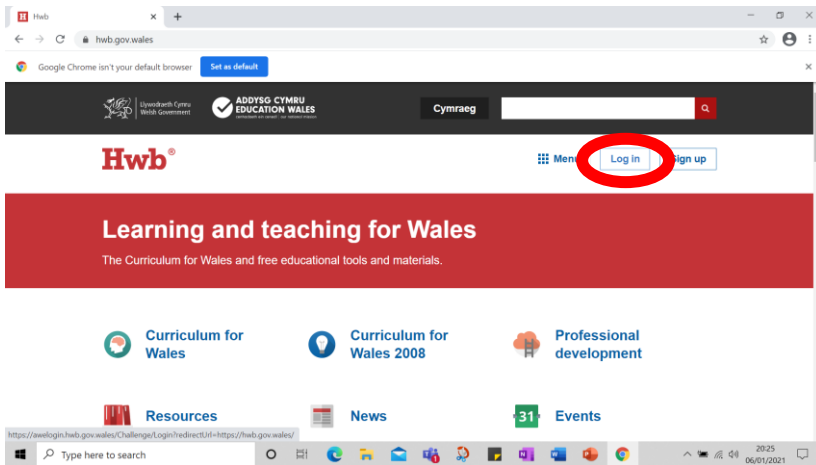
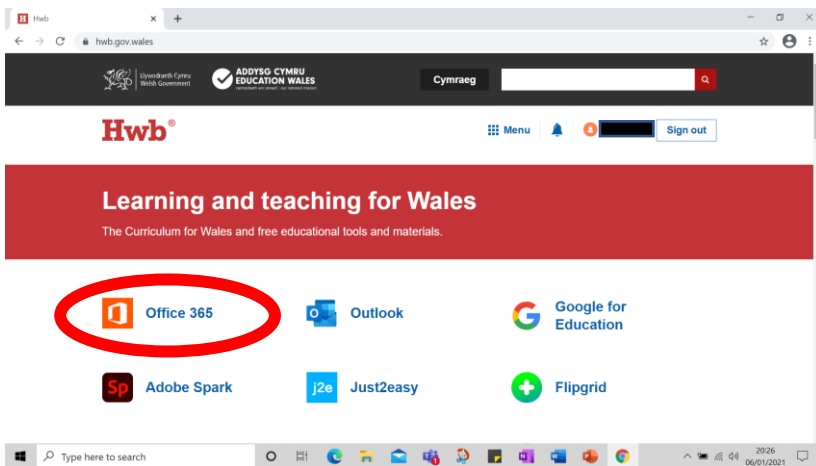


Accessing Microsoft Teams

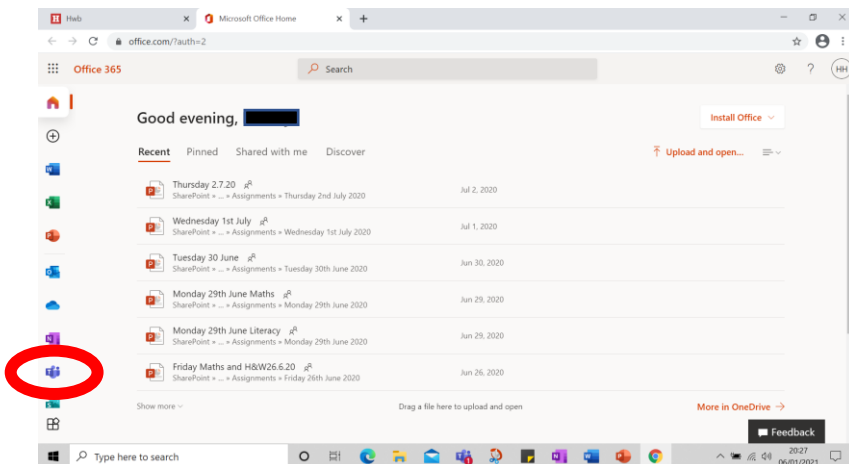
Step 1: Google search 'Hwb' to access the Hwb log-in page



