

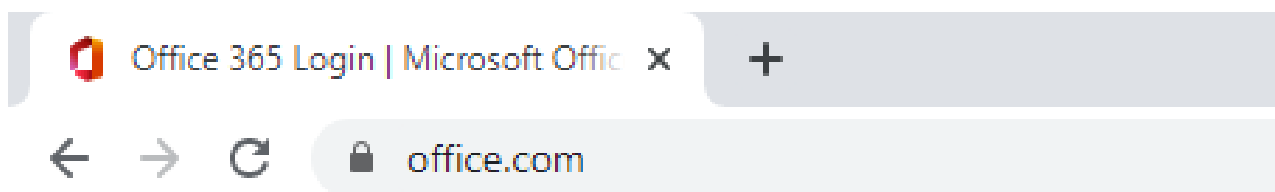
How to Access Microsoft Teams

Click onto the **browser**

e.g. Microsoft Internet Explorer, Microsoft Edge, Google Chrome, Safari (Apple)



Type into **office.com** into the **address bar** at the top.

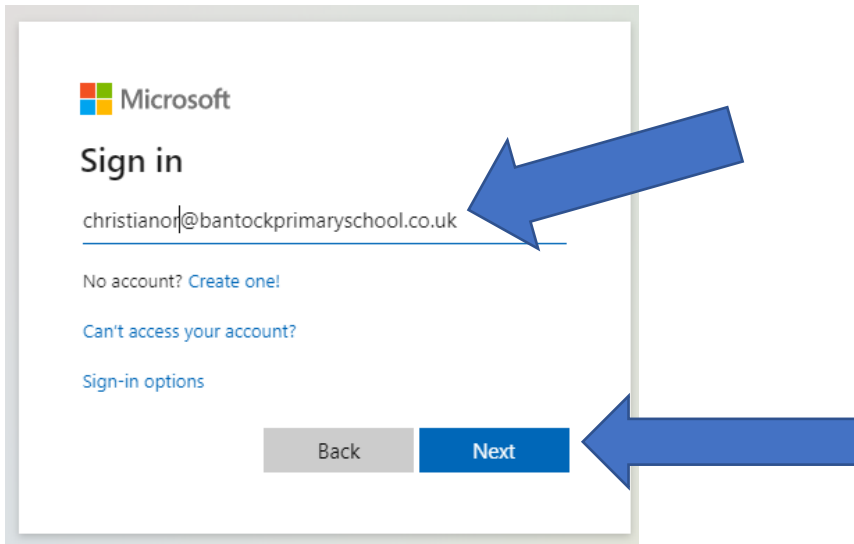


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Sign In to your Office account



To **sign in**, enter your **email address** (...@bantockprimaryschool.co.uk) then click **Next**



Now, enter your **password** that you have been given and click **Sign in**.

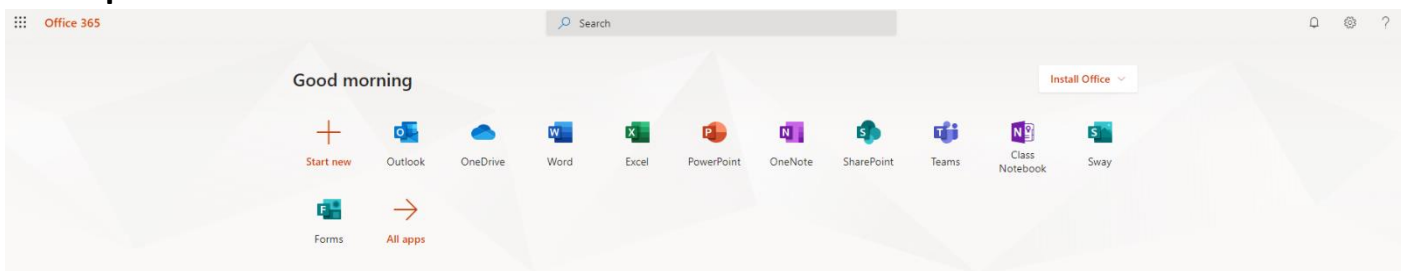
Enter password



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Word – for writing documents like stories, letters and fact sheets.



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This is **Teams**