



Microsoft Office Account

- 1) Open internet browser, e.g. Internet Explorer, Google Chrome, Firefox
- 2) Go to following website – <https://www.office.com>
- 3) Choose Sign in option
- 4) Enter you Email address and Password
- 5) On the landing page, choose the application you would like to go to:
 - a) Outlook for Email
 - b) Teams for lessons with teachers
 - c) Word, Excel, PowerPoint for document editing

Microsoft Teams

- 1) How to Access Teams Directly via internet browser
 - a) Open internet browser, e.g. Internet Explorer, Google Chrome, Firefox
 - b) Go to following website – <https://teams.microsoft.com/>
 - c) Choose Sign in option
 - d) Enter you Email address and Password

- 2) Alternative Options
 - a) Download teams to your computer/laptop from the following location - <https://products.office.com/en-us/microsoft-teams/download-app>
 - b) Teams Mobile app can be downloaded from iPhone App Store, Google Play Store or Microsoft Store