

# Microsoft Teams – Student Mobile Guide



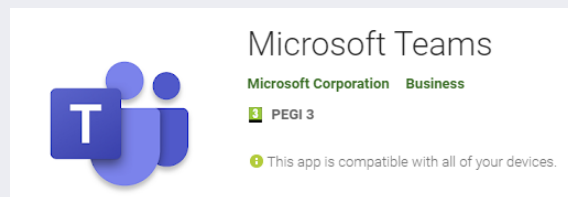
## How to get Teams for Mobile

You can download the Teams app to your mobile device. It is available to both Android and iOS via their app stores

iOS



Android



### Login to Teams app

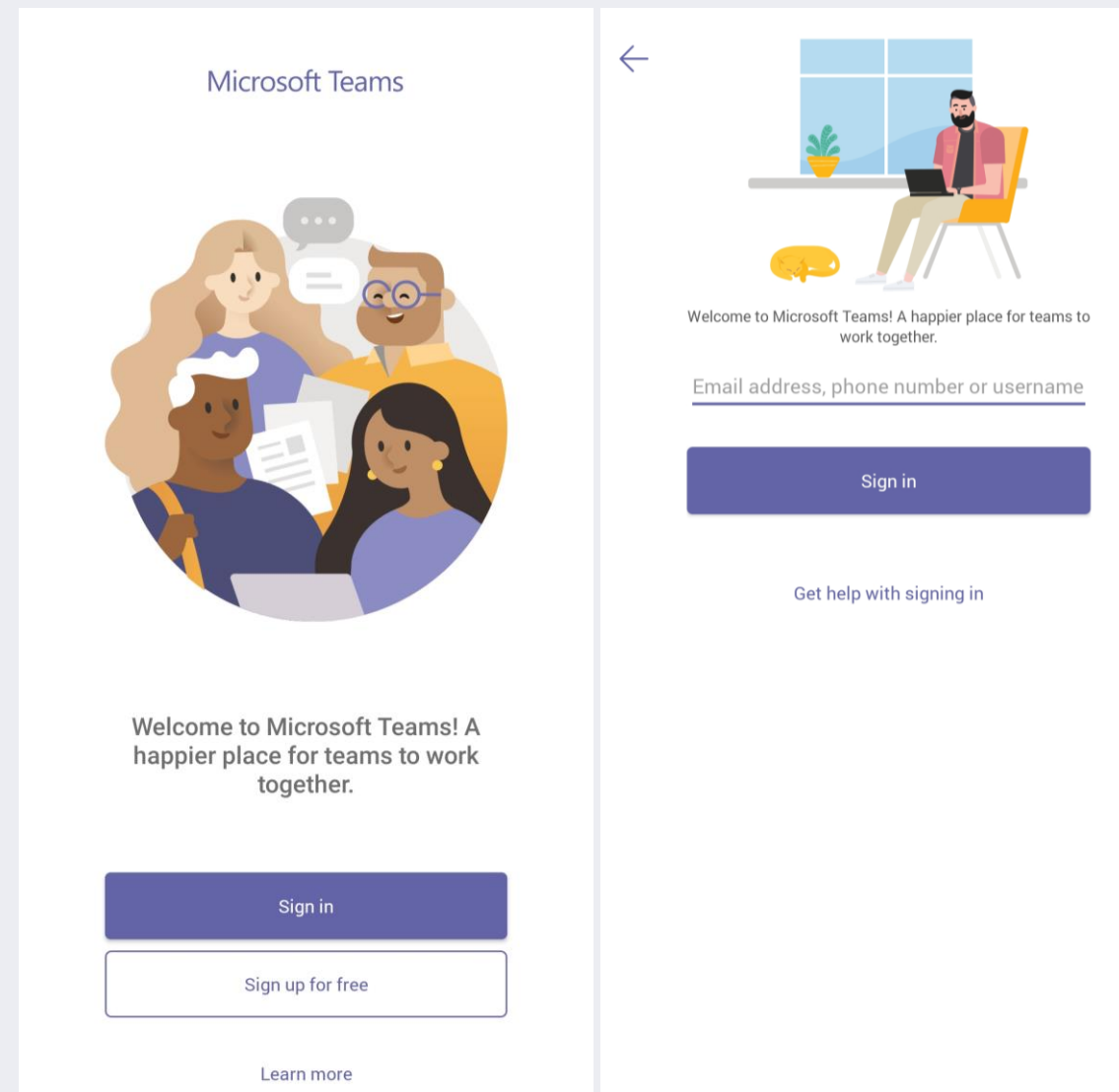
You will need to sign into the Teams app. You will use your school email and password. See below for examples.

