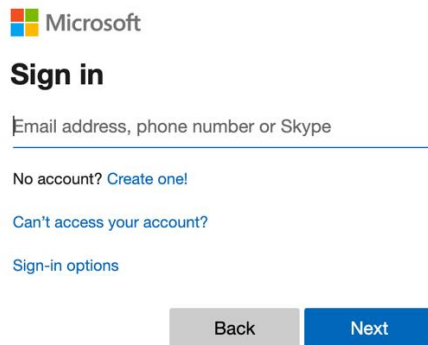
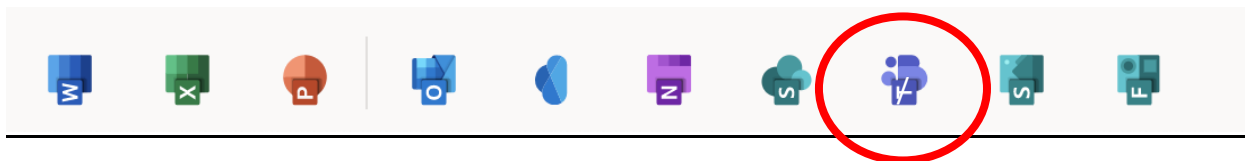


Logging into Teams from a PC

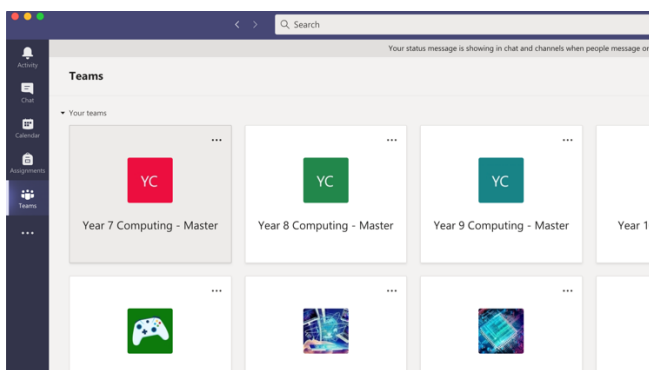
1. Open an internet browser and enter <http://portal.office.com> into the address bar and press the enter key. Once you have done this, you will be prompted to sign in.



2. Enter your school email address in the following format forename.surname@thetauntonacademy.com then click next.
3. Now you will be prompted to enter your password. This is the same password that you use to log into the computers whilst in school.
4. You now have access to all of the Microsoft applications. To take part in the virtual lessons please select "Teams". (Please note that the image below has been rotated)



5. Select the team that relates to the subject you would like to access.



Common Problems

Invalid username or password

Remember there must be a full stop between the forename and surname when entering your username. Your password is case sensitive meaning you must use capital letters when required.