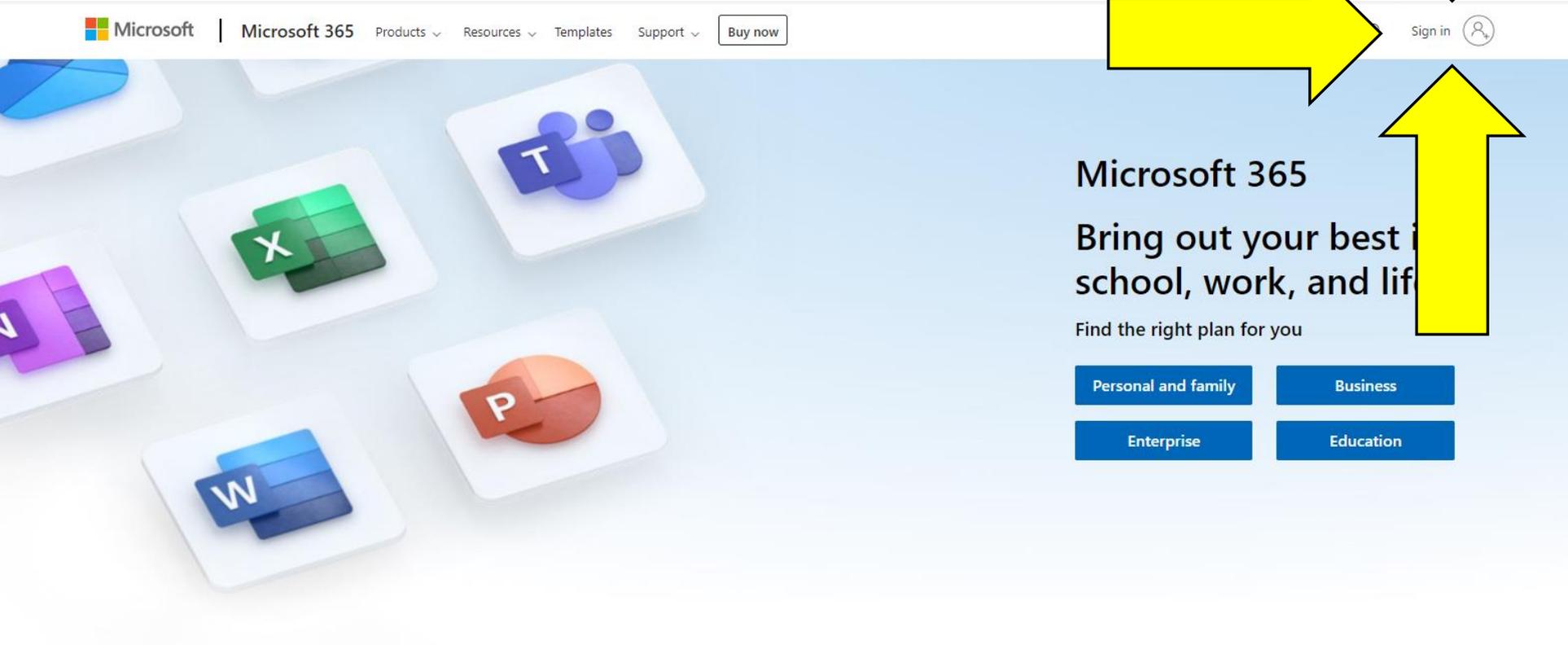




ARENA
ACADEMY

Guide on how to access Microsoft Teams

Step 1 - Open your web browser and go to:
www.office365.com
Step 2 - Click on the "Sign In" button



The screenshot shows the Microsoft 365 website. The navigation bar at the top includes the Microsoft logo, "Microsoft 365", and links for "Products", "Resources", "Templates", "Support", and "Buy now". A yellow arrow points from the top right to the "Sign in" button, which is accompanied by a user icon. Another yellow arrow points from the left to the "Sign in" button. A third yellow arrow points from the bottom right to the "Sign in" button. The main content area features the heading "Microsoft 365" and the sub-heading "Bring out your best i school, work, and lif". Below this is the text "Find the right plan for you" and four blue buttons: "Personal and family", "Business", "Enterprise", and "Education". The background of the page shows various Microsoft 365 application icons (Word, Excel, PowerPoint, Teams, OneDrive) on a light blue surface.

