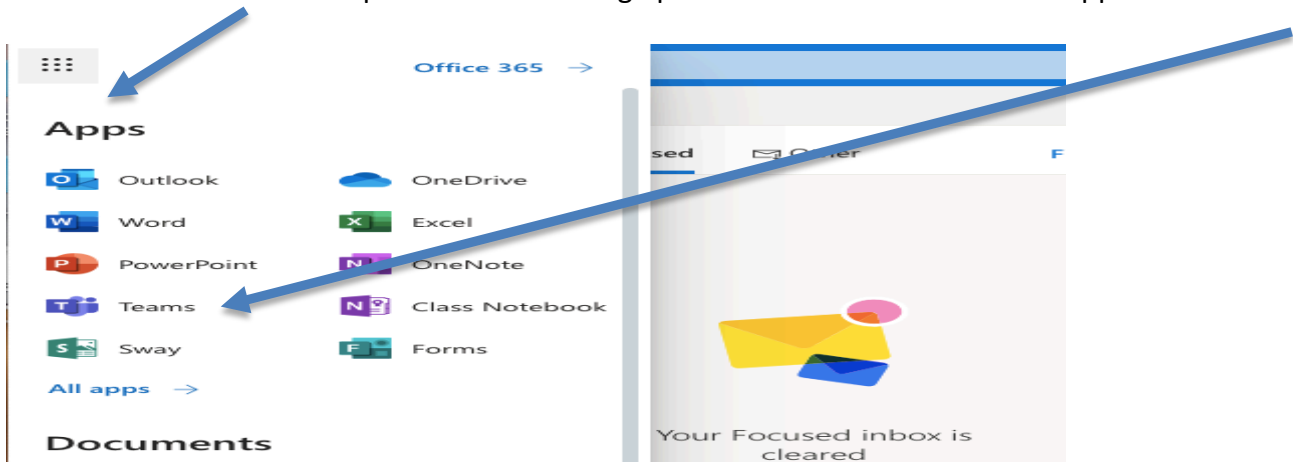


Accessing Microsoft Teams or Outlook emails (students only)

1. Login to your Microsoft Office 365 by selecting 'Department For Education Email' on the 'Portal' section of the school website
2. Click on the 9 dots in the top left corner to bring up the list of all Microsoft Office apps and select 'Teams'.



3. On the left menu bar, select 'Teams' and then the 'class team' that you want to join for your lesson.



4. Select "posts" up the top next to "General"



5. On the right of the 'posts' page you should be able to see the image below. Select "join"



6. IF YOUR LESSON REQUIRES YOU TO DO SO, you can turn your microphone on or off here and access the chat function here to communicate with teachers or students. Please ensure all communications are appropriate.

