

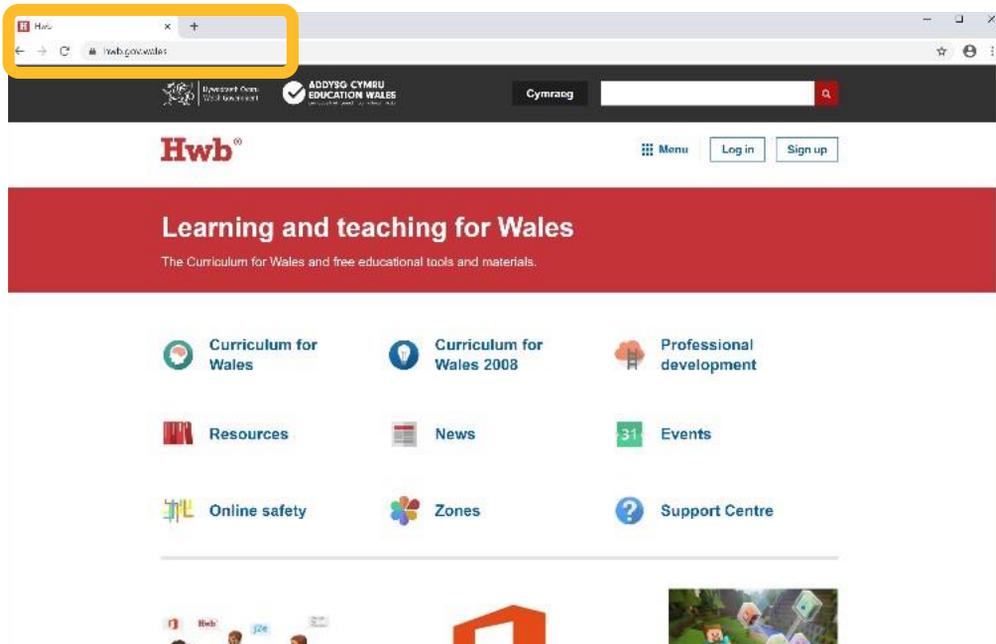


# Microsoft Teams – Step by Step Guide

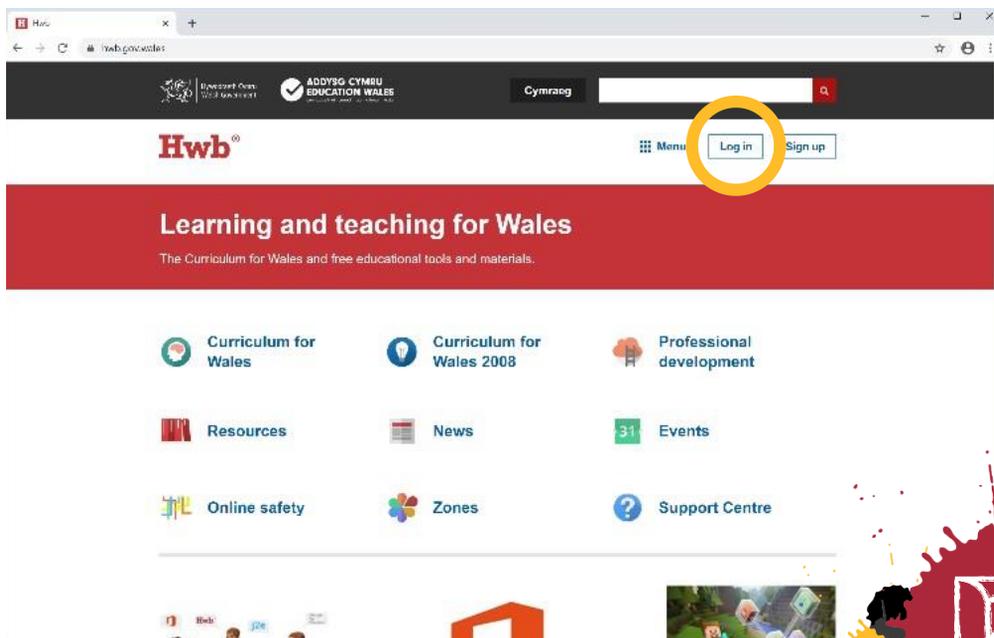
Step 1 – Open an internet browser (preferably Google Chrome)



