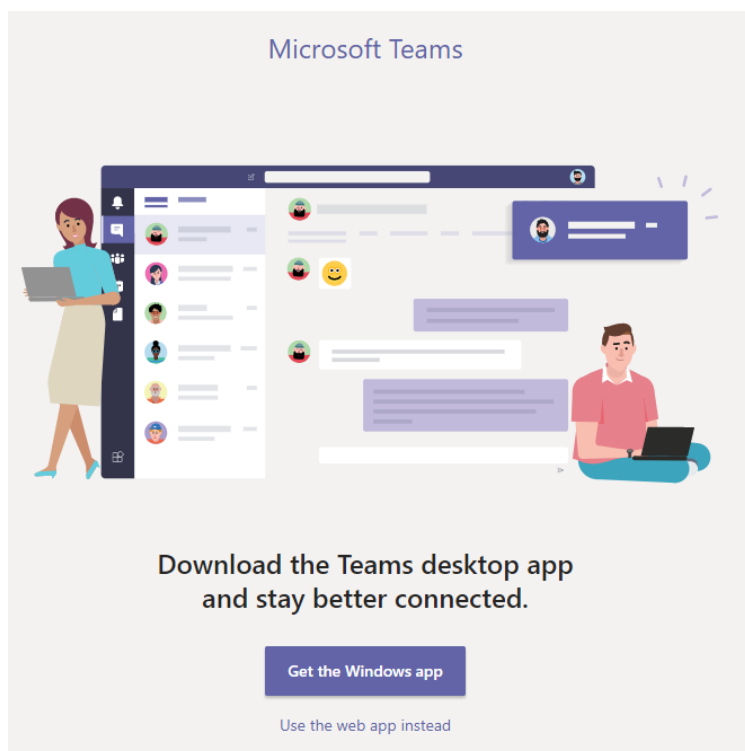


HOW TO LOG ON TO TEAMS:

Microsoft Teams can either be downloaded as an app for a handheld device, or accessed on a computer by visiting www.office.com. If using office.com on a computer then students can either use Teams directly there or can download the Teams app to the computer they are on (see the options below):



It is strongly recommended to **Get the Windows app** (i.e. download it to your computer) wherever possible.

IN ALL INSTANCES THE LOG-IN FOR PUPILS WILL BE:

Username = the pupils' email address (e.g. 20smitha@bridgewaterhigh.com – this will be the year a pupil started at Bridgewater, followed by surname, followed by first initial, followed by @bridgewaterhigh.com).

Password = the same password a pupil 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 by contacting itsupport@bridgewaterhigh.com you can be reminded of a student's exact email address or be given a password reset.