

Logging into Microsoft Teams on a web browser (Google Chrome)

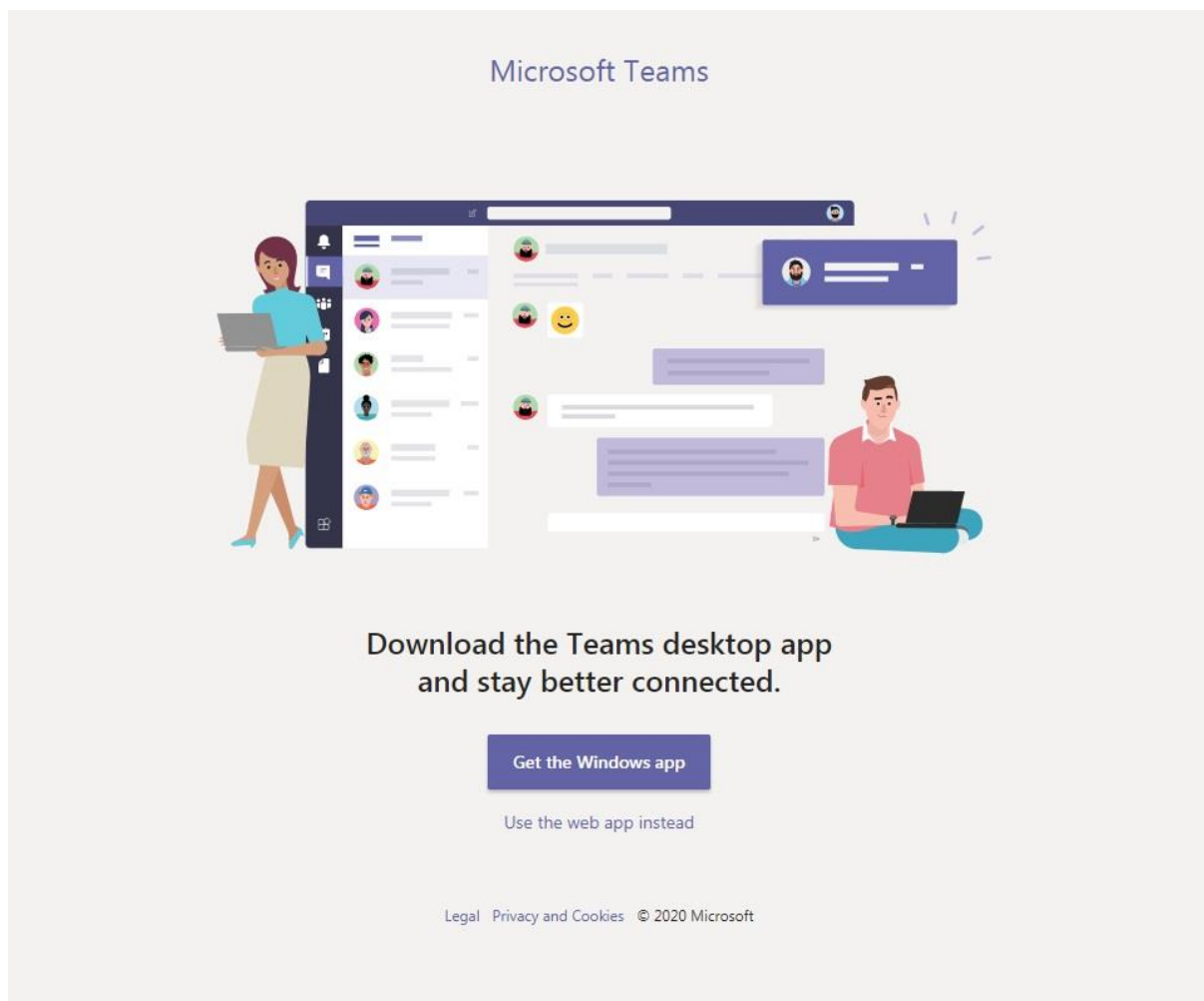
1. Click on the 365 icon on the school homepage. You will see this screen.



2. Enter your child's email address and password. You should then see this screen. Click on the TEAMS icon to continue.



3. If this is your first time logging into Teams, you will need to type your child's email address in for a second time. Do this and click 'next'
4. You should then see a screen asking you to download the Teams desktop app. Do not click download and use the web app instead.



5. You should now be logged in to Teams without issues.