

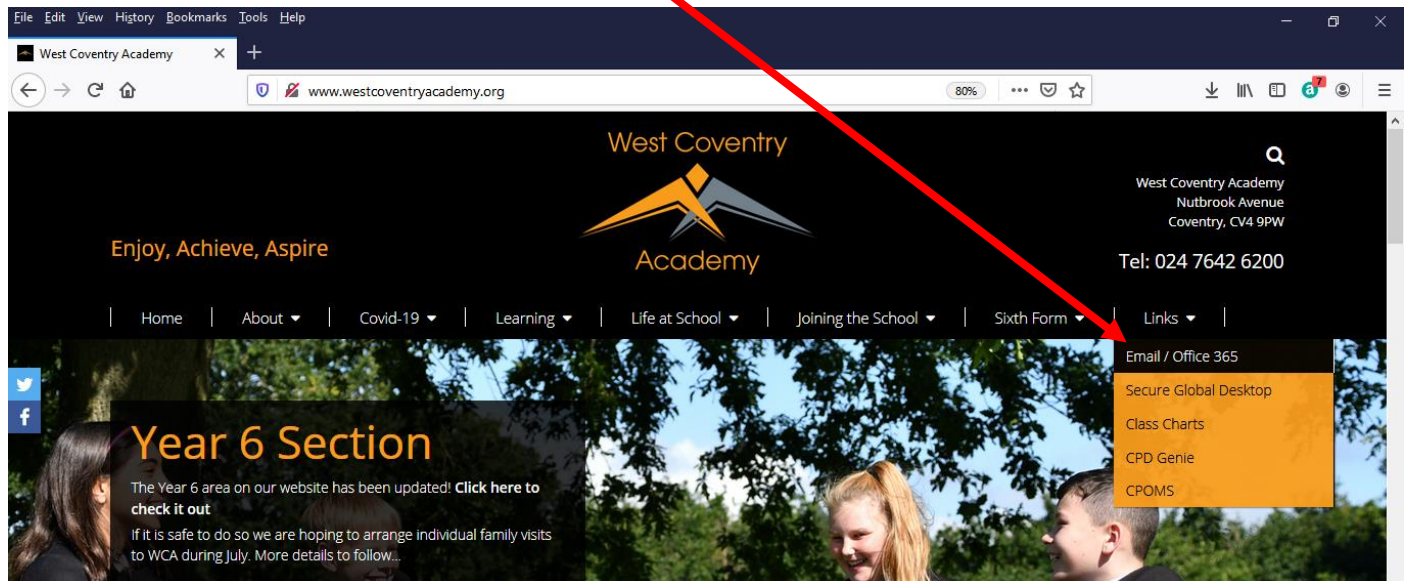


Accessing Microsoft Office365 - Teams

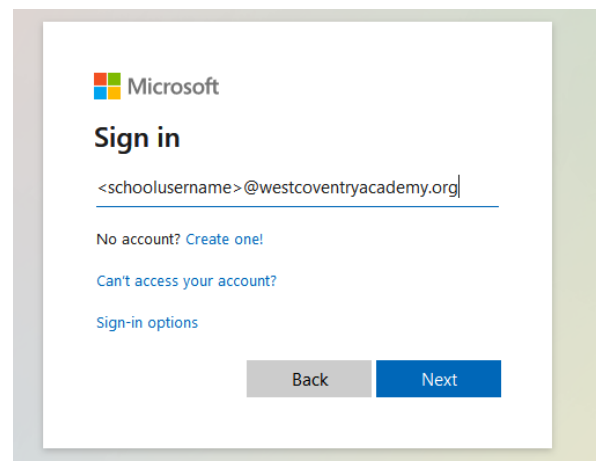
If you are using a SmartPhone or Tablet, go to section 2

Section 1 – Using a Laptop/Desktop (See Section 2 for using a Tablet or SmartPhone)

From the school website log into Office 365



Your email address is your school username (eg. 19SmithK) followed by @westcoventryacademy.org (eg. 19SmithK@westcoventryacademy.org)



At the next screen type in your school username (eg. 19SmithK) and use the password you use at school to access the computers.

