

Quick Start – Student Guide

Get Going on Teams

1 Open Chrome and go to office.com

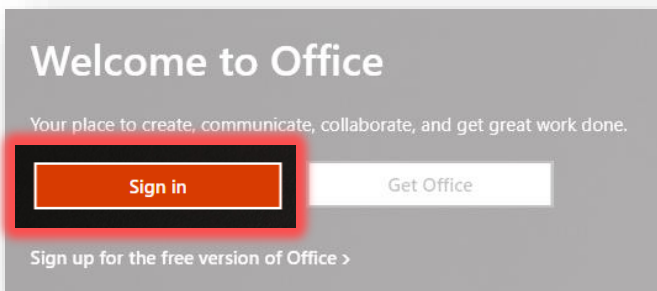


2 Click this button to sign-in

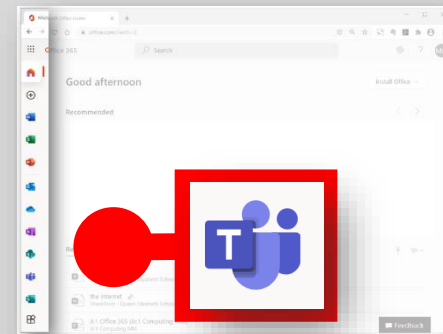
Use your school **email**:

- 17fred.bloggs@qes.org.uk
- 17fred.bloggs@qestudio.org.uk

Use your 'normal' school password.



3 Click this icon for Teams



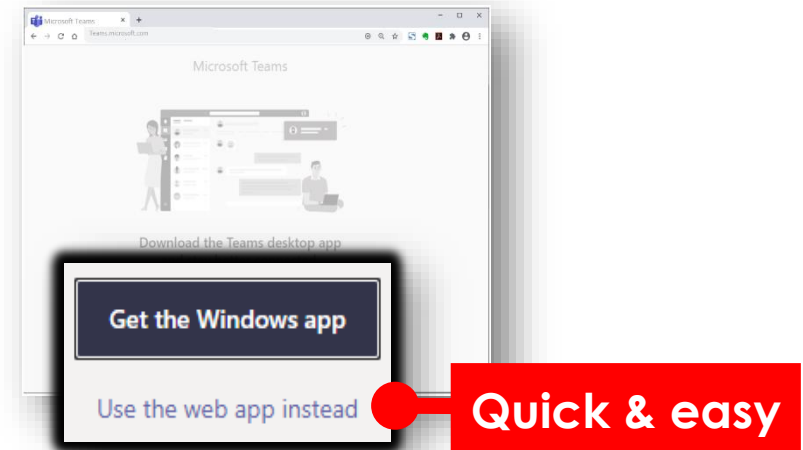
4 Focus on these two options

For quick & easy access:

- Just click **Use the web app instead**

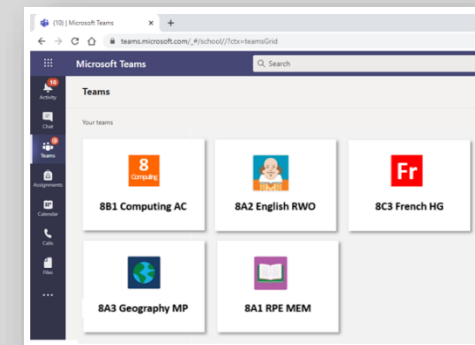
But if you want to download & install Teams on your home computer:

- Click **Get the Windows app** & follow the steps



5 You will now see your Teams dashboard.

You will see several subject Teams but others will be added soon.



If you are working from home, don't forget to check your **Weekly Outline** to see what work as been set in your different subjects.

Weekly Outlines - 21 Sept.

We hope these PDFs will help students and parents keep track of 'blended learning' across subjects

