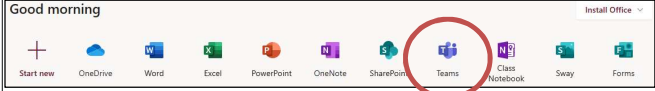

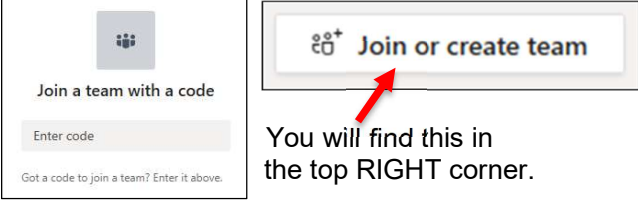




Guide on how to access Microsoft Teams

	<ul style="list-style-type: none"> Log onto your student portal by going to the following website https://education.nsw.gov.au/ Click the Log In and then click student portal
	<ul style="list-style-type: none"> Log in using your username and password If you cannot remember your username and password, please email the school at warrawong-h.school@det.nsw.edu.au
	<ul style="list-style-type: none"> Once you have successfully logged in you will be taken to your student portal page
	<ul style="list-style-type: none"> Find the Learning tab on the right hand side of your screen and click on the show more tab
	<ul style="list-style-type: none"> Go to Microsoft Office 365 in the Learning section Click on Microsoft Office 365



 <p>Good morning Install Office</p> <p>Start new OneDrive Word Excel PowerPoint OneNote SharePoint Teams Class Notebook Sway Forms</p>	<ul style="list-style-type: none">To access Teams click on the Teams button and you will see all the Teams you have been given access to.
	<ul style="list-style-type: none">This is your Microsoft Teams dashboard. Any classes you are a member of on Microsoft Teams will be on this screen.
 <p>Join a team with a code</p> <p>Enter code</p> <p>Got a code to join a team? Enter it above.</p> <p>Join or create team</p> <p>You will find this in the top RIGHT corner.</p>	<ul style="list-style-type: none">If you are missing a class contact the school for your access code. Click on Join or create team and Enter code.