

A student's guide to accessing Microsoft Teams

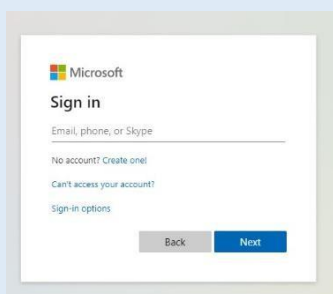


These instructions will tell you how to install and login to Microsoft Teams



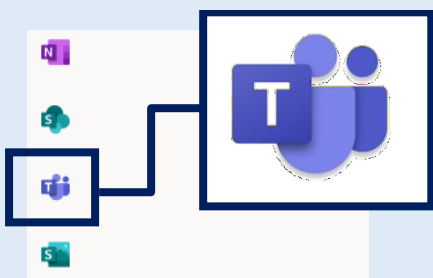
Getting on to Teams via Office.com

- Go to **Office.com**
- Click 'sign-in'



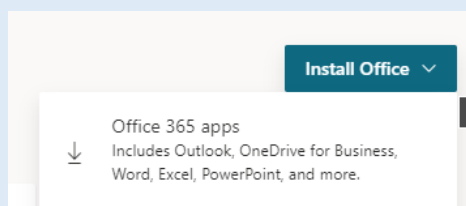
Logging in to Office 365

- Carefully check that you are typing everything correctly!
- Use your school e-mail address (this will be your school ICT username followed by '@beckfootupperheaton.org')
- Next, use your school ICT password and sign in



Using Teams via the Web App

- Teams can be used online without downloading the app
- To open Teams online, look at the list of 'app' icons on the right-hand side of the screen.
- Clicking on the Teams icon will open the Teams web app on your browser



Installing the Teams web app from Office 365

- Using your school account, you can also download Teams and other useful Office 365 apps onto to your computer
- Once logged in to Office.com, click on the **Install Office** button and follow the instructions on your device

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

Download for mobile

Installing the Teams app on your smartphone/tablet

- You can also download the Teams app for your smartphone or tablet
- Google “download Microsoft Teams”
- If you are reading this guide online, click this link: [Download desktop and mobile apps | Microsoft Teams](#)

Get started with your class Teams

- Using the menu on the right of the screen, select **Teams** to see which class teams you are in
- You will see different tiles for each class team you are in
- Click on one of the class tiles to start connecting your teacher and classmates!

Please note, your screen may look different depending on the device you are using, and the Teams you are in.

Getting help and further information

If you are not able to access your Class Teams

- Make sure you are using your correct Beckfoot Upper Heaton email address and password
- Make sure your device is connected to the internet

If you have forgotten your e-mail or password

- If have forgotten your school email or password, or if you think there might be a problem with your account please contact studentitsupport@beckfootupperheaton.org
- For help with ClassCharts you can contact studentitsupport@beckfootupperheaton.org

For more information

- You can also find some useful resources on the **Microsoft Teams support page**
- If you are reading this guide online, click this link: [Get started in your class team - Office Support \(microsoft.com\)](#)
- Alternatively, you can type this case-sensitive short URL into a web browser from any device:
<https://bit.ly/MSTeamsStudent>

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