Step 2: Press 'Office 365' to use the Microsoft Office suite of tools

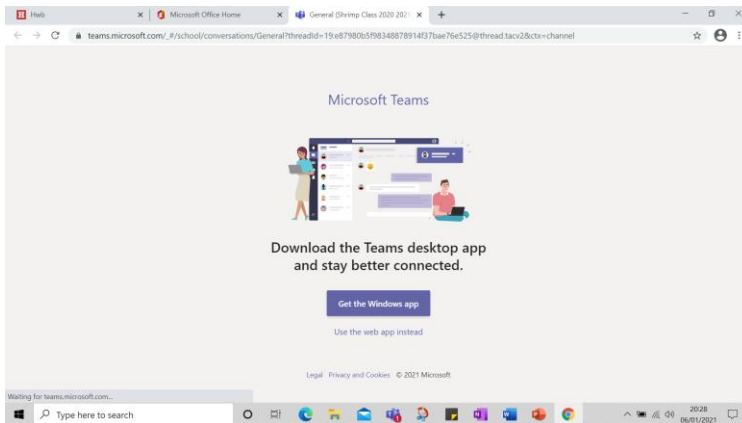


Step 3: Scroll down the page and press the Microsoft Teams button

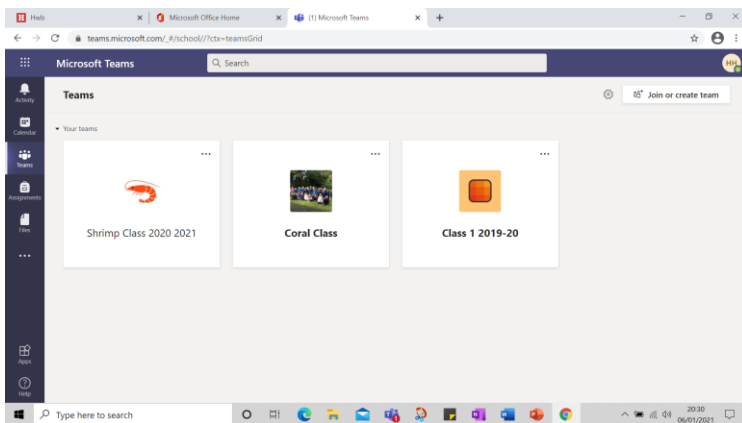


Step 4: You can choose to ‘use the web app instead’ or download the app to use on your PC/Laptop You can also download the ‘Microsoft Teams’ app for your mobile device – both Apple and Android apps are available.

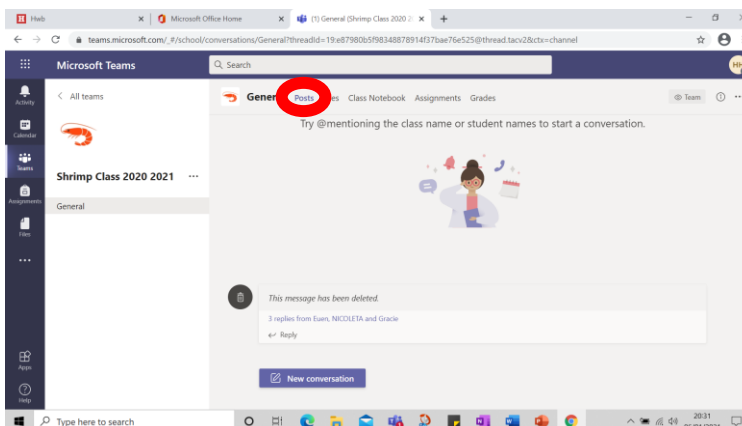
Please note, if you download an app, you must use your **Hwb username and password** to log in.



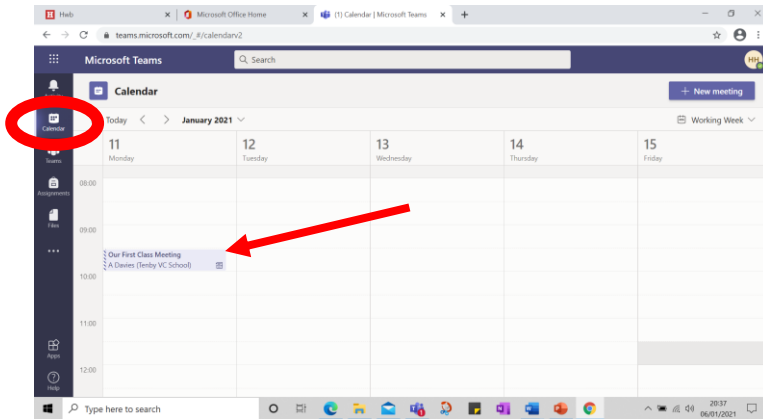
Step 5: Select the class that you wish to enter. You may have different classes to choose from



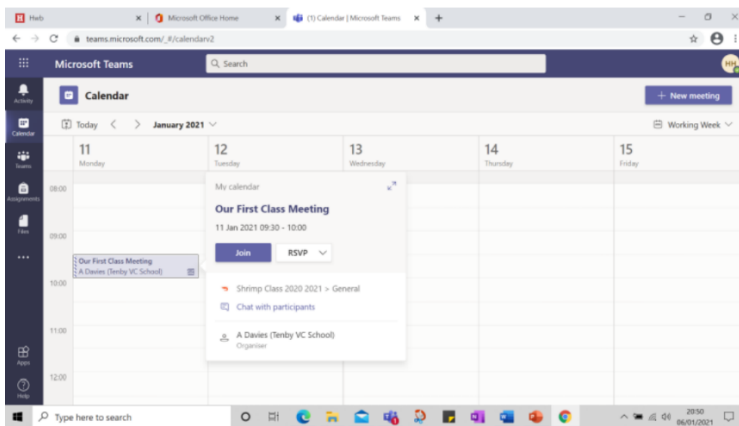
Step 6: Use the ‘Posts’ page to ask your teacher or friends any questions. Your teacher may post messages on here for you to respond to. Check this page each day. It might be a good idea to check it a few times each day.



Step 7: Select 'Calendar' to view any planned meetings. Any planned meetings will appear on the day and time it has been planned. In this example, **Shrimp Class have been invited to attend a meeting on Monday 11th January at 9.30am.**



Step 8: Firstly, press 'RSVP' and press 'Accept'. Secondly, it is **important** to press join 5 minutes before the scheduled start time. This will give you access to the online meeting/lesson. You will be placed in a *waiting room* until your teacher gives you access at the start time.



ClassDojo

Remember, class teachers are available for further support via Class Dojo.