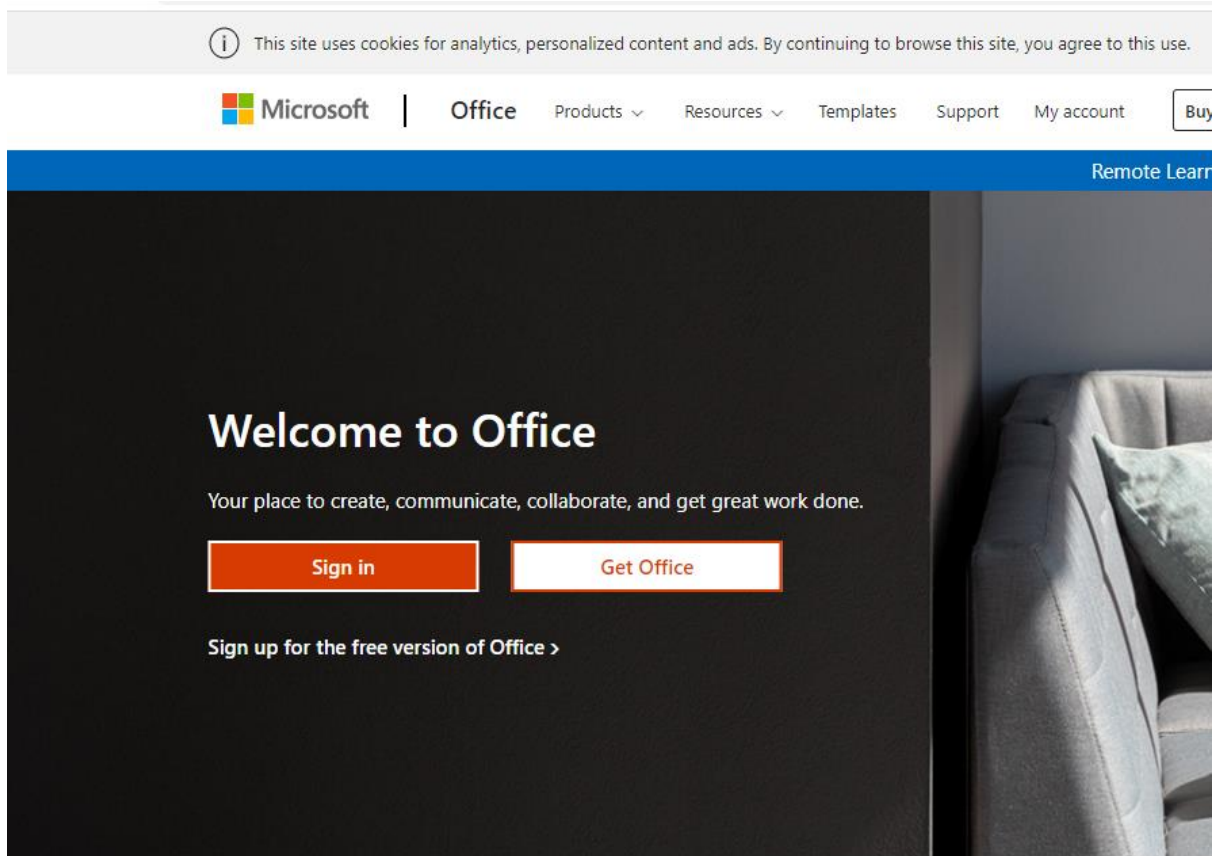


Logging into your first Teams Class

You will receive an email to you LWETB account to login to Teams.