Step 2 – Open the Hwb website – <https://hwb.gov.wales/>



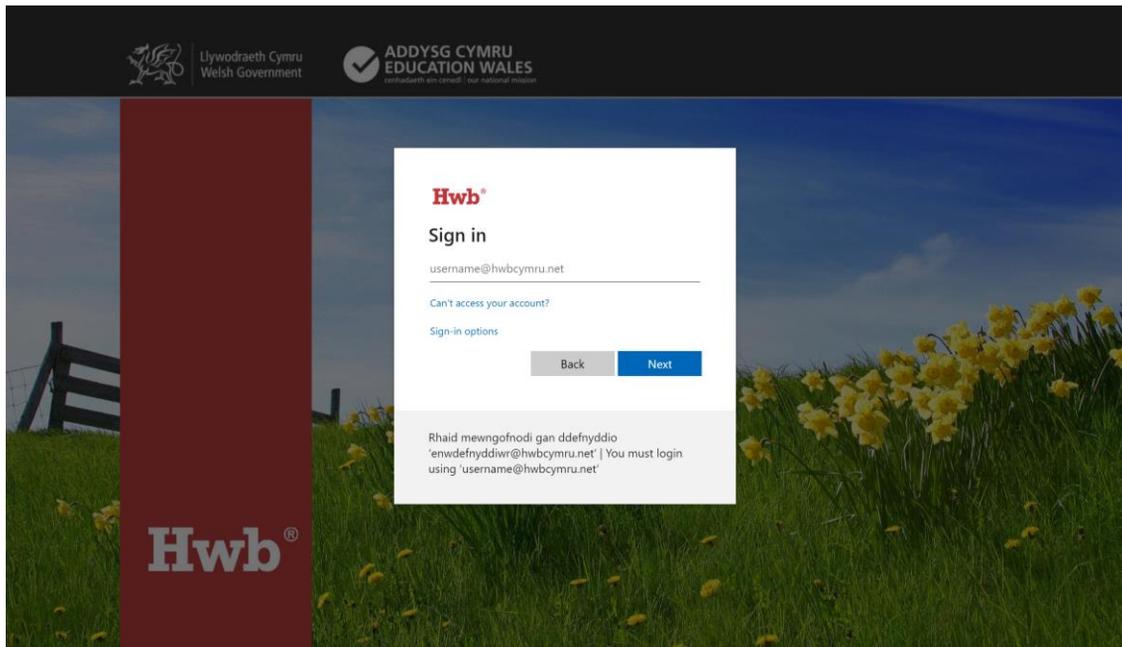
Step 3 – Click on Log in (highlighted below)



