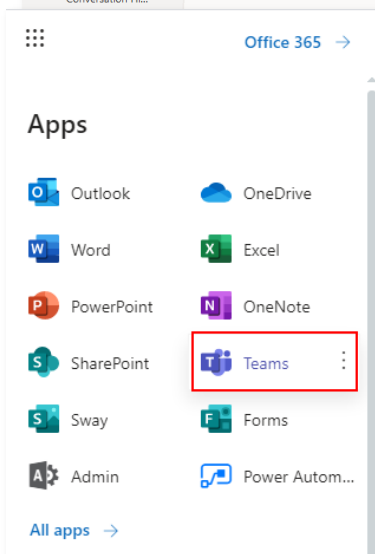
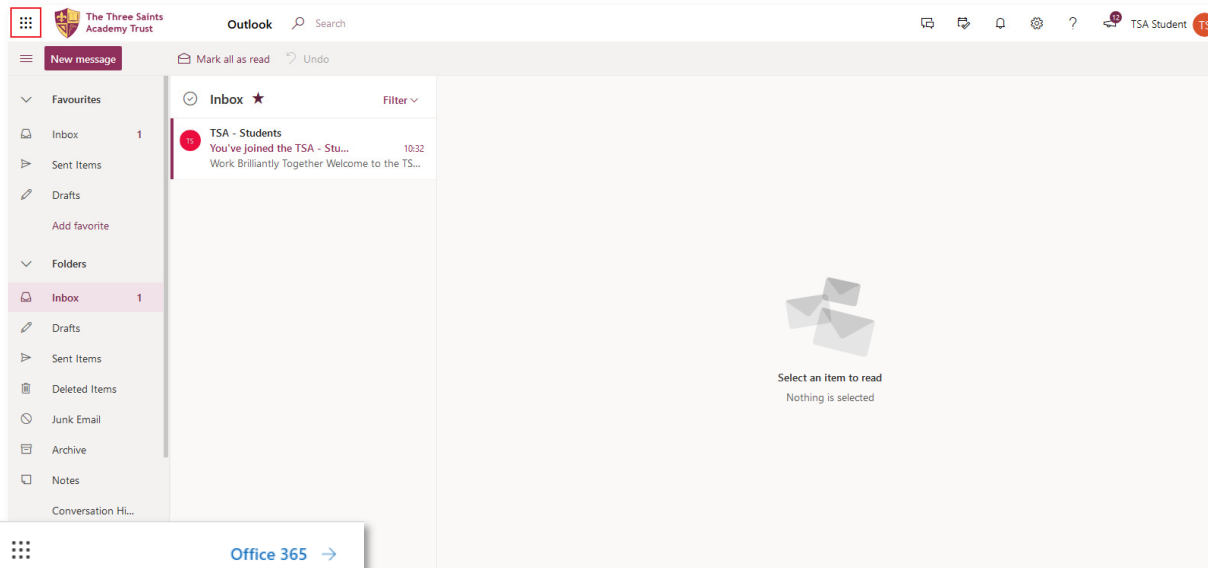
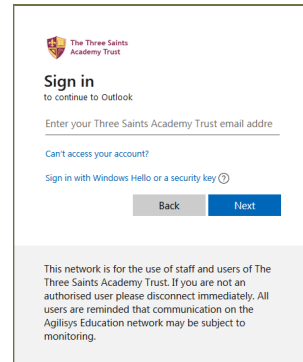


How to access Teams

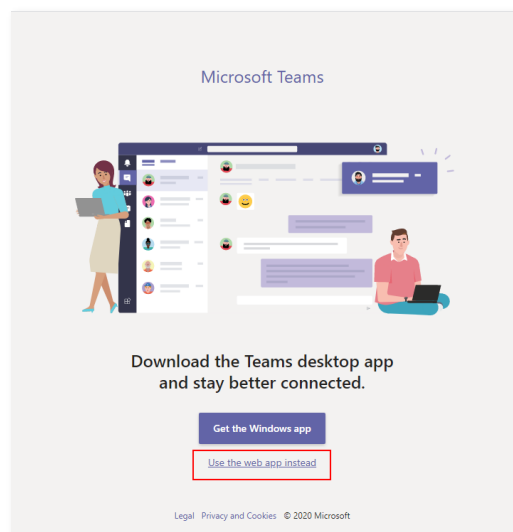
The first thing you need to do is to log into your email via <http://mail.three-saints.org.uk> using your school email account and password.

