

Accessing Microsoft Teams

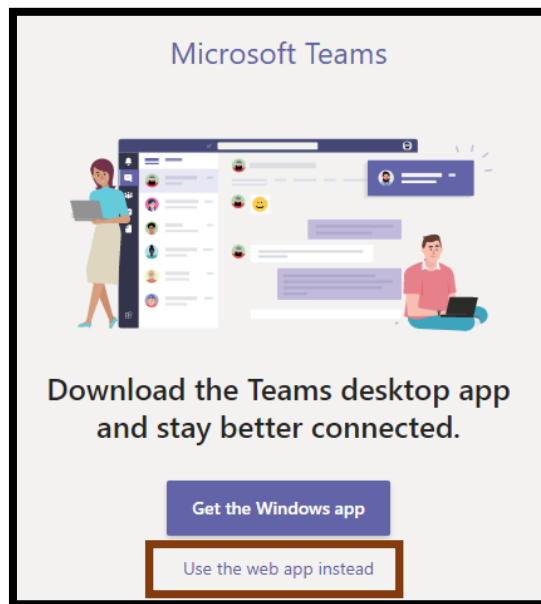
1. Log into office.com using the following details:

- Your school username@macclesfieldacademy.org
Example – **LBrownlow15@macclesfieldacademy.org**
- Then your school password (*the one you use to log into a computer at school*)

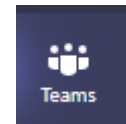
2. On the main page, select the Teams icon from the left-hand side



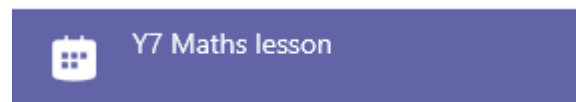
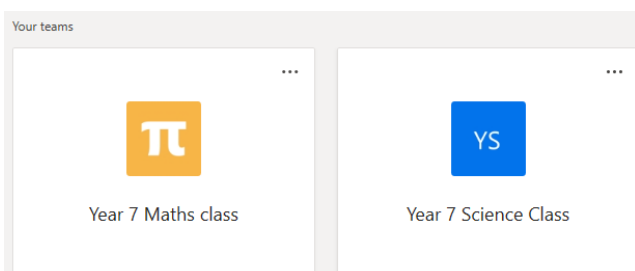
3. When the page loads, choose **'Use the web app instead'**



4. From the left hand-side, click on the **Teams** icon to access the Teams for you subjects



5. You can access online lessons by choosing a subject Team icon, and clicking on the link



6. Or you can also access your lessons using the calendar icon and then clicking on the lesson link

