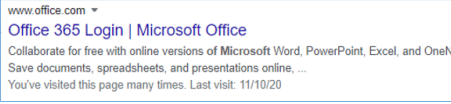



Logging in to Microsoft Teams for remote live lessons

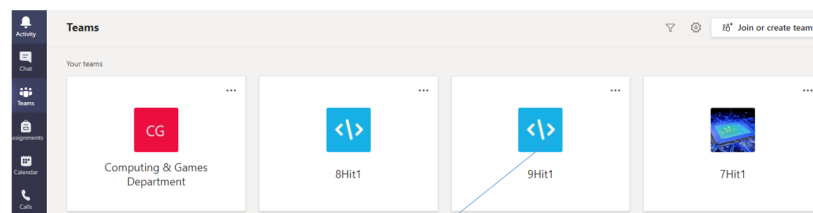
- Open Google Chrome.
- Type 'office 365' into the address bar and press 'Enter'.
- Click on this link 
- Then, click on 'Sign in'.
- Type in your Chase email address (firstname.lastname@chasehigh.org)
- Type in your password in the next window (the same password you log into the school computers with).

Open Teams by clicking on the icon



- On the left of the screen you will see the icons (as shown on the left). Click on the Teams logo.

Open your class team for the lesson that you are timetabled to have



- You will easily identify this when you click on the 'Teams' icon on the left and you will see your class code in the team list.

If your teacher has invited you to a class meeting, you will have the join link in your class posts (chat) section or your calendar (on the left). If you do not have a meeting invitation – just go to the posts (chat) section of your class and the teacher will start a meeting at the start of the lesson.

New to Microsoft Teams?

We have you covered. Follow the guidance below:

Microsoft Teams set up

Follow link to download:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Follow Link for a step-by-step guide once you have downloaded/opened the app:

<https://support.microsoft.com/en-us/office/sign-in-and-get-started-with-teams-6723dc43-dbc0-46e6-af49-8a2d1c5cb937>

Microsoft Teams app is available on a number of devices:

- Mobile via apps
- Desktop computers
- Laptops
- Tablets