

Step-by-step guide for accessing Microsoft Teams via Microsoft 365 at home.

KS3 Students!

Here's a step-by-step guide on how to log in to Teams to access your lessons tomorrow. We understand this is last minute, and some of you may have never had online lessons before –

do not panic!

If you don't have access to a computer or mobile phone, you can still continue revising using your Knowledge Organisers or schoolbooks in preparation for your upcoming KS3 assessments.

However, if you can, we encourage you to log in via your computer or mobile phone to access some lessons tomorrow. If you run into any issues, don't worry!

Simply email the IT support team at ***ithelpdesk@lymmhigh.org.uk***, and our technicians will help you.

Preparing for your lesson:

- Log in to Teams with plenty of time before your lesson.
- Once you press the 'Join' button, wait to be admitted by your teacher.
- Cameras and mics should be turned off, unless your class teacher asks you to contribute.
- Be prepared and have your books/pens/resources ready.
- Test your sound and make sure you can hear your teacher. Wear headphones if possible.
- If you have any issues whilst on Teams, you can use the chat function and speak with your teacher.

Helpful tips:

- Need additional help with Teams? You can access tutorials and FAQs through the Microsoft 365 portal or ask your teacher for guidance.
- Stay logged in: if you don't want to enter your username and password every time, make sure to check the 'keep me signed in' box, but only on trusted devices.
- **If you're unable to log in, the links to your lessons will have been automatically sent to your Outlook (your school email account). Simply log in to Outlook and check for your lesson links there.**
- **If you can't find the links in your Outlook inbox, email your class teacher and ask them to copy and paste the Teams link into Class Charts for you.**

How to guide:

Step 1: open our Web browser

- Open your preferred web browser (Google Chrome, Microsoft Edge, Firefox, Etc.).

Step 2: go to the Microsoft 365 portal

- Type the following URL into the address bar: <https://www.office.com>



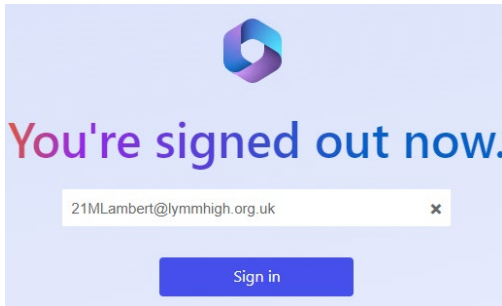
- Press **enter**.

Step 3: sign in to Microsoft 365

- You will be redirected to the Microsoft 365 login page. **This is where you will enter your school login details.**

Step 4: enter your school username

- In the 'email, phone, or skype' field, type your **school username**.



- Your username format will look like this:

Example username: 21MLambert@lymmhigh.org.uk

- 21: the year you joined Lymm High School.
- M: the first initial of your first name.
- Lambert: your surname.
- @lymmhigh.org.uk: your school's domain.

Step 5: enter your password

- After entering your username, click next.
- In the 'Enter password' field, type your password (*the one you use to log in to school devices or the school network*).



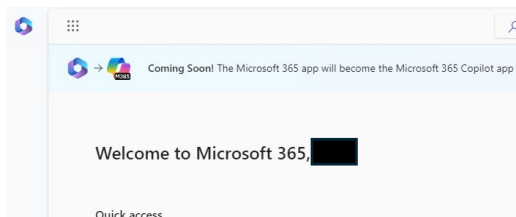
- After entering your password, click **sign in**.

Step 6: verify your identity (if prompted)

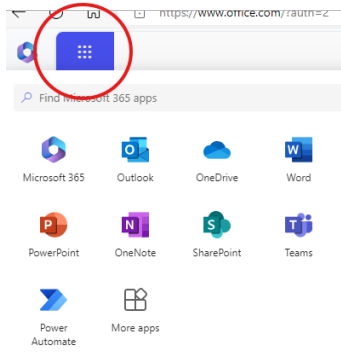
- Depending on the school's security settings, you may be asked to verify your identity.
- Follow the on-screen instructions. This could include verifying with a mobile app, security questions, or an email.

Step 7: access Microsoft Teams

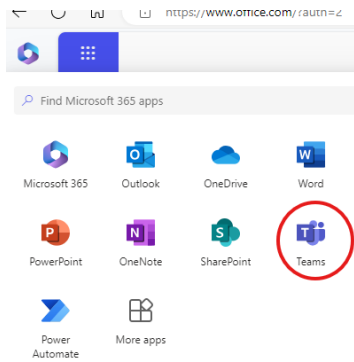
- After signing in, you'll be taken to your Microsoft 365 dashboard.



- Look for the Teams app. You may see it directly on your homepage or under the app list (*click the all apps button if needed*).

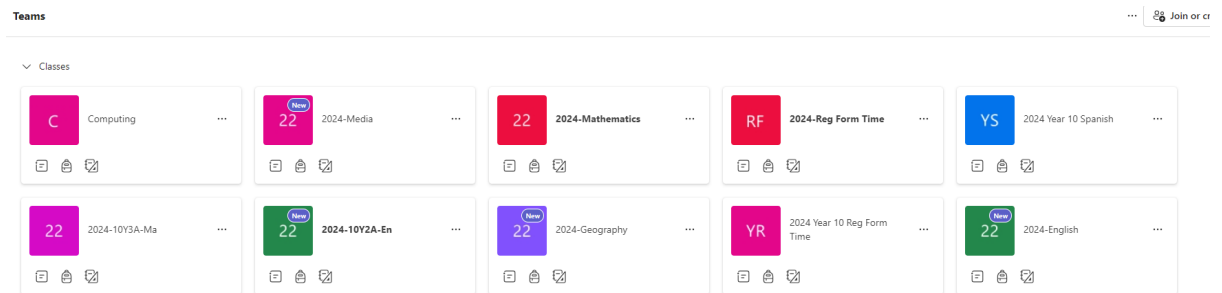


- Click on the Teams app to open Microsoft Teams.



Step 8: navigate to your Teams

- Once in Microsoft Teams, you will see all the Teams and classes that you are a part of.



- Click on the relevant Team or class to access your assignments, chat, meetings and resources.

Your teacher will have set up your lessons already, so if you click on your scheduled class, you will see a meeting and a button to press Join.

