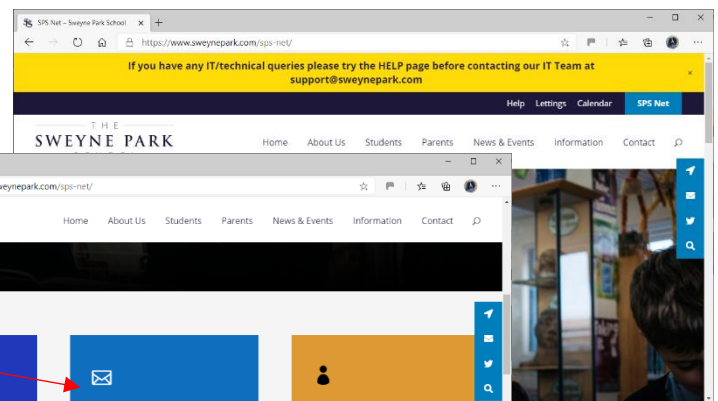


Open the School website (www.sweynepark.com).

Click on SPS Net.

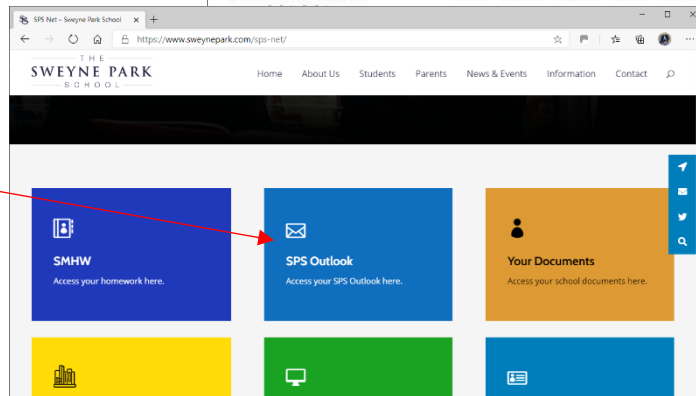


When the page opens scroll down to the Outlook box.

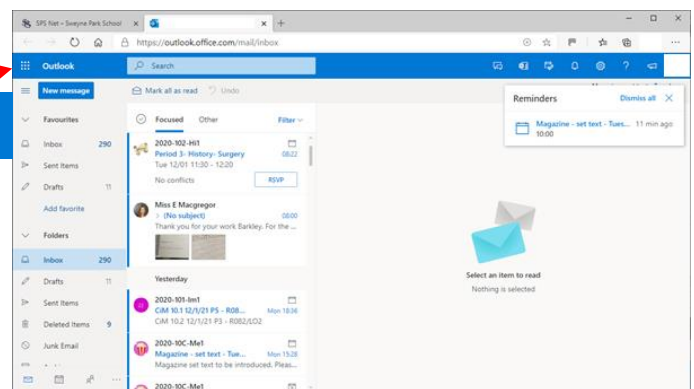
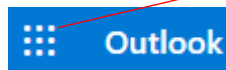


Click on the SPS Outlook box.

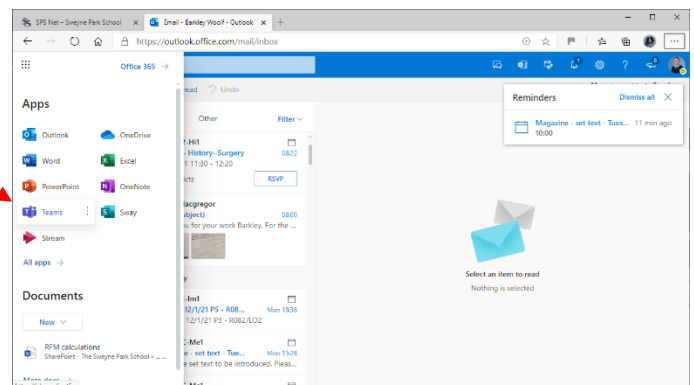
This holds the link to the Outlook site.
You could also type <https://outlook.office.com/> into your browser.



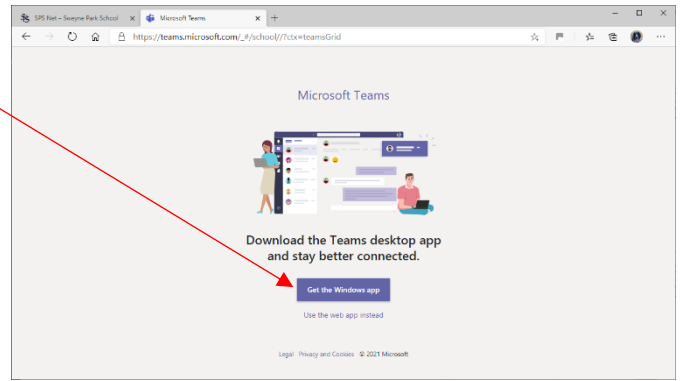
When your email appears, click on the



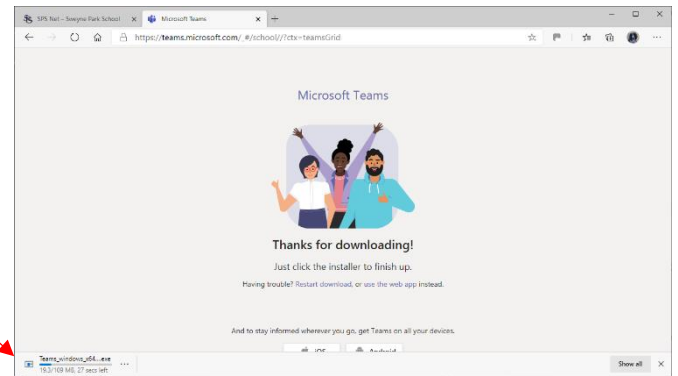
A list of Apps appears. Click Teams.



