



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 (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)

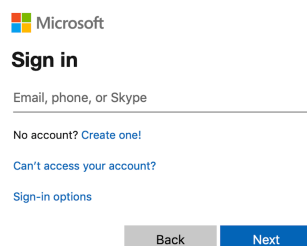
2

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

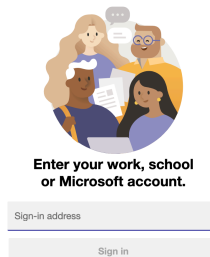
Login: using your child’s username (email) and password (see below)

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

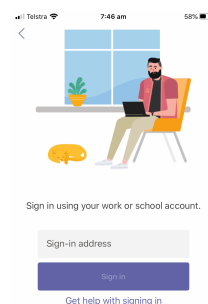
web based through Office 365.



desktop app.



mobile app.



Email: first name>dot>surname@student.ststephens.wa.edu.au
for example: jenny.mallis@student.ststephens.wa.edu.au

Password: this was provided to you by the school via a SEQTA email 08.04.20 or for new students via an email from St Stephen’s Support Helpdesk.

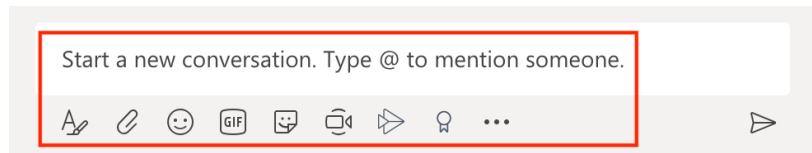
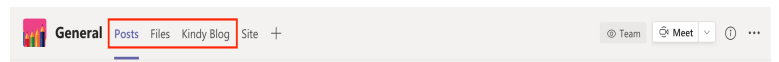
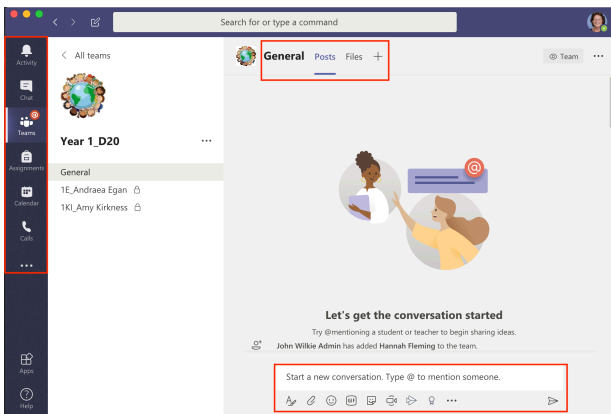


Microsoft Teams (Using)



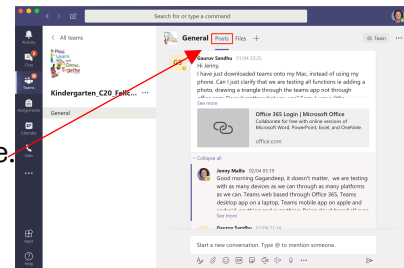
3

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



4

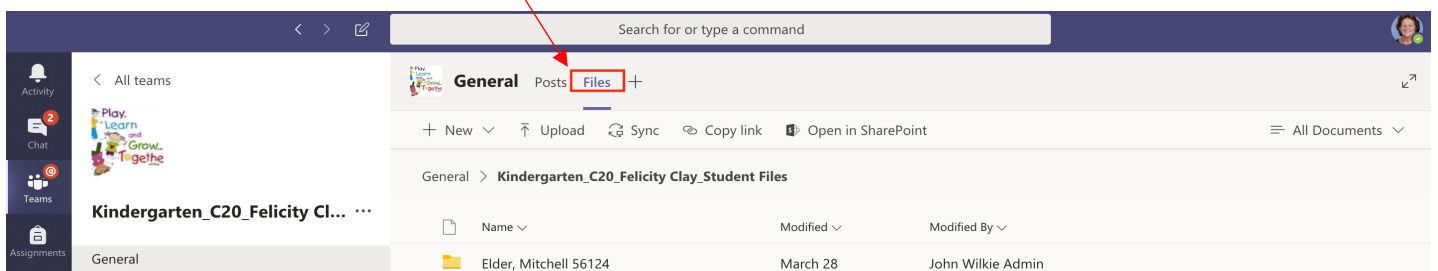
You will see “**Posts**” an area where teachers and students can communicate.



