


How to set up Microsoft Teams:

Sign in and get started with Teams

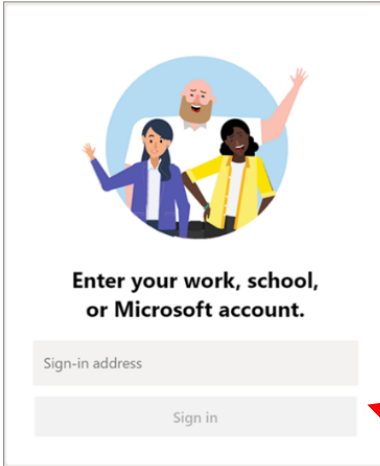
Sign in to Teams

1. Start Teams.

- In Windows, click **Start**  > **Microsoft Teams**.
- On Mac, go to the **Applications** folder and click **Microsoft Teams**.
- On mobile, tap the **Teams** icon.

2. Sign in with your Microsoft 365 username and password.

Note: Teams is a part of Microsoft 365, so you need a Microsoft 365 Apps for business or Enterprise license to use it. For details, see [How do I get access to Microsoft Teams?](#)



Enter your work, school, or Microsoft account.

Sign-in address


Sign in

Teams can also be downloaded as an app to your computer, laptop, tablet or phone

When you sign in, use your school email address and password

To get onto a Teams meeting click on the link that has been sent to your school email, which should open the Teams app. And click on Join teams meeting.

Change your background before a meeting starts

While you're setting up your video and audio before joining a meeting, select **Background effects** . It's just to the right of the mic switch. Your background options will display on the right.

Choose **Blur** to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.

As we are not in school, we ask the pupils to blur their backgrounds to limit distractions during lessons