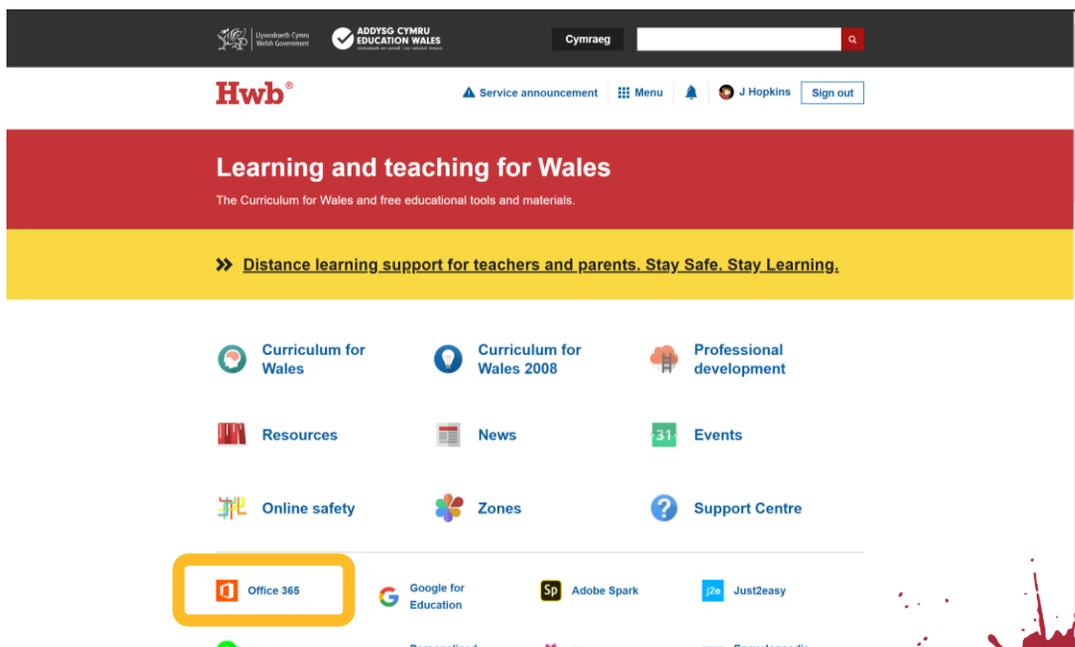


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Step 4 – Enter your Hwb email and password (contact school if required)



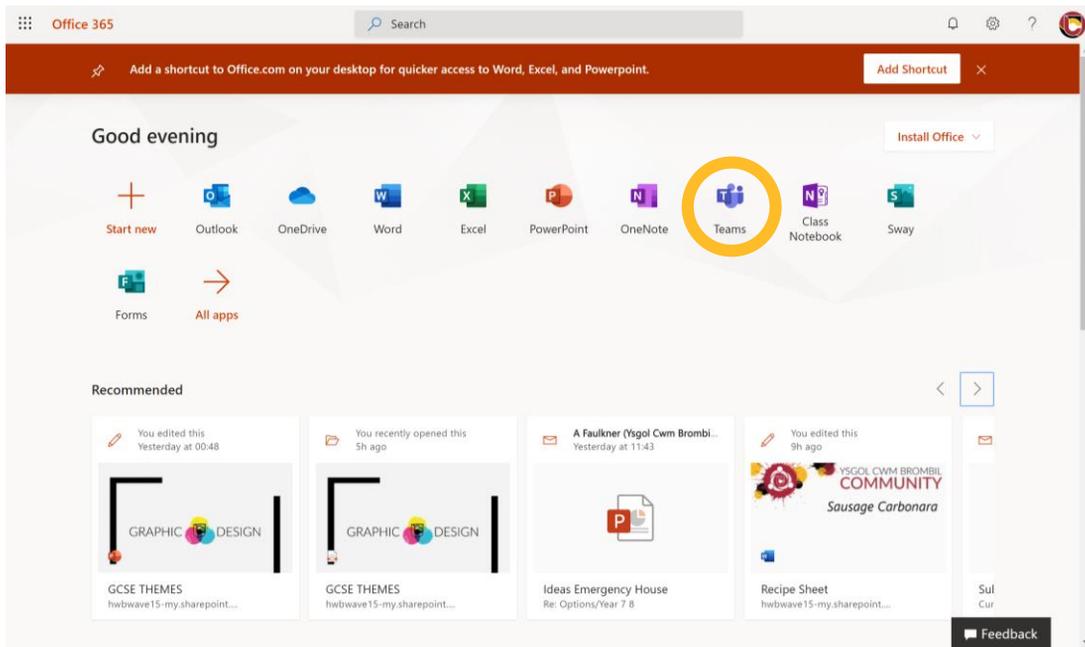
Step 5 – Once you have logged into Hwb, select  Office 365 (highlighted below)





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Step 6 – Select the Teams icon  (highlighted below)



Step 7 – Welcome to the Teams App

Select the teams icon to view your classes

Select the Files icon to access the files shared on your Teams or files in your OneDrive (instructions on next page – Step 10)

Example of class icons. Your classes or groups will appear here





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## Step 8 – Teams App – Classes & Groups

