

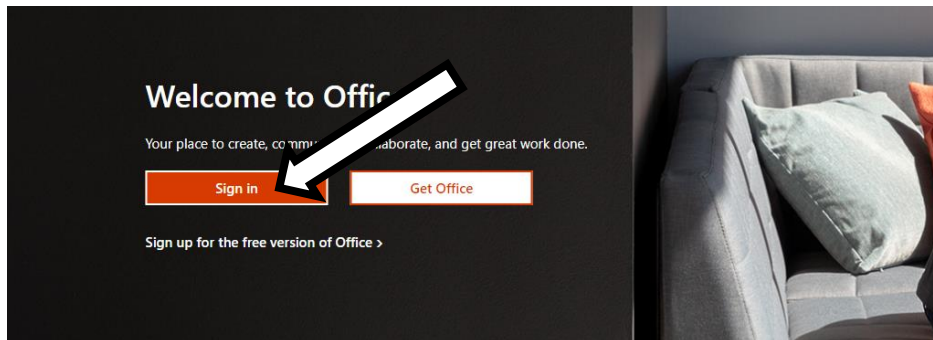


Using Teams

Logging in

1. Go to www.office.com

2. Click Sign In



3. Type your email address... This will be your school network **username** followed by **@kingshurst.tgacademy.org.uk**

For example, Fred Blogg's username is 20BloggsF, so his email address is 20BloggsF@kingshurst.tgacademy.org.uk

Then click Next



Sign in

20BloggsF@kingshurst.tgacademy.org.uk

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next



4. Enter your password – this will be the same as the password you have set to log into the school computers. Then click Sign In.

Tudor Grange Academies Trust Office 365

← abartlam@kingshurst.tgacademy.org.uk

Enter password

Password

[Forgotten my password](#)

Sign in

Welcome to the Tudor Grange Academies Trust Office 365 Login Page.

5. Tick the box which says “Don’t show this again”, then click Yes.

Tudor Grange Academies Trust Office 365

abartlam@kingshurst.tgacademy.org.uk

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

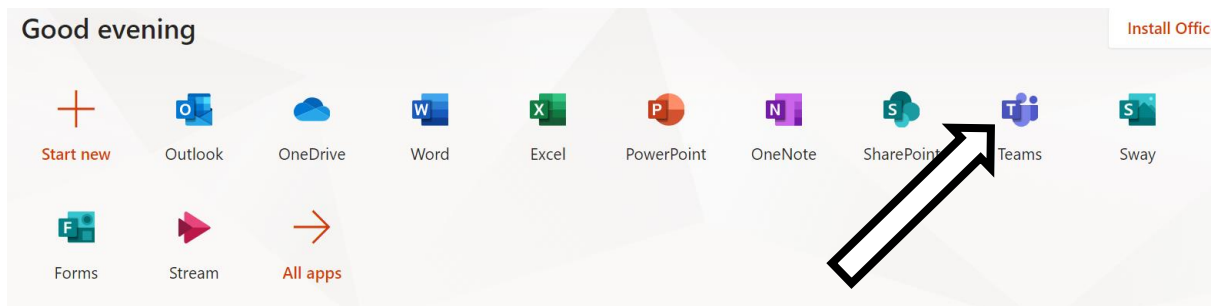
Don't show this again

No **Yes**

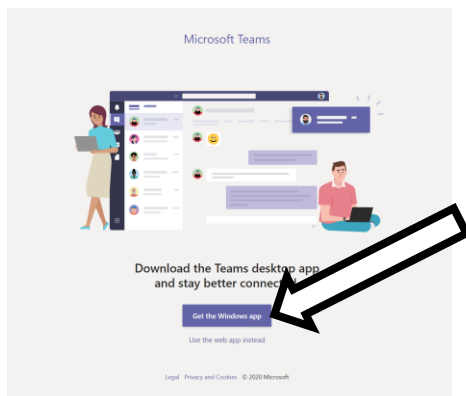
Welcome to the Tudor Grange Academies Trust Office 365 Login Page.



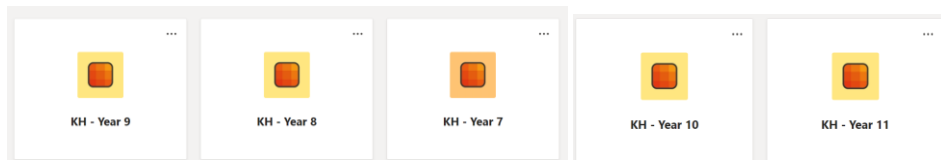
6. Once you are logged in, you need to click 'Teams'



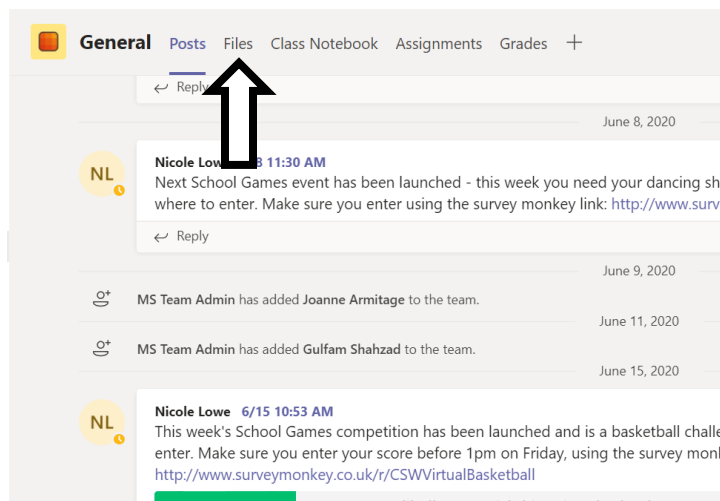
7. When asked, select "use the web app instead"



8. Find and click on the link to the year group you belong to



9. Near the top of the screen click on the "Files" link to see the files in your year group's Team.





10. You can then click on the subject folder you need to find the files for that subject.

