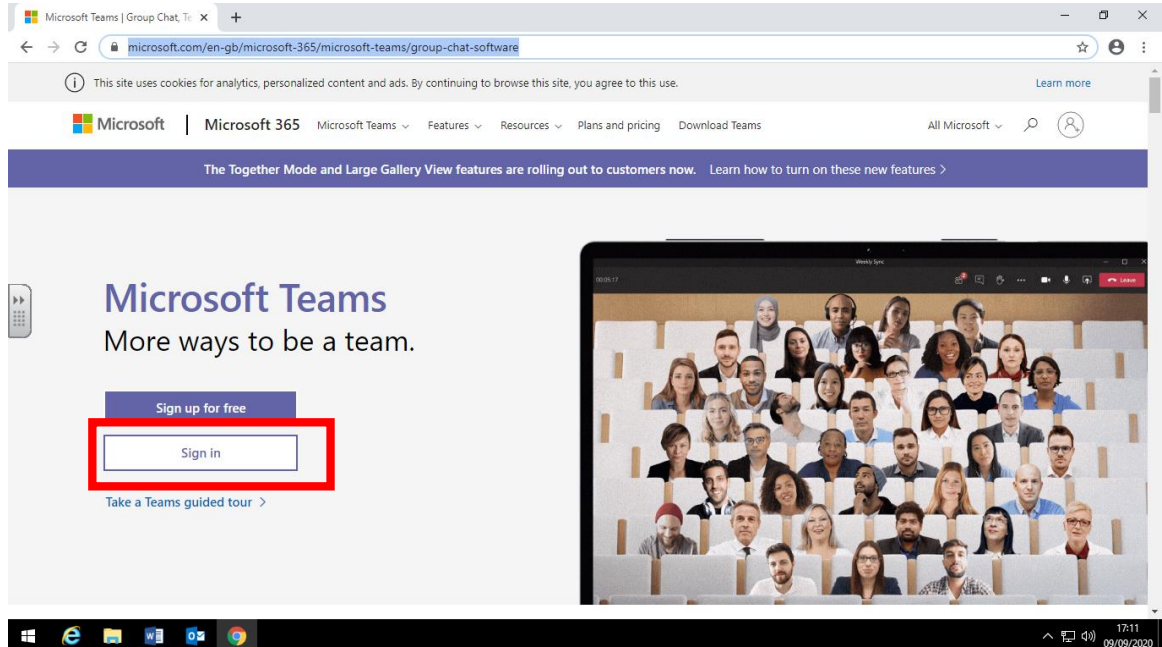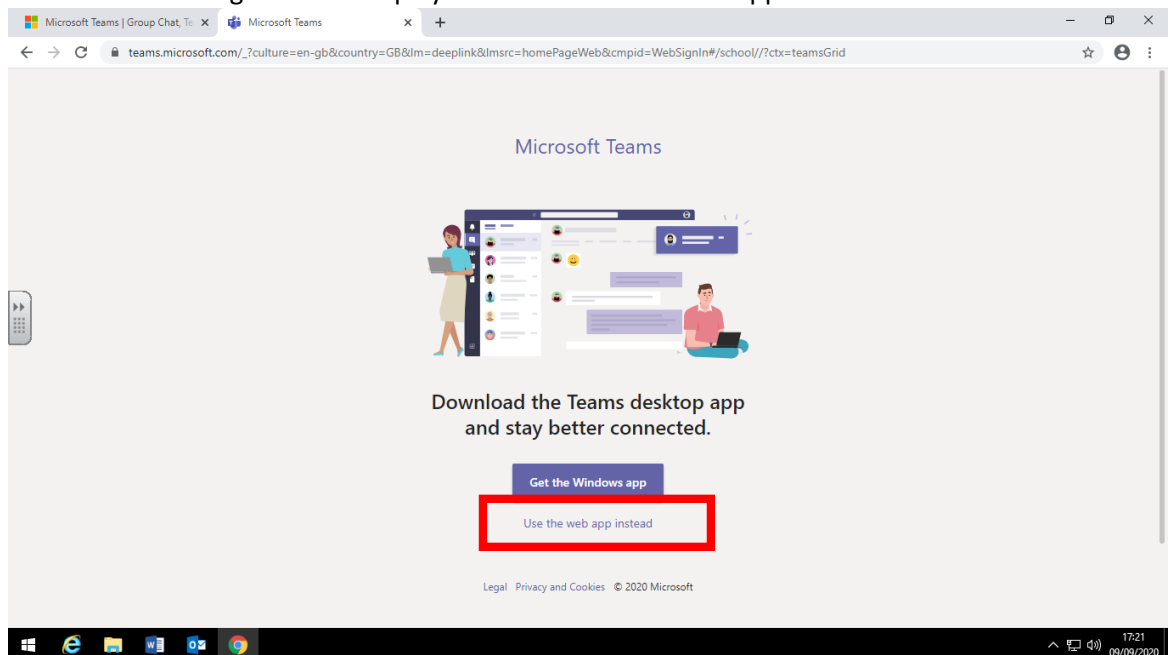# A Brief Guide to Accessing MS Teams

