

HOW TO ACCESS MICROSOFT TEAMS

Microsoft Teams is part of Office 365.

To access Office 365 from home or outside of school open a web browser and enter **office.com** into the address bar and press enter:



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Or search for Office 365



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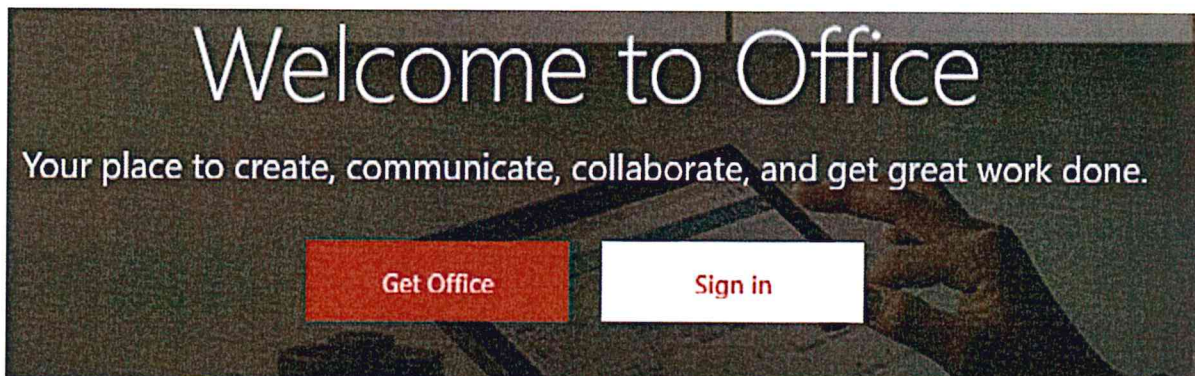
About 1,350,000,000 results (0.60 seconds)

www.office.com ▾

Office 365 Login | Microsoft Office

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Click **Sign in**



Enter your email address and password:



Sign in

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Next

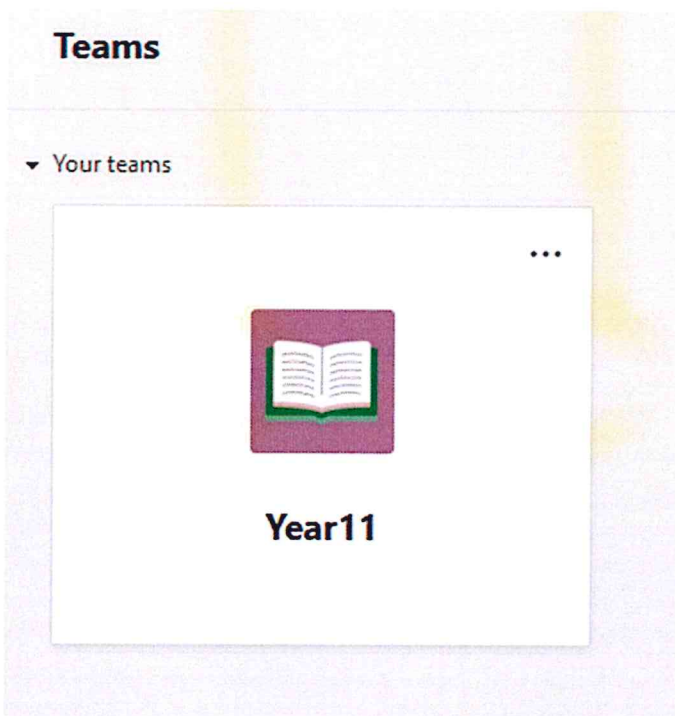
Your email address is your school computer login number with @redhouseschool.co.uk on the end. For example 19050@redhouseschool.co.uk

Your password is the same password that you use to logon to computers in school.

Once signed in you will be presented with your dashboard.

Click **Teams**

Once in you need to access the Y11 Team by clicking the icon:



From there you will be taken to the main page and will see a list of **Channels** on the left. Some will already show and some are not shown. To find one that is not shown simply click **hidden channels** on the left and a pop-out of the remaining channels will be shown. Click the one you want.

Teachers will put instructions on the **Posts** page in each channel. There may be files to read, videos to watch, websites to view etc