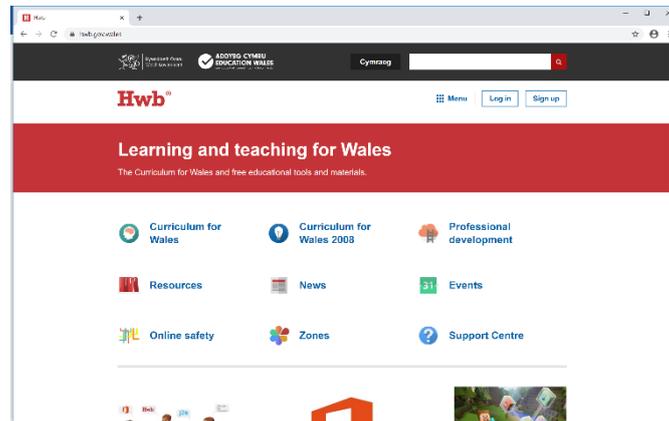


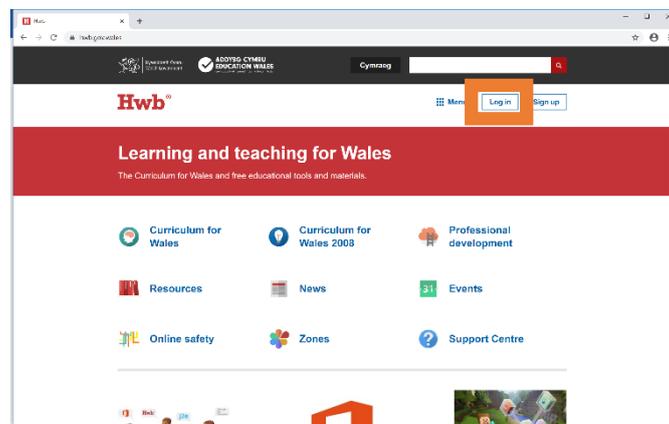


Step by step guide to access Microsoft Teams

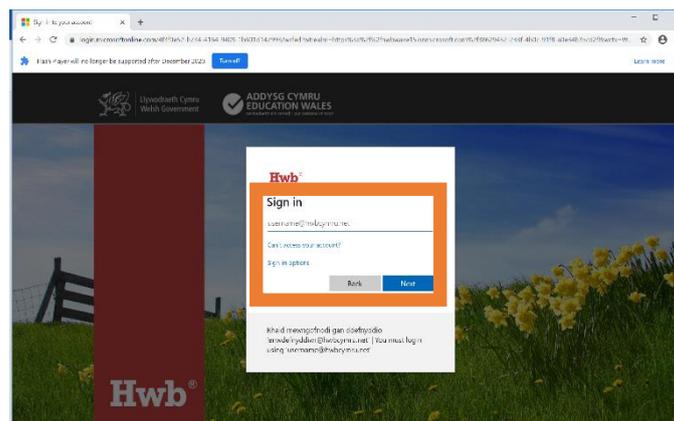
Step 1 - Using an internet browser (Google Chrome works best), open up Hwb following the below web address.



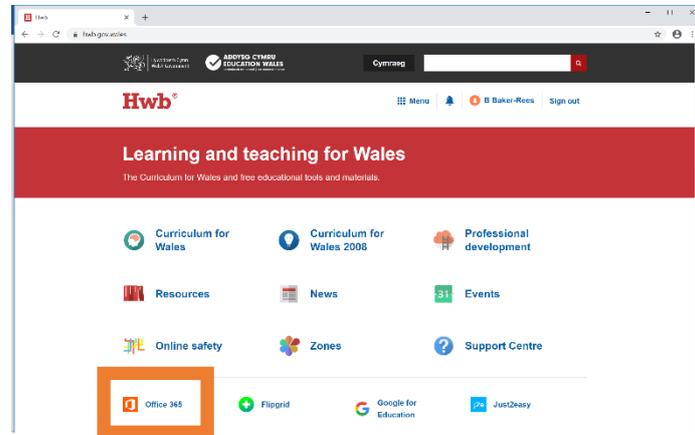
Step 2 – Click on the ‘Login’ tab.



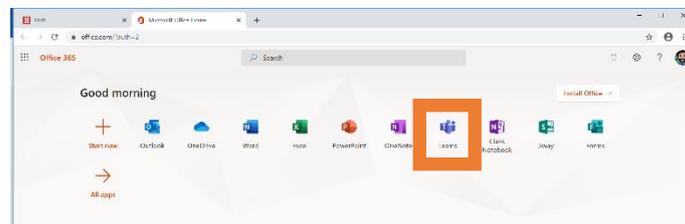
Step 3 – Sign in entering your child’s Hwb username and password.



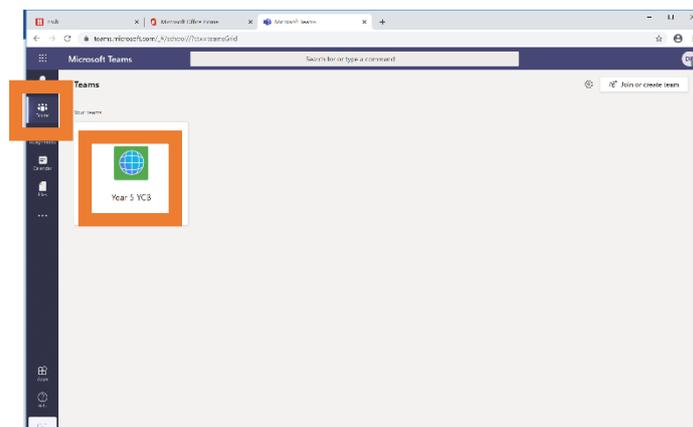
Step 4 – Once you are signed in to Hwb, click on the Office 365 tab on the Hwb homepage.



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



Step 6 – 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.



Step 7 – When on your class you can see any posts from your teacher under the ‘General’ and ‘Posts’ tab.

