

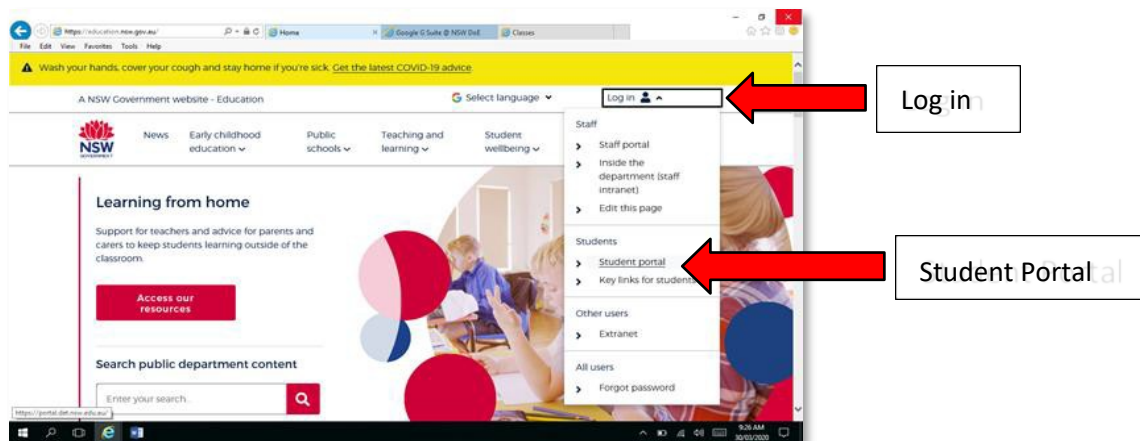


How To Log In to Microsoft Teams

1. Log on to the “Student Portal”

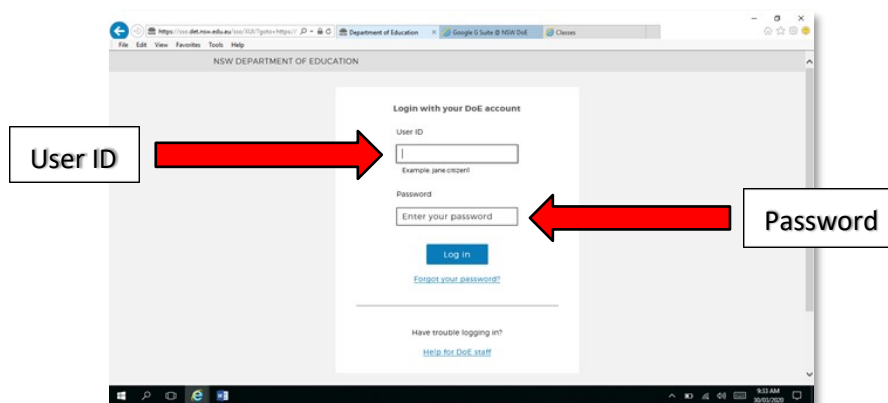
Go to www.education.nsw.gov.au

Click on “**Log In**” at the top right hand corner of the page. *A drop down menu will open.*



Click on “Student Portal”

A new window will open, asking you for a USER ID and Password



Log in using your **DOE Log in details**

This is provided in this letter in your passwords pack.

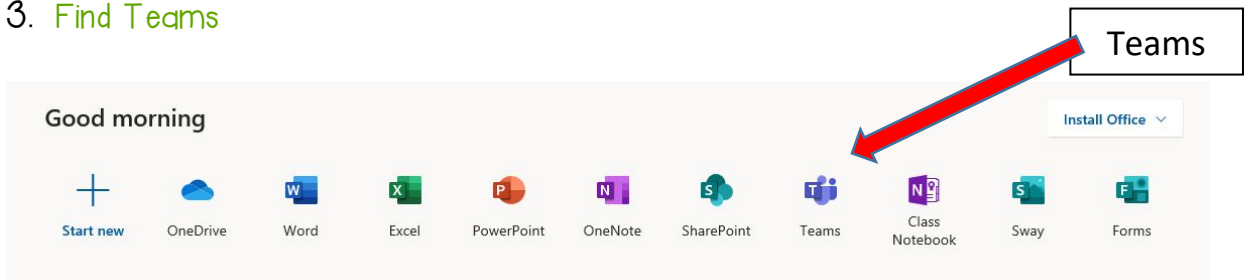
2. Find the Learning Box/Tab

The screenshot displays a user interface with a left-hand navigation menu and a main content area. The navigation menu includes: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area features a search bar, a calendar widget, and a 'My bookmarks' section. The 'My bookmarks' section has a 'List name' field and a 'Create new list' button. Below this, there are two bookmark lists: 'Learning' and 'Games'. The 'Learning' list contains: G Suite (Google Apps for Education), Microsoft Office 365, Premier's Reading Challenge, and eSafety Kids. The 'Games' list contains: ABC's The Playground and BBC - Games. Red arrows point from a box labeled 'Microsoft Office 365' to the 'Microsoft Office 365' item in the 'Learning' list, and from a box labeled 'Learning Box' to the 'Learning' tab header.

