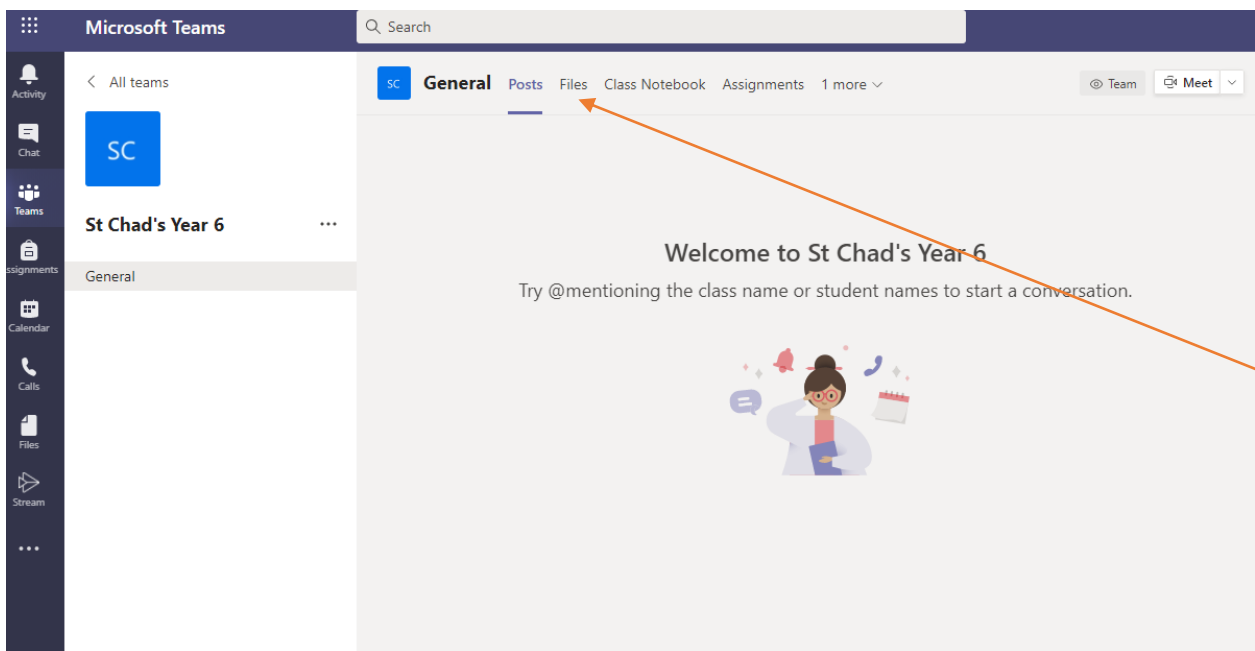


7. On the next page that appears, it will ask if you would like to download the Teams desktop app. With us using it daily, I would recommend downloading the app if you can. However, you can still use the web app instead.

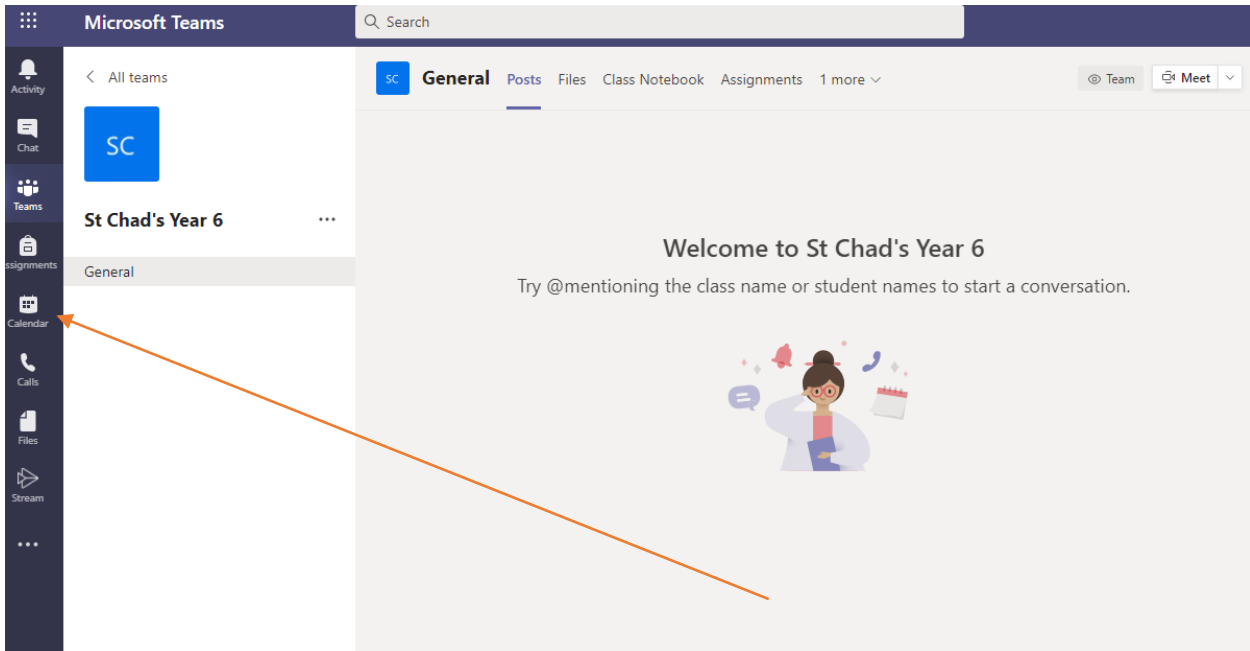
8. Click on your teams.



9. Miss Wilson and Mrs Evans will be uploading all worksheets and resources into folders which can be found in 'Files'. We will be displaying the questions during the lessons so the worksheets don't have to be printed off unless your child would like a paper copy in front of them.



10. 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 by Miss Wilson or Mrs Evans.



11. When joined to a meeting, please can your microphone and video be turned off. If you have a question about your work, please use the 'chat' box. Miss Wilson and Mrs Evans will show you how to use this during your first session.