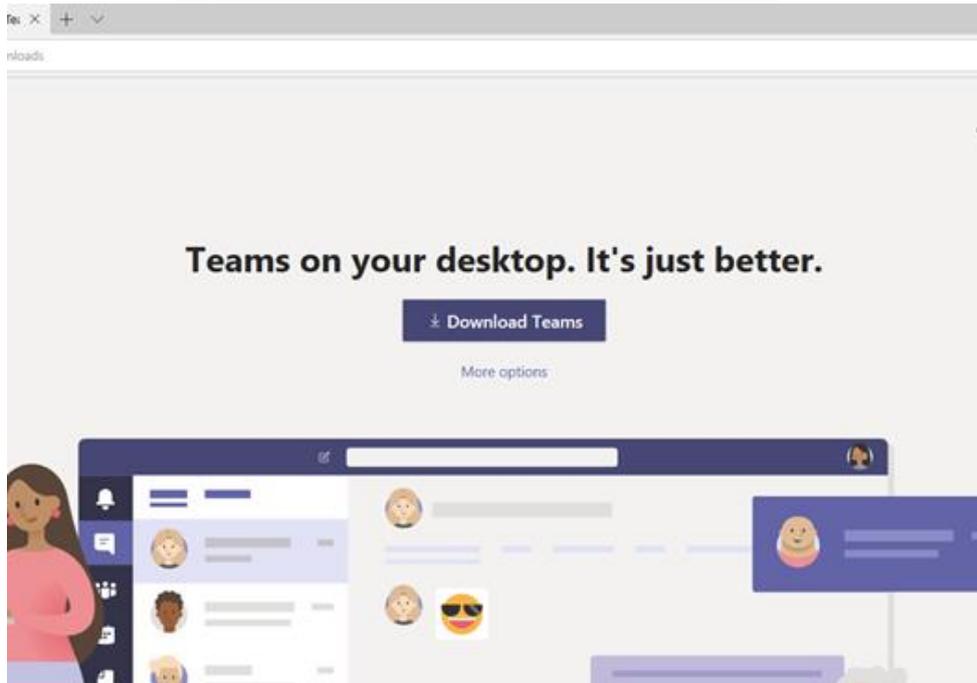


## Logging on to Teams

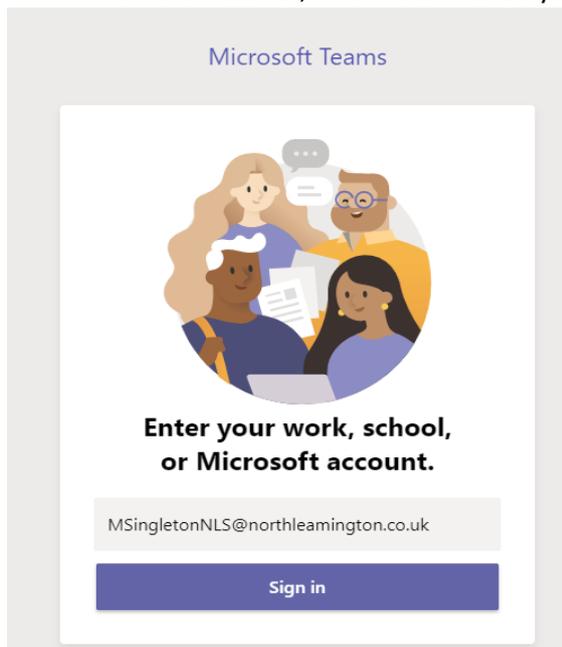
There are two options for using Teams, we recommend installing the Windows app on the computer you are going to use for school work but if you are on a computer where you can't install software there is a web based version.