Once you have located the learning box, click on Microsoft Office 365

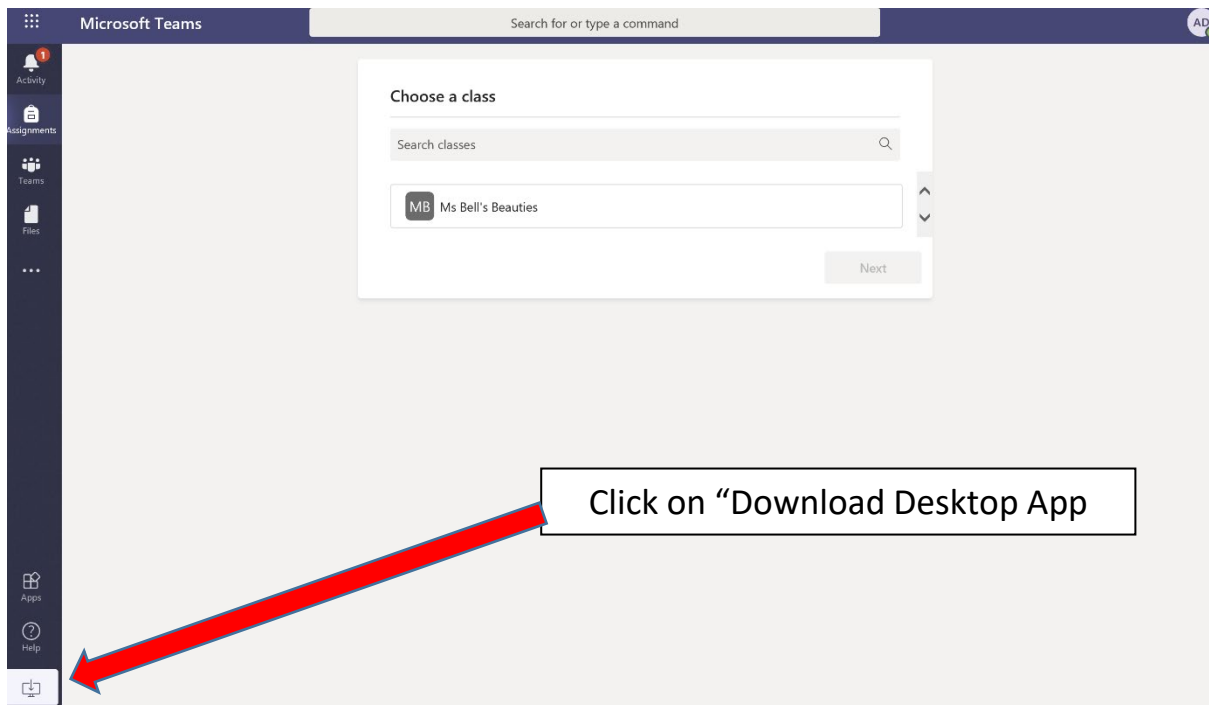
The screenshot shows a dialog box titled 'Stay signed in?'. The text inside reads: 'Do this to reduce the number of times you are asked to sign in.' Below the text is a checkbox labeled 'Don't show this again'. At the bottom of the dialog are two buttons: 'No' and 'Yes'. A red arrow points from a box labeled 'Click yes' to the 'Yes' button.

3. Find Teams

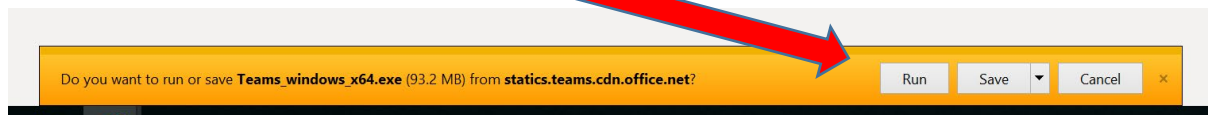


Click on Teams

4. Download Desktop App



Click on "Run"



