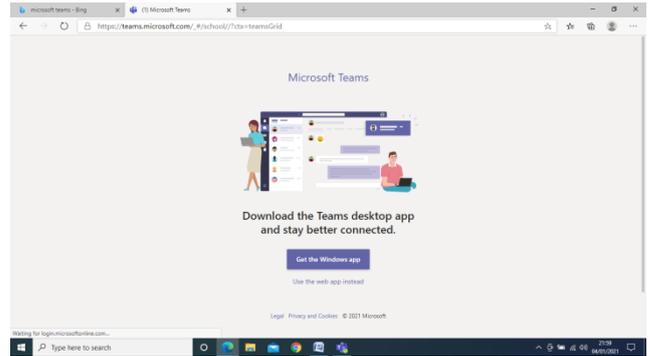


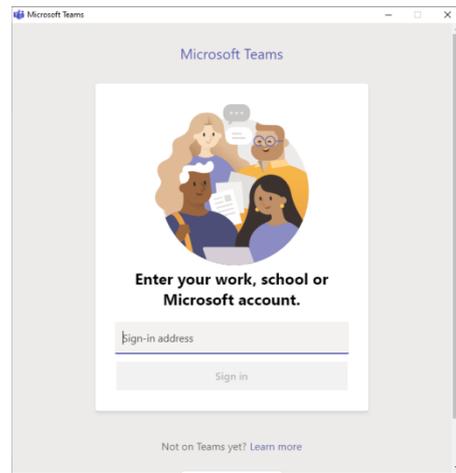
# Microsoft Teams

Follow these simple steps to use Microsoft Teams at home

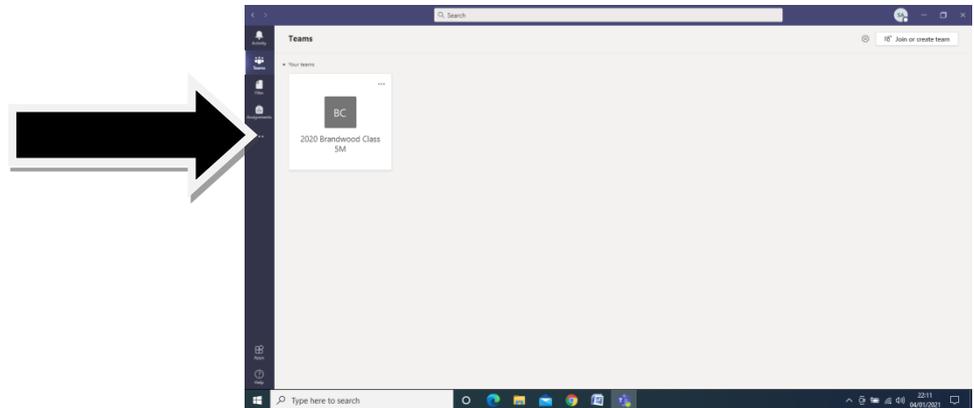
1. Log on to [www.teams.microsoft.com](http://www.teams.microsoft.com)  
(If possible, download the app or use the web version)



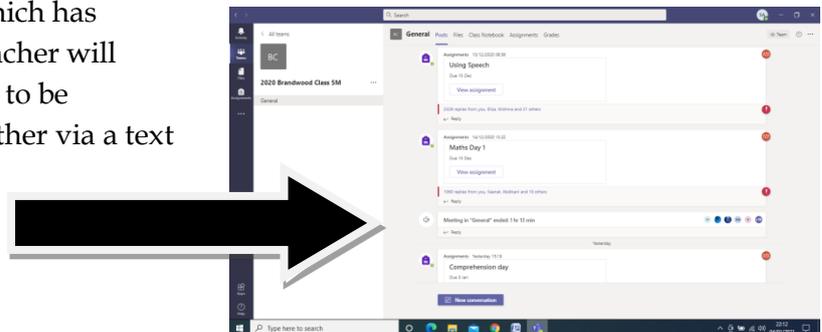
2. Enter your username and password (Purple Mash login)



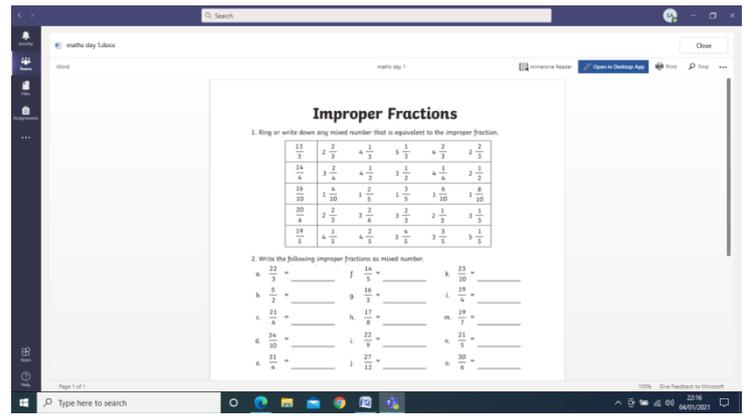
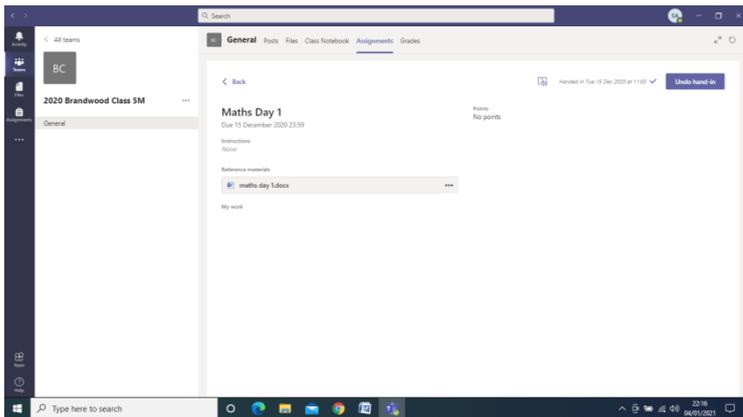
3. Now click on your class.



4. Once you have clicked on your class you will see any work which has been set for you. Your teacher will let you know what needs to be completed and when. (Either via a text or an online video call)



- Once you have been given the instructions to complete a piece of work, you can click on the title and it will display exactly what needs to be done. (This can sometimes take a few seconds, please be patient)



- If your teacher has requested you to join an online meeting you will see this message displayed on the home screen. Click to join the meeting at the specified time and the video call will begin.