Accessing and Logging on

1) Into your chosen web browser enter the address: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software
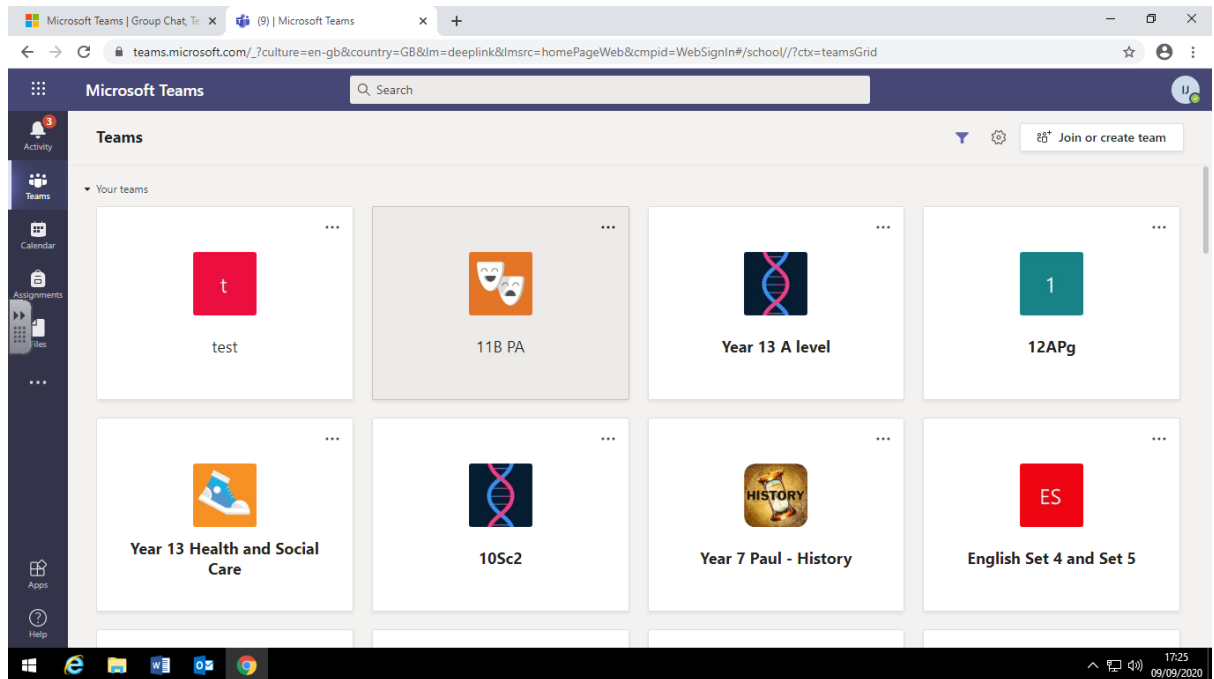
2) Click the "sign in" button

3) Enter your school email address in the format:
   \<SchoolUserName\>@student.stjohnfisher.school

4) For example Joe Blogg's SchoolUserName is blogj1.887, so the school email address would be: blogj1.887@student.stjohnfisher.school

5) Enter your SJF password (the normal password you would use to log in when in a computer room).

