

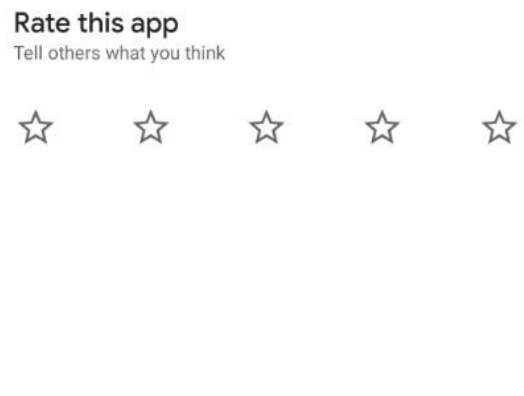
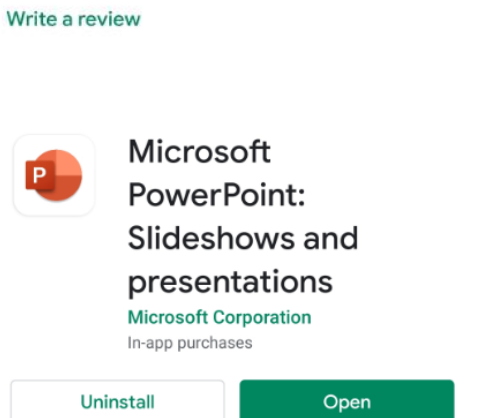
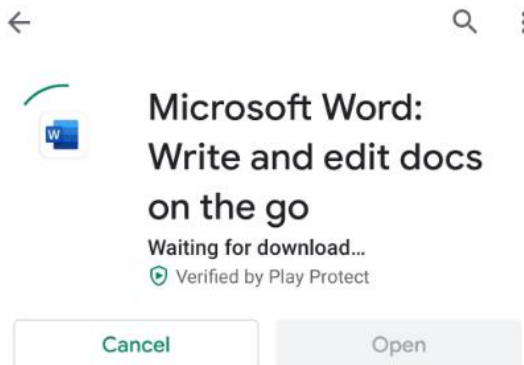
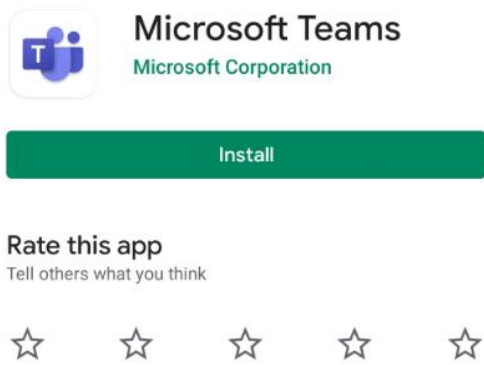
Accessing Microsoft Teams & Office 365 on Android

Install Apps

Go to the App Store, and search for and install the following apps (see the pictures below to ensure you are downloading the correct app):

- *Microsoft Teams*
- *Microsoft Word*
- *Microsoft PowerPoint*

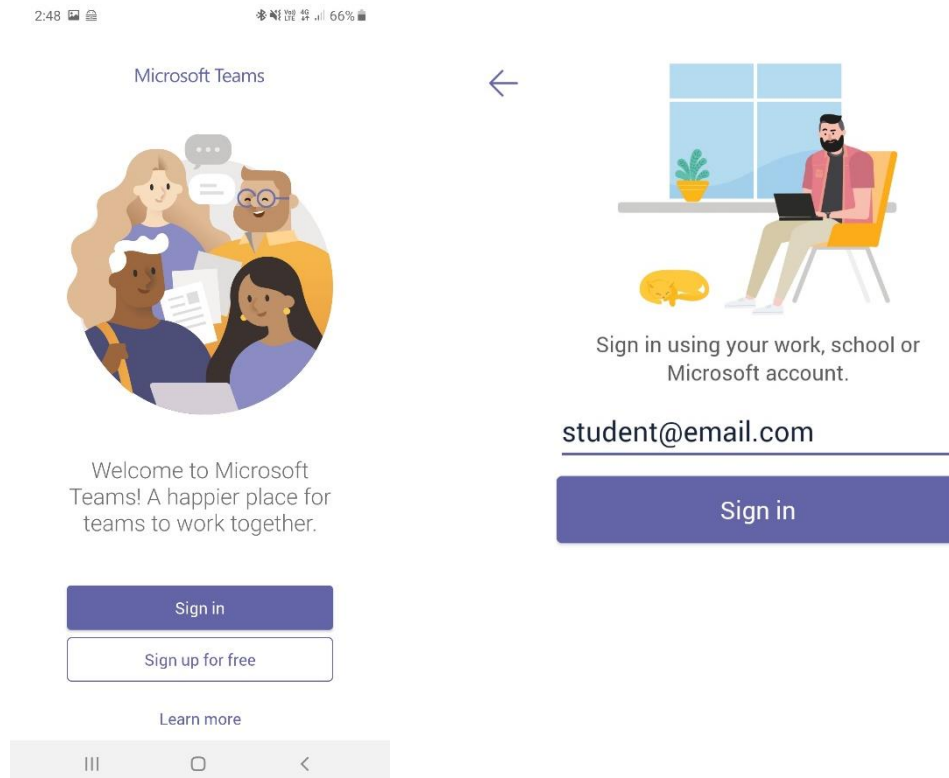
All Microsoft Office apps are free to download, and are licenced for home use via the Department for Education using student's Learnlink accounts (Year 3+).



