

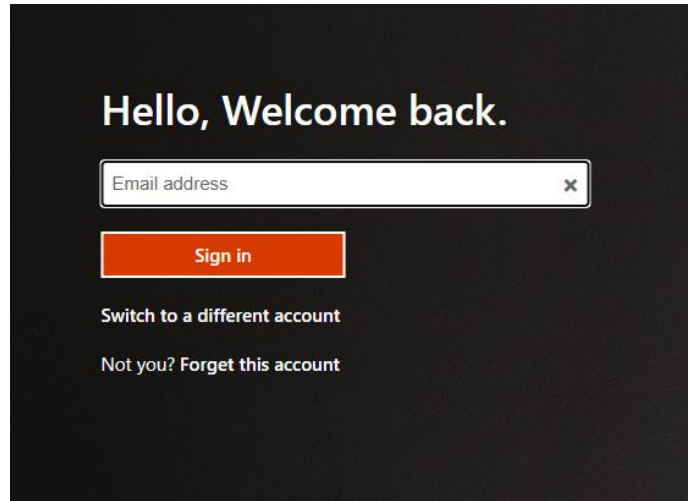
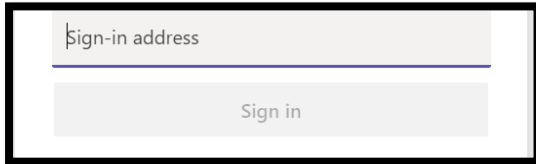
# Logging into Teams for the First Time

Step 1: Go to <https://www.office.com/> or open the app and enter your child's email address into the login bar then press the sign in button.

Email addresses follow the same layout:

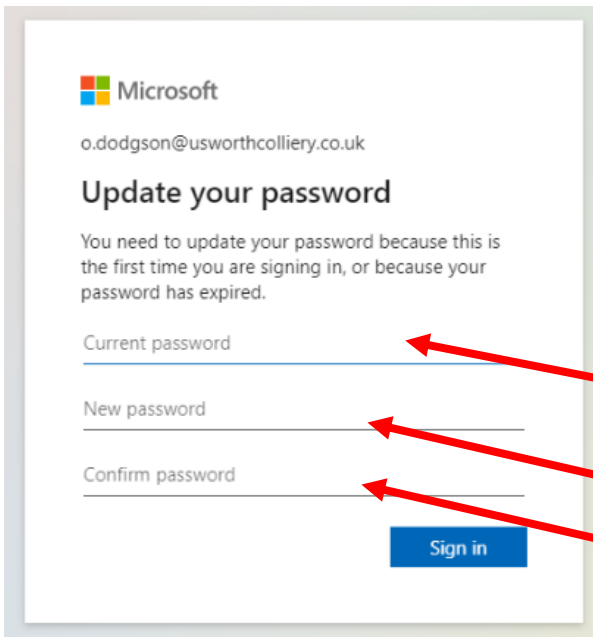
[firstinitial.surname@usworthcolliery.co.uk](mailto:firstname.surname@usworthcolliery.co.uk)

For example [j.bloggs@usworthcolliery.co.uk](mailto:j.bloggs@usworthcolliery.co.uk)



Step 2: The password has been set to **School123**

Once this has been entered you will be asked to enter a new password of your choosing.