To access you LWETB account go to www.office.com

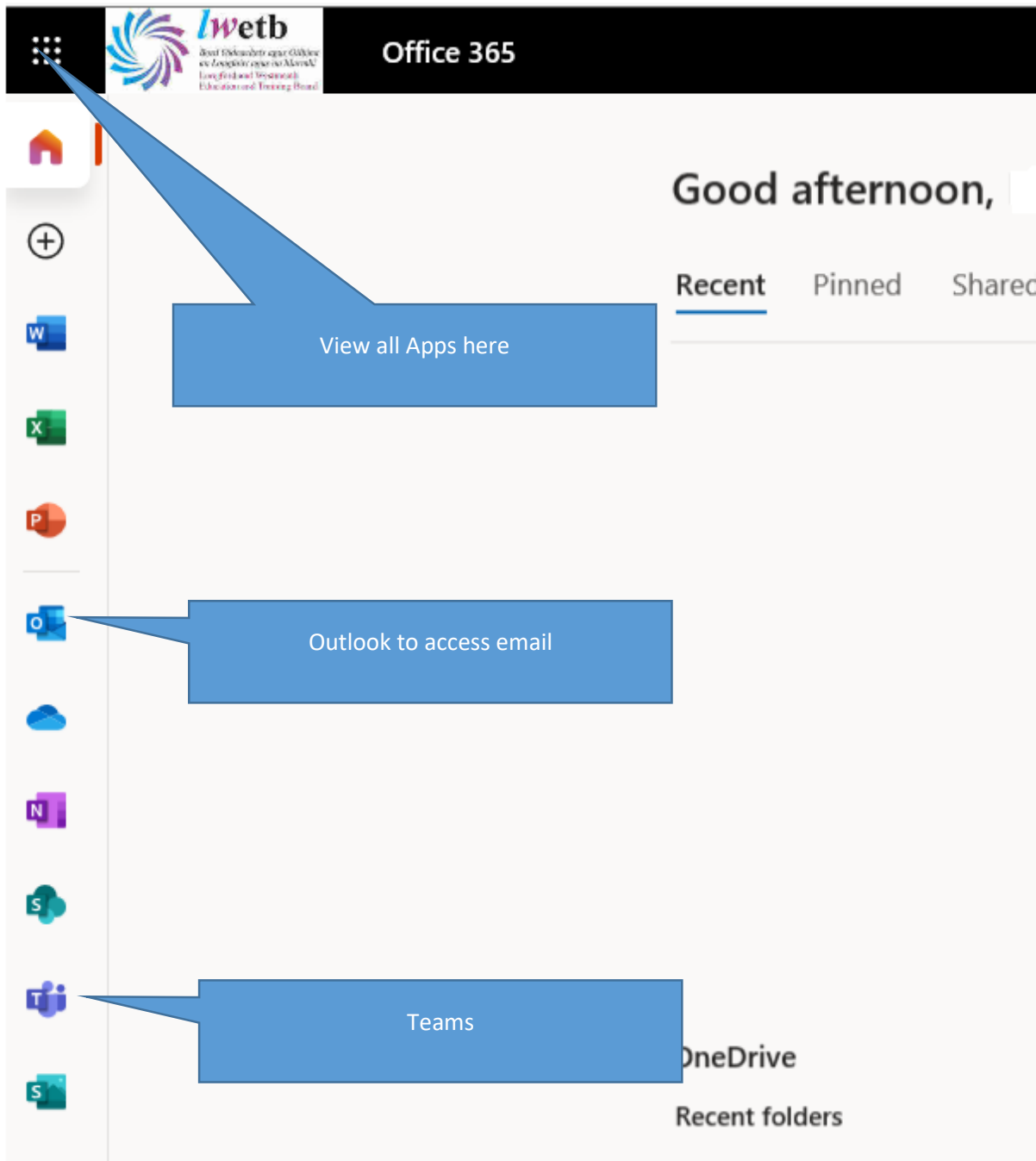
Click on Sign In:



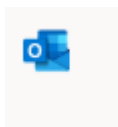
Enter your Username and Password provided. Your username is your email address.

Once you have logged in you will see the Office365 Homepage.

All the apps available in Office365 are listed down the left hand side as shown below.



