



**Microsoft Teams Online Sessions Instructions**

**Accessing Teams on PC or Phone**

The web version of Microsoft Teams is available from <https://teams.microsoft.com>

The web version is great if you need quick access to Teams, but we recommend you install the desktop client for the best user experience. Scan the QR code below to get the app straight to your phone.



When you launch Teams for the first time you will be asked to sign in with a Microsoft account.

Enter your student email address and click ‘Next’. You will then be prompted for your password.

Your email will be firstintial.surname@tfc.dorset.sch.uk e.g. j.smith@tfc.dorset.sch.uk. If you have never logged into your school account before your password will be ‘Forum123’ if you have logged in, then you should know your password already. If you can’t remember your password email Adam to get it reset at a.fergani@tfc.dorset.sch.uk or call the school on 01258 455202.

When you log in find the year 11 revision group in the teams tab on the left hand side it will look like this 🡪

Join the meeting and you’re good to go!

Joi