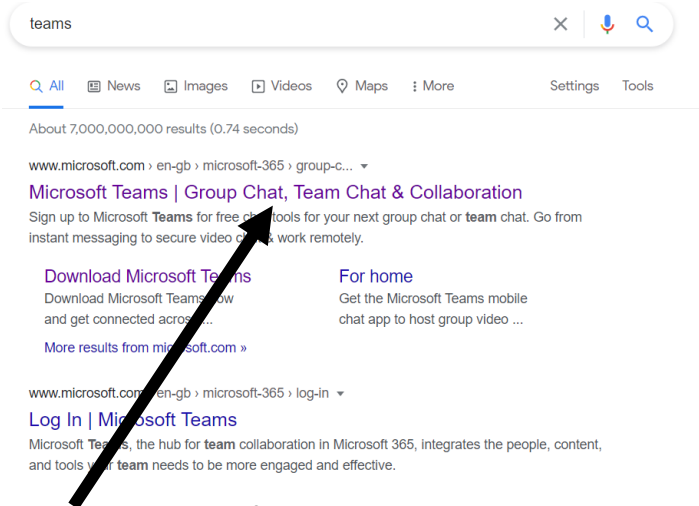


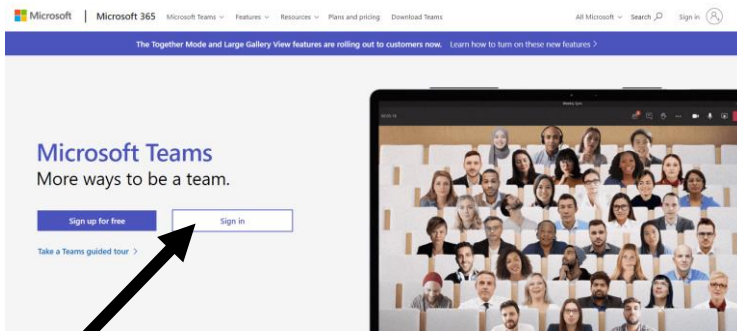
## How to Access Microsoft Teams:

### 1. Search Microsoft Teams (Type Teams into Google)

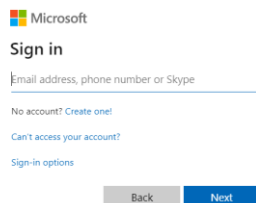


### 2. Click on the Microsoft Teams choice. You will see this screen:

*(Teams can also be downloaded as an app and the app does look slightly different).*



### 3. Click 'Sign in'. You will see this screen:



### 4. Type your email address (email your year group email if you do not know this)

### 5. It will then ask for your password – if you have not changed it, it will be School123

### 6. You will then be asked to change it: Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

### 7. You may see the next box. It is up to you whether you choose yes or no.

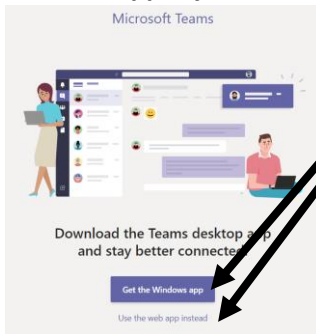
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

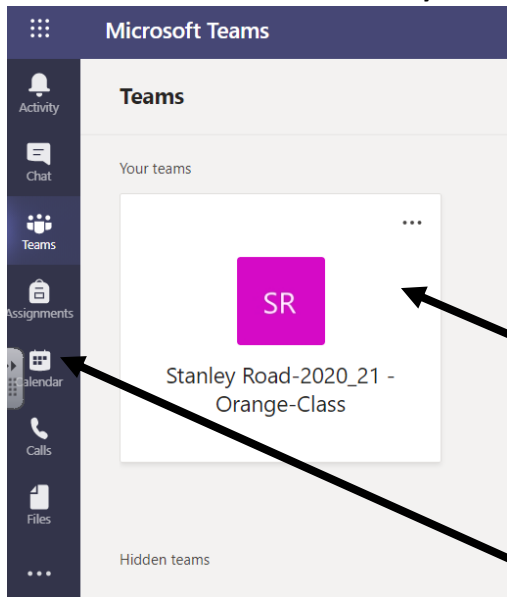
Don't show this again

For technical support or queries, please contact the Concordia Support Team on 0333 111 0304

8. Click the app if you want to download Teams to your device.

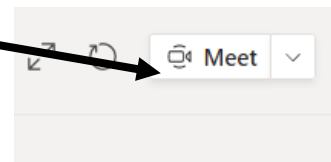
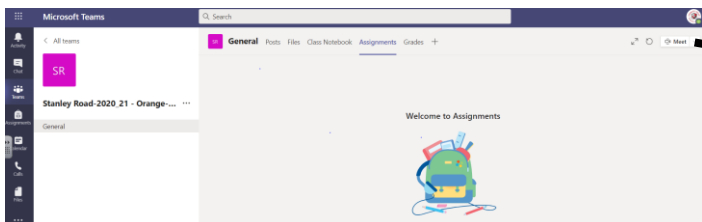


9. Your screen will look like this and you may have more than 1 class team.



Click on the Team you need to access any extra notes or work that has been set

This is where your meetings will show up



This is the button you click to join your meeting

You may receive notifications that your meeting has started or is about to start.

Please remember to follow the Stanley Road Remote Learning Agreement which can be found on the school website.