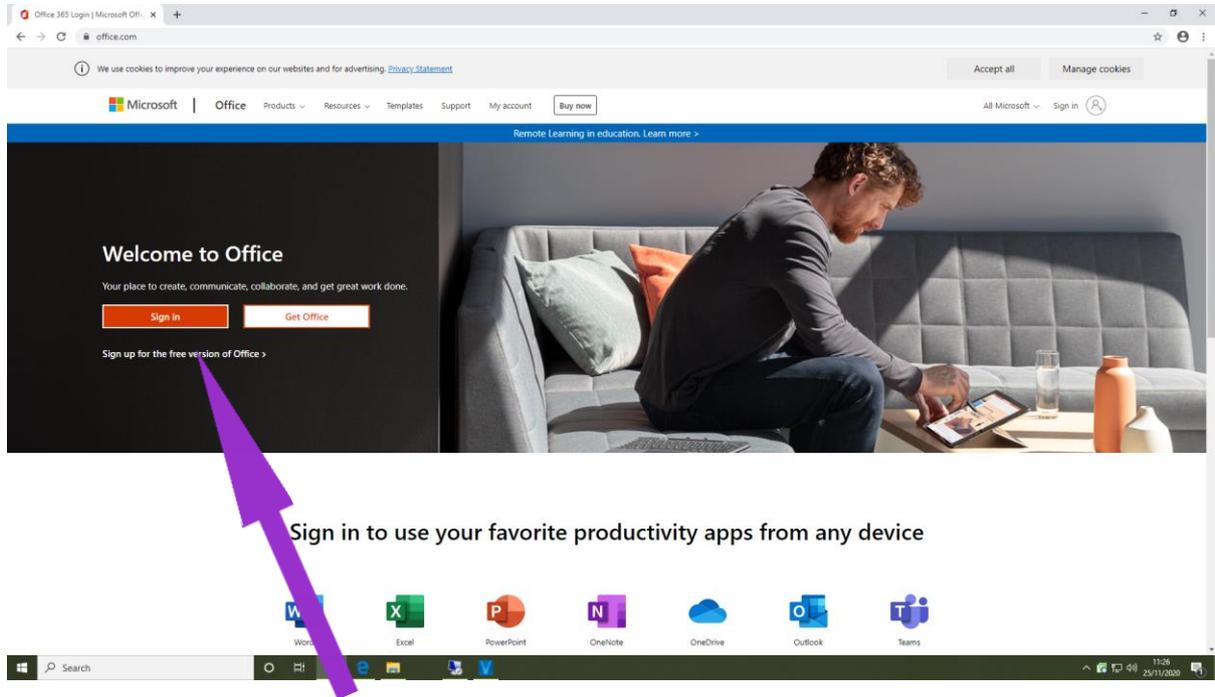


## Instructions to access Microsoft Teams

1. Google office.com OR type [www.office.com](http://www.office.com) in the address bar of the web browser'

This will take you to the following page:



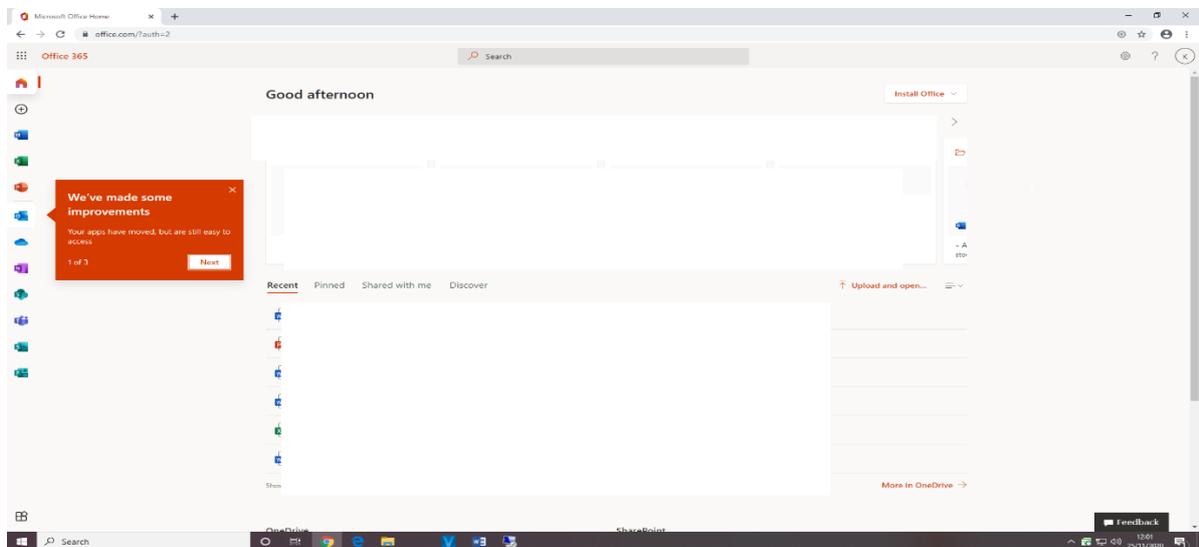
2. Click on the orange 'Sign In' box

3. Enter the email address assigned to you e.g. fred.bloggs@StowfordSchool.onmicrosoft.com

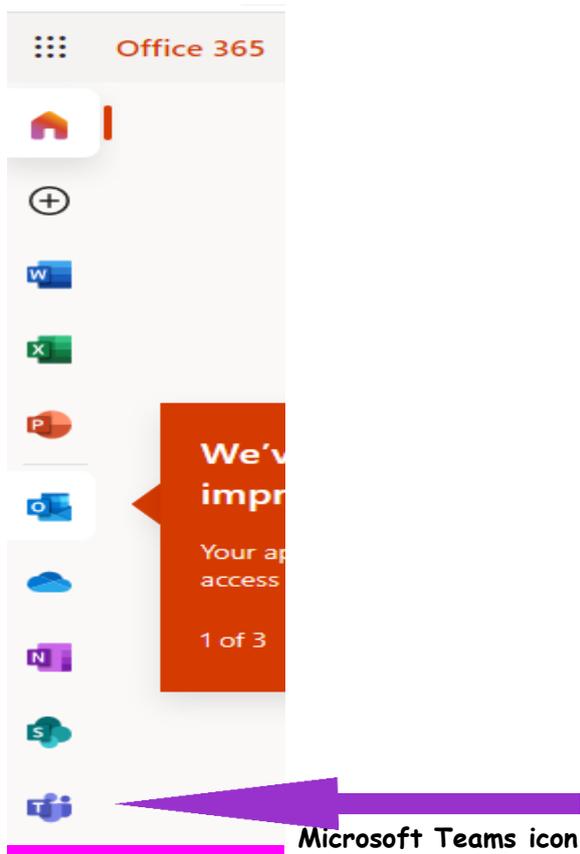
4. Enter the password: School123

You will be asked to change the password. We recommend using your Accelerated Reader password, starting it with a capital letter and adding a number at the end. Please remember your password!

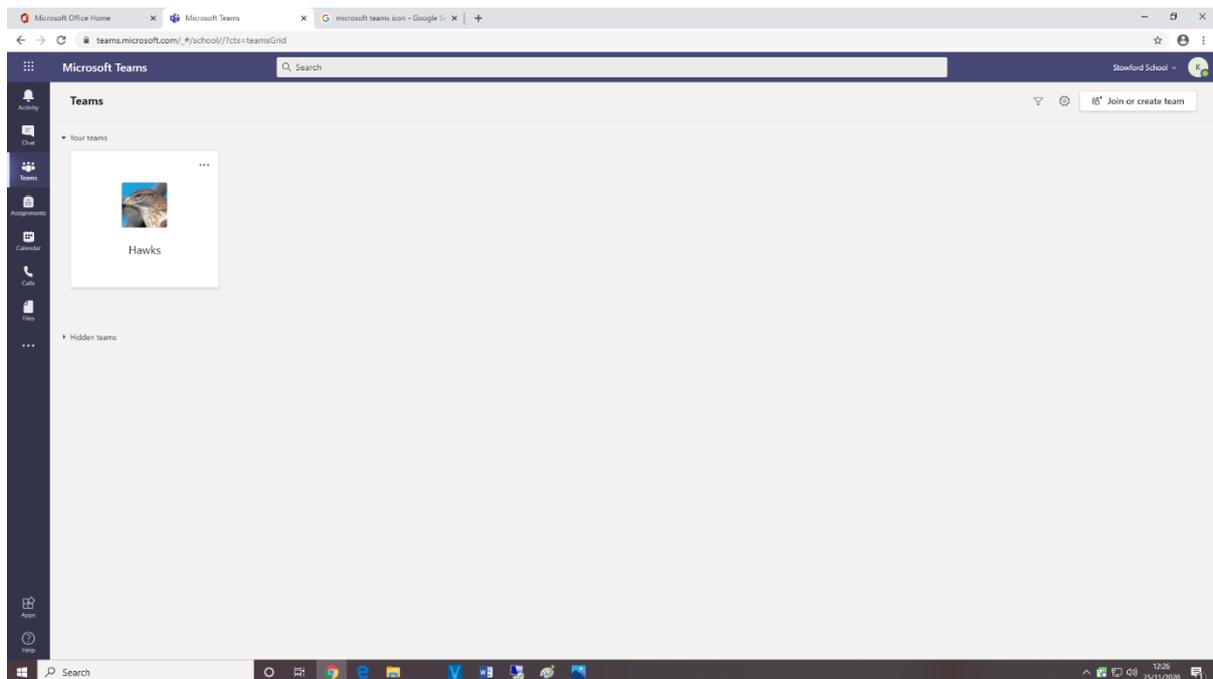
5. Once you have logged in you will see the following screen:



6. Click on the Microsoft Teams icon to access Teams.



7. You will see the Microsoft Teams home page where your class team will be visible. It will look something like this:



8. Click on the Team to see the class activity. See further instructions from you class teacher.