### Windows App

1. Go to <https://teams.microsoft.com/uswe-01/downloads> and click Download Teams

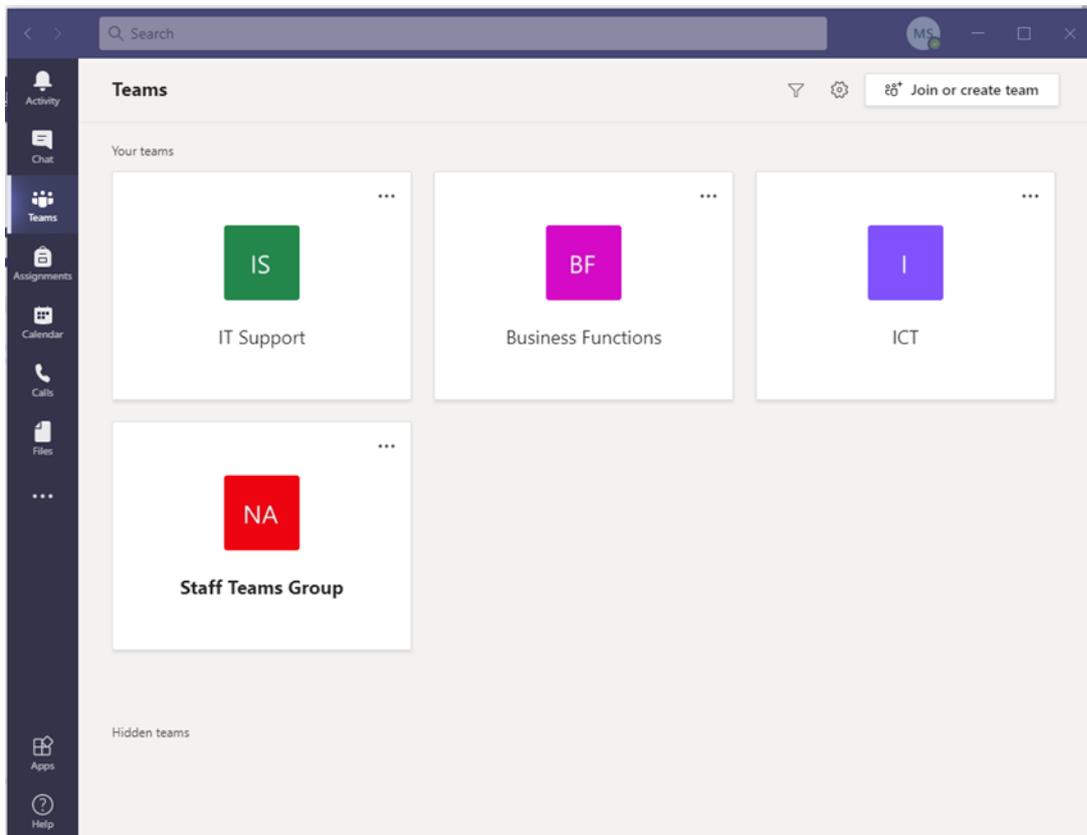


2. Run the installer, when it is finished you will see the sign in screen



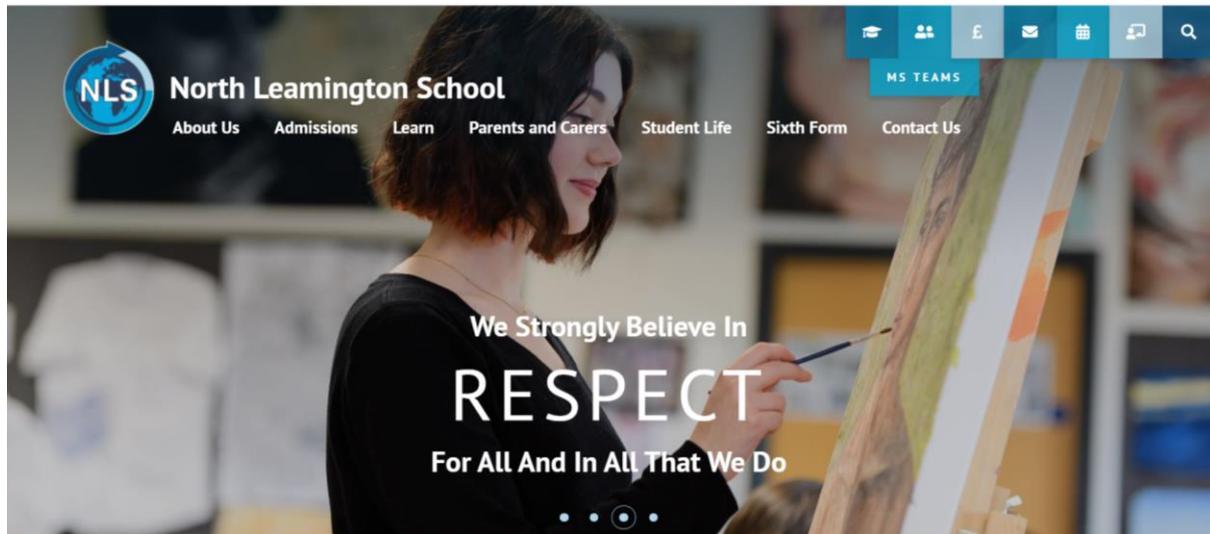
3. Enter your email address. If you don't know it email [helpdesk@northleamington.co.uk](mailto:helpdesk@northleamington.co.uk) giving your name and year, then your school password.

