Instructions for downloading Microsoft Teams App
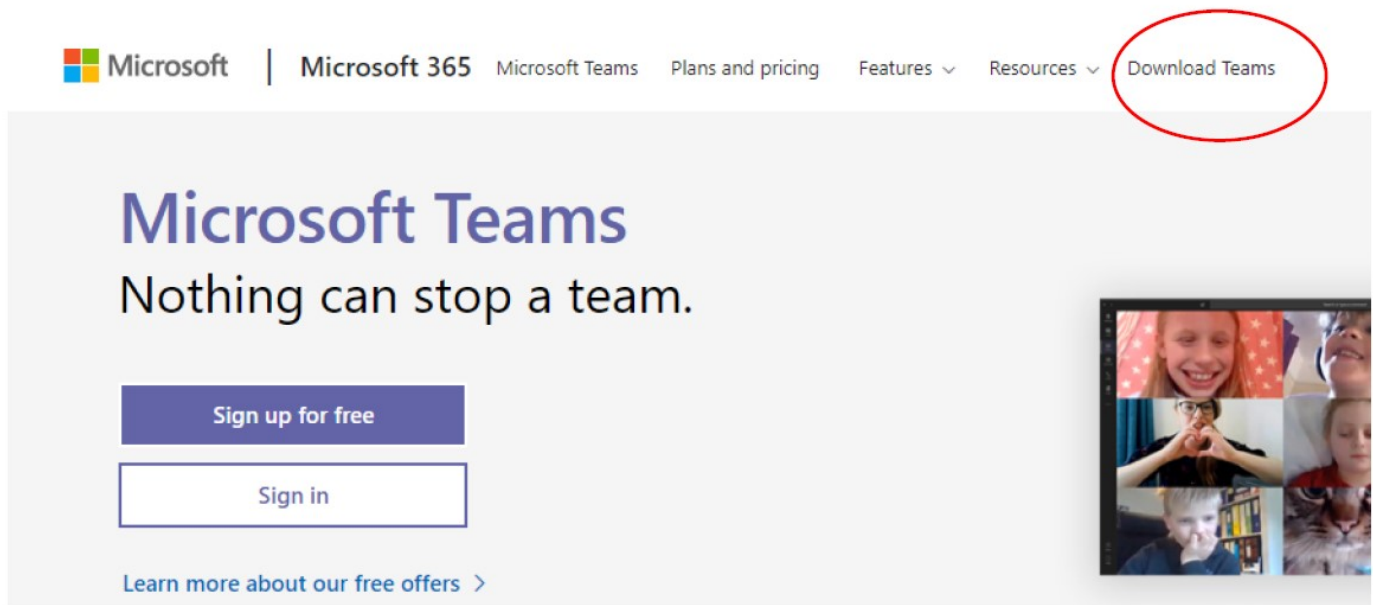
1   On Google Chrome type in Microsoft Teams and click on the link below.

[Ad] www.microsoft.com/ ▼
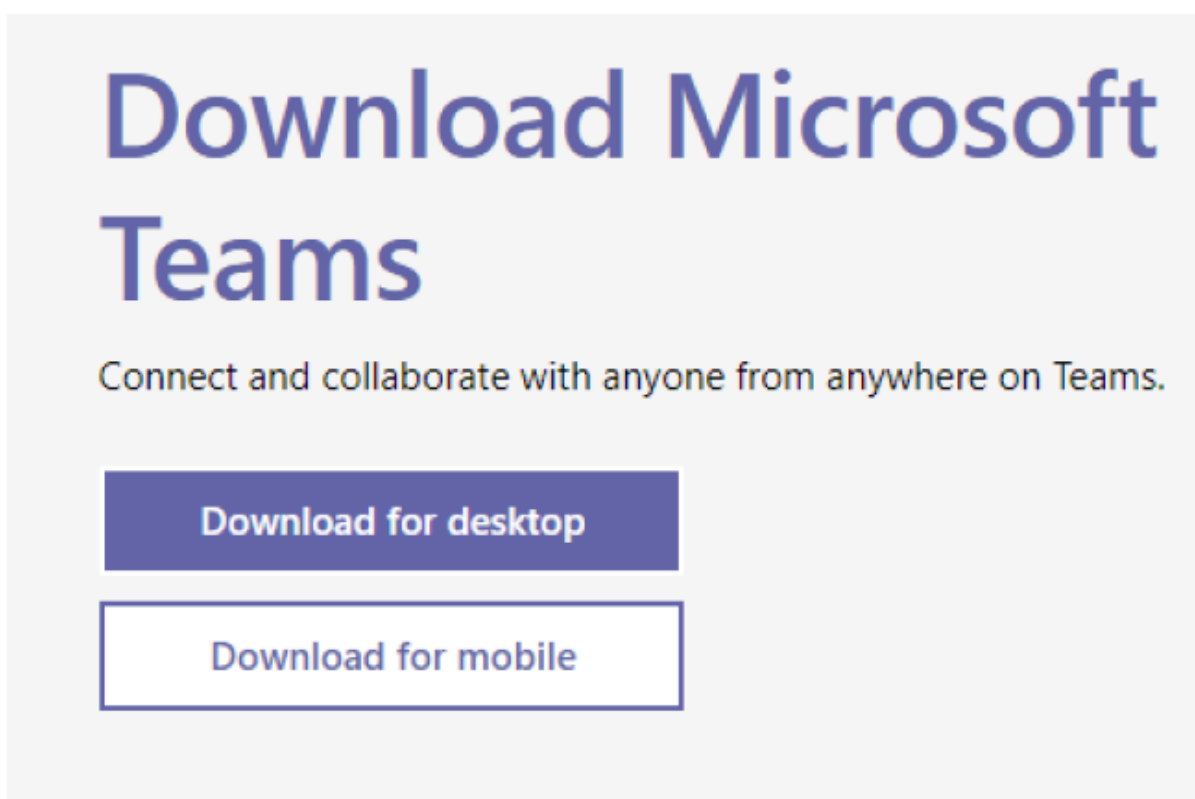
Microsoft® Teams - Safe. Secure.

