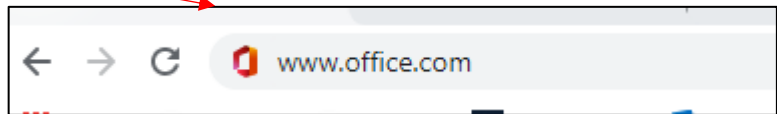


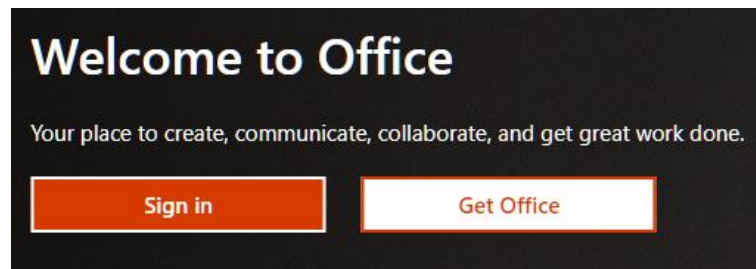
How to access Teams and the Calendar

1. Type **www.office.com** into the address bar at the top of a search engine (google)



2. Office will open, it may look different.

Click the **Sign In** button



3. Enter your school email address

this is in the format **firstname.surname@spspupils.com**

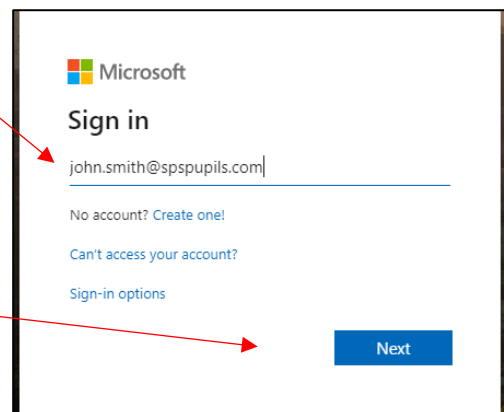
Examples

jane.roberts@spspupils.com

john.smith@spspupils.com

fred.jackson-wood@spspupils.com

Click **Next**

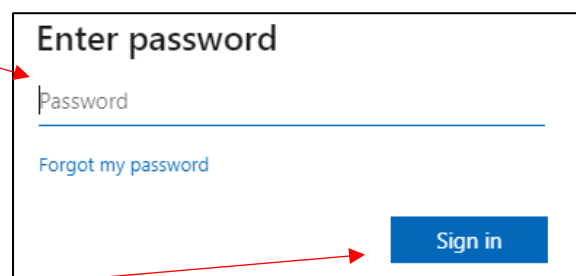


4. Enter your **password**

This is the password you use when you log on to the school computers

If you are not asked to do this, it means you have got your email address wrong

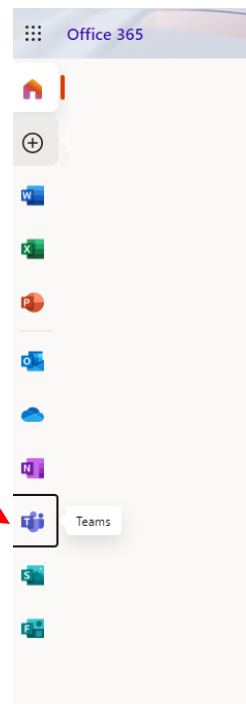
Click **Sign in**



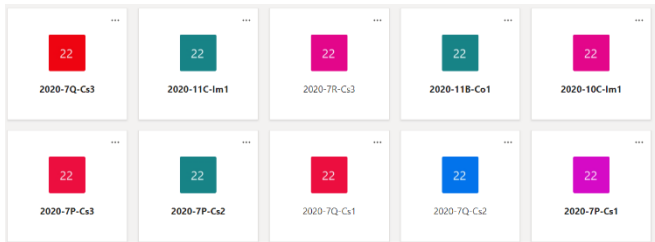
How to access Teams and the Calendar

In Office 365 you can access most of the Microsoft packages

Click **Blue icon for Teams**

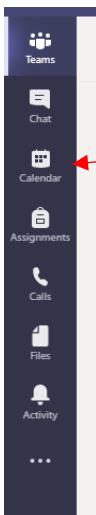


In Teams are lots of different groups

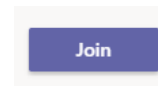


On the left is a menu

Click **Calendar icon** to see when lessons have been scheduled for



To join a lesson click



Depending on the computer settings you may be asked to check your headphones or audio on your computer.