5

You will see “**Files**” an area where you will see your child’s shared work folders. Some Yr6 classes will be utilising One Drive for their shared work folders (Yr6 teachers will provide further information)

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 8)



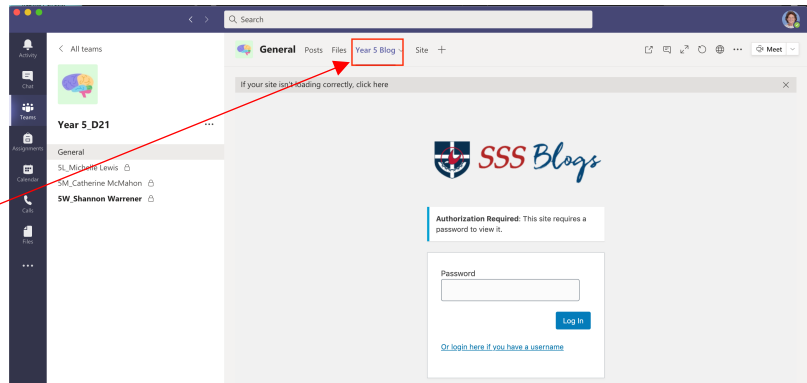


Microsoft Teams (Using)



6

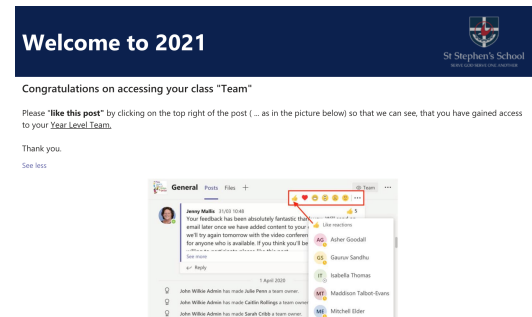
You will see you class **“Blog”** where you can add ssscp or sssdp depending on the campus and access your child’s class blog



7

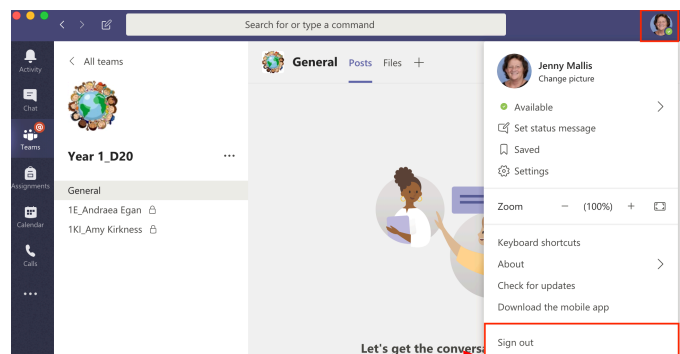
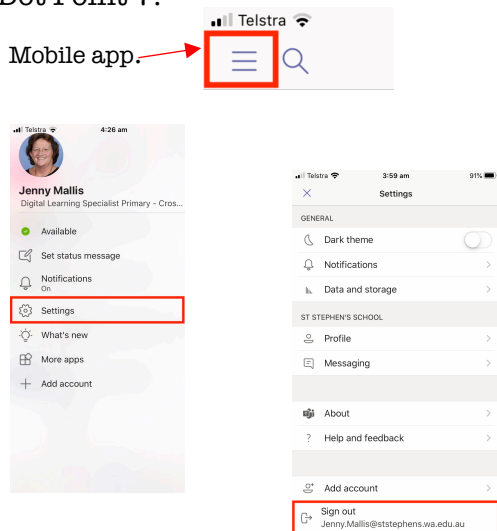
When you login you will see a **“Welcome Post”** asking you to **“like”** the post. **“Please do so straight away”**.

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



8

Please now **logout** (as below) of this child in Teams and **login** as your other child/children and **repeat** Dot Point 7.



Desktop app and web based through Office 365.