If you have forgotten your password, please email
onlinesupport@corearena.academy



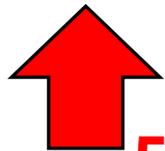
Step 3 - Enter your school email address

**Year you
started
Arena**



Microsoft
Sign in
Email, phone or Skype
No account? [Create one!](#)
[Sign in with a security key](#) ?
[Sign-in options](#)
Next

21khanf@corearena.academy

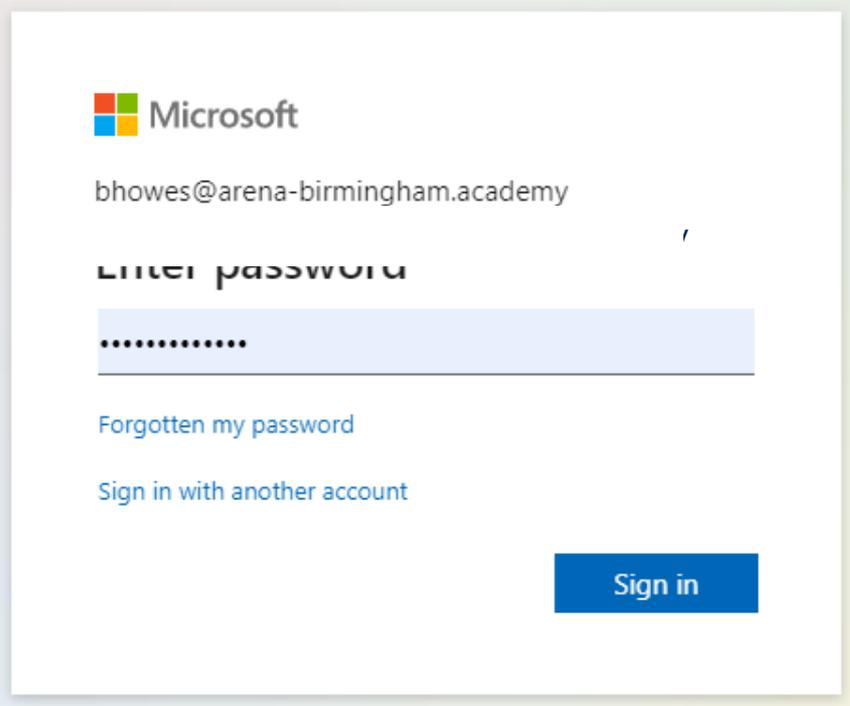


the first letter of your forename

**5 letters of your surname Or your full
surname if you are in Year 7**

If you have logging in issues, please see your Head of Year

Step 4 - Enter your school password

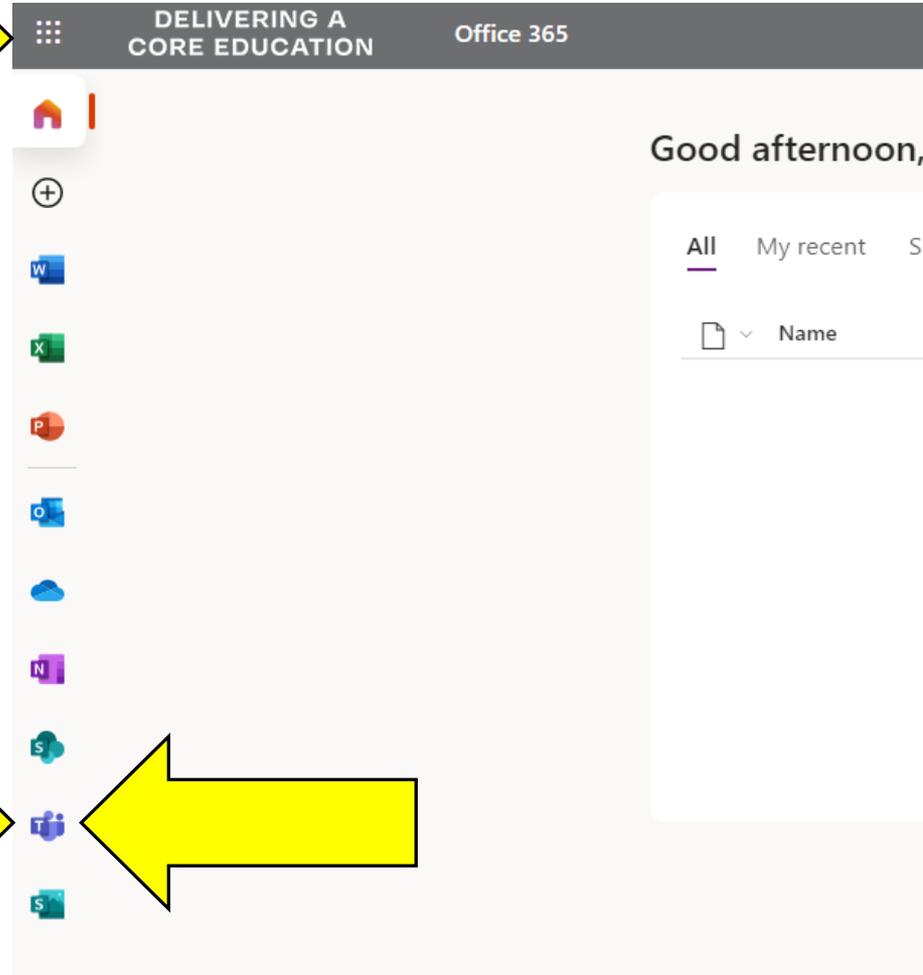
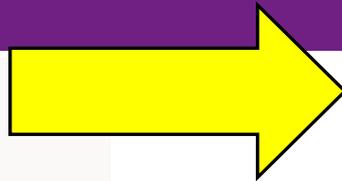
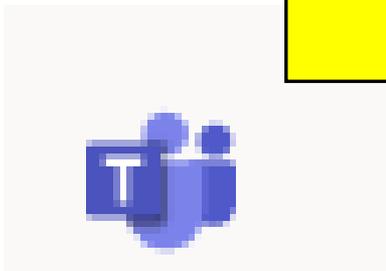


