

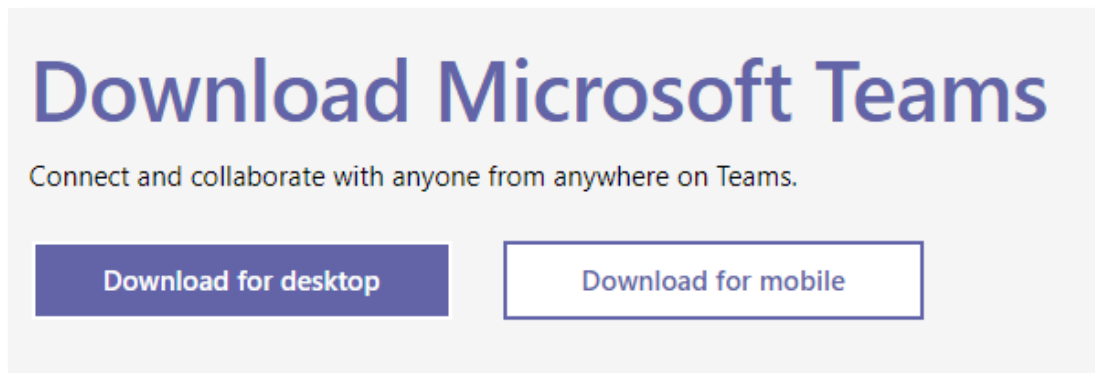


Getting Started with Microsoft Teams

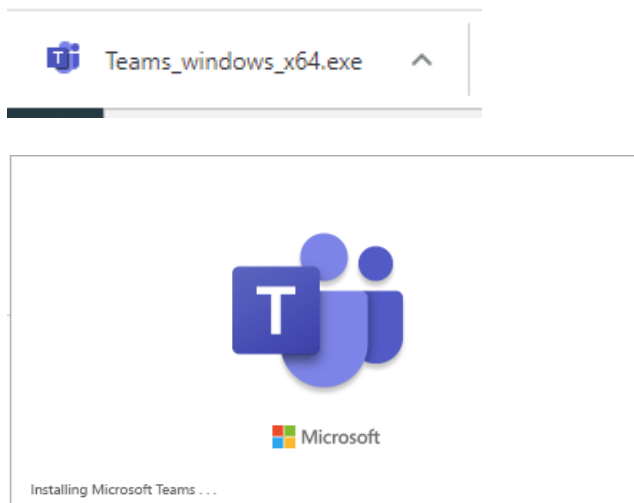
To complete online learning, you will need access to the internet on a PC, laptop, tablet or mobile device & your Mount Carmel Email address.

Downloading teams on a Laptop or PC

To download teams on a PC you can click the following link <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> and click '**Download for desktop**'



Click the file that downloads or press Run on Internet explorer and it will begin to install teams (if the device does not belong to you, please ask for permission first before installing)





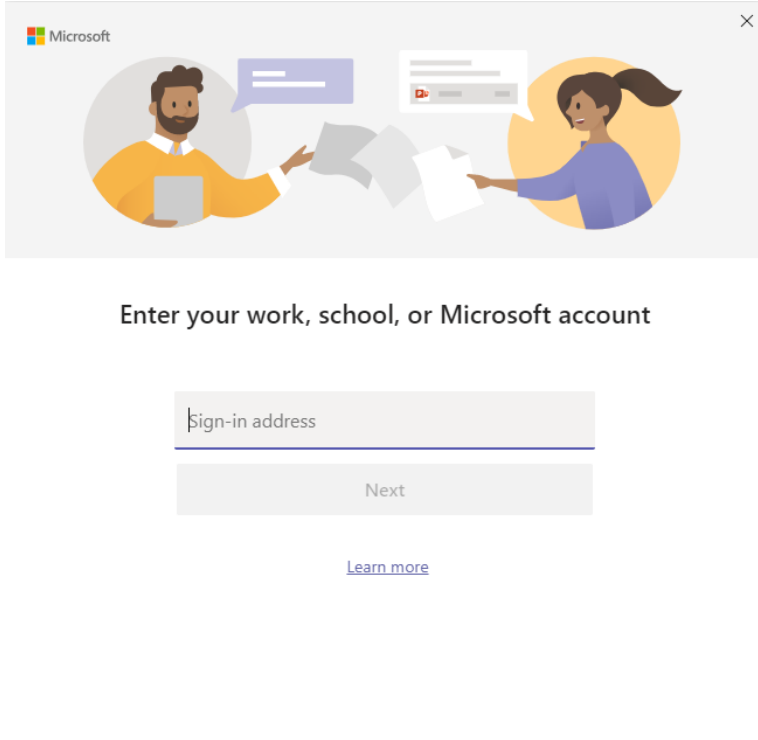
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Once installed you will be asked to sign in