** The internet may take you to the sign on page below – the log in for this page is your DoE email address and password

Let's get you signed in

Work or school, or personal Microsoft account

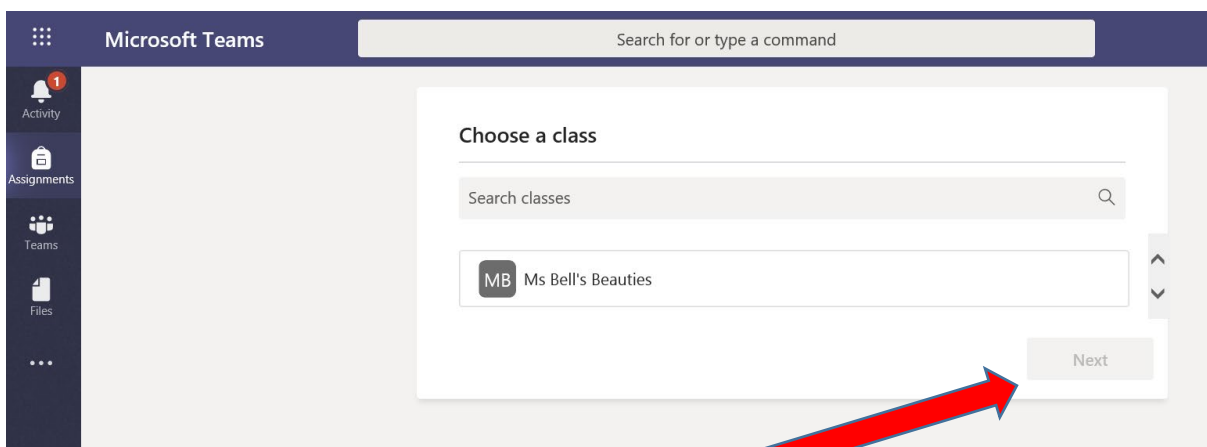
Which account should I use?

Sign in with the username and password you use with Office 365 or other business services from Microsoft.

[Privacy statement](#)

