

<u>Step 1</u> - Using an internet browser (Google Chrome works best), open up Hwb following the below web address.

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<u>Step 2</u> – Click on the 'Login' tab.

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<u>Step 3</u> – Sign in entering your child's Hwb username and password.



<u>Step 4</u> – Once you are signed in to Hwb, click on the Office 365 tab on the Hwb homepage.

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<u>Step 5</u> – When you are on the Office 365 home page, click on the Teams app.

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<u>Step 6</u> – When you are on the Teams app, click on the teams logo on the left hand side, followed by clicking on your child's class.



<u>Step 7</u> – When on your class you can see any posts from your teacher under the 'General' and 'Posts' tab.

