How To Log In To Teams

Using Teams is a great way to talk to other members of staff, set up online lessons & have a shared workplace.

You will also be able to talk to other staff across the trust & in other departments, making it a good way to share resources!

Teams

Teams App:

You can use Teams as an app on your computer. You should be able to see it as an icon on your desktop or as a shortcut in the start bar.
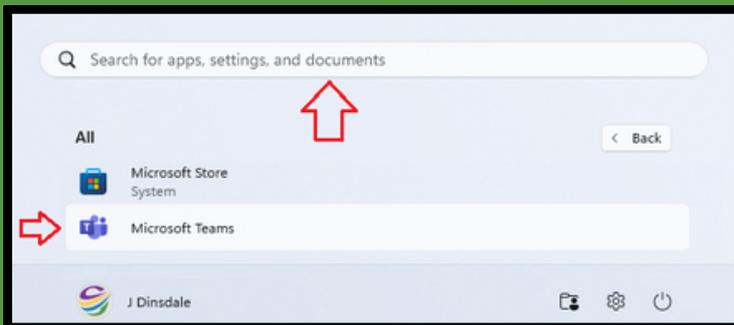
If you can't see it on your desktop, you can look for it in the list of all programs, or search for Teams in the search bar at the top of the list.

If it does not automatically log you in, just sign in with your **SHARE MAT** email & password.

Teams Web:

If the Teams App is not installed you can always use the web version. Use Microsoft Edge and from the "<u>Start Portal</u>" click on the link at the top that says "**Microsoft 365 (OneDrive | Teams | Office Online)**"

Select the "**dots**" over at the top left and then select "**Teams**", and it will load the web version.

Remember, if you are asked to login, always use your **SHARE MAT** email & password!