

## Quick Start – Student Guide

# Get Going on Teams

**1** Open Chrome and go to [office.com](https://office.com)

A search bar with the Google logo on the left and the text "office.com" in red.

**2** Click this button to sign-in

Use your school **email**:

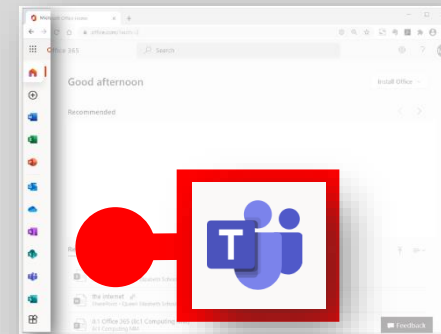
- [17fred.bloggs@qes.org.uk](mailto:17fred.bloggs@qes.org.uk)
- [17fred.bloggs@qestudio.org.uk](mailto:17fred.bloggs@qestudio.org.uk)

Use your 'normal' school password.

A grey sign-in page for Office. It says "Welcome to Office" and "Your place to create, communicate, collaborate, and get great work done." There are two buttons: "Sign in" (highlighted with a red box) and "Get Office".

Sign up for the free version of Office >

**3** Click this icon for Teams



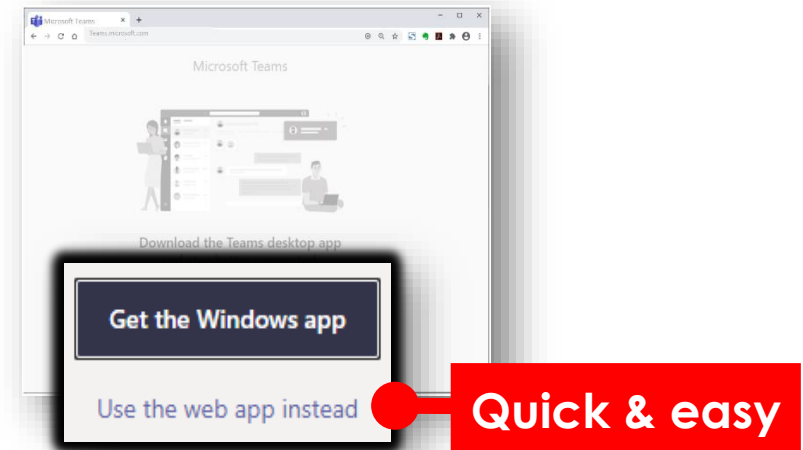
## 4 Focus on these two options

### For quick & easy access:

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

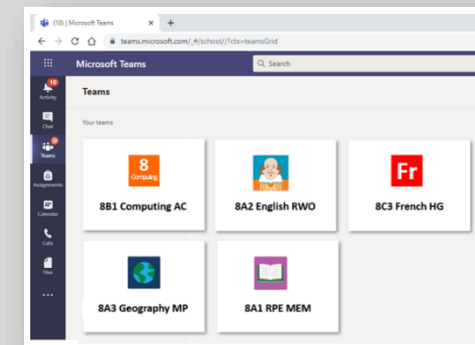
But if you want to download & install Teams on your home computer:

- 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

