

## HOW TO LOG ON TO TEAMS:

Microsoft Teams can either be downloaded as an app for a handheld device, or accessed on a computer by visiting [www.office.com](http://www.office.com). If using office.com on a computer then you can either use Teams directly there or can download the Teams app to the computer you are on. It is strongly recommended to **Get the Windows app** (i.e. download it to your computer) wherever possible.

### IN ALL INSTANCES YOUR LOG-IN WILL BE:

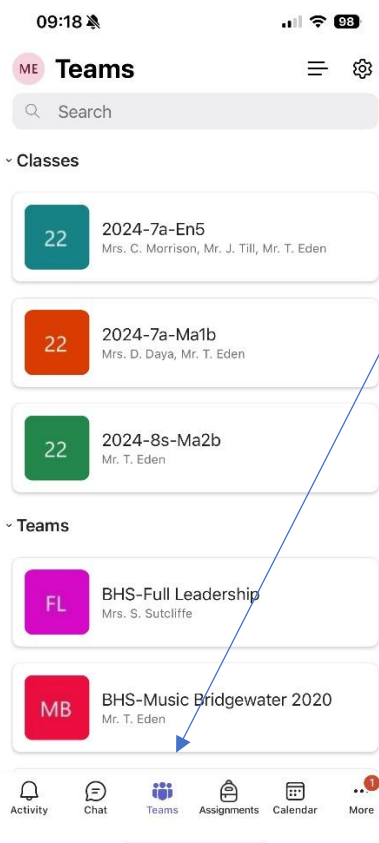
**Username = your school email address** (e.g. 20smitha@bridgewaterhigh.com – this will be the year you started at Bridgewater, followed by surname, followed by first initial, followed by @bridgewaterhigh.com).

**Password = the same password you would use to log in to our school network** (e.g. logging in to a computer here in school).

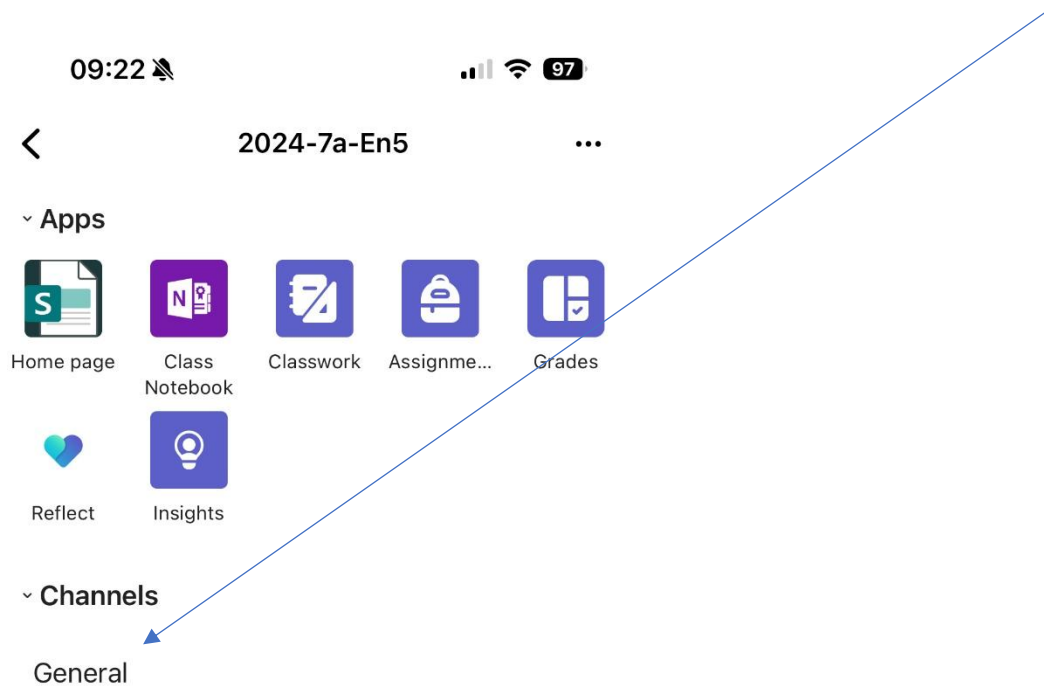
If either of these details have been forgotten, then you will have to look for work on Satchel One instead. If still no work seems available for your class then complete some self-study through other work on Satchel One, SparxMaths, the VLE, etc.

**Once you are logged in you will need to select the Team for your class.**

If on a phone you will probably have to click on **Teams** first (at the bottom of this screenshot) – it will not be on the **Activity** feed.



Once you have clicked on your Team, then under Channels ensure you have selected General:



**ONCE YOU HAVE DONE THIS YOU SHOULD SEE A MESSAGE FROM YOUR TEACHER WITH WHAT YOUR WORK IS FOR TODAY.**

If this has not worked for any reason then you will have to look for work on Satchel One instead. If still no work seems available for your class then complete some self-study through other work on Satchel One, SparxMaths, the VLE, etc.