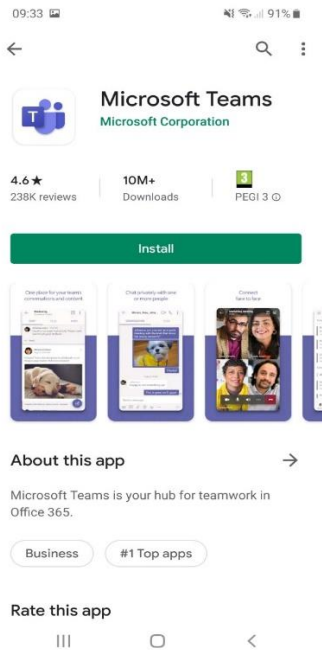
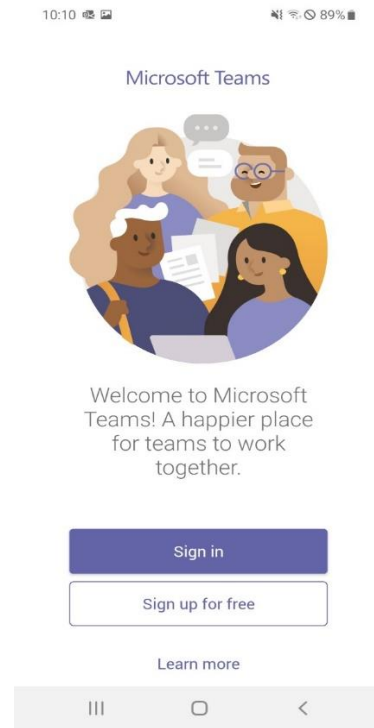


# Setting Up Microsoft Teams

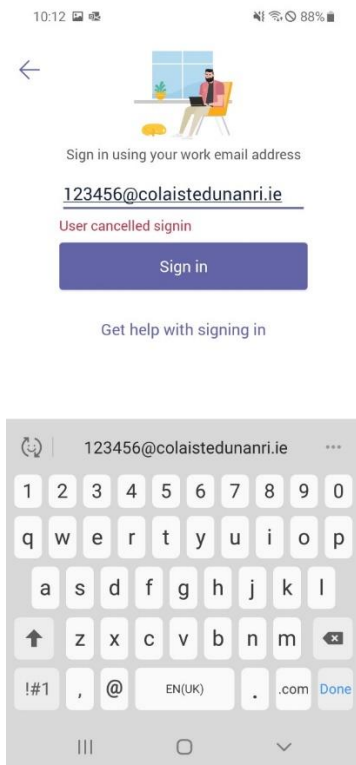
**Step 1:** Go to the AppStore on IOS or PlayStore on Android. Search for Microsoft Teams and download the app.



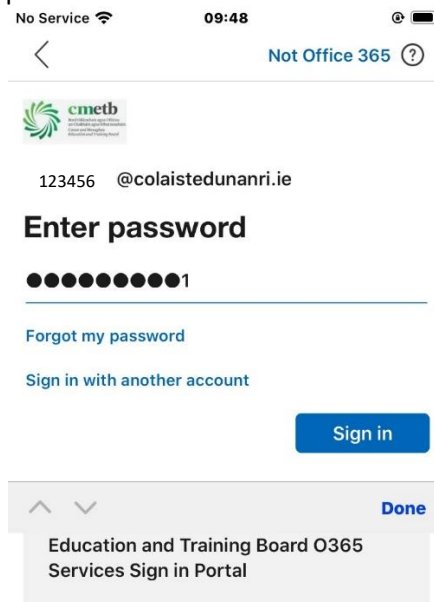
**Step 2:** Open the App and Sign in.