Please enter your school email address, this is your username which you use in school followed by **@mountcarmelhigh.lancs.sch.uk** for example if your username is 16atester your email will be 16atester@mountcarmelhigh.lancs.sch.uk

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Enter password

Password

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

Please enter your school password and sign in, this is the password you use for the computers in school (probably begins with MCH)

Headteacher: Xavier Bowers BA(Hons), PGCE, MA, NPQH



www.mountcarmelhigh.co.uk

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Accrington, Lancashire BB5 0LU

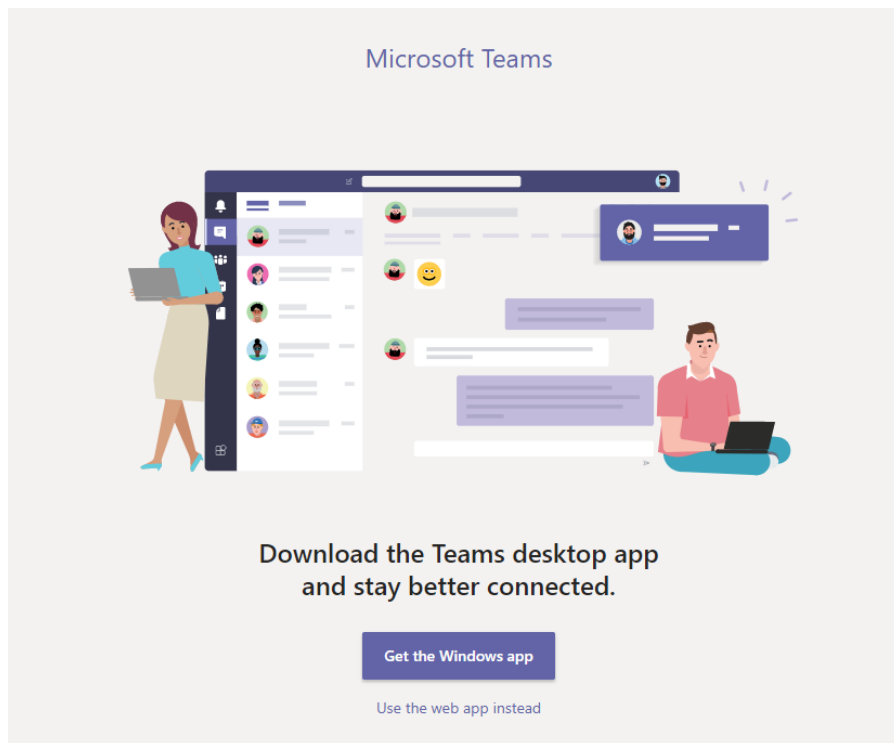
t: **01254 233458** f: 01254 236355

e: office@mountcarmelhigh.co.uk



I cannot install Teams

If you cannot download teams to your device you can login online at teams.microsoft.com with your school email and password. On the following page click 'Use the web app instead'



I forgot my password

If you are struggling to access your school email account, please send an email to

Password@mountcarmelhigh.co.uk

With your **full name, form and date of birth** and we will reset this ASAP.