The screenshot shows a Microsoft login interface. At the top left is the Microsoft logo. Below it, the email address 'bhowes@arena-birmingham.academy' is entered. Underneath is a password field with the placeholder text 'ENTER PASSWORD' and a light blue background. Below the password field are two links: 'Forgotten my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

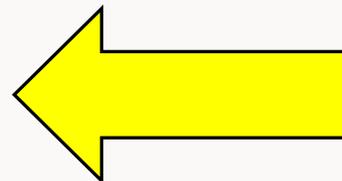
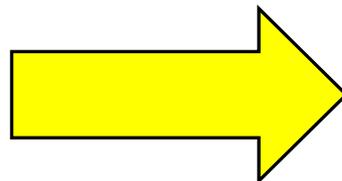
Your password is the same as the password you use to login to the laptops/computers at school.

If you have forgotten your password, please see your Head of Year

Step 5 – Select the “MS Teams” icon

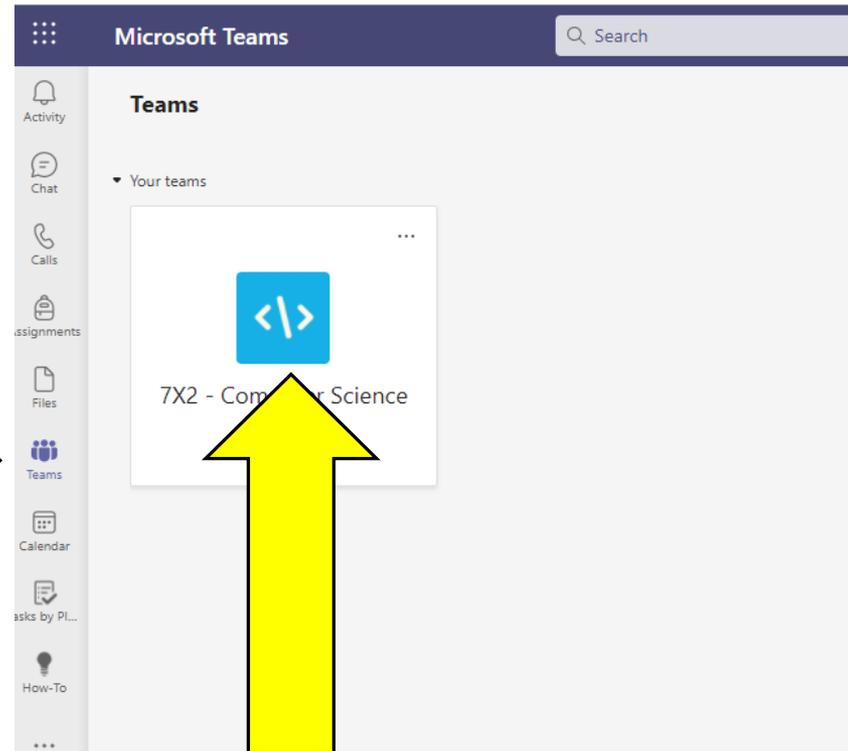
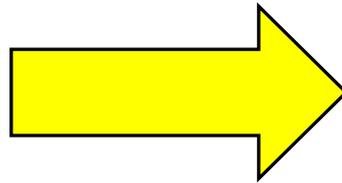


Once signed into your office 365, select the “MS Teams” icon on the left and side