Email: [John.smith1@taw.org.uk](mailto:John.smith1@taw.org.uk)

Password: School computer password.

Note: If you have a number in your username/email, make sure you include it, as per the example above.

If you do not know your password please email [park.homelearning@taw.org.uk](mailto:park.homelearning@taw.org.uk)



# Microsoft Teams – Student Mobile Guide



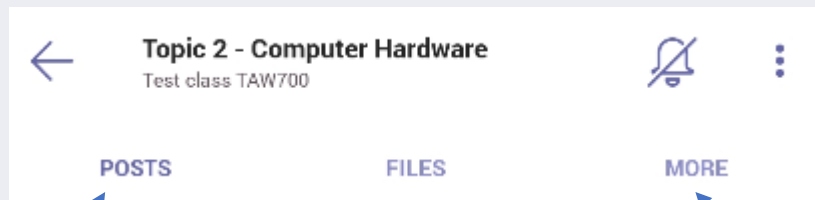
## How to access your Classes

In the app you will be able to access each of your teaching classes. Here you can see the different Topics, Chat and Files associated with that class.

### Open a Team/Channel

Select Teams  on the bottom of the app to see your Teams. Find the Team you want, and then select it to open.

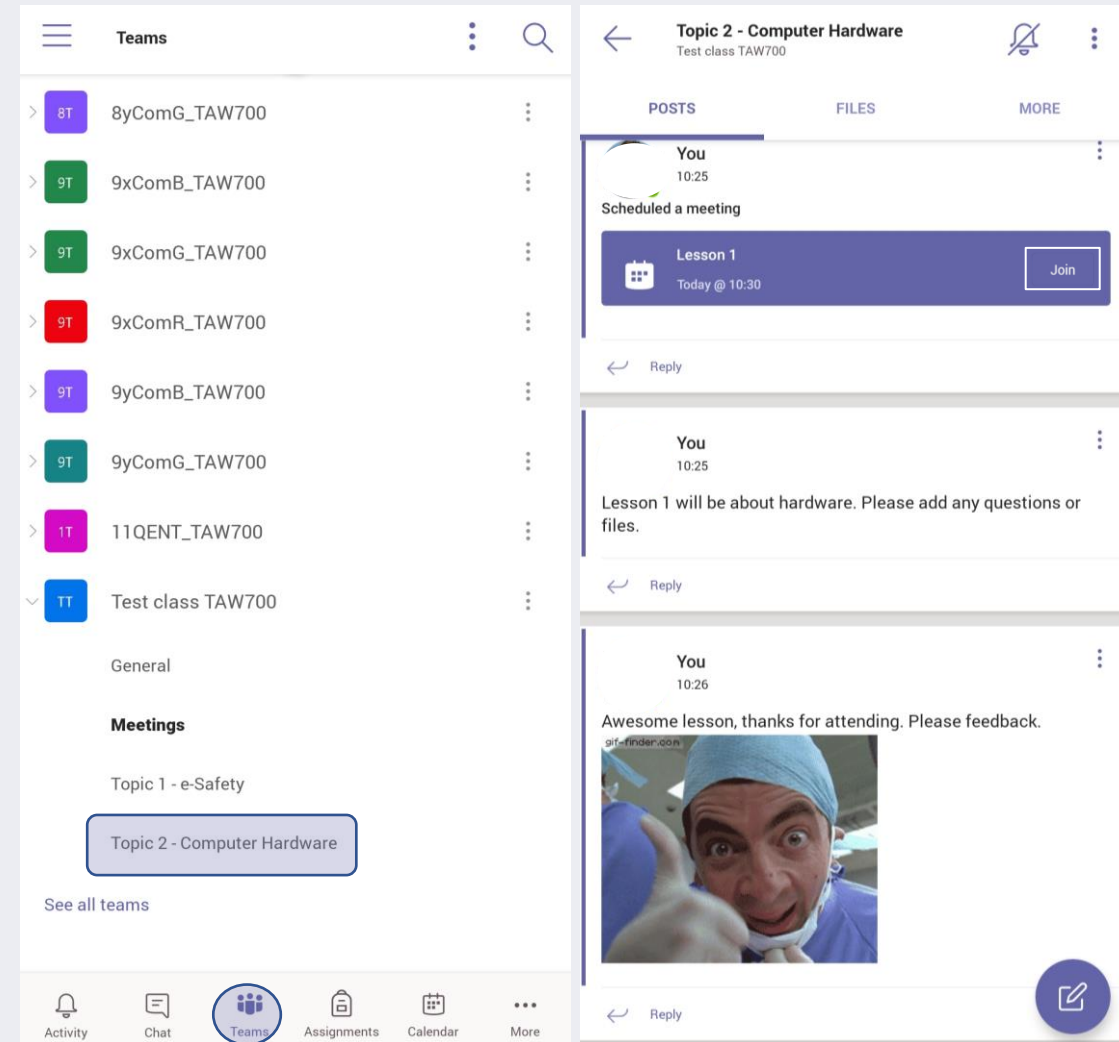
Select a channel within that Team to see the content



Post messages to class

Access shared files

Access more content



# Microsoft Teams – Student Computer / Web Guide



## How to access Teams on Web/Desktop

Open a web browser (Chrome, Edge or Firefox), go to <https://teams.microsoft.com>

### Login to Teams

You will need to sign into the Teams. You will use your school email and password. See below for examples.

Email: [John.smith1@taw.org.uk](mailto:John.smith1@taw.org.uk)

Password: School computer password.

Note: If you have a number in your username/email, make sure you include it, as per the example above.

If you do not know your password please email [park.homelearning@taw.org.uk](mailto:park.homelearning@taw.org.uk)

The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. There is a text input field with the placeholder text 'Email, phone, or Skype'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right, there are two buttons: a grey 'Back' button and a blue 'Next' button.

The screenshot shows the sign-in page for Telford & Wrekin ICT Services. At the top left is the logo for 'TELFORD & WREKIN ICT SERVICES'. Below the logo, the text 'Sign in with your organizational account' is displayed. There are two text input fields: the first contains the email address 'john.smith1@taw.org.uk' and the second is labeled 'Password'. At the bottom, there is a blue 'Sign in' button.

# Microsoft Teams – Student Computer / Web Guide

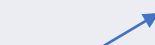


Click on a Team to open it, you will see they are named the same as your teaching classes.

