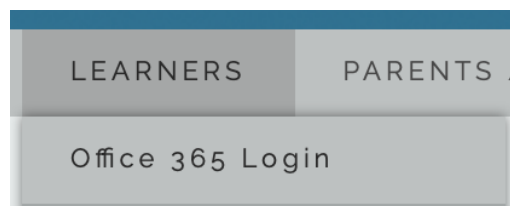


# Access Microsoft Teams on a Desktop or Laptop (Windows and Apple)

1. Ensure you are using Google Chrome browser. If you need help configuring this, please get in touch.
2. Visit [www.digitallearningteam.org](http://www.digitallearningteam.org) -> hold over 'LEARNERS' in the navigation panel at the top and then click 'Office 365 Login'.



3. In the login box, enter your child's login details. You can copy and paste these over from the portal to make it easier.

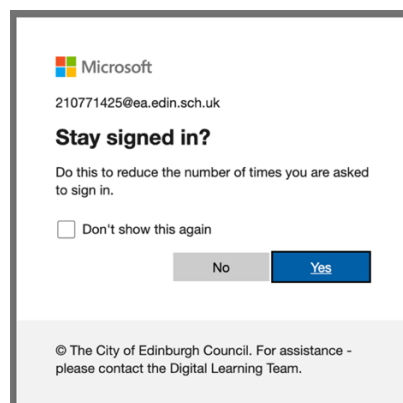
## Learning & Teaching

Type in your user name (payroll number for staff, SCN for students) and password.

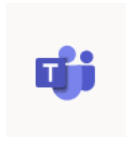
User name:

Password:

4. Click 'No' if asked to Stay Signed In. This is more important if there are siblings who will also need to log in at a different time.



5. Click on the Microsoft Teams icon at the bottom left of the screen.



6. If you are asked to Download the Teams Desktop App, please just click 'Use the web app instead'.

(If you are more comfortable with technology then you may wish to install and configure the desktop app, but using MS Teams in the Chrome browser should work just as well.)

7. This should log your child into MS Teams. On the left, you should see the Teams and Channels that your child is a member of.
8. Refer to the **Basic Usage of Microsoft Teams** document for further information on how to use MS Teams.
9. When your child's session is finished, please log-out by clicking their initials at the top-right of the screen and then clicking on 'Sign out' at the bottom. This should then allow you to log-in again as a sibling if required.

