## How to access Microsoft Teams

## 1. Go to <u>www.office.com</u>



- 2. Sign in using the normal school login e mail e.g. <u>16albertk@slade.kent.sch.uk</u>
- 3. Click on the Microsoft Teams Icon on the left-hand side



4. Click on your class team that you have been assigned to

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5. Posts from the teachers will appear on the newsfeed.

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6. Spellings set for the week will be stored in the 'read-only' files section

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7. Any work to be completed will be set in the 'assignments' section

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