Locating my Class(es)

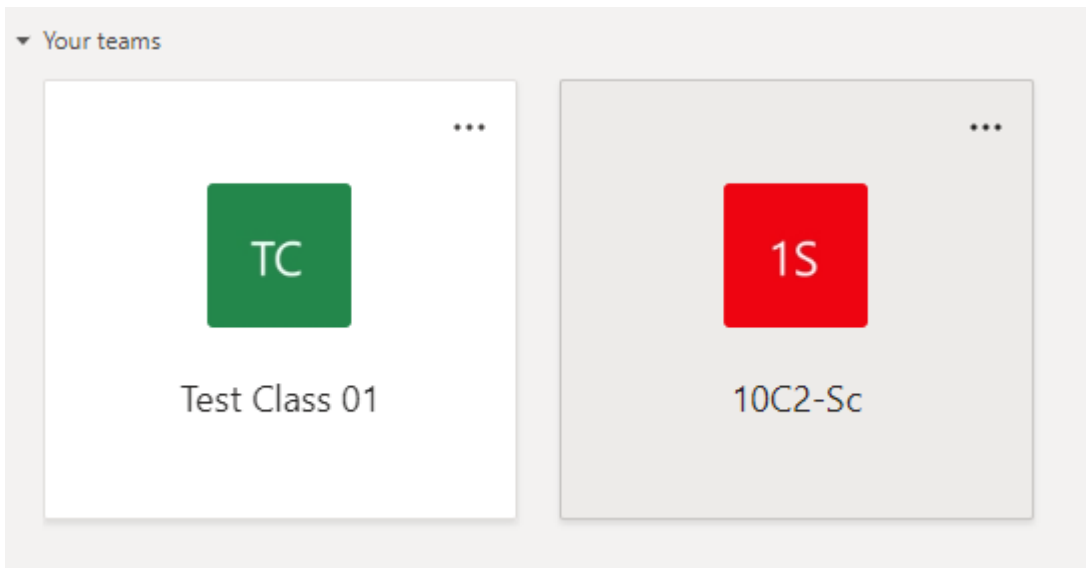
Once logged into teams your classes should show up under the 'teams' tab.



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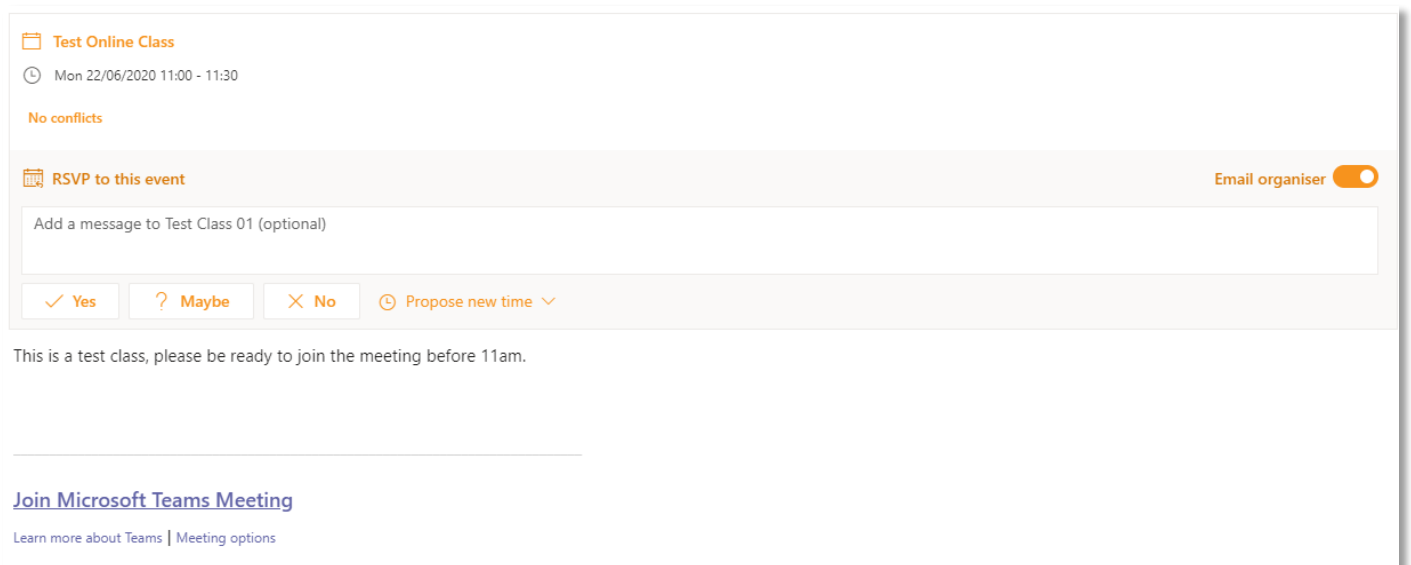
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Your class teacher will schedule your lesson in advance, you will receive an email from your teacher with the meeting details. You can access emails at <https://mail.office365.com/>