Once logged in, In the top left-hand corner, you will see a set of nine dots. Click on these dots and this will give you access to the **Apps Launcher** utility.

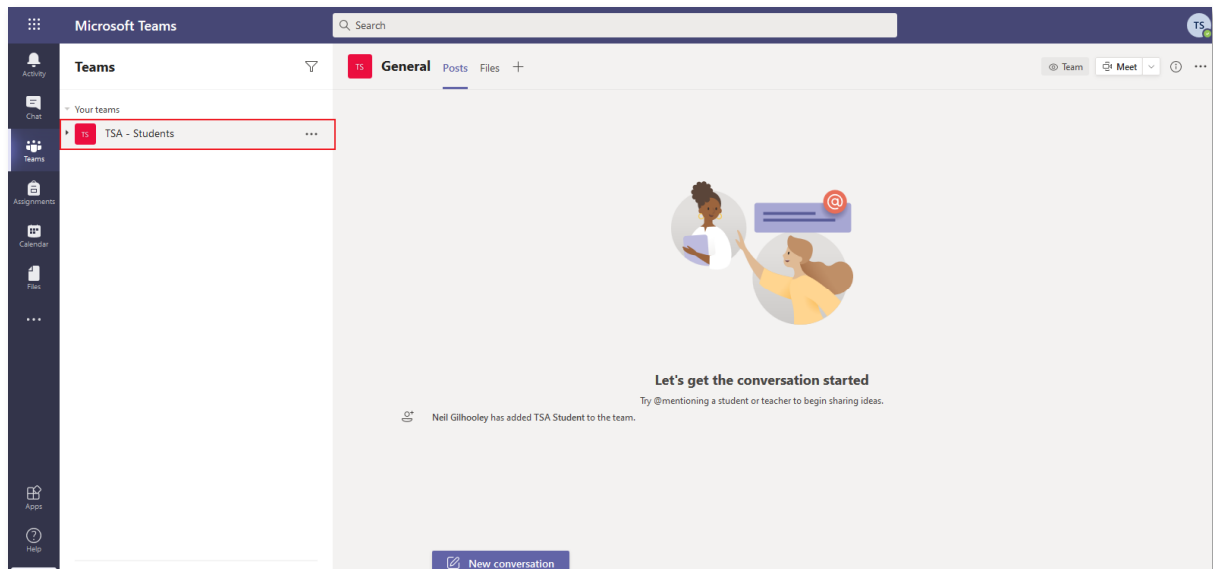


In the list of Apps available to you, you should then see the **'Teams'** app launcher. Click on **'Teams'** to gain access to the Teams you have been made a member of.

If you are initially presented with the below screen, simply click on the option for **'Use the web app instead'** in order to launch Teams in your web browser.

