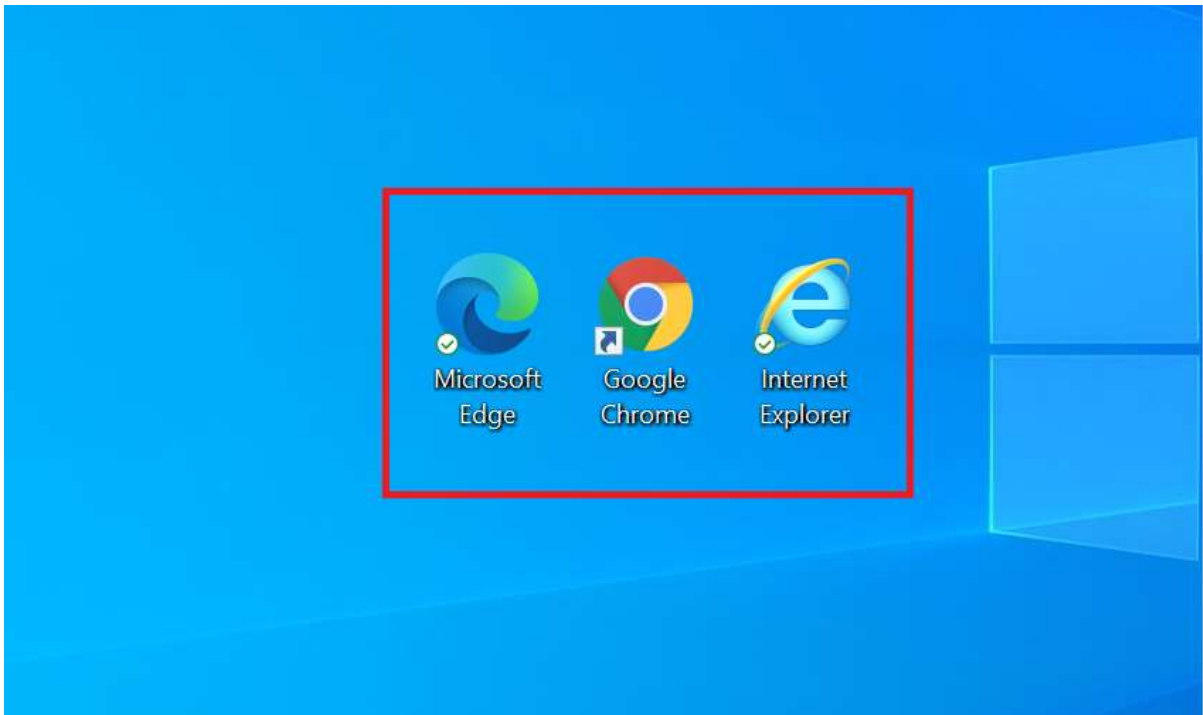


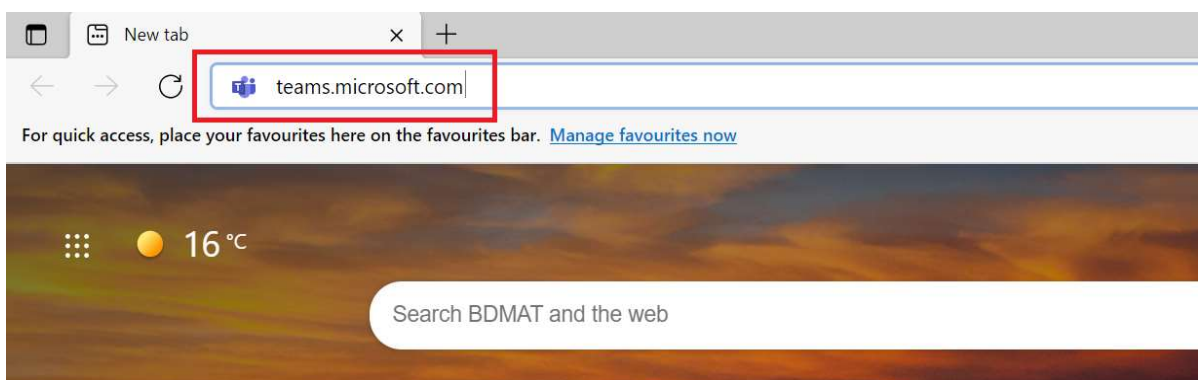
Hello,

This a short guide on how to access your Microsoft teams account at home.