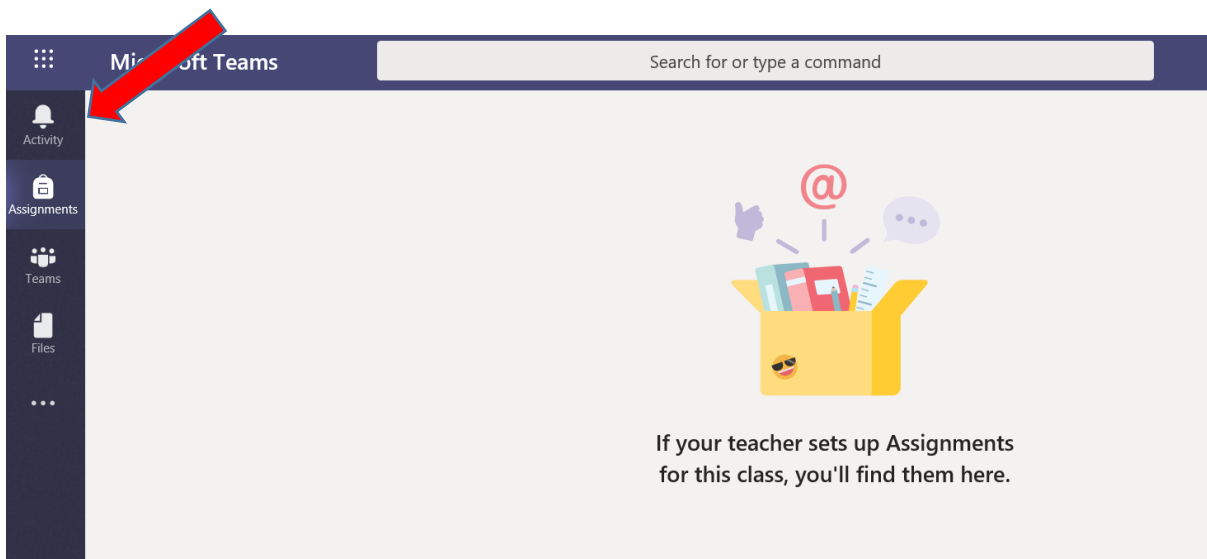
Next

5. Select your class

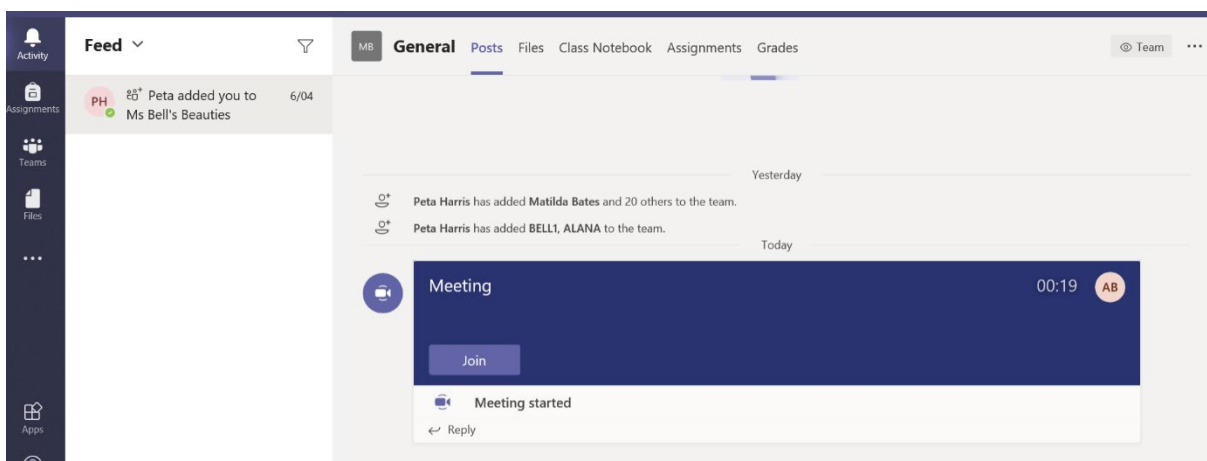


Click on your class and then click Next

6. Select activity

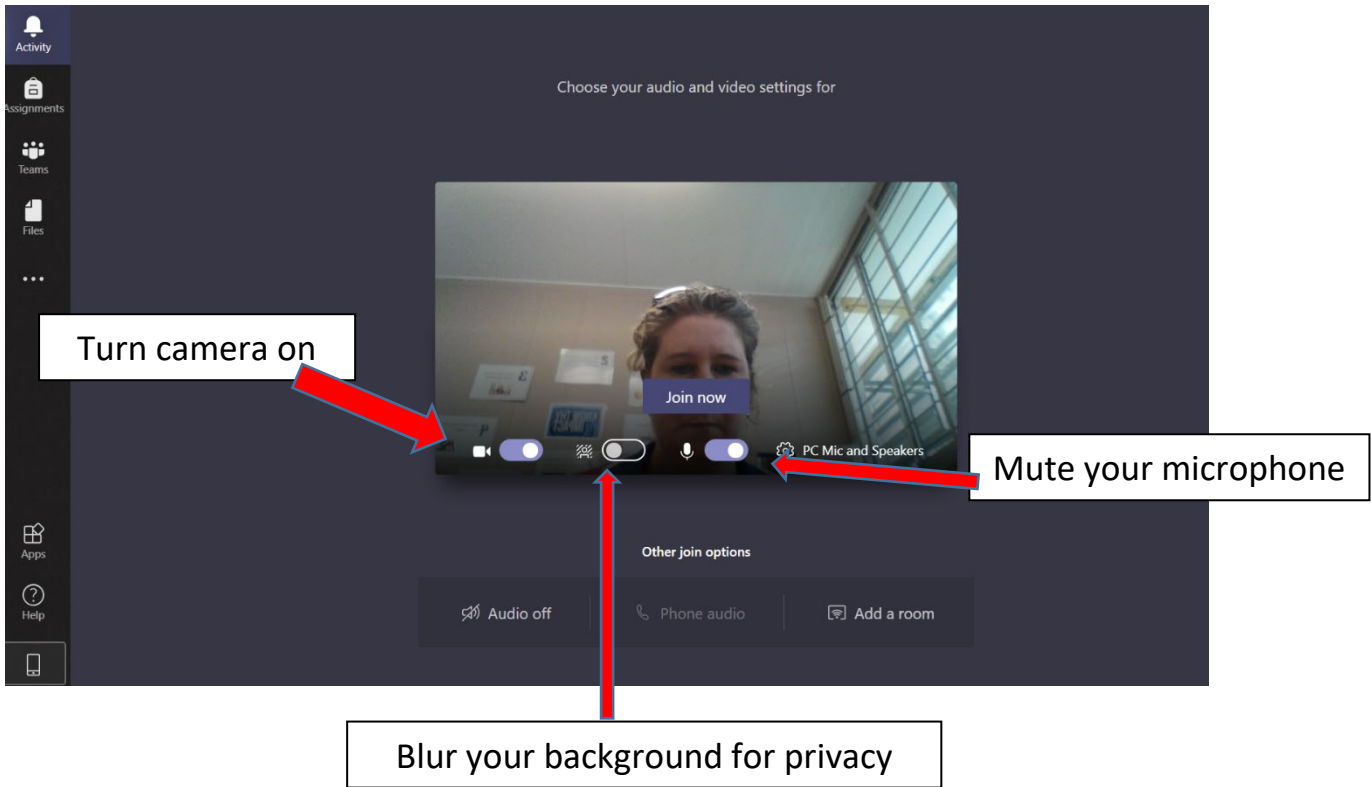


7. Look for the "Join Meeting" Button



**** If you can't find the join meeting button, it means your teacher hasn't started the meeting yet so just wait in this space until it appears.**

8. Set up your Meeting settings



When you have done these three things, click "Join Now".

9. Your meeting will start

