

How To Use Microsoft Teams



Microsoft Teams is a part of **Office 365** package and is the new teaching platform by The Hazeley Academy. All Students will have a TEAM per class (over the next few weeks) and Staff will become trained in the use of it to share fantastic learning resources and assignments with their classes. We are all excited about this new venture and looking forward to using it to its full potential over time.

NOTE! In order to use Microsoft Teams, you will need your school email address and password.

There are four options how to access Microsoft Teams:

1. Through Office 365 ProPlus installed on Windows PC or Mac (*Recommended*),
2. Teams Application (standalone) installed on a Windows PC or Mac,
3. On a web browser, and
4. On smart devices like iPhone, iPad and Android devices

These are steps how to install or access Microsoft Teams:

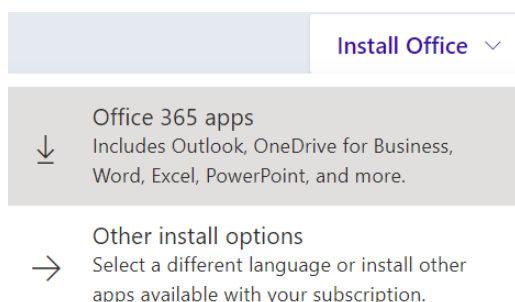
1. Office 365 ProPlus Installed on Windows PC or Mac



Microsoft Teams application is a part of **Office 365 ProPlus**. Every Student while studying at The Hazeley Academy is entitled to have **five FREE copies Office 365 ProPlus installed** on private computers at home or smart devices like iPad, iPhone and Android devices.

Step 1. Go to <https://www.office.com> and sign in with your Office 365 username and password (school email address and password).

Step 2. From the Office 365 home page select **Install Office** and click on **Office 365 apps**:



Step 3. When installation is completed you will see "You're all set! Office is installed now" click on **Close** and **restart computer**.

Step 4. Activate Office 365 ProPlus. Open any application from Start Menu like Word and sign in with school email address.

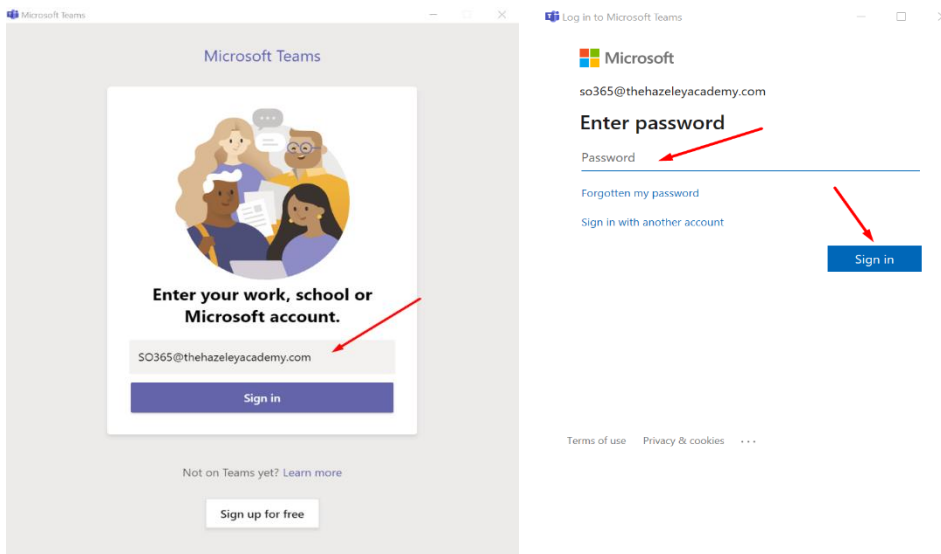
2. Microsoft Teams Application (standalone) installed on a Windows PC or Mac

Step 1. Download and install Microsoft Teams from here: <https://products.office.com/en-gb/microsoft-teams/download-app>

Step 2. Start Microsoft Teams:

- In Windows, click **Start**  > **Microsoft Teams**
- On Mac, go to the **Applications** folder and click **Microsoft Teams**

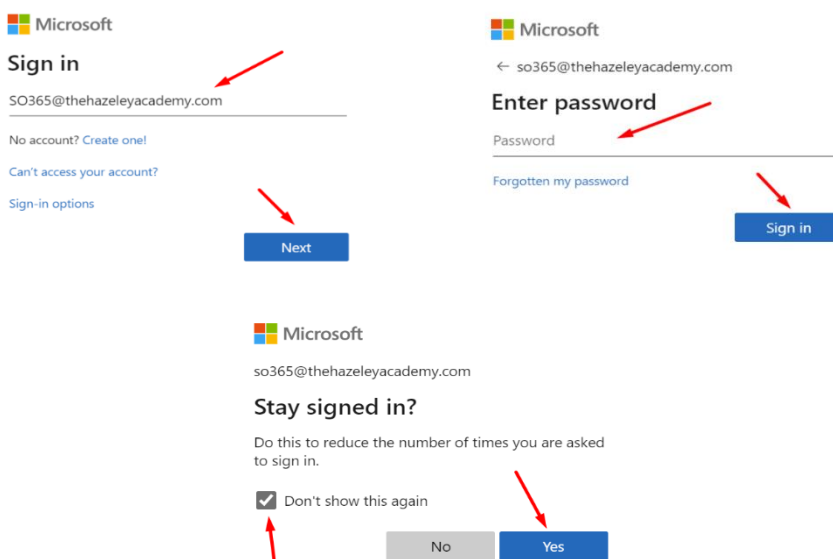
Step 3. Sign in with your Office 365 username and password (school email address and password):



3. Microsoft Teams on Web Browser

Step 1. Go to <https://teams.microsoft.com>

Step 2. Sign in with your Office 365 username and password (school email address and password):



4. Microsoft Teams on Smart Devices Like iPhone, iPad and Android Devices

Step 1. To download the Teams mobile app, go to your mobile device and follow the link [on download page \(https://aka.ms/getteams\)](https://aka.ms/getteams). Or download it from the [iOS App Store](#) or [Google Play Store](#).

Step 2. Tap the **Teams** icon, then sign in with your Office 365 username and password (school email address and password).

How to access Teams Classes and Assignments (home learning) please watch this video guide:

[Accessing Teams Assignments](#)

NOTE! In order to access this guide, you will need your school email address and password.

Staff will be developing Teams Assignments feature over the time.