

# A Guide to Microsoft Teams



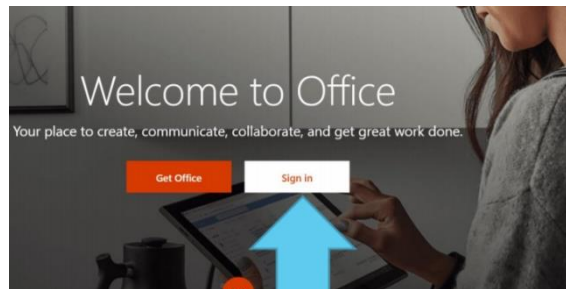
## Getting Started.

1. Open up your internet browser.



2. Go to [office.com](https://office.com)

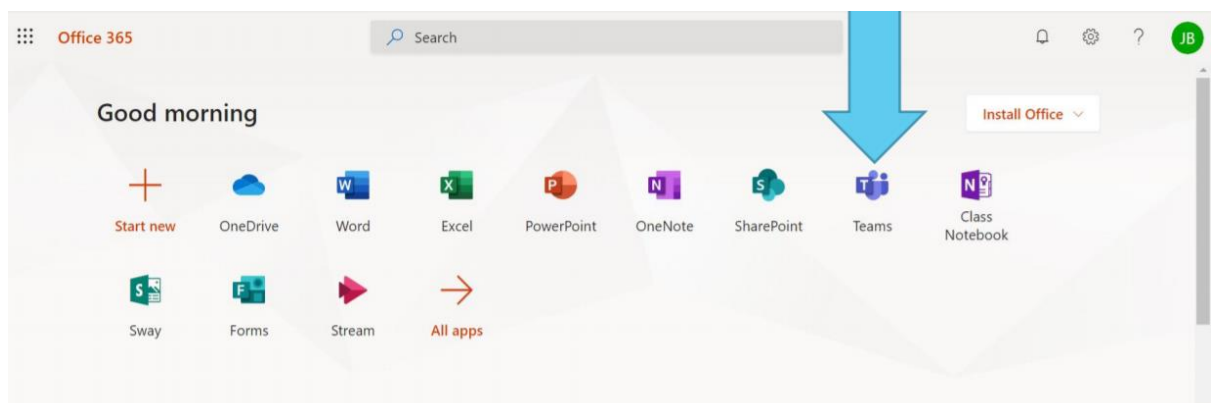
3. Click Sign in.



4. Type in your child's email address provided by school and then press next.

5. Enter the password provided by school and press next. You may be prompted to change the password the first time you log in. Please keep this in a safe place.

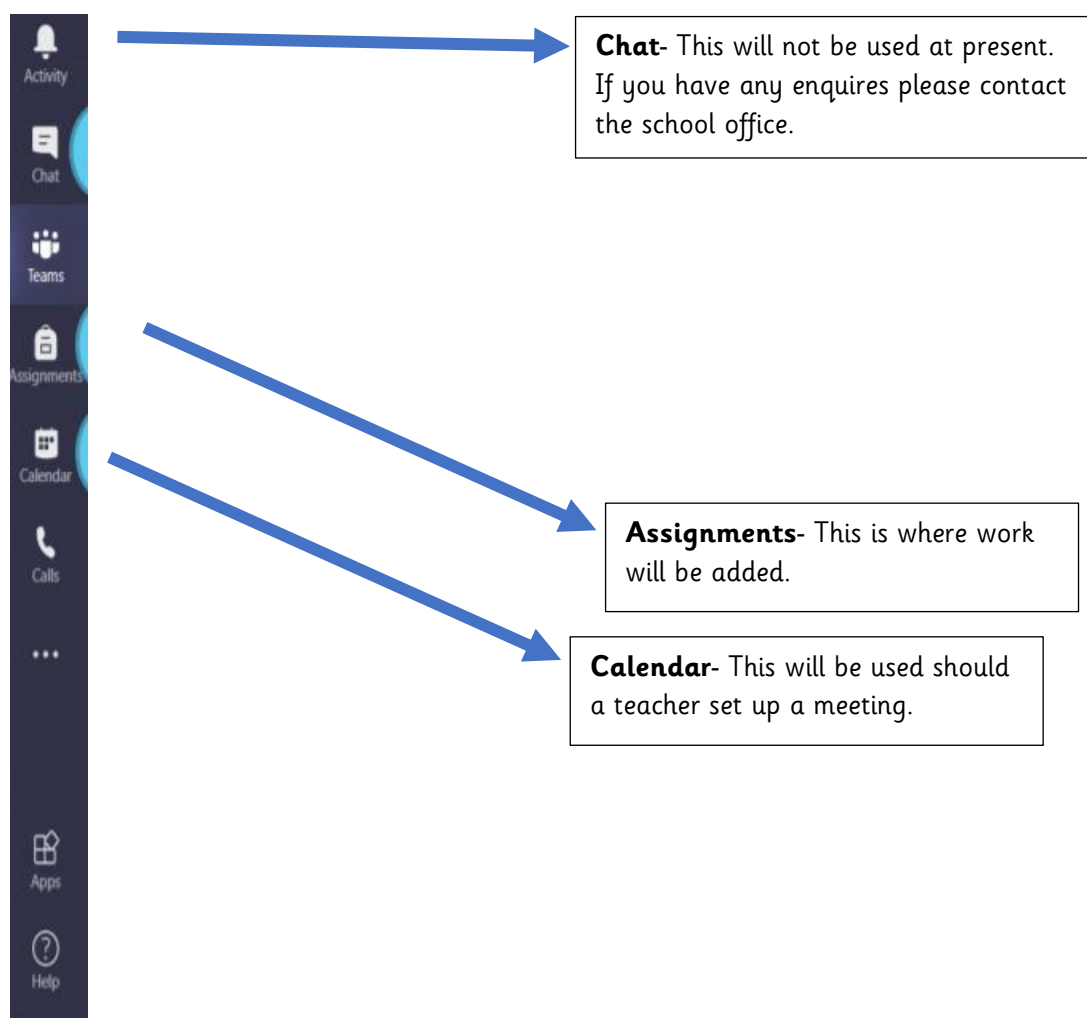
6. Once you are logged in you will see that you have access to all the Microsoft APPs. This is where you will find TEAMS



7. Click on the Teams Icon.

8. This will take you to a menu where you will see the classes. Please select your child's class.

## Different Tabs in Teams.



**If you have any issues using Teams, please contact the School Office**