

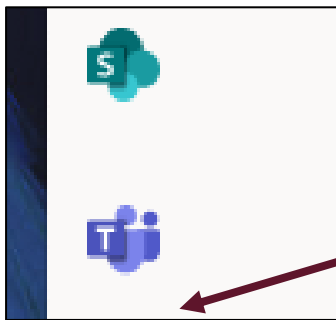
ACCESSING MICROSOFT TEAMS

ONLINE

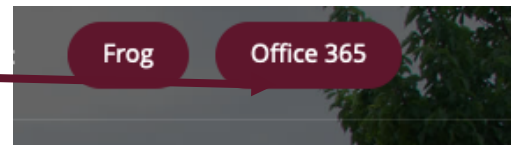
You can access Microsoft Teams in a variety of ways. You can:

1. Go directly to <http://teams.microsoft.com>

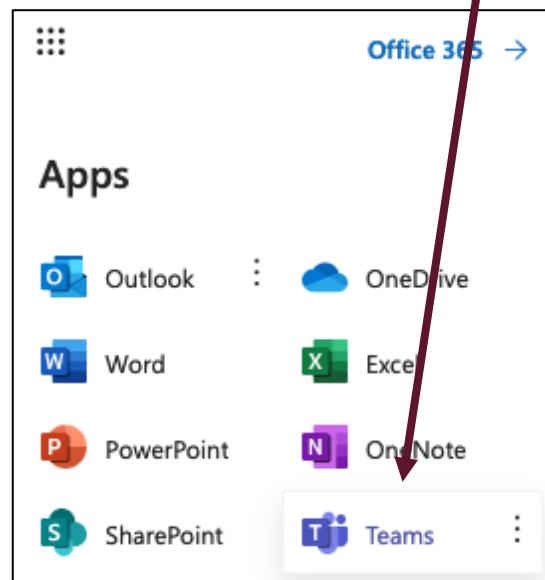
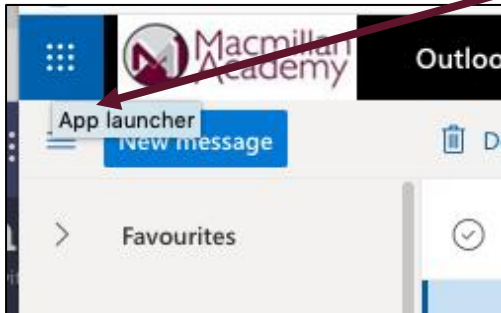
2. Go to your Office365 via the Academy website, by clicking on the Windows logo in the top right corner.



Then selecting 'Teams' on the left menu bar,



3. Access via your email, selecting the 'pips' in the left corner and choosing Teams.

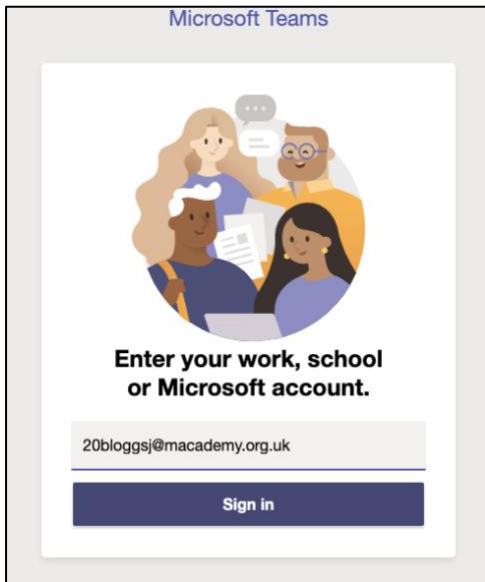


THE TEAMS DESKTOP APPLICATION

The web version of Teams is great if you need quick access to Teams, but we recommend you install the desktop client for the best user experience.

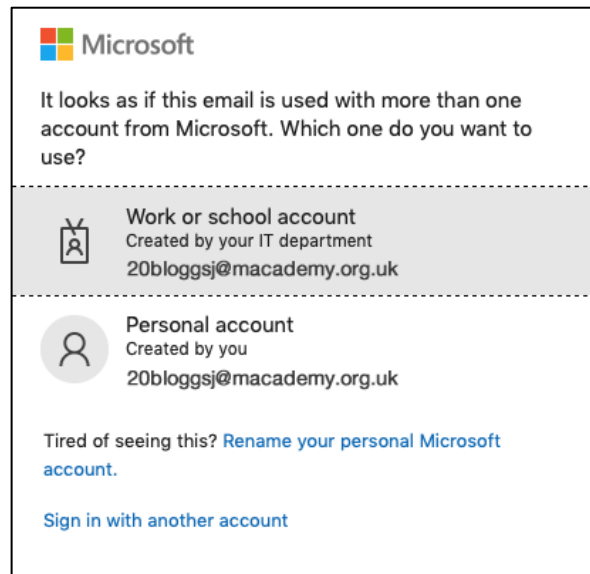
You can download it directly from <https://teams.microsoft.com/download>

When you launch Teams for the first time you will be asked to sign in with a Microsoft account.

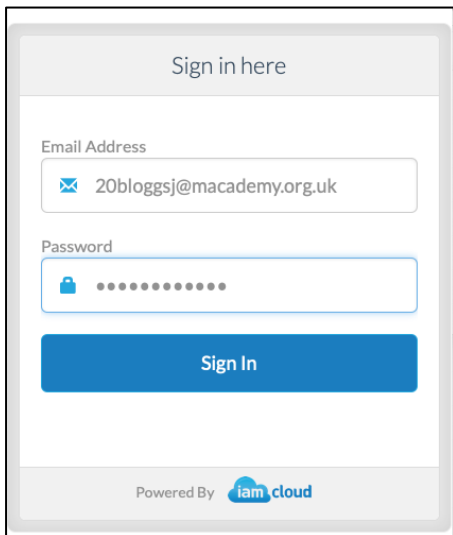


Enter your student email address and click 'Next'.

You may be asked what account you are using – always choose 'work or school'.



You will then be prompted for your password.



(IMPORTANT: Your student email address is your username and then @macademy.org.uk, for example: 20bloggsj@macademy.org.uk)

ACCESSING TEAMS ON iOS & ANDROID

Microsoft Teams is also available as a mobile app. Search for 'Microsoft Teams' on either the Apple App Store or the Google Play Store.



After downloading and opening the app, you will be asked to login with your school email.

(IMPORTANT: Your student email address is your username and then @macademy.org.uk, for example: 20bloggsj@macademy.org.uk)