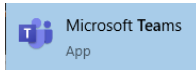


Pupils guide to joining a Microsoft Team classroom

1. Open Microsoft Teams by opening the locally installed MS Teams application on your computer.

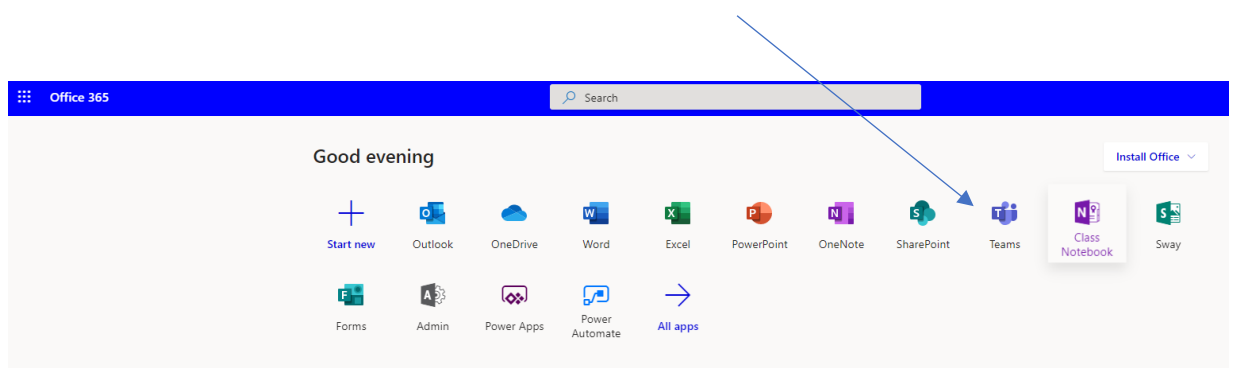


Conversely, if you do not have the application installed on your computer, you can open the application by logging onto Microsoft Office 365 by browsing to <https://login.microsoftonline.com/> and signing in using your email address.

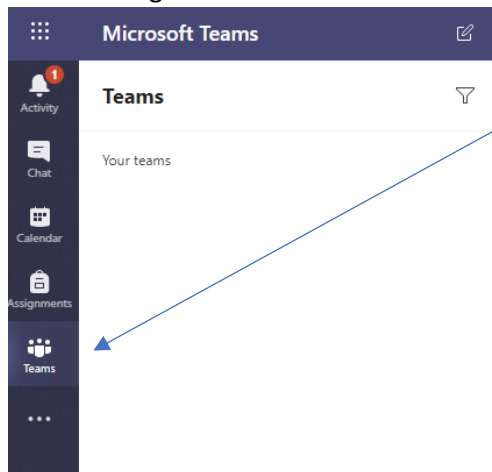
Your email address will be in the format username@olivehackney.staracademies.org

Note: Username and Password has already been provided to you.

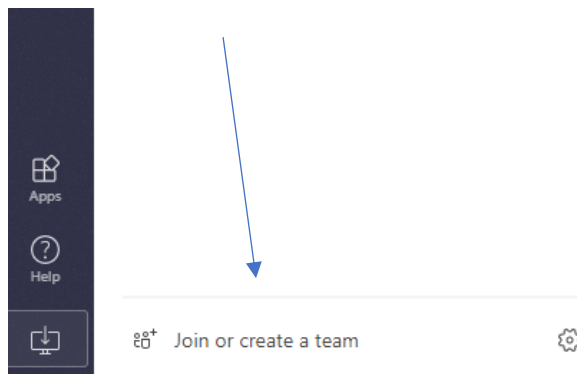
Once signed in, open the Teams application as shown in the diagram below.



