

Broughton Hall Catholic High School

A Student Guide to Using Microsoft Teams

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SECTION 1 – USING TEAMS ON A DESKTOP OR A LAPTOP

Teams – How to Login

On any web browser,

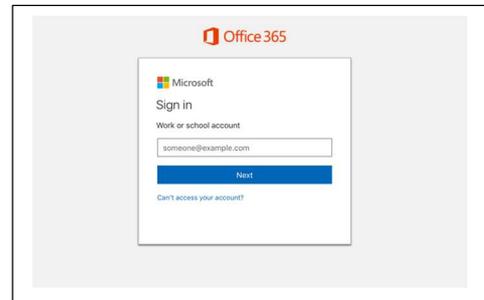
e.g. Google Chrome, Internet Explorer,

Safari etc, go to www.broughtonhall.com

Click **email sign in** and sign in with your full

school email address which is your computer

username followed by@broughtonhall.com

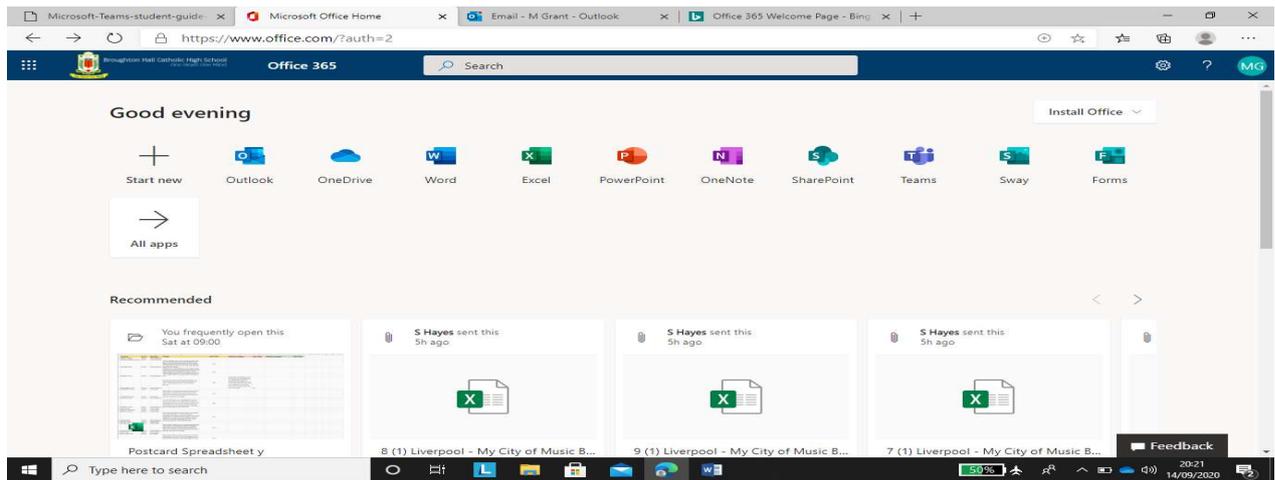


Example: Hannah Baker is in year 7, so her email address is Bakerh20@broughtonhall.com.

You will then be directed to the login page for the school – this is like you are logging into a computer in school, so your username and password is your computer log in that you would normally use at school. Once you sign in, you will get the page below.



Click on the Teams icon.



You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, go to the school home page and put a message in the helpdesk and we will get you moved to the correct one. You can also install the desktop version of Teams for free.

If you have a timetabled Teams lesson you will be sent a Teams invite via email. Once on your Teams lesson, your teacher will take a register. They will explain what all the icons mean and how they can be used during an online class.

SECTION 2 – USING TEAMS ON A TABLET OR PHONE Teams –

Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones).

Search for Teams and look for the purple Teams icon. Once it is downloaded, open the app and log in.

Sign in with your school email address. Example: Hannah Baker is in year 7, so her email address is bakerh20@broughtonhall.com

You will then be directed to the login page for the school – this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school.

Remember that TEAMS is constantly being monitored, just as computers are in school. Be polite and kind. Do not post anything inappropriate or you will be removed from your groups and our parents/carers will be informed immediately.

Section 3: Usernames and passwords

- **Helpdesk feature**

The school has an ICT helpdesk where students can post questions if they have issues with:

- Logging onto any of our digital platforms such as Class Charts or GCSEpod
- Unsure of how to do anything, for example uploading work onto Class Charts
- A school laptop

Section 4: Video to support this guide

Click the link below. This will take you to a short video on You tube. This will take you through the basics of how to use Teams.

https://www.youtube.com/watch?v=jx36gQf_Qpk