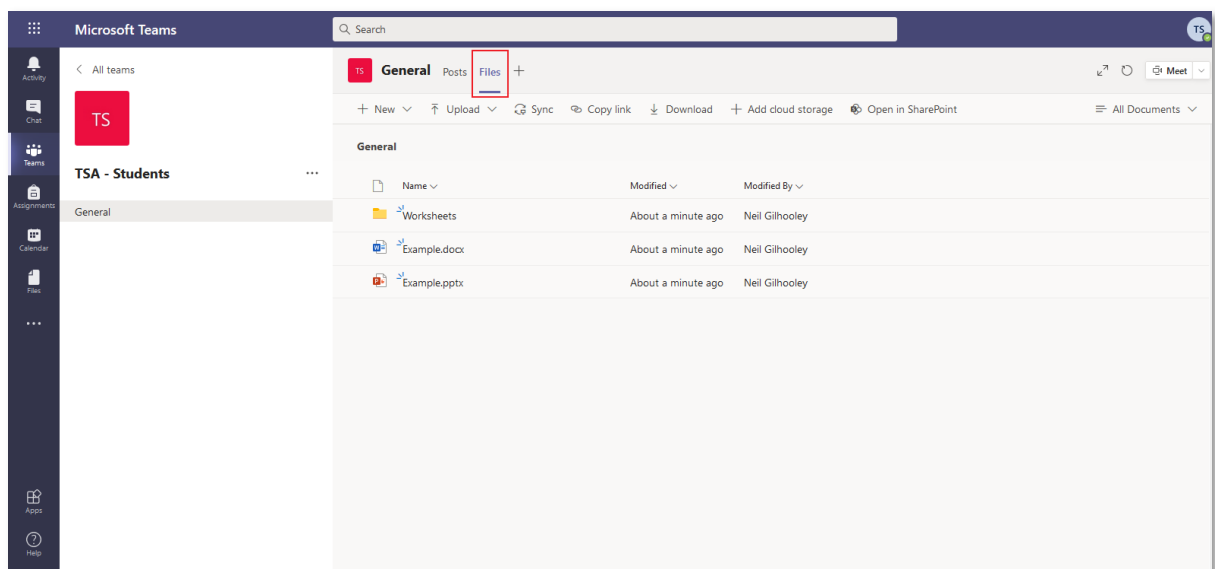


You will then be presented with the Teams **'home screen'**, where you can gain access to all the Teams that you have been assigned permission to access. Locate your class Team (i.e. **'TSA – Students'**) in your list and click on it for access to your Team.

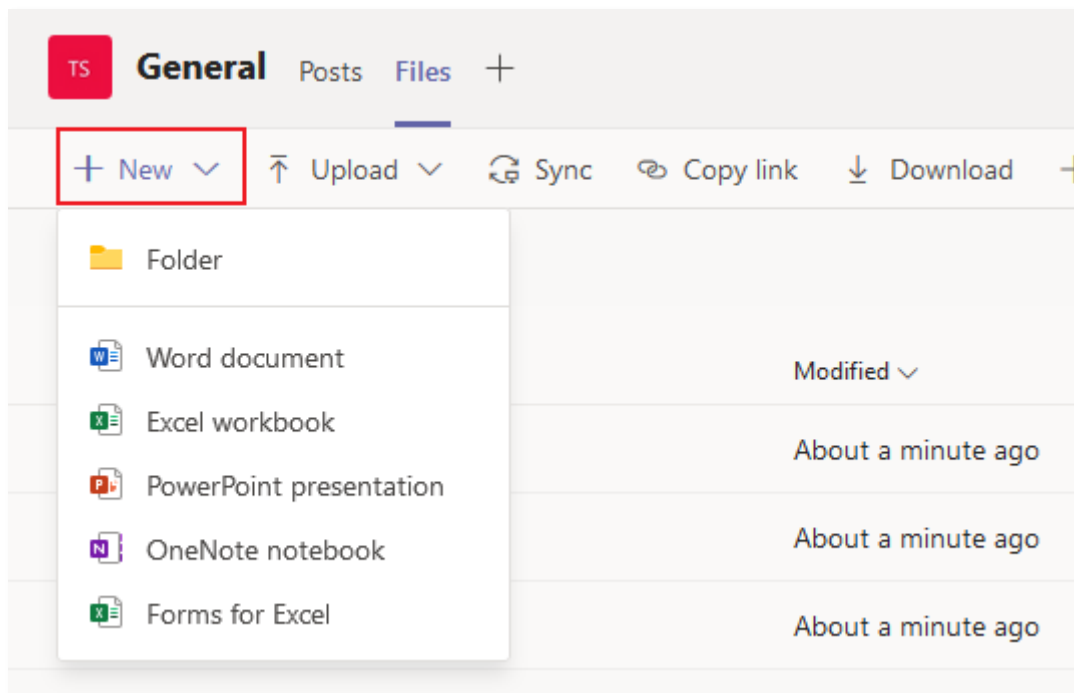


You can access any files or folders that may have been added to your Team, by selecting the option for **'Files'** along the top **'General'** toolbar.

Simply, click on this and you will then have access to all of the uploaded documents available to you.



Depending on your teacher's requirements, in here you can create and edit online Microsoft Office documents by clicking on the 'New' tab in the toolbar and selecting the application you wish to create and edit.



Or you can upload documents and/or folders that you may have already created using the 'Upload' tab