1. Begin by opening a web browser on your computer.



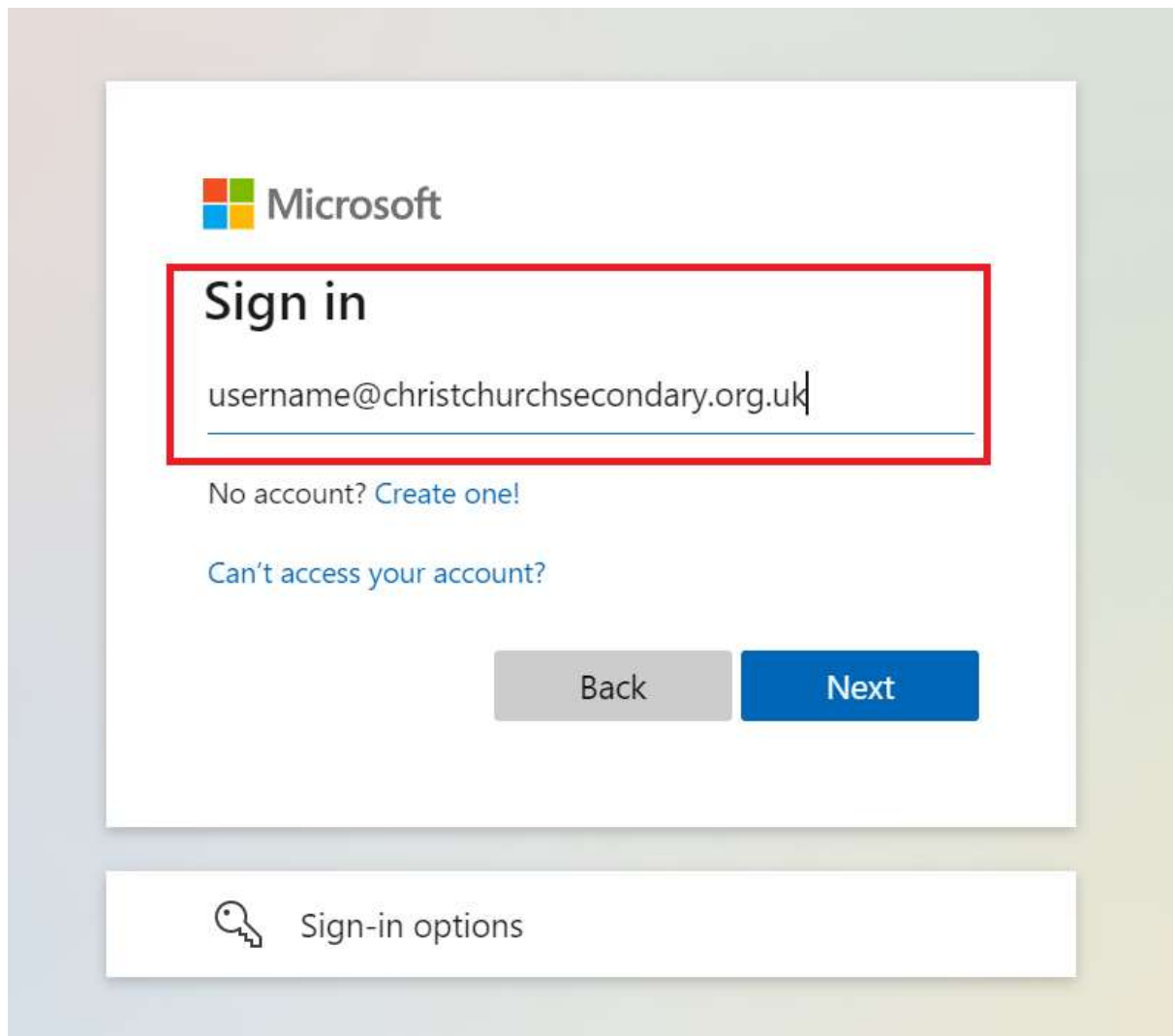
2. In the URL bar on the top of the screen type in **teams.microsoft.com** and click enter on your keyboard.



