## Instructions to access Microsoft Teams

1. Google office, com OR type <u>www.office.com</u> 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:

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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.