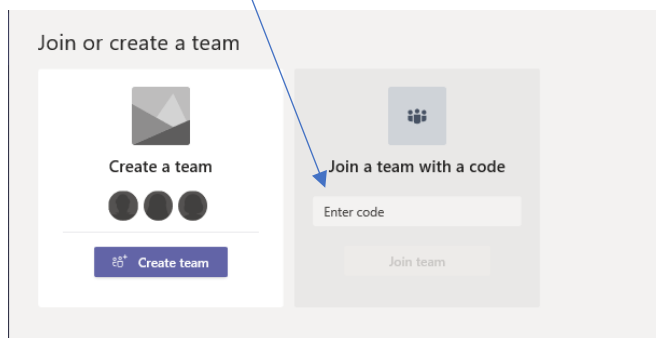
2. On the Navigation bar of the MS Teams application, select Teams.



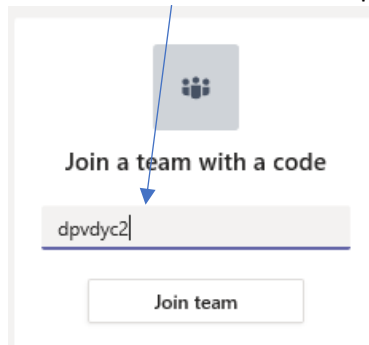
3. Towards the bottom of the navigation bar or on the right side of the application, Click on Join or create a team



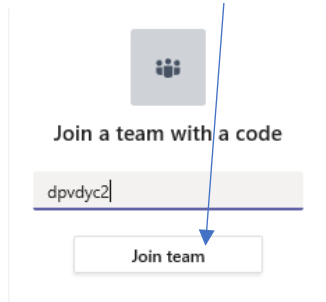
4. Click on Join a team with a code



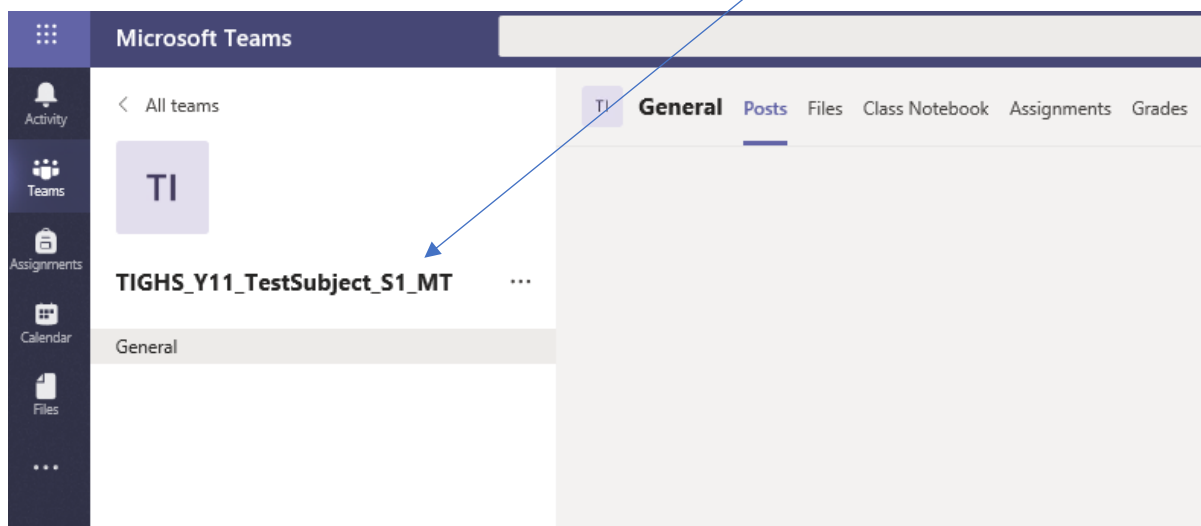
5. Enter the code that has been provided to you by your school for the class you want to join.



6. Click on Join team



7. You will now be part of this Classroom in MS teams. The classroom will be listed in the Microsoft Teams navigation bar.



8. Follow Steps 1 to 7 for each of the classrooms you have been asked to join by the school.