Click yes on the email and the lesson will be added to your calendar.



You can open your calendar from the left hand side of your Teams page, once the meeting has started you will see a 'Camera' icon on the event and a button saying join.

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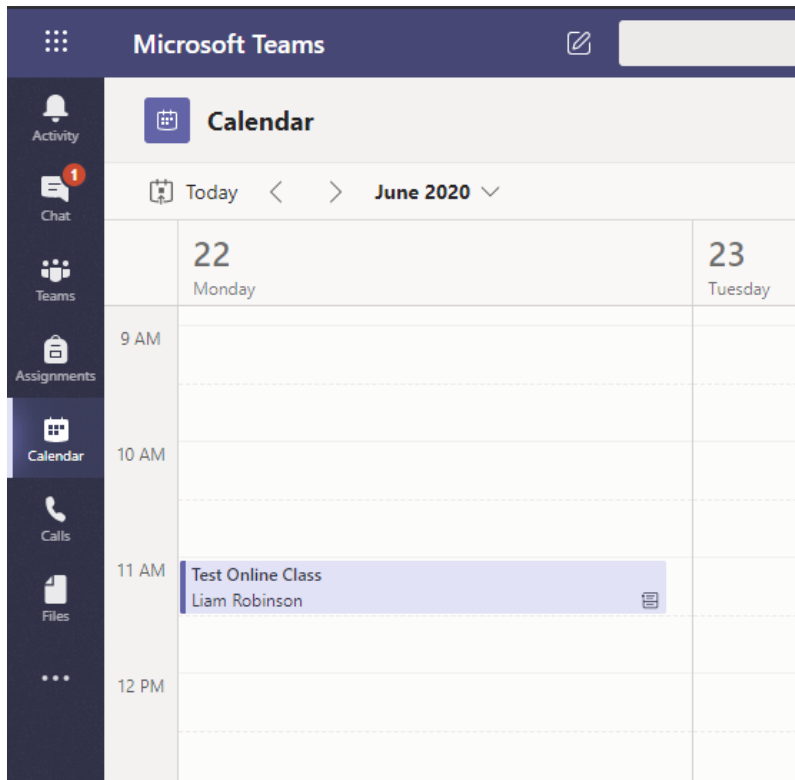
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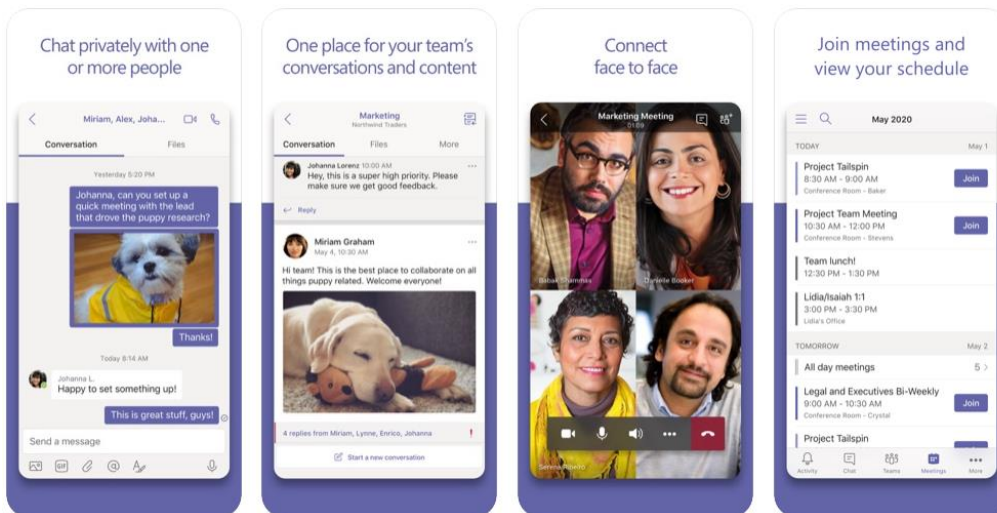
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Using a Mobile/Tablet