3. Now you will see a login screen, you will need to type your email address into the text field.

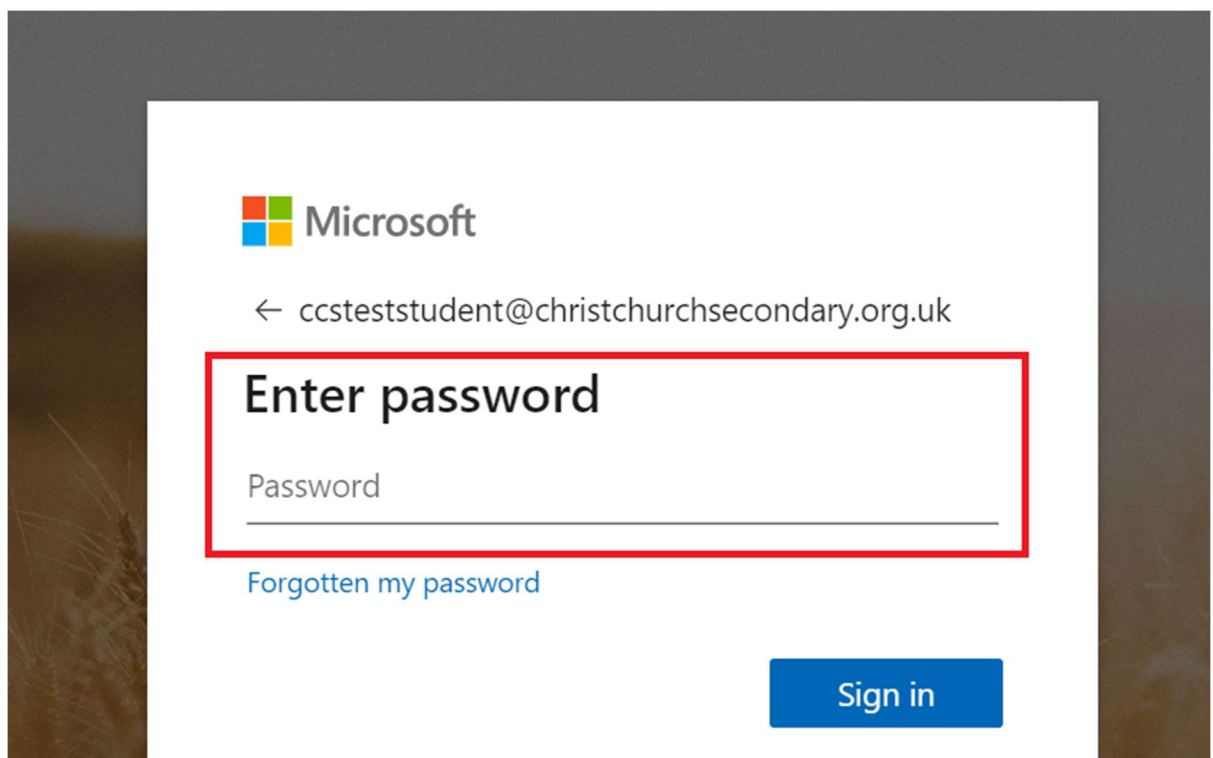
Your email address is your **username** followed by @christchurchsecondary.org.uk