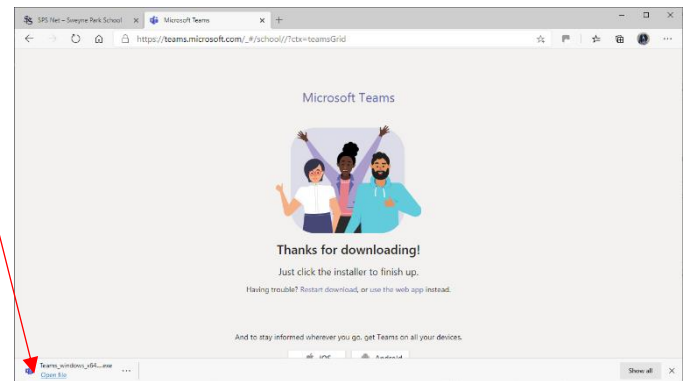
A new window will open with a suggestion to install Teams for Windows. Click the button "Get the Windows App".



The App will start to download.

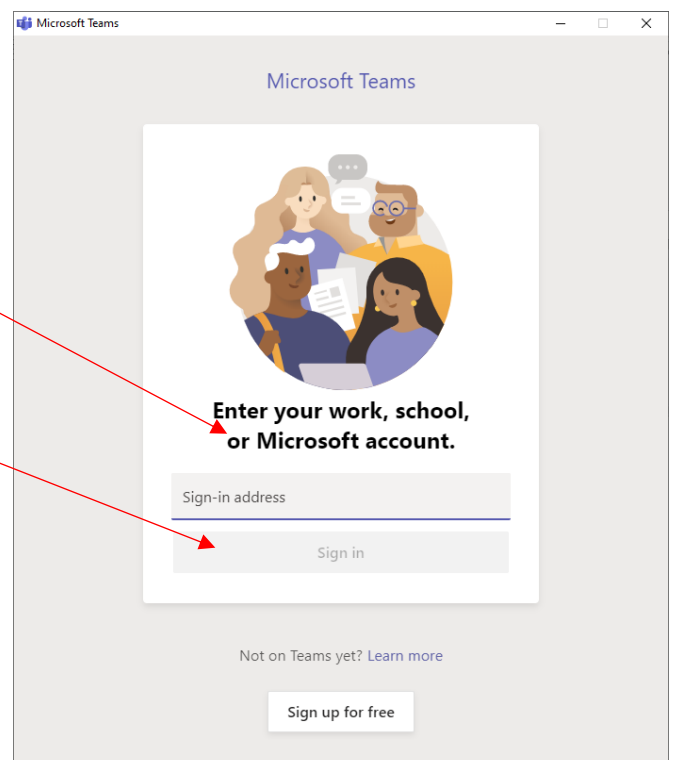


When the App has finished downloading, click "Open File" to install. After a few minutes the App will open.



Sign-in with your school email address (forename.surname@spspupils.com)

Click the "Sign in" button

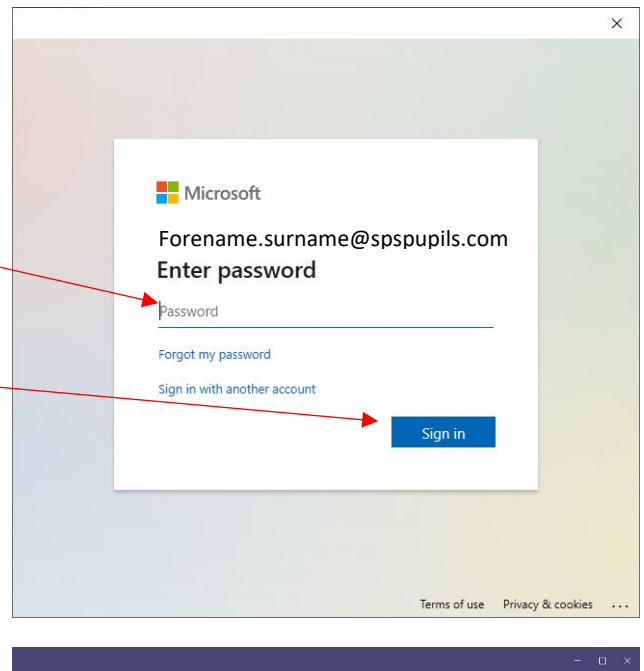


Enter your password, the one used to log into your PC at school.

Click the "Sign in" button

Teams will now load.

You will be asked to allow Teams to automatically sign you in all your apps. We suggest you decline this offer for security reasons, unless no one else uses your PC or laptop.



Loading Microsoft Teams ...

The Teams app will then display your available teams.