You can download teams from your app store by searching 'Microsoft Teams' into your app store. Once downloaded you can sign in with your school email address and password as detailed above.

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Apple: <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

Android: https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB

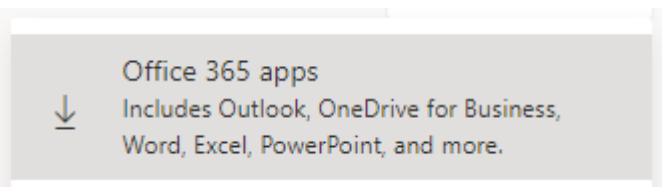
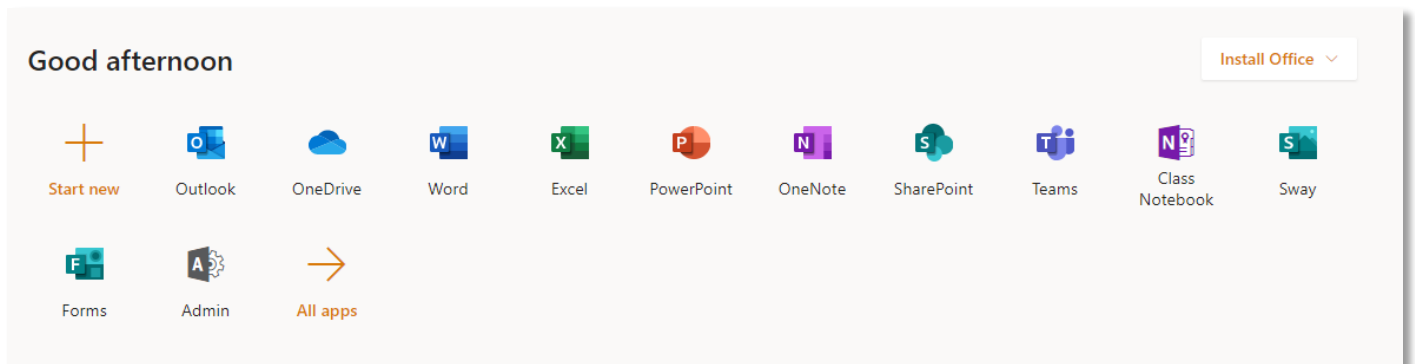
The functionality is very similar however teachers will probably be sharing documents and their screen so a bigger screen is preferred. You may also be asked to complete a short task during your lesson, so it's best to use a laptop or PC where possible.

Installing Microsoft Office

You may be asked to do a short task using PowerPoint or Word during your lesson, as a student of Mount Carmel you can download this for free.

To download on a PC please visit portal.office365.com and sign in with your school email address.

In the top right please click 'Install office' and choose 'Office 365 Apps'



Click Run and allow Office to install.

Once complete you will be asked to sign in, use your Mount Carmel email address.

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Install on a mobile device

To install office on a mobile, browse your app store and search for 'Microsoft Office' and look for office app from Microsoft Corporation

Android: <https://play.google.com/store/apps/details?id=com.microsoft.office.officehubrow>

Apple: <https://apps.apple.com/us/app/microsoft-office/id541164041>



Install the app to your phone or tablet. Once downloaded you can log in with your Mount Carmel email address.

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