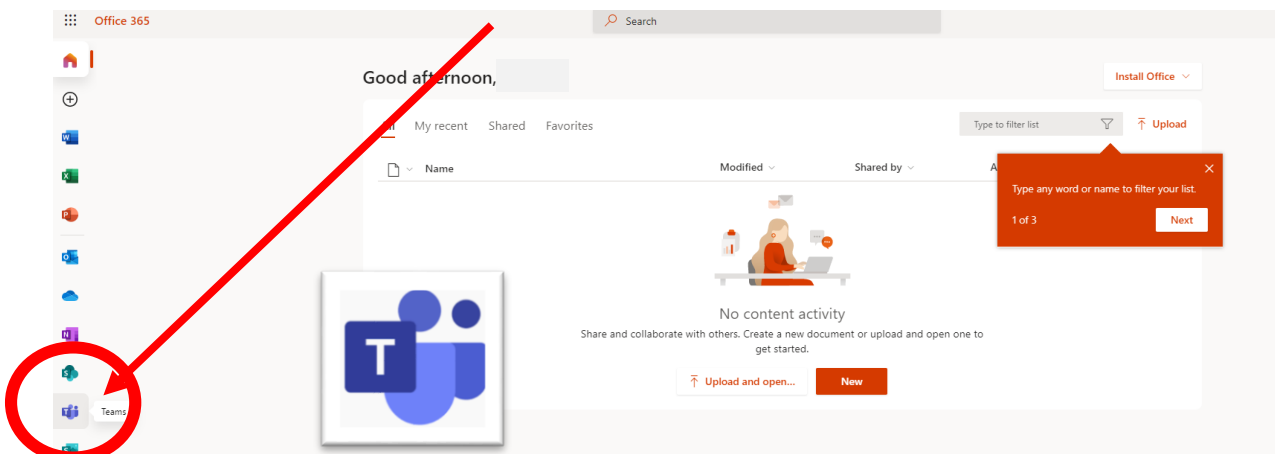


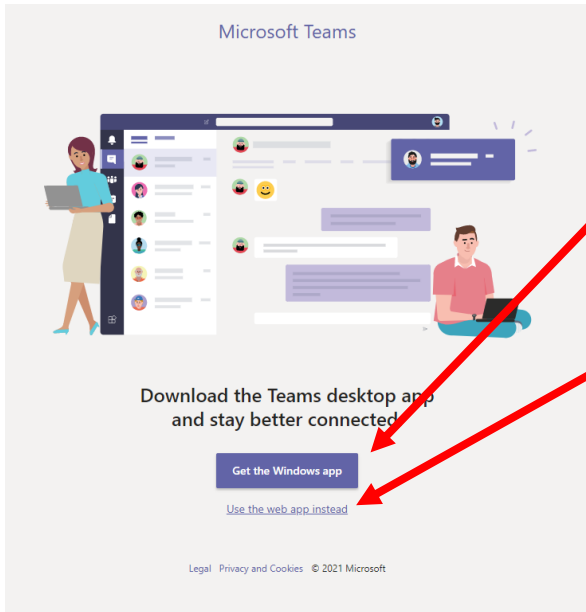
Enter **School123** in the first box.

Then enter your new password in the second and third boxes.

Press sign in.

Step 3: Once logged in, select the Teams icon at the bottom of the list on the left (if you are in the browser).

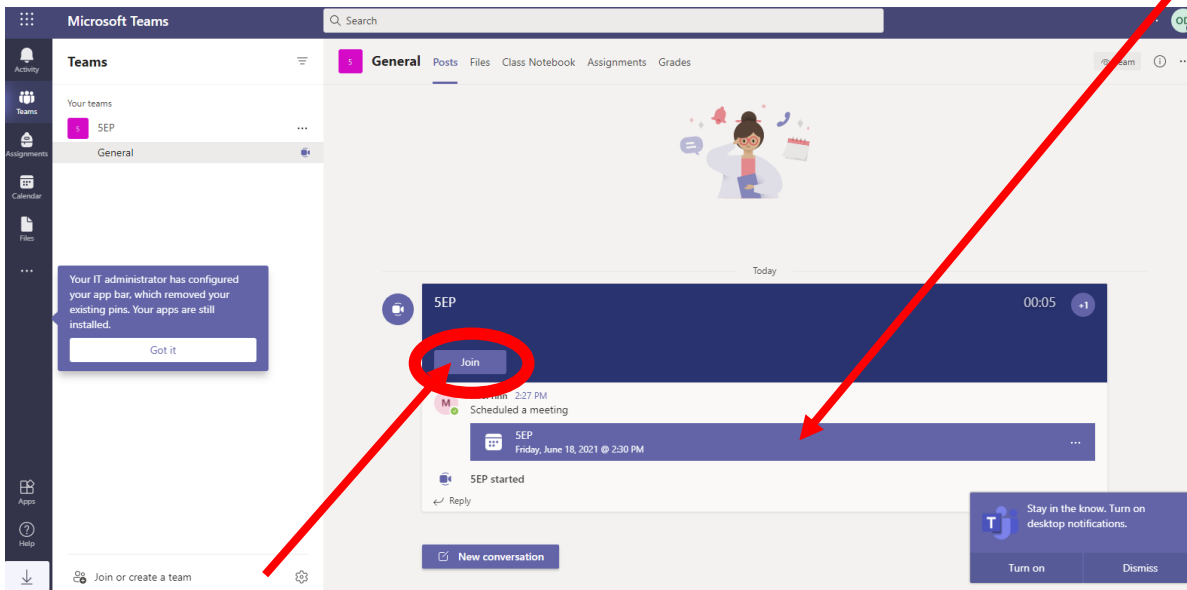




You can then download the Teams App  
Or  
Continue to use the web app

**Note: If you are logging into the app, Teams should automatically open.**

Step 4: Once teams has loaded, your child should see an invite from their teacher on the front page.



When the meeting has started a purple join button will appear.

**Note: If you are unable to see the join button, you can always click into your calendar and join from there.**