4. You are now logged into Teams

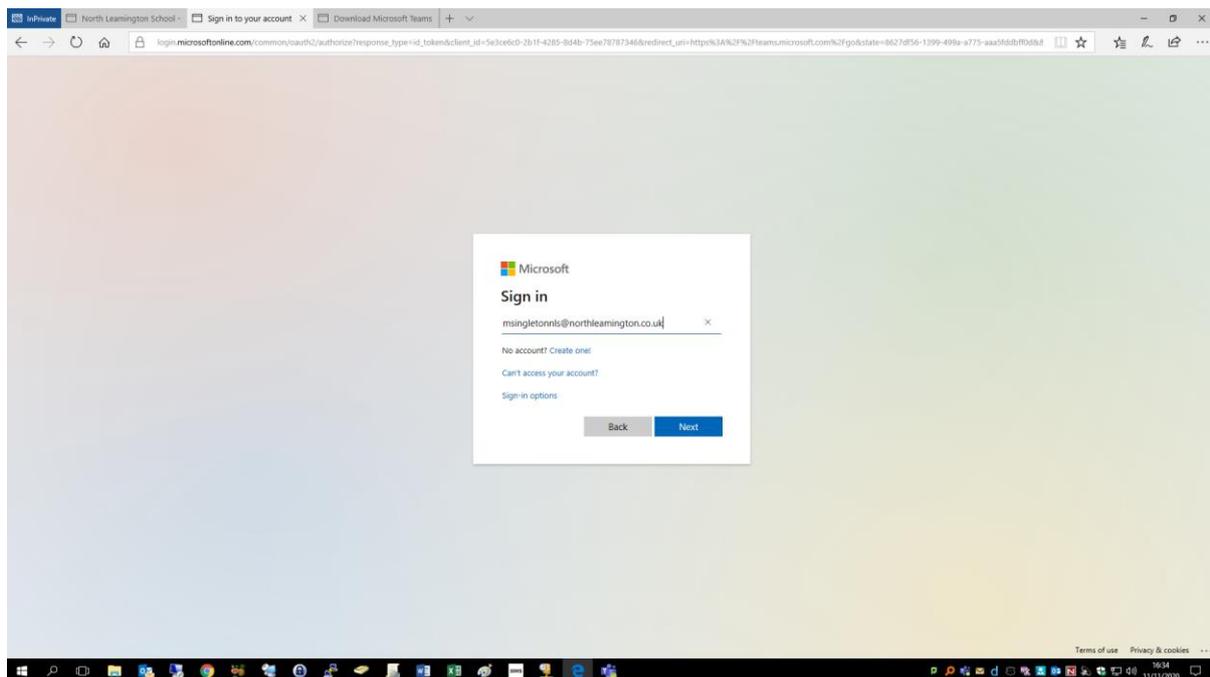


## Web Based Teams

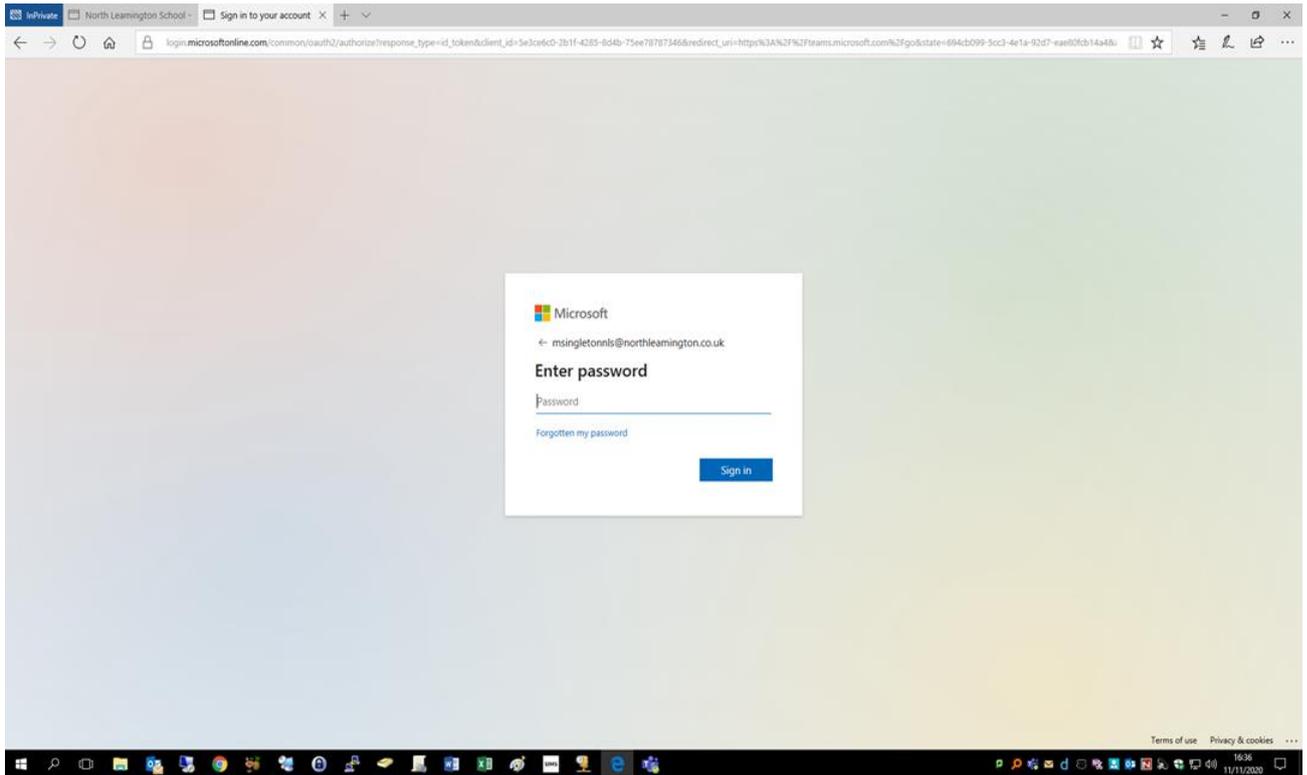
1. Go to [www.northleamington.co.uk](http://www.northleamington.co.uk)
