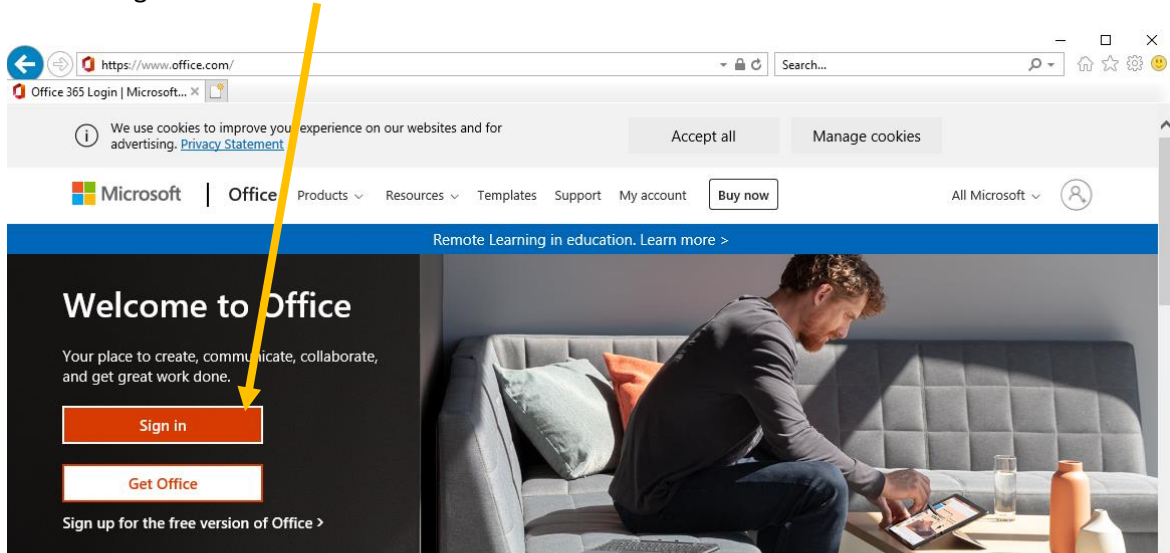




How To Access Microsoft Teams

Visit <https://www.office.com/>

Click on 'Sign In'

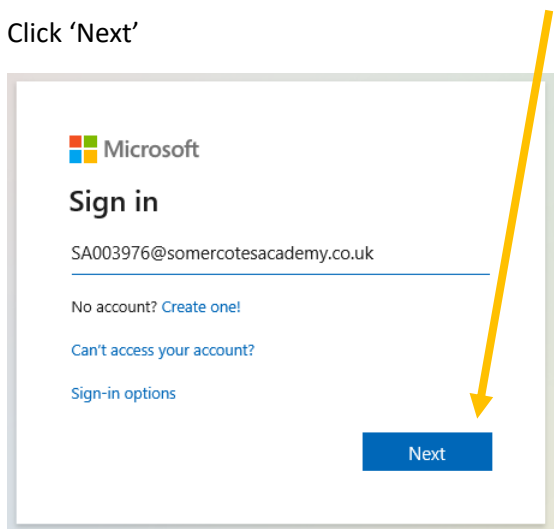


Sign in to use your favorite productivity apps from any device

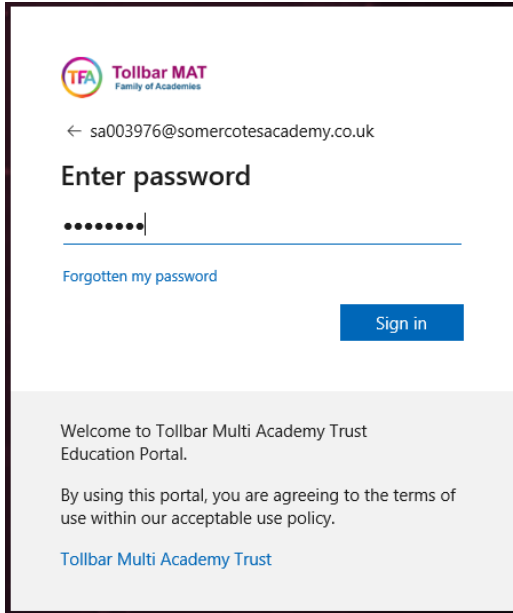


Sign in using your SA number, and add ' @somercotesacademy.co.uk ' to the end. E.g. SA003976@somercotesacademy.co.uk

