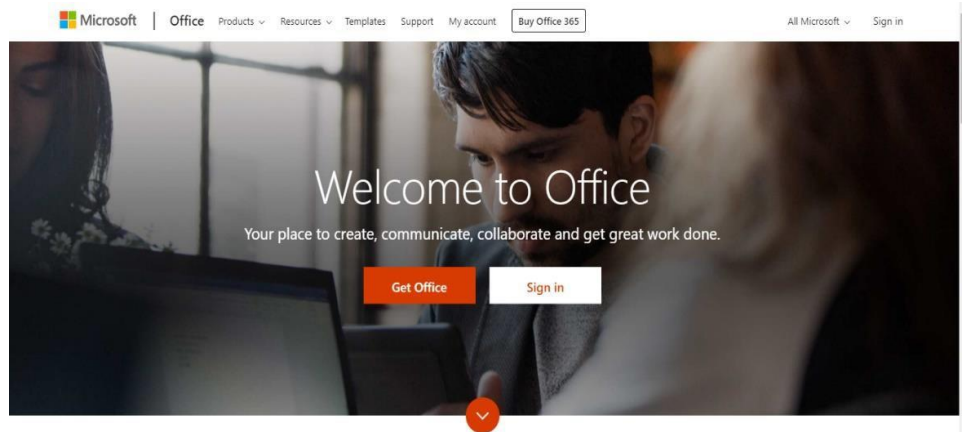


Accessing a Live Lesson using Teams

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

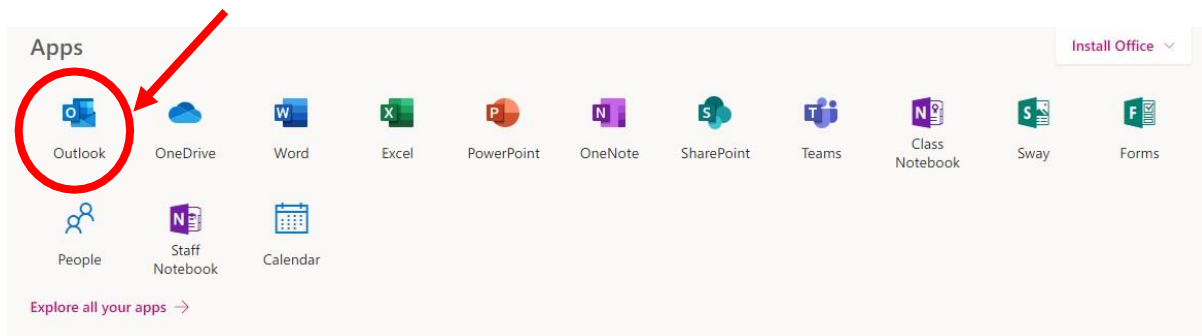
Password

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

Click on the Outlook App



Once you have launched the outlook app you will be able to see in your e-mails the invites you have had to the various live lessons. Choose the one for the lesson you wish to join and click on the join Microsoft Teams Meeting

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

You then choose continue on this browser and it will connect you to the meeting. Please note: the teacher has to be in the meeting before you, so it may ask you to wait if your teacher hasn't yet joined the meeting.

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

