

# ACCESSING TEAMS ON A COMPUTER

You can also access teams directly at: <http://teams.microsoft.com>

Alternatively you can access teams through the school website by clicking on Email

Your username is your full school username eg: 13laurenk@balfourjuniours.org.uk

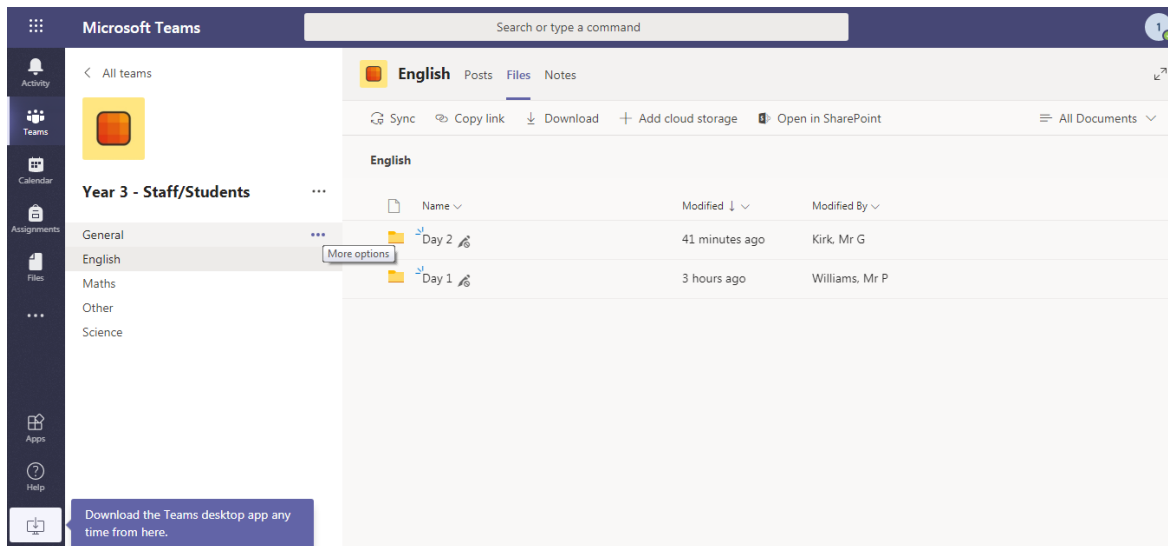
Your password is your school login password

This is the same login and password as PurpleMash

## VIEW YOUR TEAMS

Once you have opened Teams click on the team button that appears on the screen

You can always reach your teams by clicking on the Teams button on the left hand side of the screen.



Every Team has a *General* channel with a Posts and File section.

The Posts section is a notice board for teachers to post messages to people.

They can also post files and links alongside their message.

**Please be aware that Teams is bound by our ICT acceptable use policy. You have the ability to ask questions and interact on the Team channels but posts can be seen by everyone in the team and should be work/study related.**

# INSTALLING TEAMS ON MOBILE PHONES AND OTHER DEVICES

Use the play store (Android devices) or the App Store (Apple devices) to search for the Microsoft Teams App.

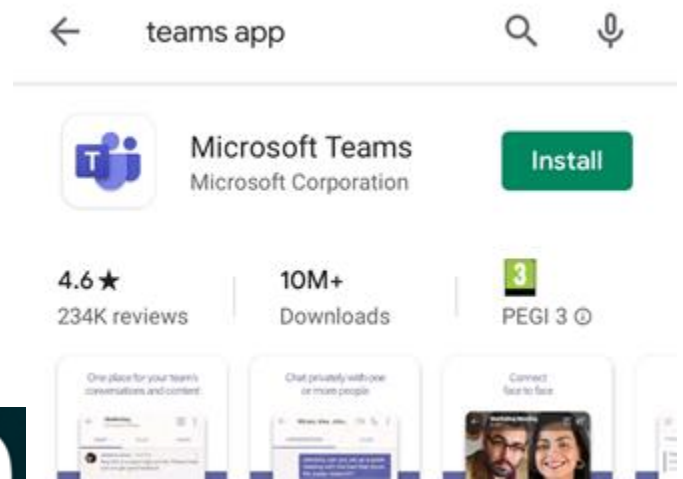
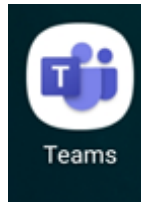
Click Install

The app will install on your device, locate the app on your device and tap to open it.

Tap the Sign In button

Use your School email address (eg: 13laurenk@balfourjuniours.org.uk) and login password to sign in at any login screens that appear.

You will only need to login once.



## VIEWING YOUR TEAMS ON THE MOBILE APP

To access your teams (classes) tap the Teams button at the bottom middle of the screen

Each of your teams has a *General* channel where messages can be posted by teachers.

Channels with unread posts will be displayed in bold.

Files posted to the channel will appear in the Files section of the channel.