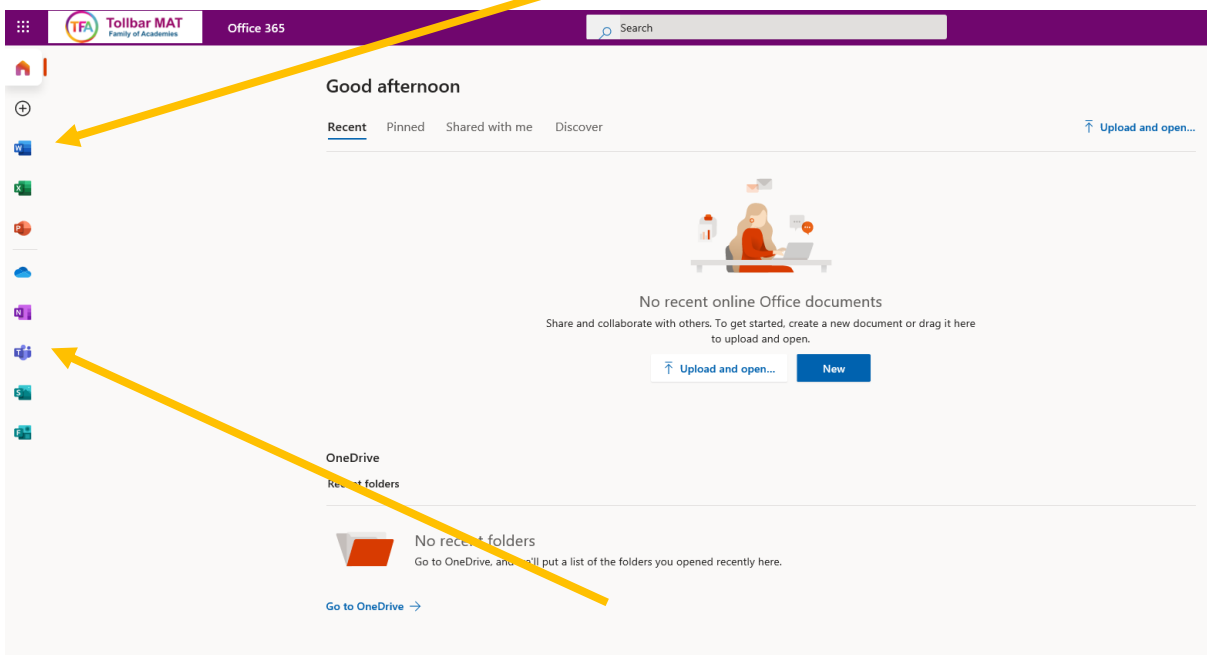
Click 'Next'



Your password is the same as your computer logon password in the Academy. Enter it then click 'Sign In'



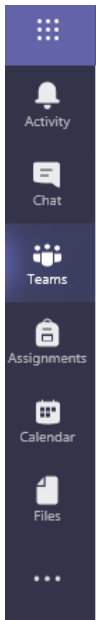
You will now see your Office365 home page. You have access to the full Microsoft Office suite of applications in the menu on the left-hand side



Microsoft Teams – where teaching will take place, is available in this menu, and can be recognised by the 'T' icon.



In Teams, your main functions that you will need are the 'Teams' page, which each of your classes have; the 'Assignments' page, which has outstanding assignments set by your teachers, as well as submitted ones with feedback; and the 'Calendar' feature, where you will see an appointment for each of your meetings. These are all accessed using the menu on the left side of your screen.



When you click on an appointment in your calendar for each lesson, it shows you the 'Join' button which you will click to attend the lesson virtually.