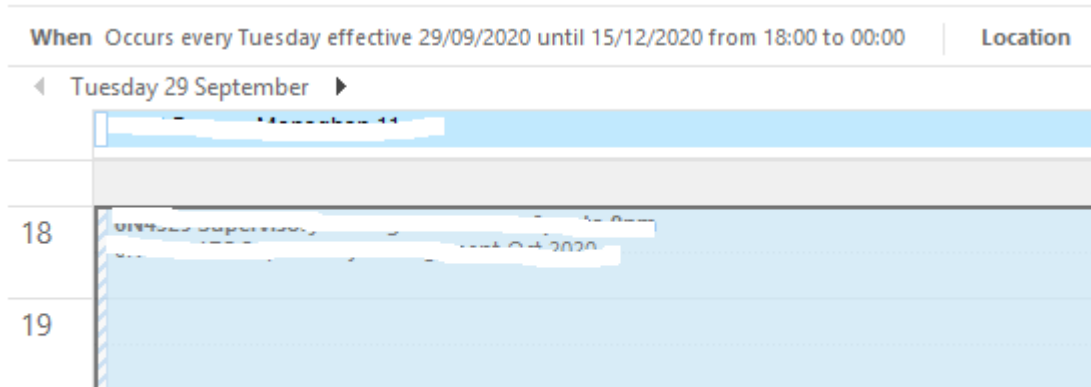
Click on the ICON for Outlook



This will open your email Inbox.

You should see any email inviting you to your first class, open this email.

In the email you will see an invite to Teams



Weekly class link from:

