

How to use Teams

Please follow these steps to access Teams meetings.

Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none">● Open the Play Store app● Search for 'Microsoft Teams'● Tap 'Microsoft Teams'● Tap 'Install'	<ul style="list-style-type: none">● Open the App Store app● Search for 'Microsoft Teams'● Tap 'Microsoft Teams'● Tap 'Get'

Once the app has downloaded, open it.

Then, Log in to their Office 365 account

- Tap the 'Teams' icon
 - Tap 'Join or create a team' then 'Join a team with a code'
 - Enter the code that their teacher has provided, then tap 'Join'
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Computers and laptops: download Microsoft Teams

- Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
- Click 'Download Teams'
- Once it's downloaded, click on the installer to run the app
- Log in to their Office 365 account
- Click 'Teams' on the left-hand side of the app
- Click 'Join or create a team', then 'Join a team with a code'
- Enter the code that the teacher provided, and click 'Join'