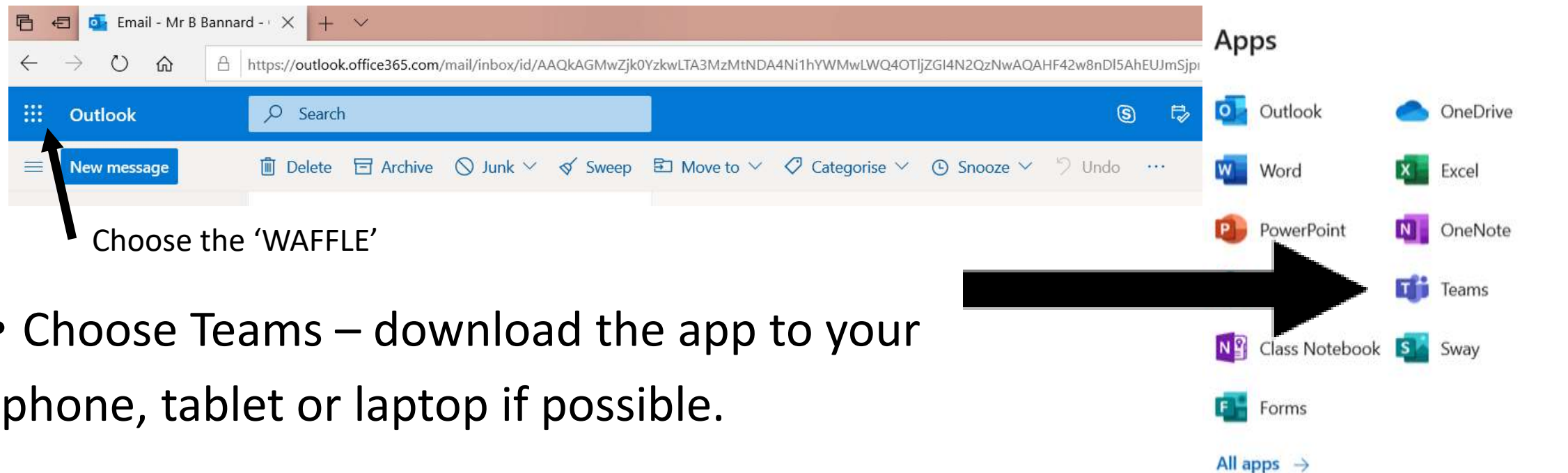


How to get on to Microsoft Teams:

- Go on to your email in the usual way (through Office 365 website or the school website)
- In Office 365, choose the 'waffle' to display all apps (9 dots in a 3 by 3 square)



The screenshot shows a web browser window with the URL <https://outlook.office365.com/mail/inbox/id/AAQkAGMwZjk0YzkwLTA3MzMtNDA4Ni1hYWwLWQ4OTljZGI4N2QzNwAQAHF42w8nDI5AhEUJmSjpi>. The interface includes a blue header bar with the 'Outlook' logo and a search bar. Below the header is a navigation bar with a 'New message' button and various action buttons like 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categorise', 'Snooze', and 'Undo'. On the right side, there is an 'Apps' section with a 'waffle' icon (a 3x3 grid of dots) and a list of applications: Outlook, Word, PowerPoint, Class Notebook, Forms, OneDrive, Excel, OneNote, Teams, and Sway. A large black arrow points from the 'waffle' icon to the 'Teams' application icon. Another black arrow points from the text 'Choose the 'WAFFLE'' to the 'waffle' icon.

Choose the 'WAFFLE'

- Choose Teams – download the app to your phone, tablet or laptop if possible.