Example: aa1023@christchurchsecondary.org.uk



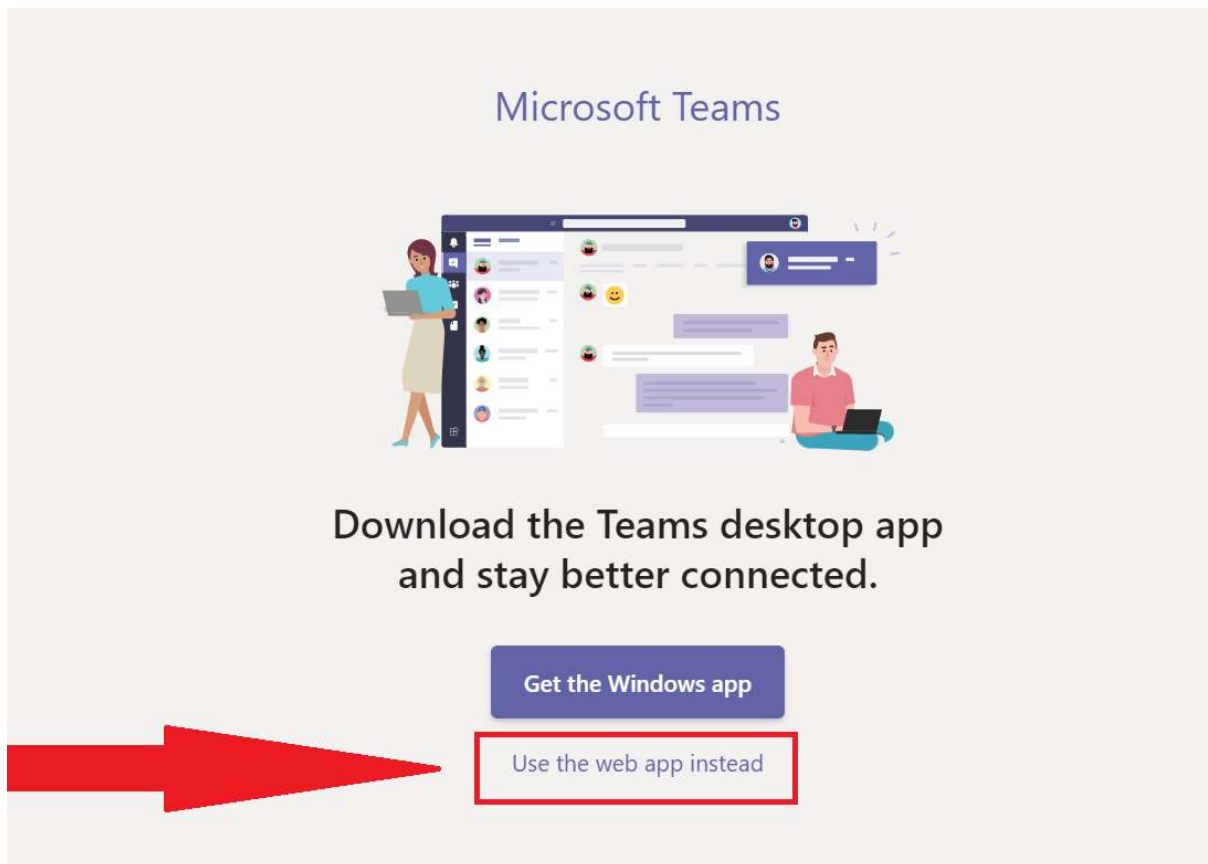
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is enclosed in a red rectangular box. Underneath "Sign in" is a text input field containing the email address "username@christchurchsecondary.org.uk". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the sign-in area are two buttons: a grey "Back" button and a blue "Next" button. Below the sign-in area is a white box containing a key icon and the text "Sign-in options".