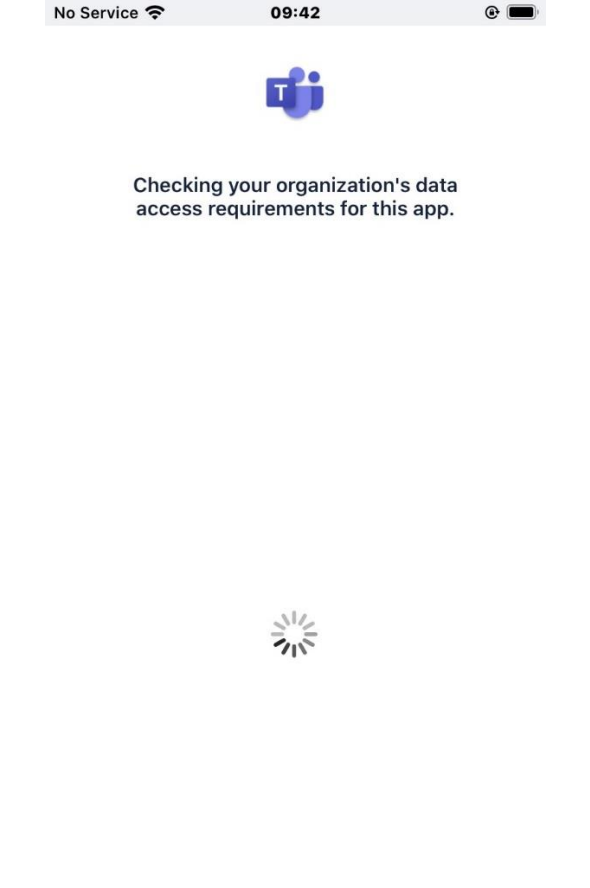
**Step 3:** Enter your school email address in the format shown.



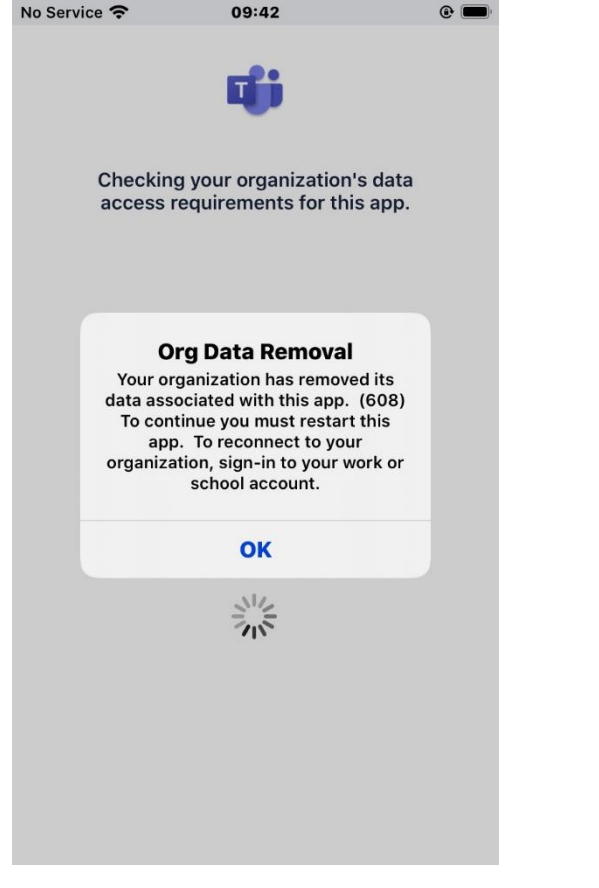
**Step 4:** Once you enter your email address you will be diverted to a company portal. Enter your password. You may be sent a text message with a verification code. If so please enter it when prompted



