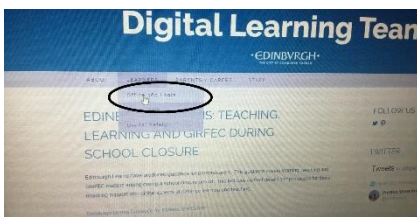


Accessing Microsoft Teams – Pupil login

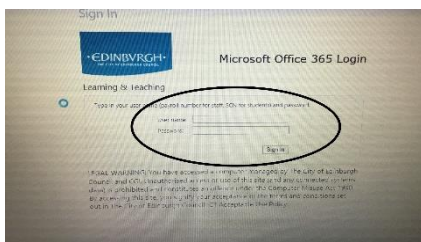
- Follow this link to the 'Digital Learning Team' webpage. <https://digitallearningteam.org/>



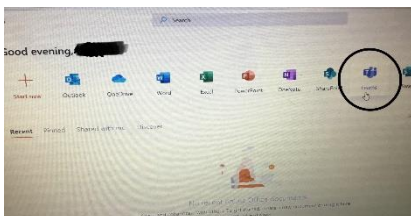
- Click on the learner tab



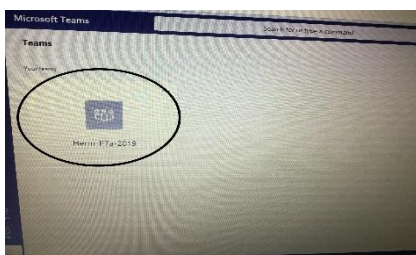
- Click on 'Office 365 Login' (first option on menu)



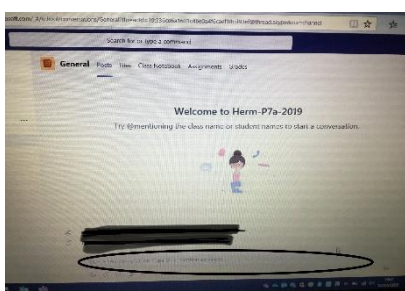
- Input Username and Password (these can be found in the attached slip)



- Choose teams from menu.



- You should have access to your class group – the name of the group will start with 'Herm'.
Click on the icon for your class group



- When you reach the team page, if you have any meetings the invites will be here. **Click on the invite and then click on join**. Make sure that your audio is on.