4. Now you will need to enter your password. This is the password you set during computing class. (If you have forgotten your password you will need to contact the school so it can be reset for you)

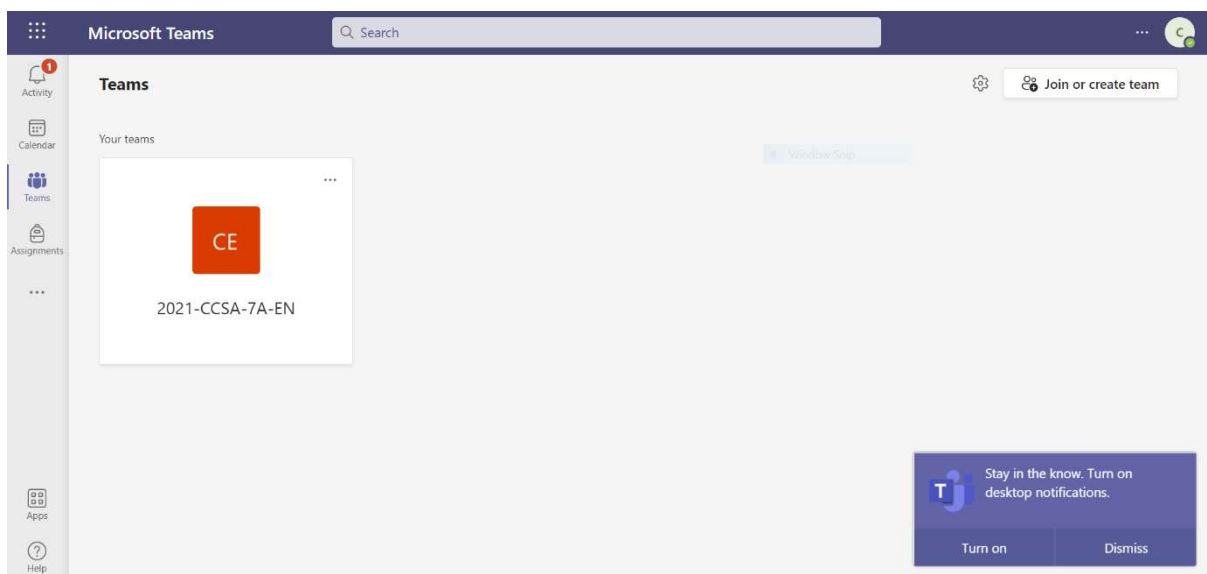


The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is the email address "ccsteststudent@christchurchsecondary.org.uk" with a back arrow to its left. The text "Enter password" is enclosed in a red rectangular box. Below it is a password input field with the label "Password". Below the input field is a link that says "Forgotten my password". At the bottom right is a blue "Sign in" button.

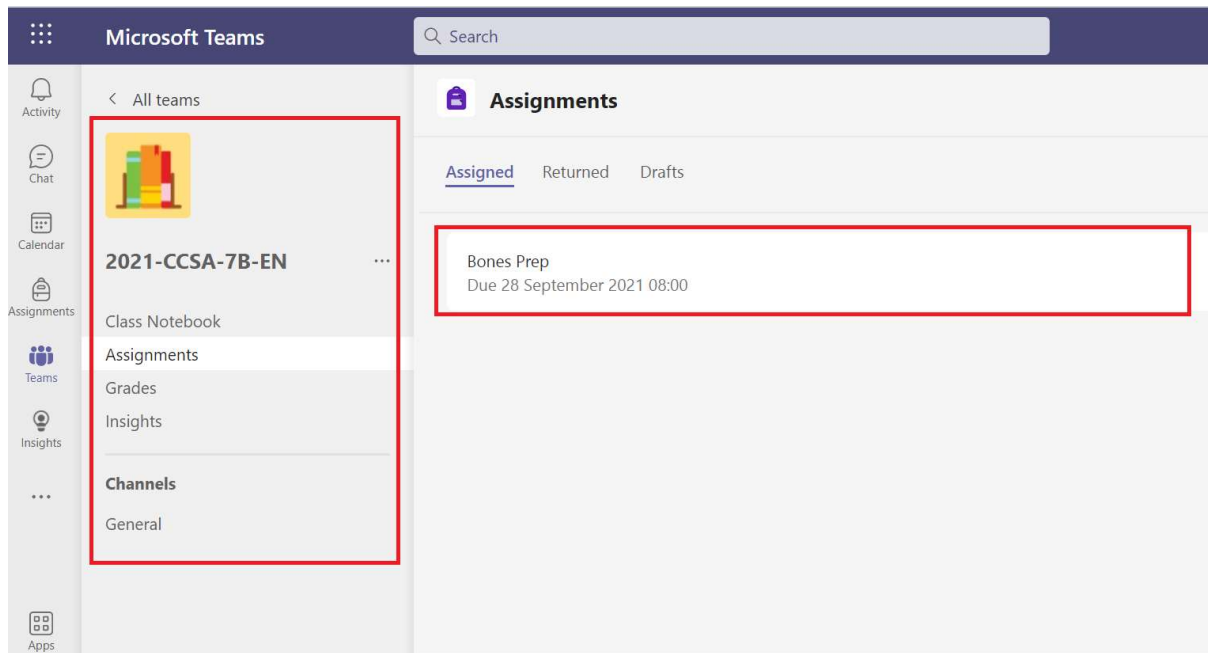
- Once you have logged in you will see the following screen with two options. Please select the option: Use the web app instead.