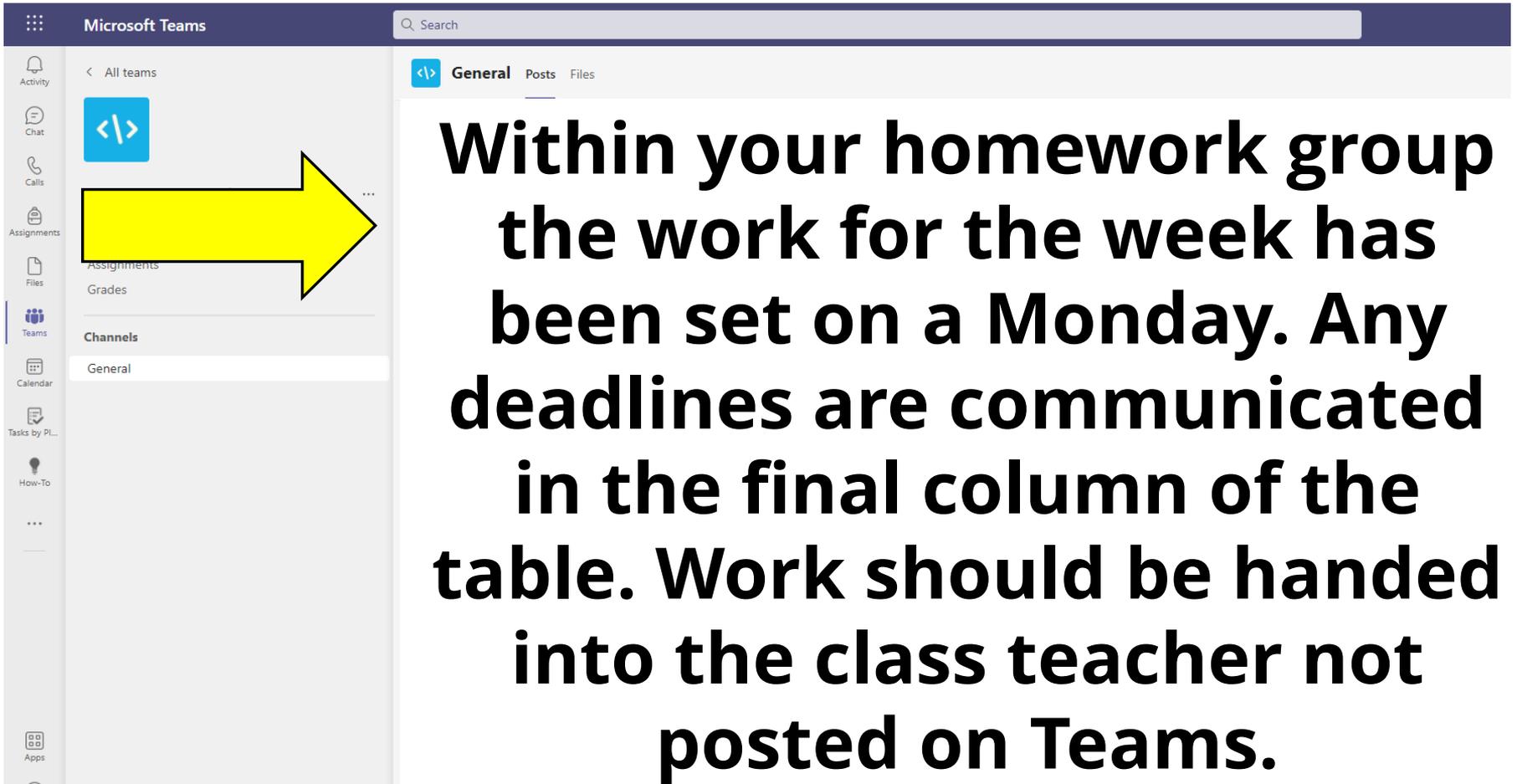
Step 6 – Your Teams

**Within MS
Teams, select
the 'Teams' icon
on the left.**



**You have been assigned to a year group
homework page specific to your year.**

Step 7 – Work that has been set



The screenshot shows the Microsoft Teams interface. On the left sidebar, there are icons for Activity, Chat, Calls, Assignments, Files, Teams, Calendar, Tasks by PL..., How-To, and Apps. A yellow arrow points to the 'Assignments' icon. The main content area shows a chat window for a 'General' channel. The chat content is a large text block.

Within your homework group the work for the week has been set on a Monday. Any deadlines are communicated in the final column of the table. Work should be handed into the class teacher not posted on Teams.