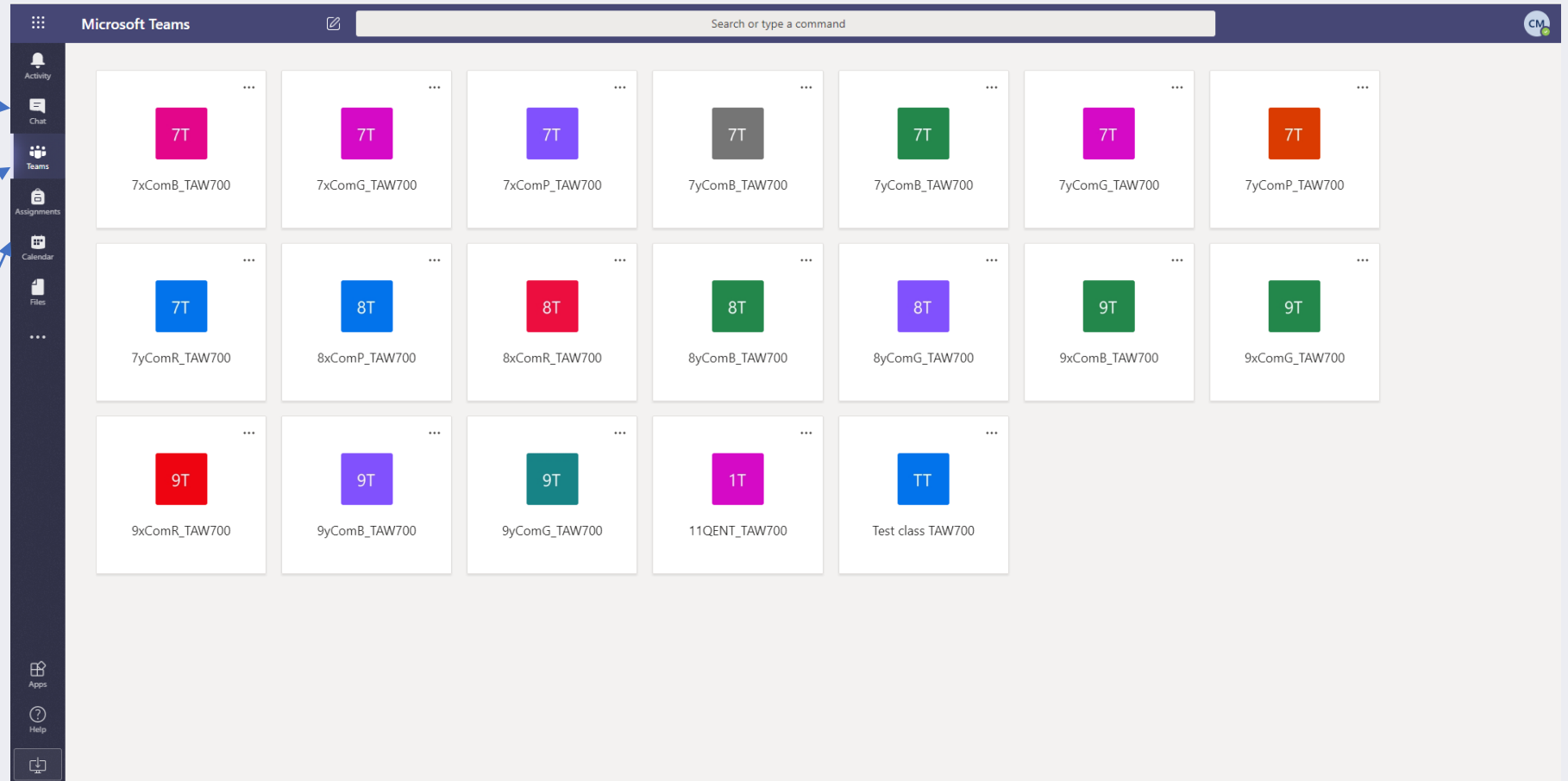
Opens your Chat



Opens your Teams



Opens your Calendar



# Microsoft Teams – Student Computer / Web Guide

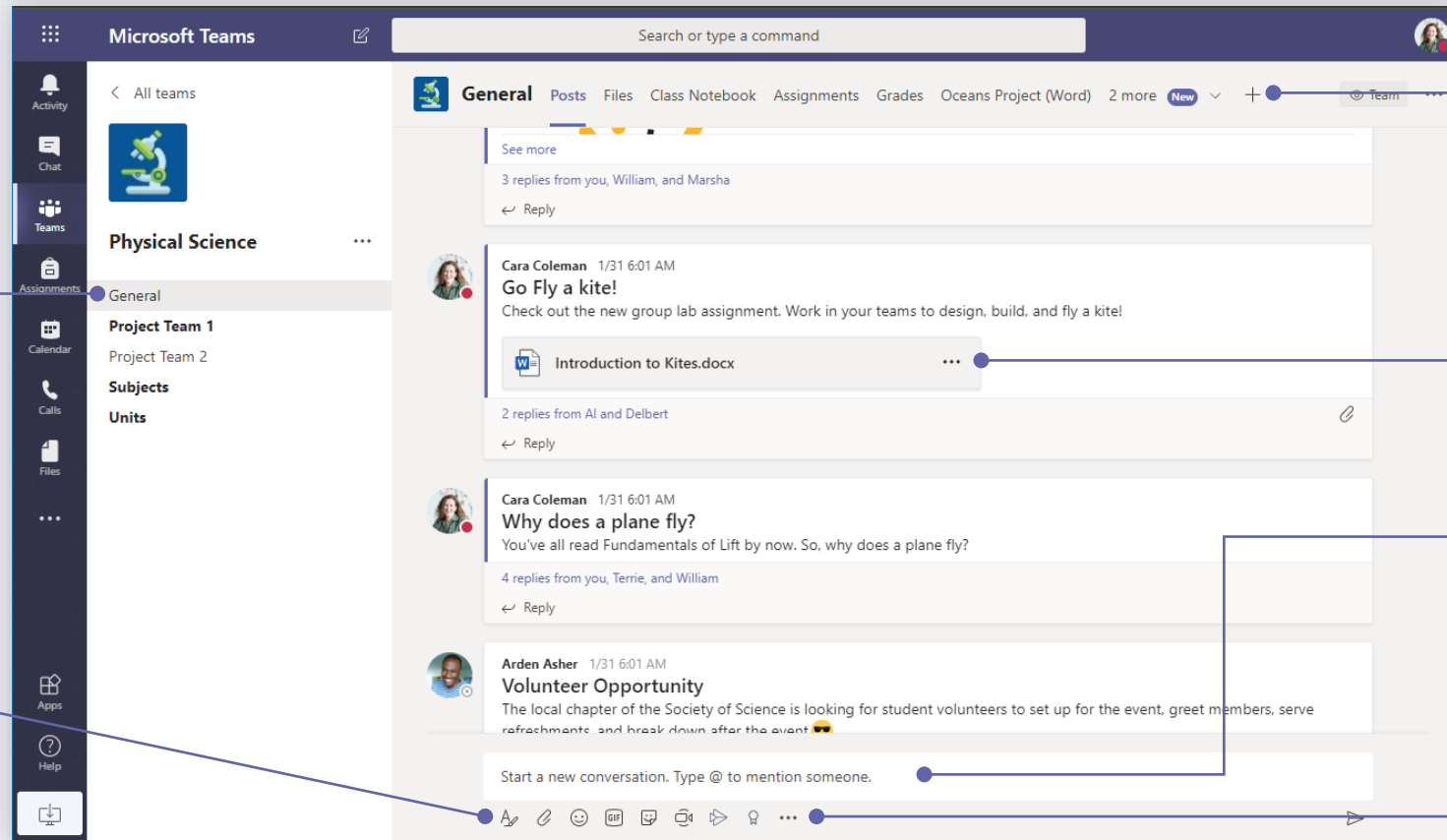


## Class teams

A Class team is where your teacher will hold meeting, provide lesson information, files and chat

Every team has channels, these are like different sections or topics in a subject

Format your message. Add a subject, format text, convert the message to an announcement.



Teacher may add tabs to the top of a Channel, They could have useful information in

Share files

Start a discussion with the class. Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options