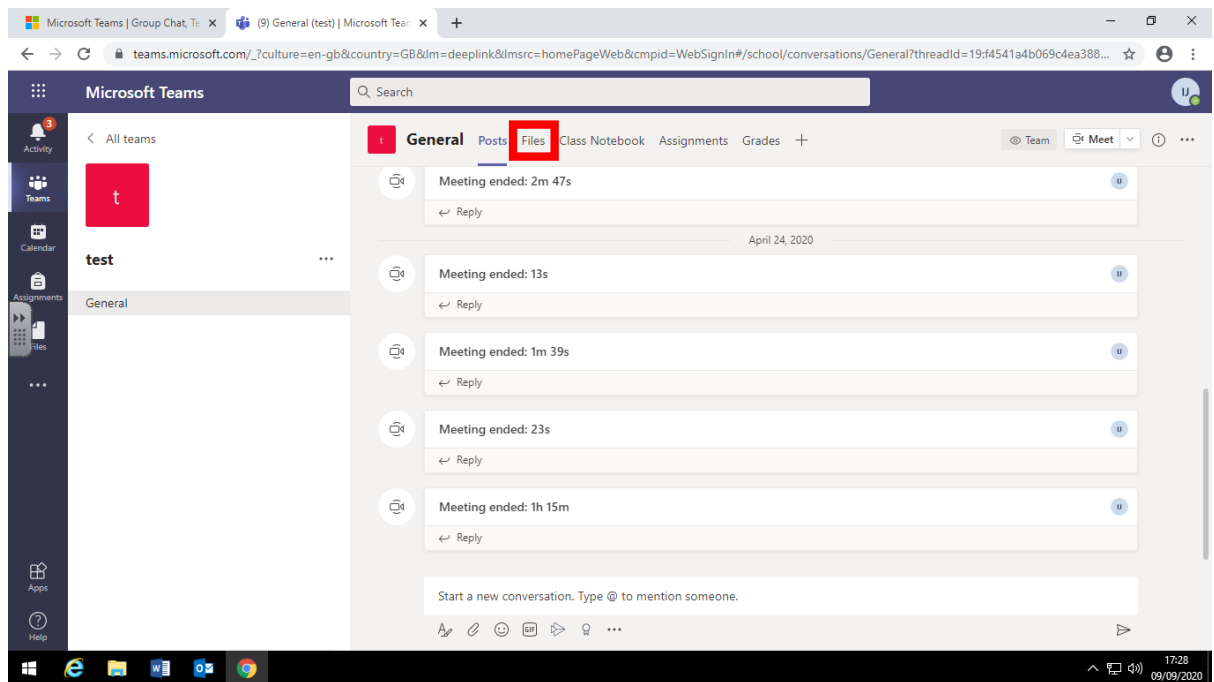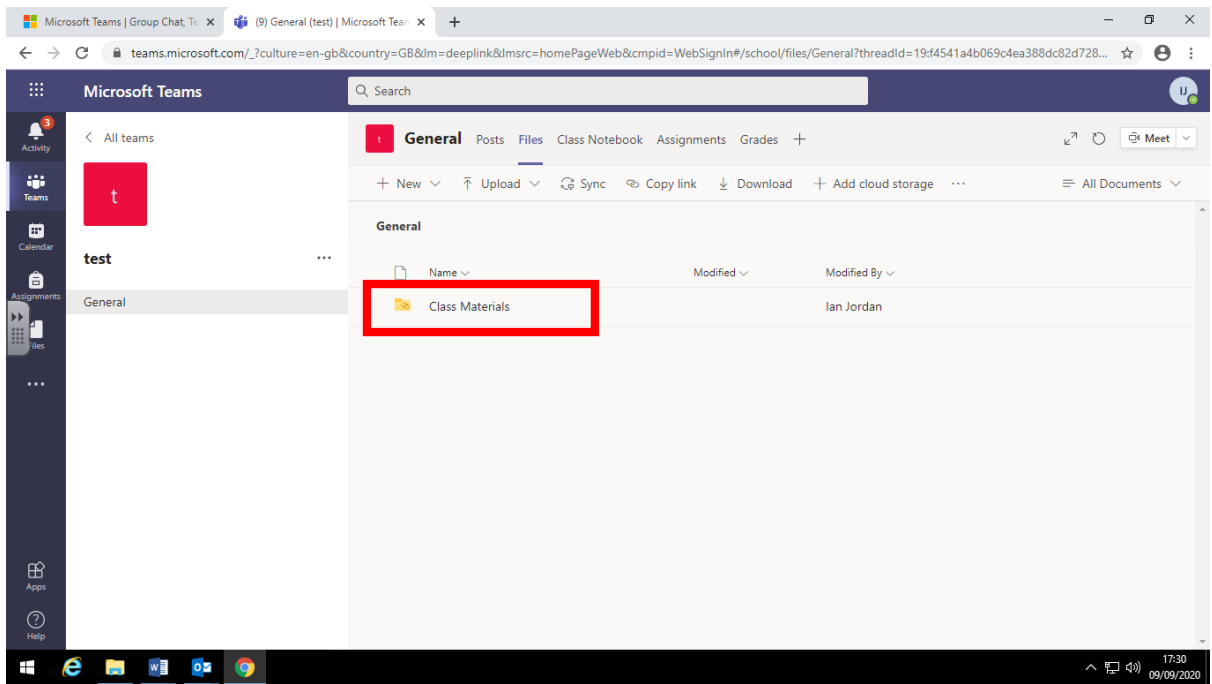6) When the following screen is displayed choose "use the web app instead".

Viewing Work

7) From the following screen click the class that you wish to view. (In this guide I will be using the team entitled 'test' but you will see each of your class groups.)

8) Once you have clicked the class team you are interested in you will see a page like this:

9) To access lesson resources, click on 'files' at the top of the screen.
10) You will see a folder entitled 'class materials', click on this and you will be able to see the lesson resources that have been provided.

11) The lessons will be arranged by topic and date and you will be able to click the resources that you wish to view