Sign In

fed.tilehillwoodschool.co.uk

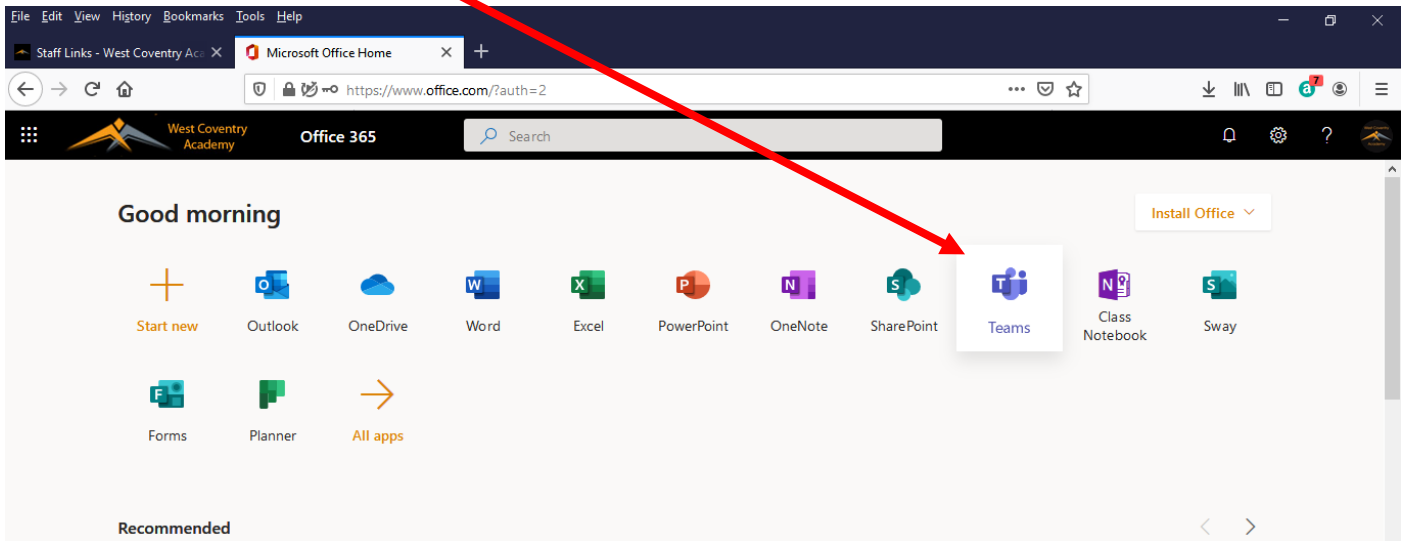
Type your user name and password.

User name: Example: Domain\username

Password:

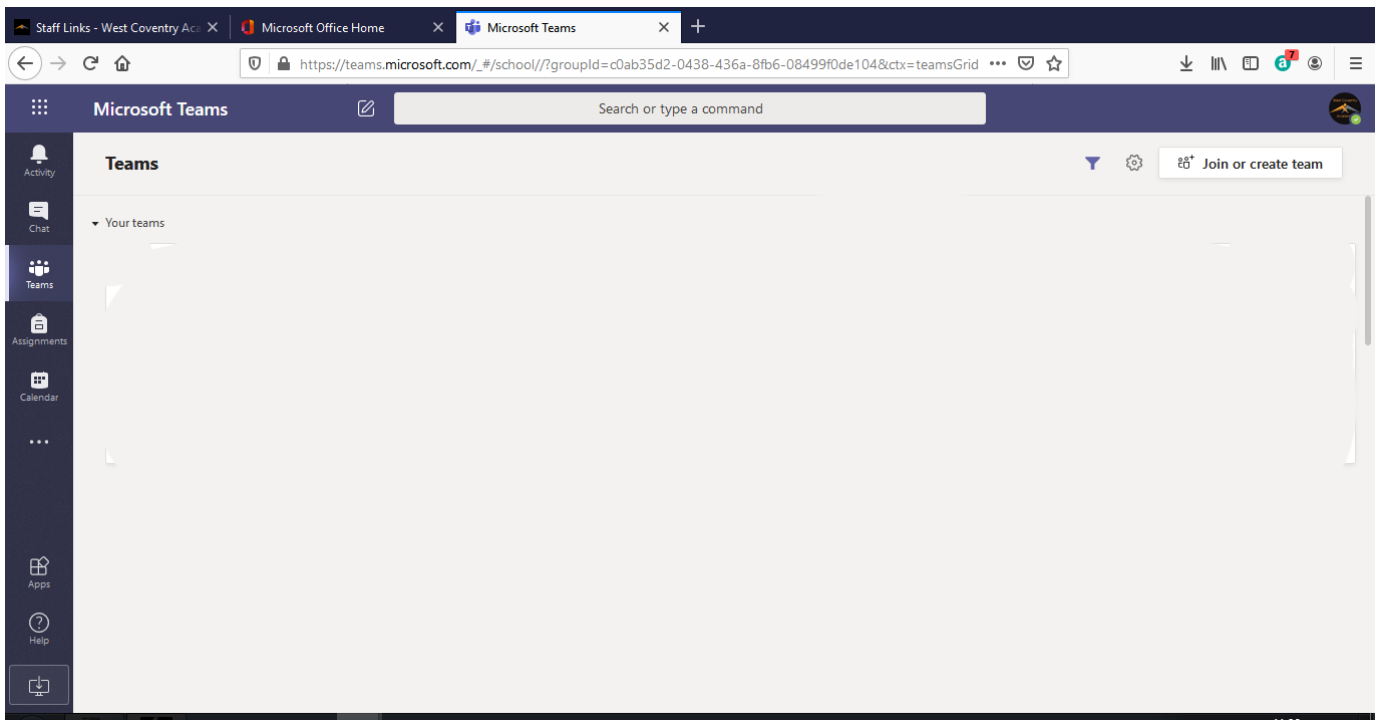


When logged in, click on **Teams** icon



You are now in Teams.

When the member of staff calls you, there will be a pop-up message asking you to accept the call.
It may also ask you to allow access to camera and microphone.



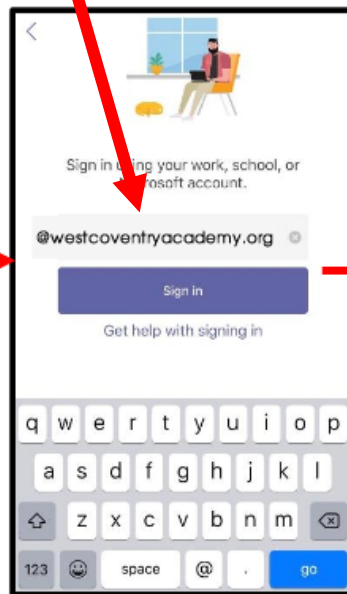
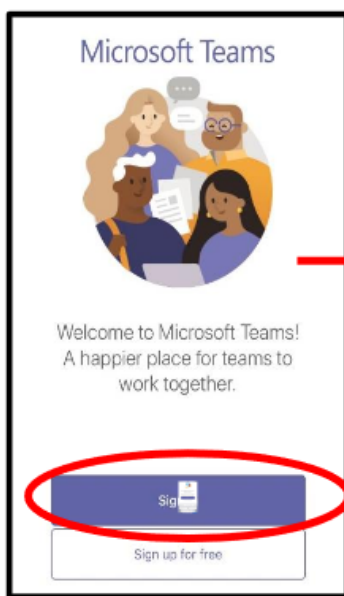


Section 2 – Using a Tablet or SmartPhone

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



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