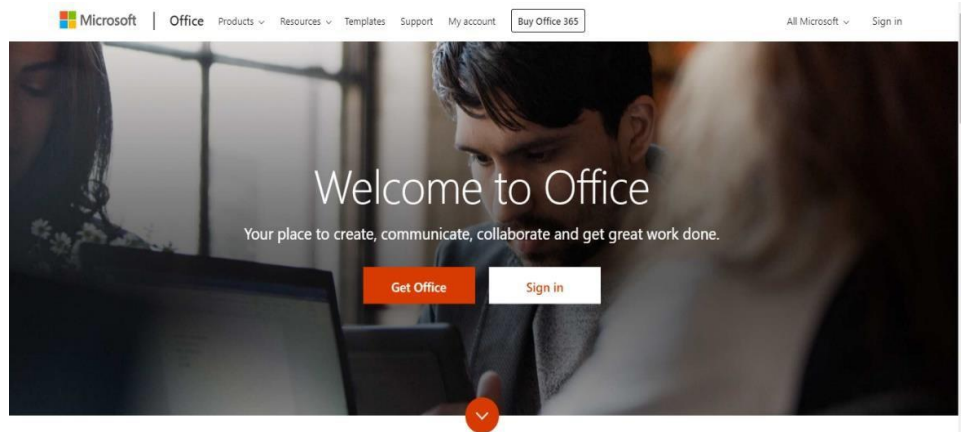


Accessing a Learning Material using Teams

How to Login

On any web browser e.g. Edge, Google Chrome, Internet Explorer, Safari etc, go to www.office.com



Click sign in and sign in with your full school e-mail address, which is your computer user name followed by @springwellcc.org

Example: Sam Jones would be sjones@springwellcc.org

You will then be directed to the office home page which looks similar to the example below:



sbirks@springwellcc.org

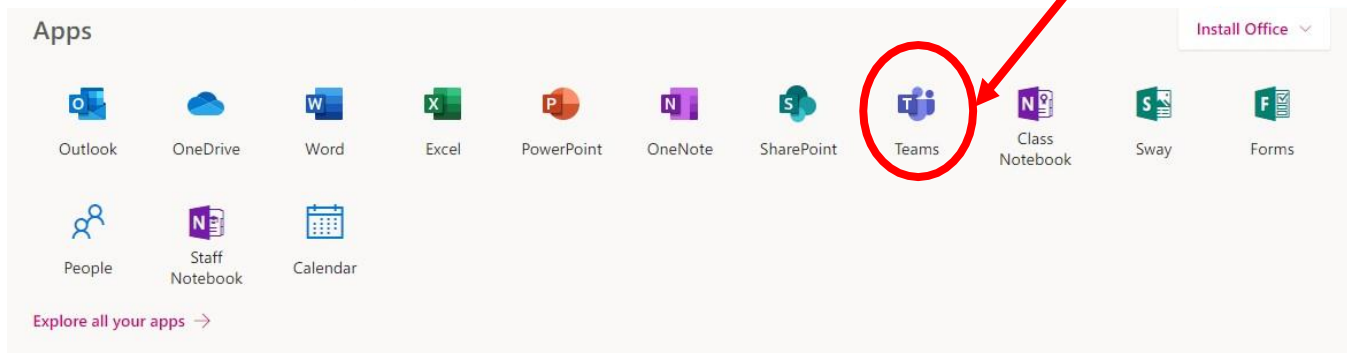
Enter password

Password

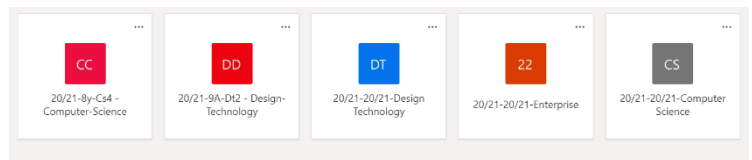
[Forgotten my password](#)

[Sign in with another account](#)

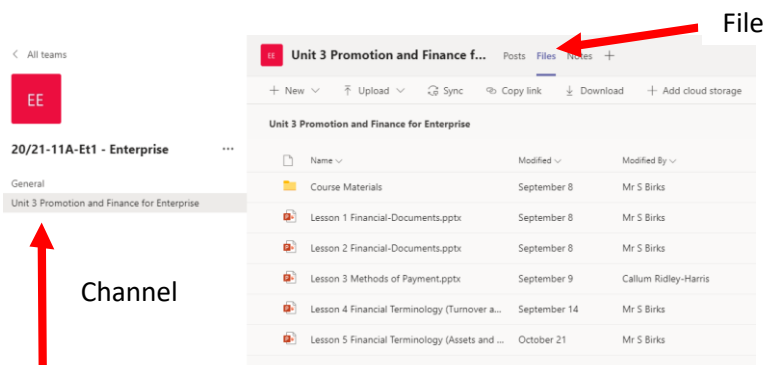
Click on the Teams App



Once you have launched the Teams app you will be able to see the different class teams of which you are a member. Click on the team you wish to access.



Once inside your chosen Team you can choose the channel you need and then click on file. This will give you access to all the resources your teacher has uploaded.



For help please e-mail:
Go4Schools@springwellcc.org