

Microsoft Teams - How to log on and get started!

You'll get the best experience on Teams using it on a laptop but you can also access it on a phone or tablet too.

Why are we using it?

It will mean that all your lesson booklets/tasks can be found in one place with teacher instructions. You can then upload all your work onto this app. It means no emailing lots of teachers and everything is nicely stored in one place. Your teacher can then mark your work and provide feedback on Teams. We can also set you quizzes and you can ask your teacher questions easily.

How to get Microsoft Teams (it is free!). Look for the option which applies to you depending on what device you are using:

➤ How to get Teams on a Windows laptop or Chromebook

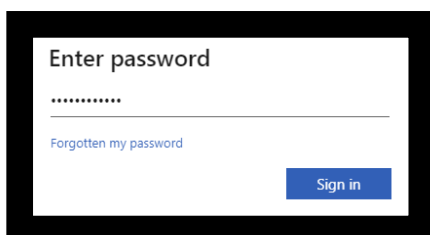
Open a web browser and go to the following URL: <https://teams.microsoft.com>

At the logon box enter your full THOA email address. This will be your username you log on to computers at THOA, with '@students.tenburyhigh.co.uk' added to the end. If your username is 'jbloggs13' then your full email would be 'jbloggs13@students.tenburyhigh.co.uk'.



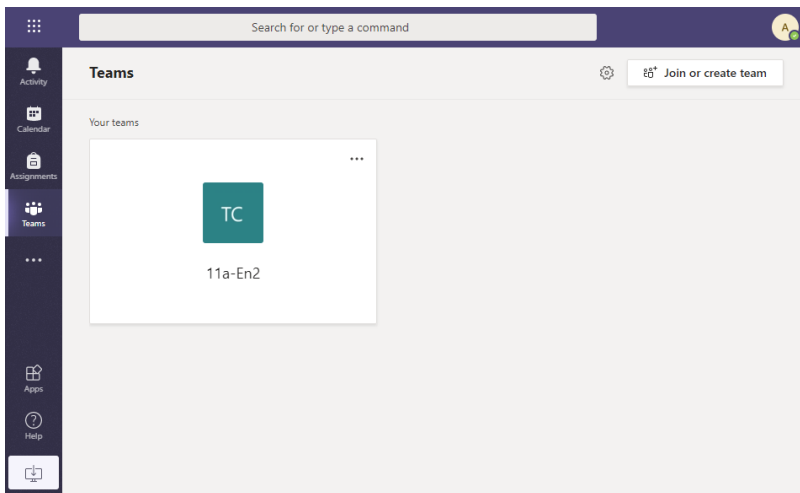
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'jbloggs13@students.tenburyhigh.co.uk'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right of the form is a blue button labeled 'Next'.

Click next and then enter your password. This will be the **same password** which you use to access the computers at THOA or to log in to your student Edulink account. Click 'Sign In'.



The screenshot shows the 'Enter password' page. At the top, the text 'Enter password' is displayed. Below it is a password input field with a series of dots representing the masked password. At the bottom left of the form is a link that says 'Forgotten my password'. At the bottom right is a blue button labeled 'Sign in'.

Once you've logged in you will see a screen a lot like this



If you click the 'Teams' icon on the left-hand side, you will see a list of your classes (if your teachers have activated them) - these are where you can keep in touch with your class and your teacher will set assignments (work).

➤ How to get Teams on an iPhone/iPad

Teams is available as a free app for iPhones and iPads.

You can search the App store for 'Teams' and you should find it easily. The icon looks like this:



Here's a direct link: [Microsoft Teams on the App Store](#)

Once the app is installed, open it and simply log on with your full THOA email address. This will be your username you use to log on to computers at THOA, with '@students.tenburyhigh.co.uk' added to the end. If your username is 'jbloggs13' then your full email would be 'jbloggs13@students.tenburyhigh.co.uk'.

You then need to enter your password - this will be the same password which you use to access the computers at THOA or to log in to your student Edulink account. Click 'Sign In'.

Once logged in you should see a few buttons at the bottom of the screen. The main one to look out for is 'Teams'. In here, you will see a list of your classes (if your teachers have activated them) - these are where you can keep in touch with your class. Your teacher can set homework assignments for your class here too.

The other screen to look at is 'Assignments' which is where any homework you are set will be available.

➤ How to get Teams on an Android phone or tablet

Teams is available as a free app for Android.

You can search the App store for 'Teams' and you should find it easily. The icon looks like this:



Microsoft Teams

Microsoft Corporation Business

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Here's a direct link: [Microsoft Teams on the Play Store](#)

Once the app is installed, open it and simply log on with your full THOA email address. This will be your username you use to log on to computers at THOA, with '@students.tenburyhigh.co.uk' added to the end. If your username is 'jbloggs13' then your full email would be 'jbloggs13@students.tenburyhigh.co.uk'.

You then need to enter your password - this will be the same password which you use to access the computers at THOA or to log in to your student Edulink account. Click 'Sign In'.

Once logged in you should see a few buttons at the bottom of the screen. The main one to look out for is 'Teams'. In here, you will see a list of your classes (If your teachers have activated them) - these are where you can keep in touch with your class. Your teacher can set homework assignments for your class here too.

The other screen to look at is 'Assignments' which is where any homework you are set will be available.

Well done! You are now ready to go!