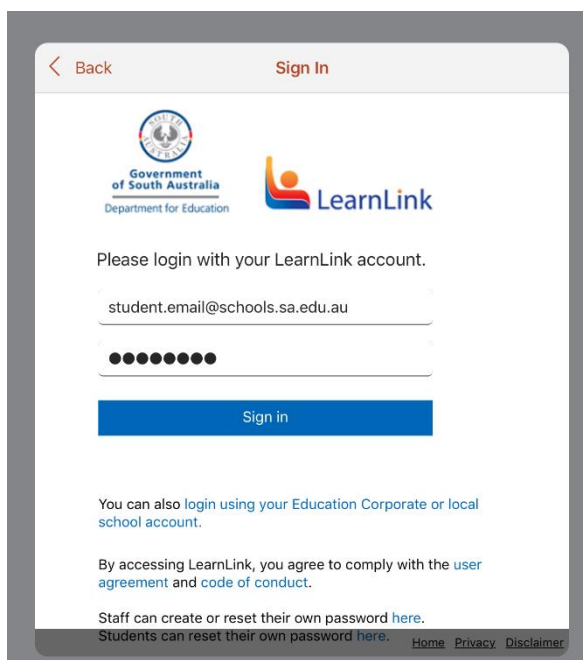
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Setup Teams

Once the apps are installed, first open the Microsoft Teams app, and you will see this sign-in page- enter the email provided to you here and press 'Sign in':



You will then be taken to the Department for Education Learnlink sign-in page, enter the password provided to you here and press 'Sign-in'. After this you should be able to see your child's class Team on the left side of the screen:

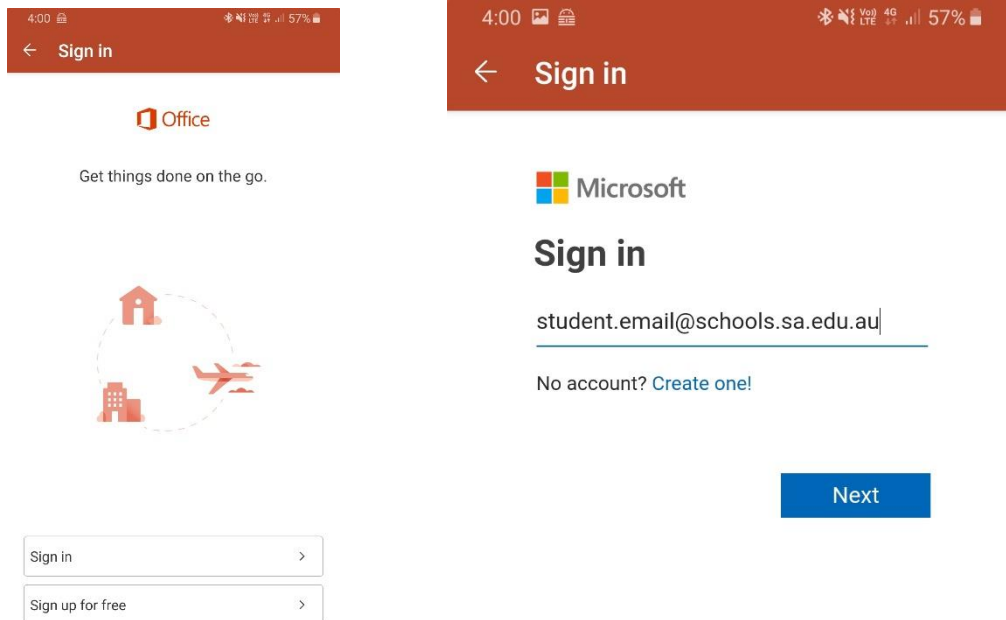


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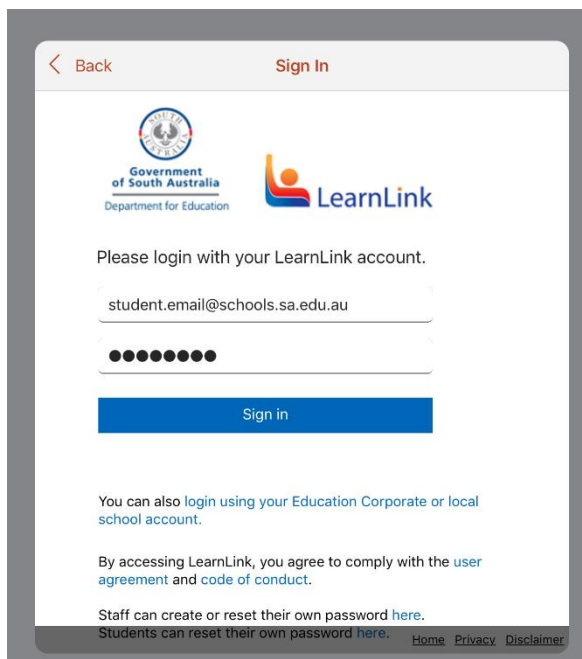
Setup Word and PowerPoint:

Once Teams has been accessed, the other apps can be setup, simply follow these steps for both Word and PowerPoint:

Open the app- you will see this prompt, select 'Sign In', and enter the email address provided to you, then press 'Next':



As with Teams, you will then be taken to the Department Learnlink sign-in page, enter the password provided to you here and press 'Sign in':



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You may see prompts asking for permissions (e.g. notifications), it is recommended that you say yes/enable these. You should then be taken to the main screen, where documents can be created and opened:

