



# Microsoft Teams (Downloading)



1

To download and or access “Microsoft Teams”.

To access web based (login in using Dot Point 2 below) and open “Teams”

<https://login.microsoftonline.com/> (Preferred browser Chrome, FireFox, Microsoft Edge recommended)

To download desktop app on your laptop/MacBook (login in using Dot Point 2 below) open “Teams” and “Download”

<https://www.office.com/using> (Preferred browser Safari recommended to download desktop app)

To download app on your iPhones and iPads

<https://apps.apple.com/au/app/microsoft-teams/id1113153706> (App Store)

To download app on your android phones

[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_AU](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_AU) (Google Play)

**Please Note:** if you are downloading the app onto your mobile devices it may also be a good opportunity to at the same time download Microsoft Word, Microsoft PowerPoint and Microsoft Excel (all free apps)

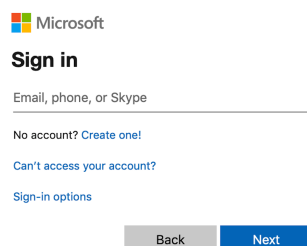
2

Now that you have opened or downloaded “Microsoft Teams”.

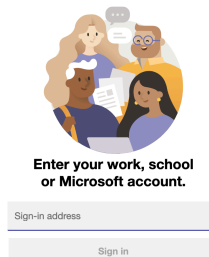
**Login:** using your child’s username (email) and password

Please be mindful it will look different depending on the app that you are using (please see below)

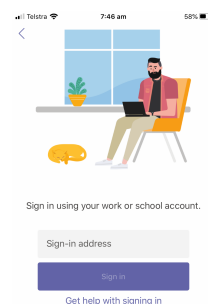
web based through Office 365.



desktop app.



mobile app.



**Email:** first name>dot>surname@student.ststephens.wa.edu.au  
for example: [jenny.mallis@student.ststephens.wa.edu.au](mailto:jenny.mallis@student.ststephens.wa.edu.au)

**Password:** this was provided to you by the school **via email** 08.04.20

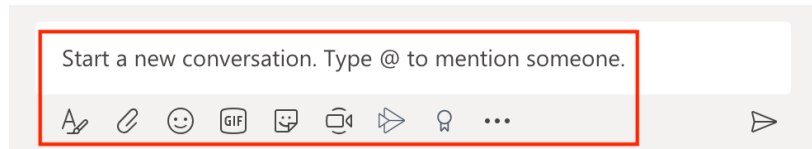
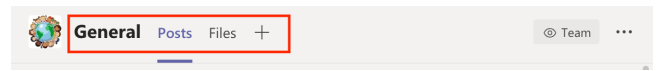
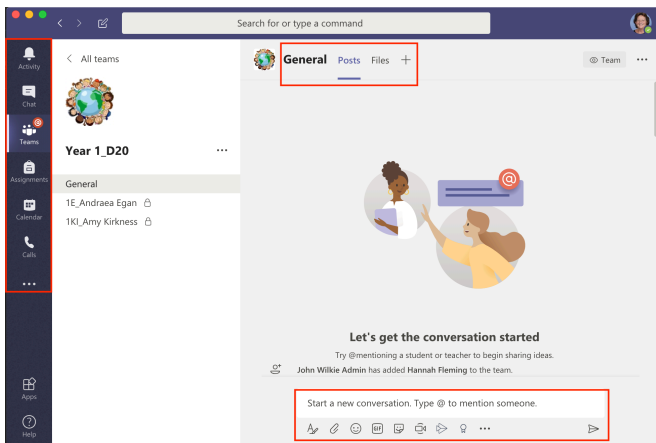


# Microsoft Teams (Using)



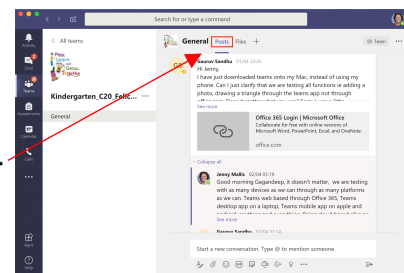
3

Now that you are in “Teams” all the platforms will now, generally look the same across all applications.



4

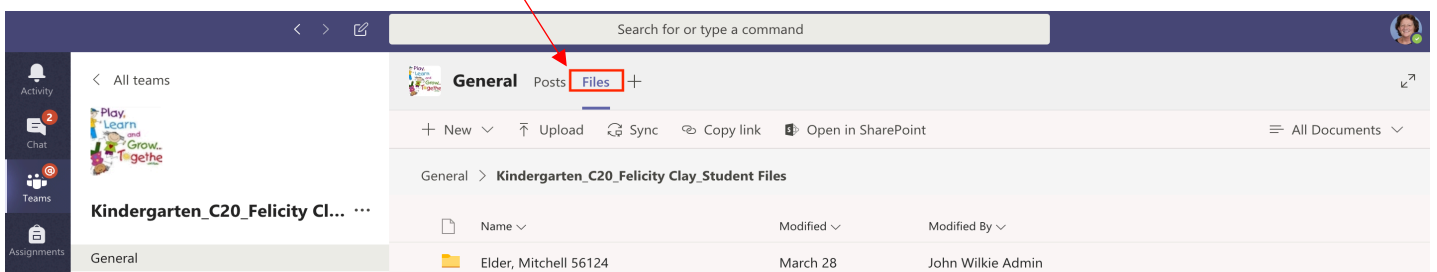
You will see “**Posts**” an area when teachers and students can communicate.



5

You will see “**Files**” an area where you will see your child’s shared work folder.

**Please Note:** If you have **more than one child** you will need to **logout** of this child and **login** as your other child/children to see their own private shared work folder. (refer Dot Point 7)





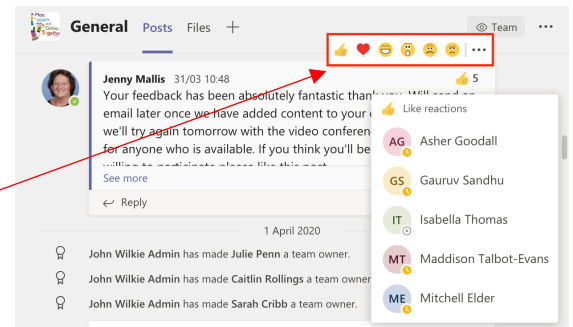
# Microsoft Teams (Using)



6

When you login you will see a **“Welcome Post”** asking you to **“like”** the post. **“Please do so straight away”**.

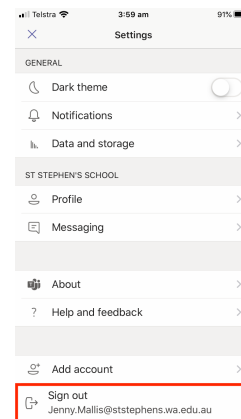
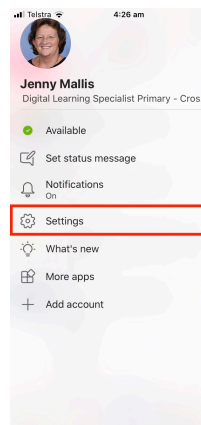
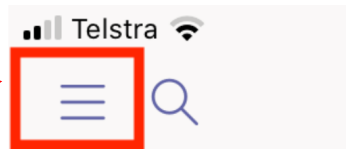
**Please Note:** This is for me to see that you have successfully downloaded/gained access to your child’s “Year Level Team”.



7

Can you now please **logout** (as below) of this child in Teams and **login** as your other child/children Pre Kindy-Yr4 and **repeat** Dot Point 6.

mobile app.



desktop app and web based through Office 365.