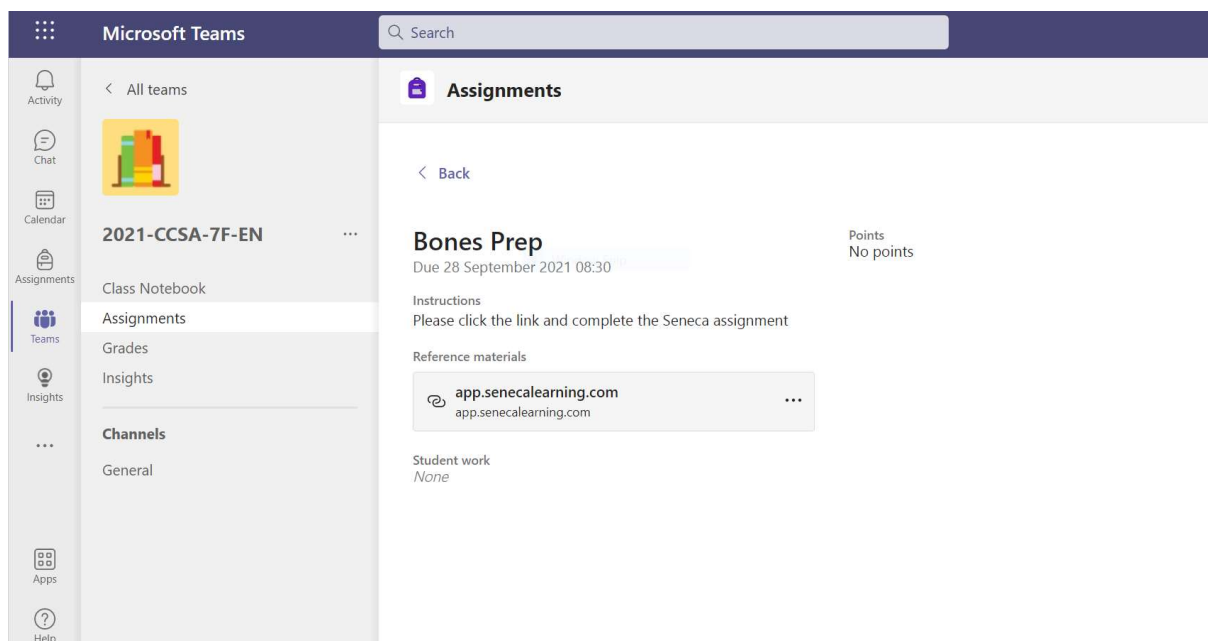
- Congratulations! You have successfully logged into your Microsoft teams account; you should now see something like the example provided below.



- Next you will need to select your class, you can do that by clicking on the class you would like to access. (We have selected 2021-CCSA-7B-EN) Once you have selected the class you will see a list of options on the left, select **Assignments**.



- Now you will see your assigned work from your teacher, select your work in the list on the right. Then follow the instructions that have been set by your teacher.



- Finally once you have completed the work, click the **hand in** button to let your teacher now the work is complete.