29 September 2020 to the 15 December 2020

Break

05 January 2021 to 19 January 2021.

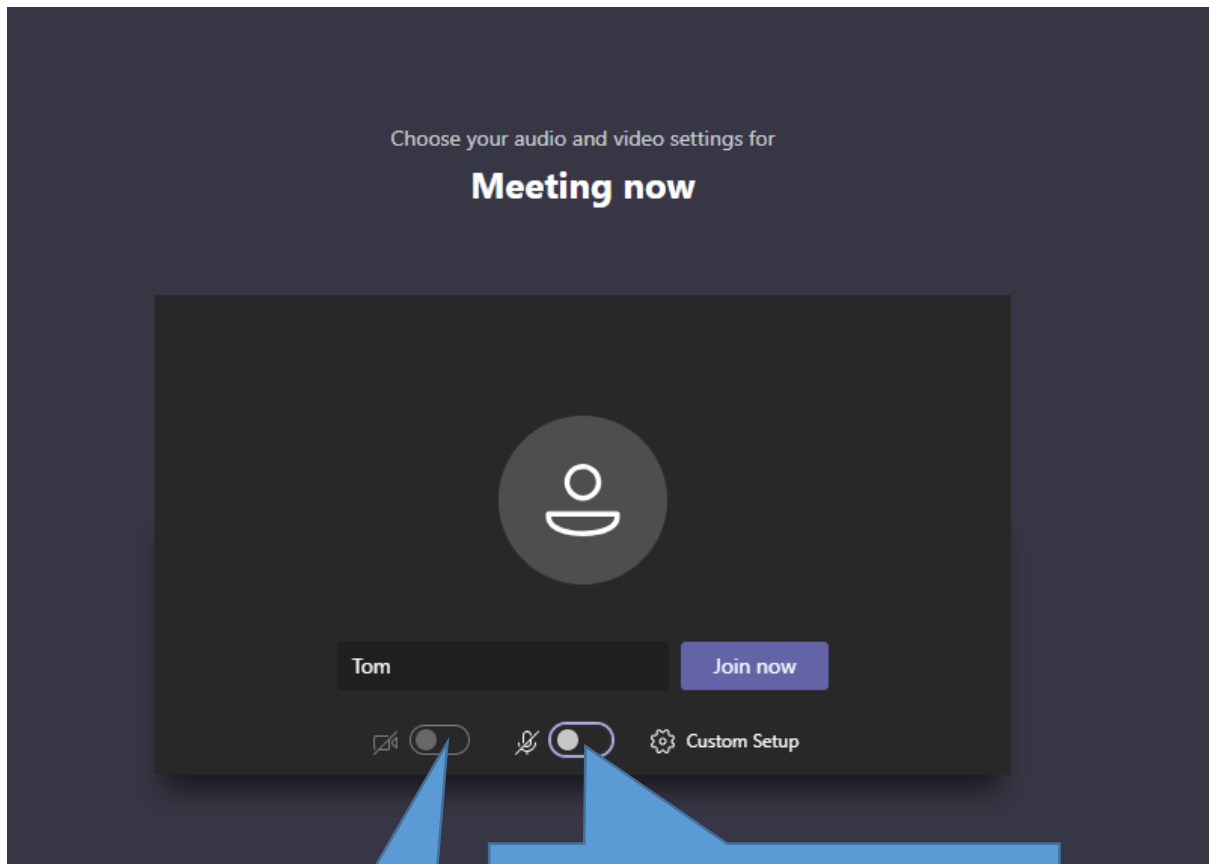
Click here to access your Team Meeting

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

This will open the Teams App (if prompted to download please follow the instructions to download)

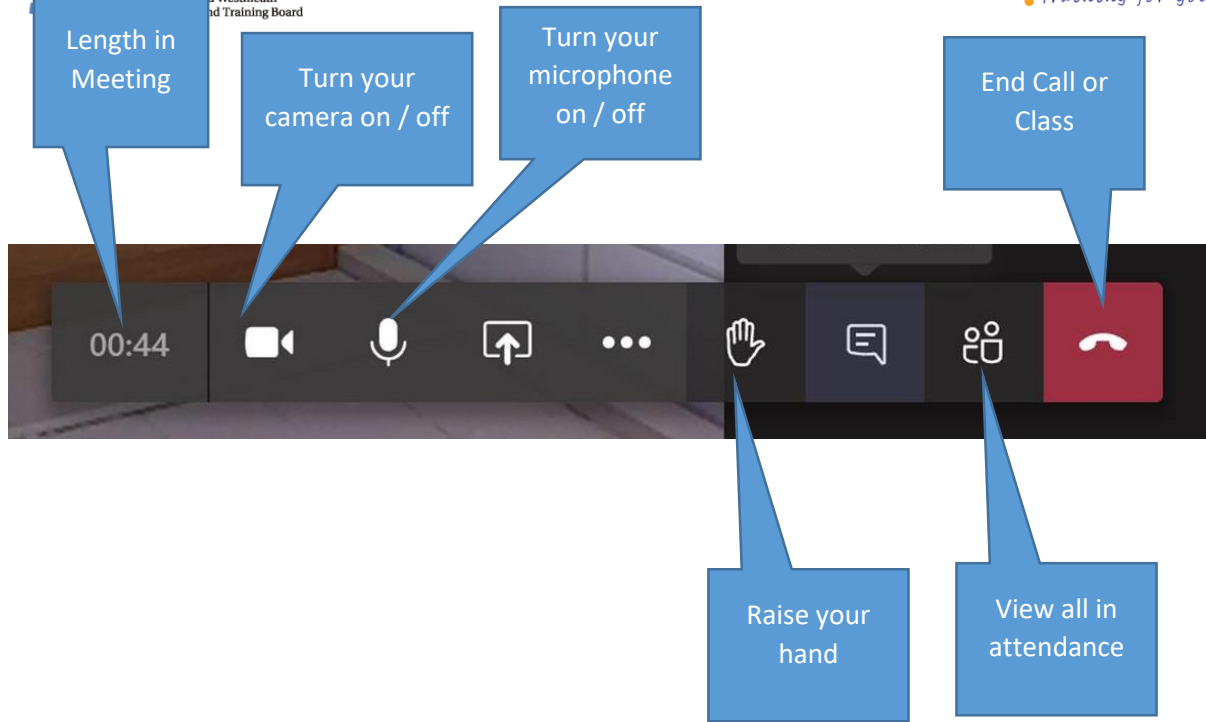
Then click on Join Now



Turn Camera on

Turn Microphone on

Once you have joined the meeting or class you will be able to see the other learners and the Tutor. If you bring the cursor over the screen you will see the toolbar below.



When you are not speaking in the meeting or class it is best to turn your microphone off.

For technical queries please contact 090 6424218