Invite Everyone You Work With To Chat, Meet, Call, & Collaborate All In One Place. App
Integrations. Call From Anywhere. Instant Messaging. Video Conferencing. Host Meetings.
Cloud Phone System. Types: Video Calling, One-To-One Chatting, Shared Workspaces.

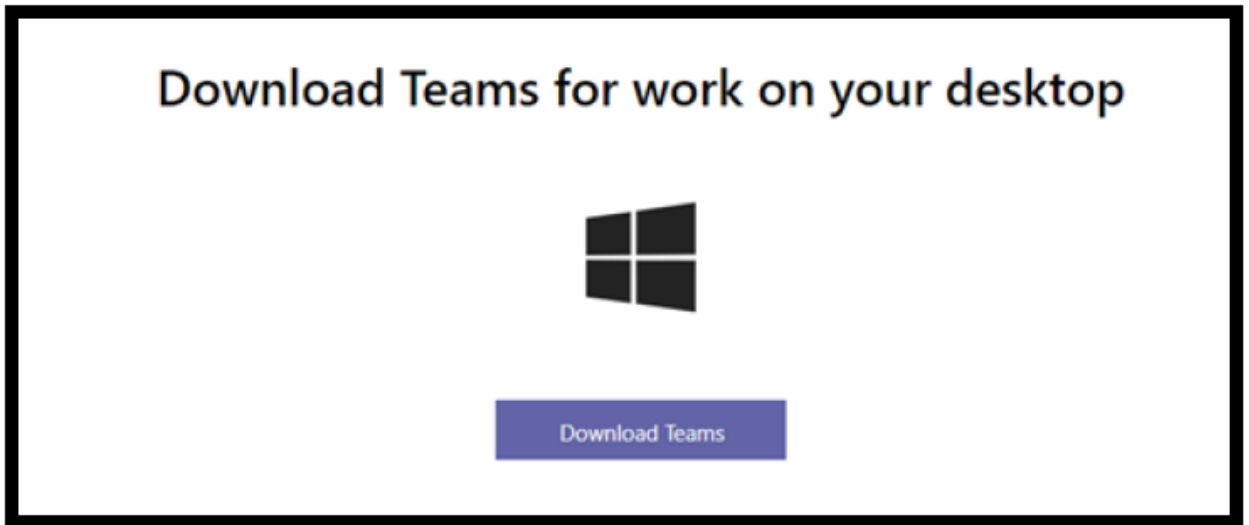**2**   Click on 'Download Teams' at the top right of this screen shot.

3   Click on the Download for Desktop blue button.

4   Click on The Download Teams button as shown below.

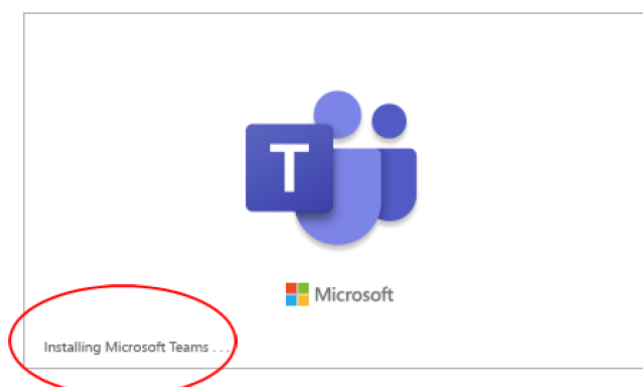**5   You will see it starting to download in the bottom left of your screen.**
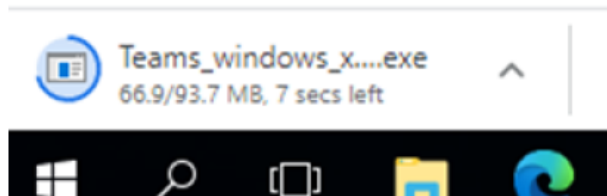
6   It will say 'opening teams' on the file in the bottom left corner. You will then get a message to say it is installing Teams, followed by 'Loading Teams'. After this it will open Microsoft teams.

Download Teams for work on your desktop

7   Enter your school e-mail address in the box and then click on 'Sign in' blue button. Your e-mail
     address is your first name full stop surname @gedney-hill.lincs.sch.uk as shown below.

8   Enter your password—this is made up of your initials followed by your year of birth, e.g FS1981
     Once you have done this click on the blue sign in button.

9 The following screen will open. Your initials will be in the circle in the top right corner of the screen. This page welcomes you to your class.