Select to see your class messages/conversations

Select to access the files shared with the class/group

Select to go back to all your classes and groups

Example of a message/conversation from your teacher

Example of files shared with you

Example of a website link shared with you

Reply to your teacher

Start a new message/conversation

Add a file to your message/conversation

The screenshot shows the Microsoft Teams interface. The left sidebar has a 'Back' arrow highlighted with a yellow box and an arrow pointing to the text 'Select to go back to all your classes and groups'. The top navigation bar has 'Posts' and 'Files' tabs highlighted with yellow boxes and arrows pointing to the text 'Select to see your class messages/conversations' and 'Select to access the files shared with the class/group' respectively. The main chat area shows a message from 'J Hopkins (Ygol Cwm Brombil)' with a text message, a file 'GCSE THEMES.pdf', a link to a Pinterest page, and a reply. A yellow box highlights the text input area at the bottom with an arrow pointing to 'Start a new message/conversation'. Another yellow box highlights the file upload icon in the bottom toolbar with an arrow pointing to 'Add a file to your message/conversation'.

## Step 9 – Teams App – Accessing Class/Group Files

Upload Files

Select to access the files shared with your class/group

Select a file and download it your computer or OneDrive

Example of files shared with your class/group

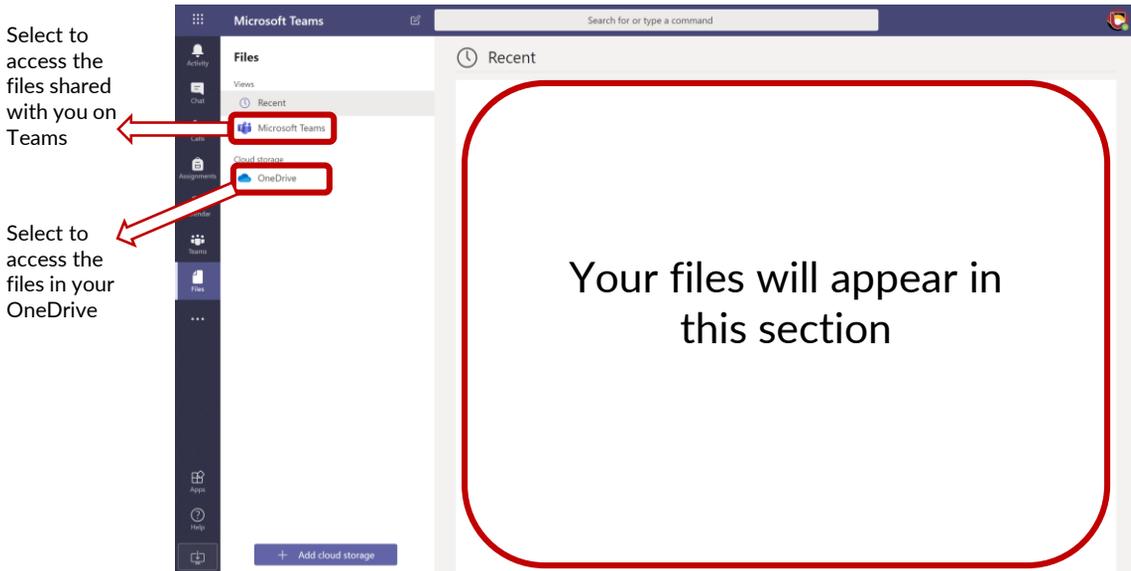
The screenshot shows the Microsoft Teams interface with the 'Files' tab selected. The top navigation bar has 'Files' highlighted with a yellow box and an arrow pointing to the text 'Select to access the files shared with your class/group'. The 'Files' tab shows a list of files with columns for Name, Modified, and Modified By. A yellow box highlights the list of files with an arrow pointing to the text 'Example of files shared with your class/group'. The 'Upload' button is highlighted with a yellow box and an arrow pointing to the text 'Upload Files'. The 'Download' button is highlighted with a yellow box and an arrow pointing to the text 'Select a file and download it your computer or OneDrive'.





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## Step 10 – Teams App – Accessing Files



### Additional Information:

You can download the Teams App for free across many devices via the various App stores.

If you require your HWB log in details, please contact the School.

Telephone – 01639 760110  
Email: [ysgolcwbrombil@npt.school](mailto:ysgolcwbrombil@npt.school)

Stay Safe 😊