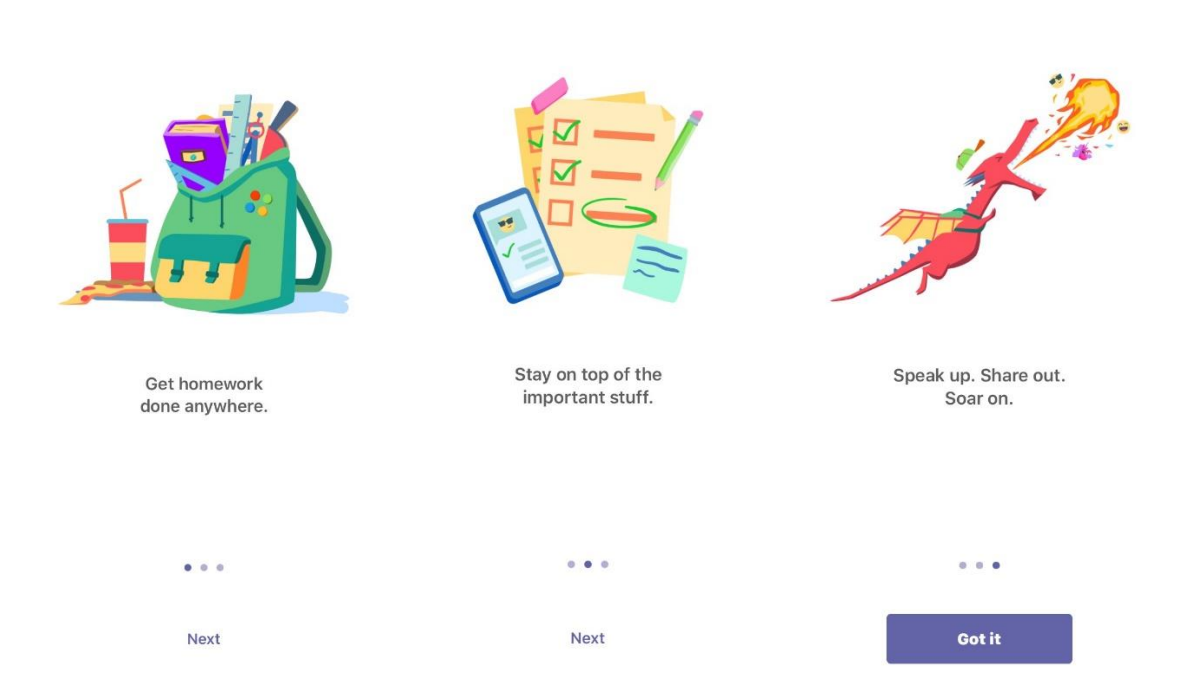
Step 5: The following screen may display.



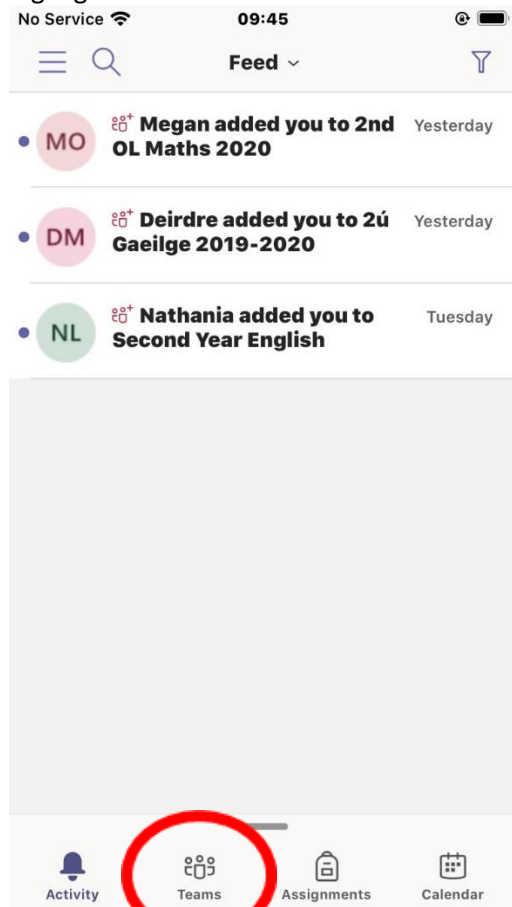
Step 6: Restart the App.



Step 7: Click through the following pages



**Step 8:** You now have access to Teams for various subjects by clicking the Teams Tab highlighted below.



**Step 9:** In the Teams section click the following icon to join a team with a code.

