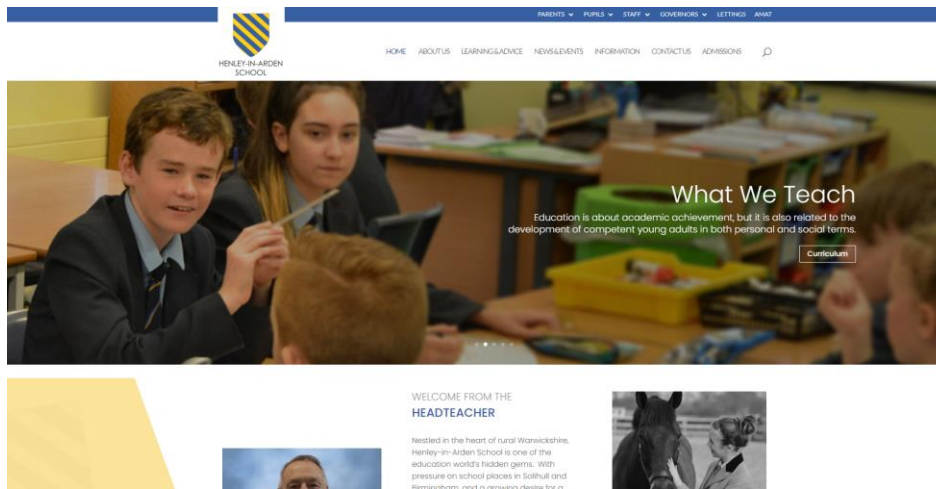




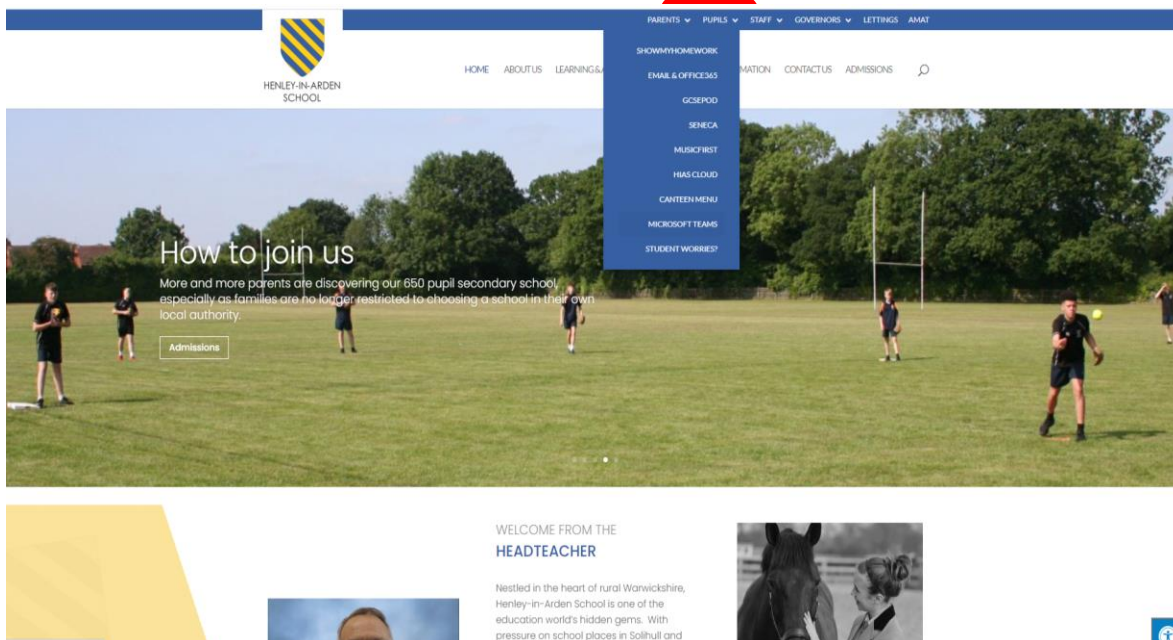
Microsoft Teams - Henley-in-Arden guide

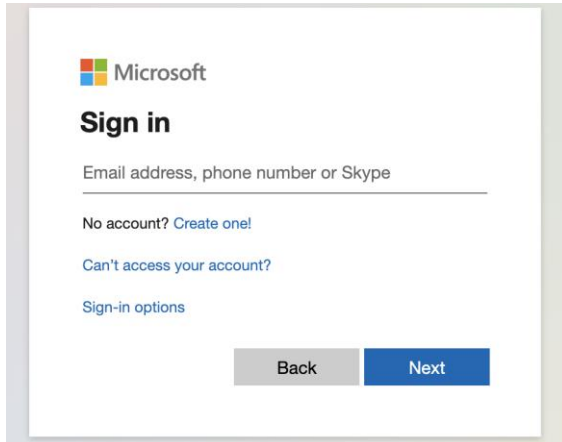


Step 1 - go to the Henley-in-Arden school website. <https://www.henleyschool.com/>



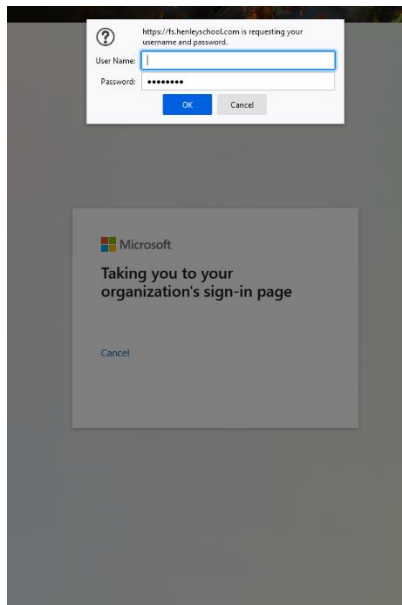
Step 2 - Hover over the **pupils** menu option and choose **Microsoft Teams**





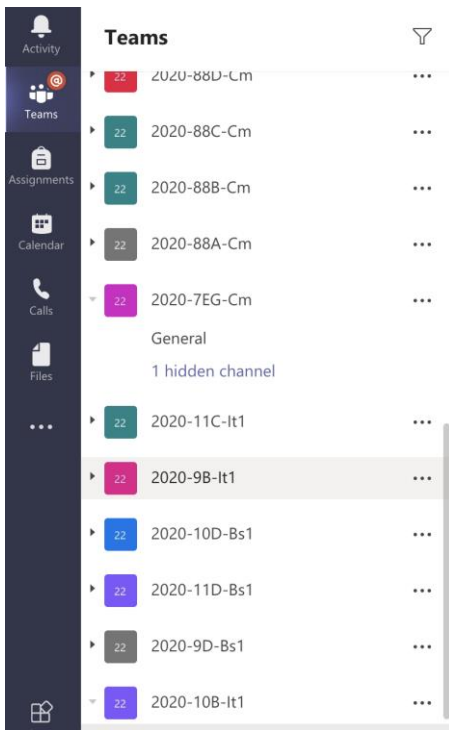
Step 3 - Sign in with your school email. This is your username@henleyschool.com

A student username is made of their first initial, full surname and the year they joined the school. For example John Smith who is in year 8 would have joined in 2019 would have the username jsmith19@henleyschool.com



Step 3a – Once you click next on the sign in screen you will get a white box as shown on the picture. Here you need to type your school computer login. For example John Smith who is in year 8 would have joined in 2019 would have the username [jsmith19](mailto:jsmith19@henleyschool.com). You should **NOT** type jsmith19@henleyschool.com as its asking for your credentials for your school login. Your password will be the same as your teams/email login password.

Step 3b - This might give you the option of choosing the **web app** or downloading the **windows app**. Either of these options will work.



Step 4 - Click on the **Teams** icon on the left hand side. This will show all of the Teams (classes) that you are part of.

Once you have accessed your class you will be able to see the work that has been set for you by your class teacher.