

Accessing Microsoft Teams & Office 365 on a Home Computer

This instructional guide will demonstrate how to access Microsoft Teams and Office 365 via the web browser on a Windows, Mac, or Chromebook home computer.

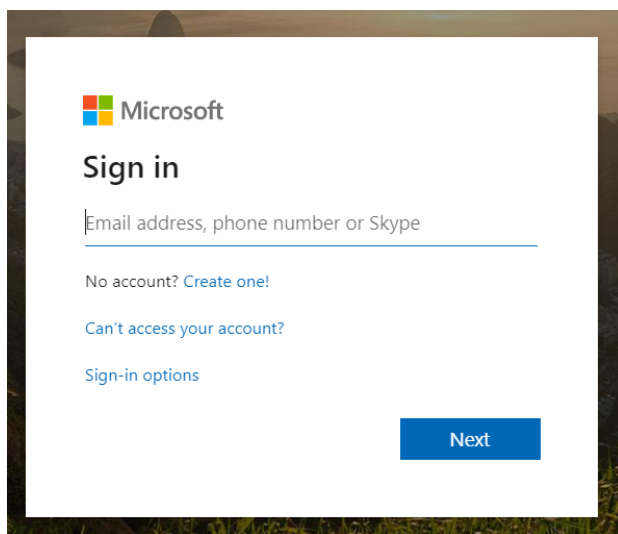
Please ensure you are using Google Chrome (except where it may not be possible), as all the instructions shown have been tested and confirmed to work on Chrome, and it will offer the best experience.



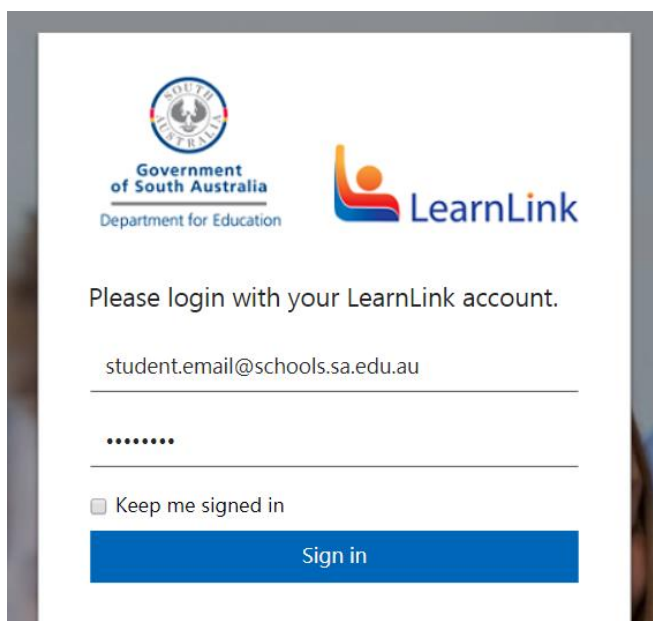
Google Chrome can be downloaded and installed from <https://www.google.com/chrome/> for both Windows and Mac, and instructions on installing can be found in the 'Installing Google Chrome on your Computer' document. Chromebook devices already have Google Chrome installed.

Accessing Teams

Navigate to <https://teams.microsoft.com> in Google Chrome, and you will see this login screen:



Enter the email address provided to you and press *Next*, where you will be taken to the Department of Education LearnLink login screen, here you can enter the password you were provided, and then click 'Sign in'



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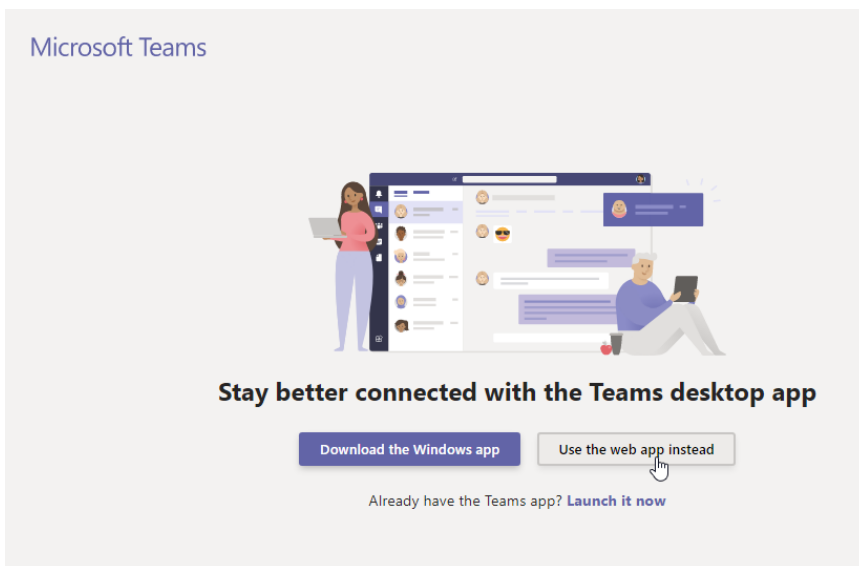
You will then be redirected to Teams- the first time loading Teams can take a while, so if it is loading or 'initialising' for a number of minutes, please wait and it will eventually open. If it has been a significant amount of time and it has not loaded/opened, please see the document '*Troubleshooting Teams in Chrome*'

After Teams is open, you should see your child's class Team (e.g.):



Important Note:

When accessing files within Teams, or clicking on a link in a document a teacher provides, you may see this screen:



When you see this screen, just click *Use the web app instead* to continue accessing everything within Google Chrome. You can optionally install the desktop app by clicking *Download the Windows app*, although sticking to Google Chrome is recommended for the best outcomes.



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Accessing Office 365

Follow the instructions to access Teams, and after successful access, simply click the grid shape button in the top left of the screen to bring up the App list, here you can access the other Office applications, including Word, PowerPoint etc.