2. Click on MS TEAMS which will take you to the login page for Sharepoint



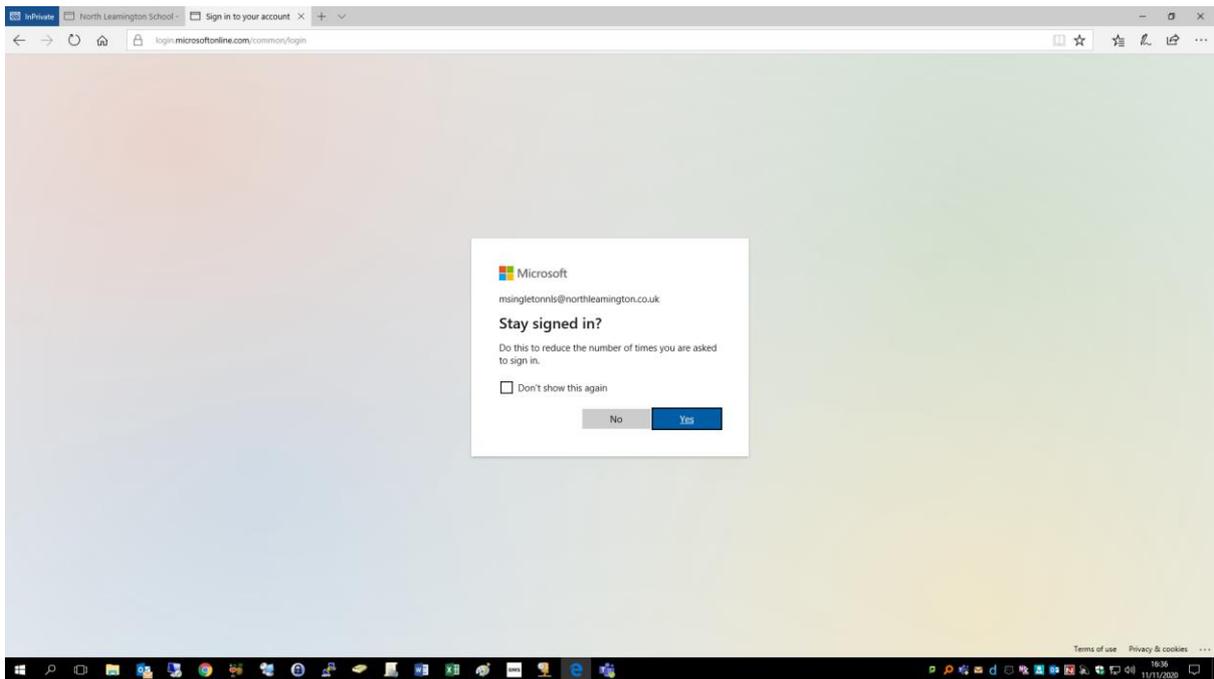
3. Enter your email address. If you don't know it email [helpdesk@northleamington.co.uk](mailto:helpdesk@northleamington.co.uk) giving your name and year.



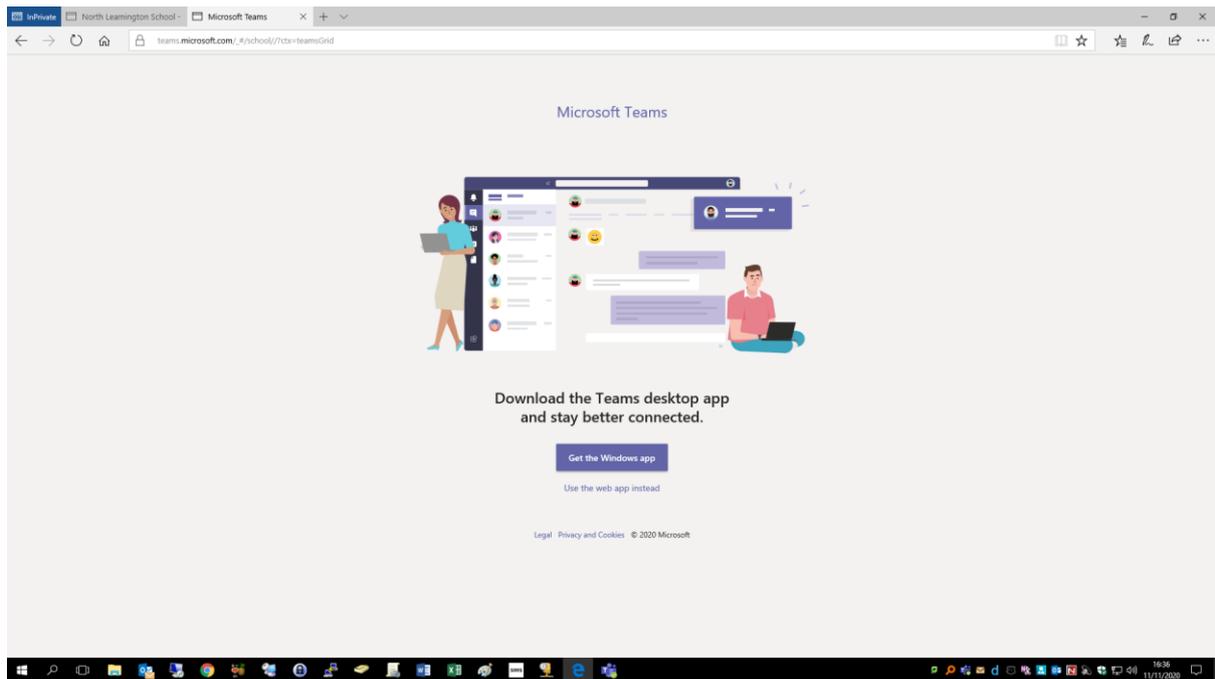
**C**ommitment, **O**pportunity, **R**espect & **E**xcellence  
for all and in all that we do



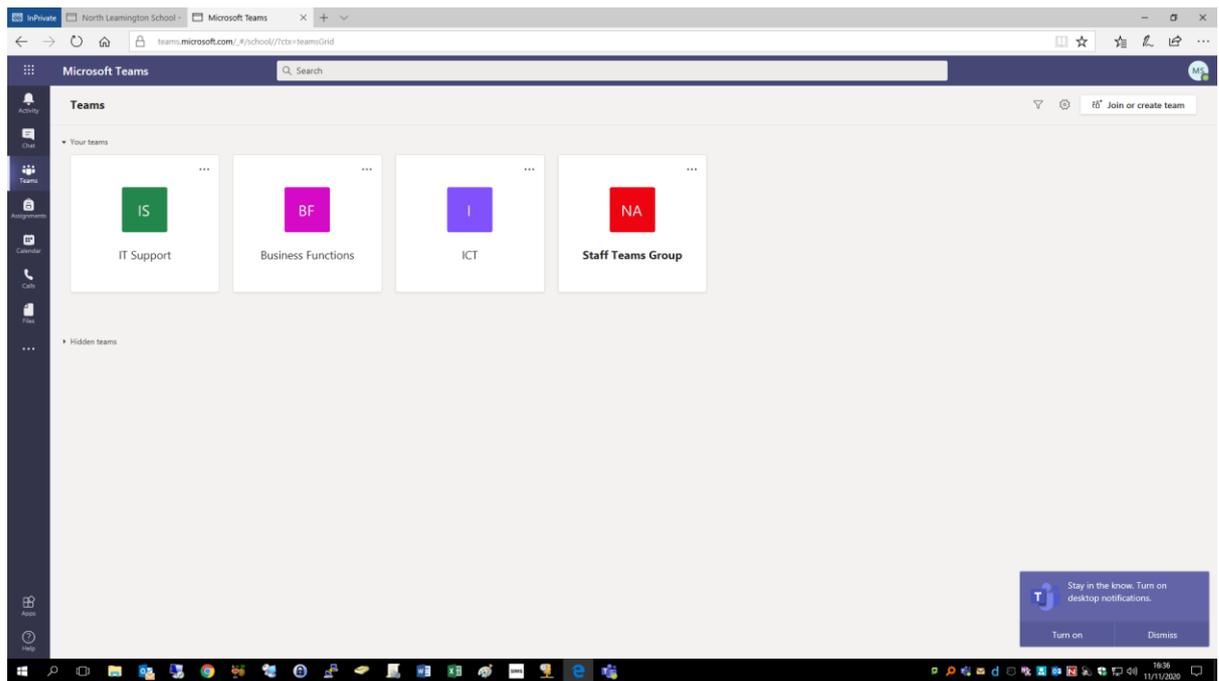
4. Enter your password. This is the password you use to login to the computers at school.



5. Select No



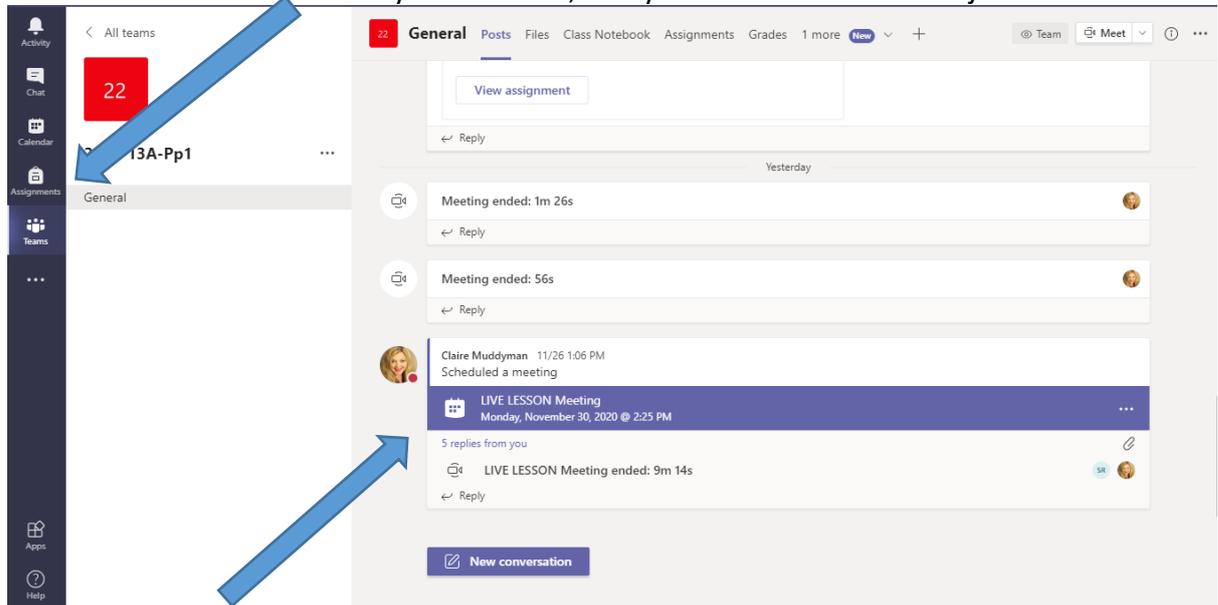
6. Click on the option to use the Web app instead



7. Congratulations, you are logged into Teams

To get to a 'LIVE LESSON' there are 3 options;

1. Go to your email and click on the email link to your lesson OR
2. In TEAMS click onto your calendar, find your lesson and click on 'join now' OR



3. In TEAMS look at your POSTS – there might also be a link to your lesson listed on there

## Toolbar in meeting

