

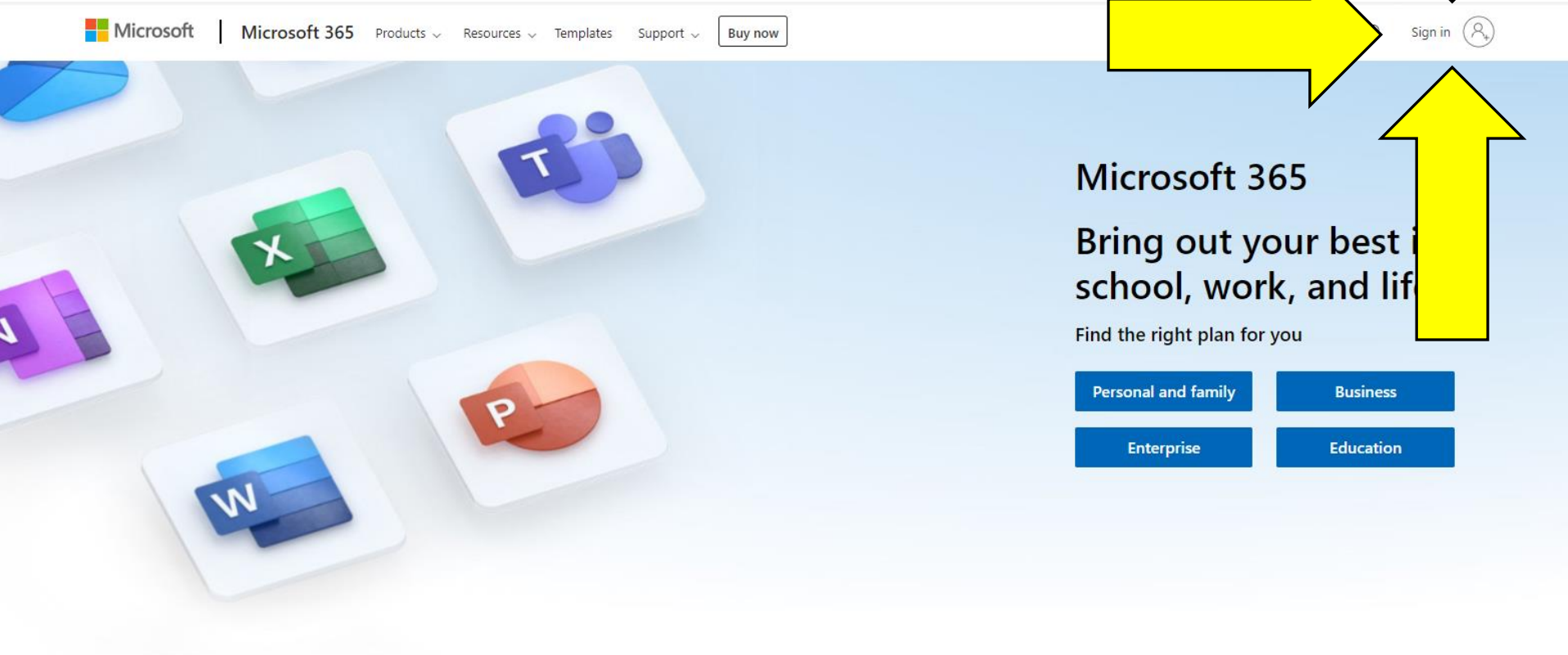


**ARENA**  
**ACADEMY**

# **Guide on how to use Microsoft Teams**

Wednesday 5<sup>th</sup> January 2022

**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'. On the right side of the navigation bar, there is a 'Sign in' button with a user icon. A large yellow arrow points from the top right towards the 'Sign in' button. Another yellow arrow points from the right side towards the 'Sign in' button. A third yellow arrow points from the bottom right towards the 'Sign in' button. The main content area features the text 'Microsoft 365' and 'Bring out your best i school, work, and lif'. Below this, it says 'Find the right plan for you' and lists four plan options: '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 background.

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

# Step 3 - Enter your 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**

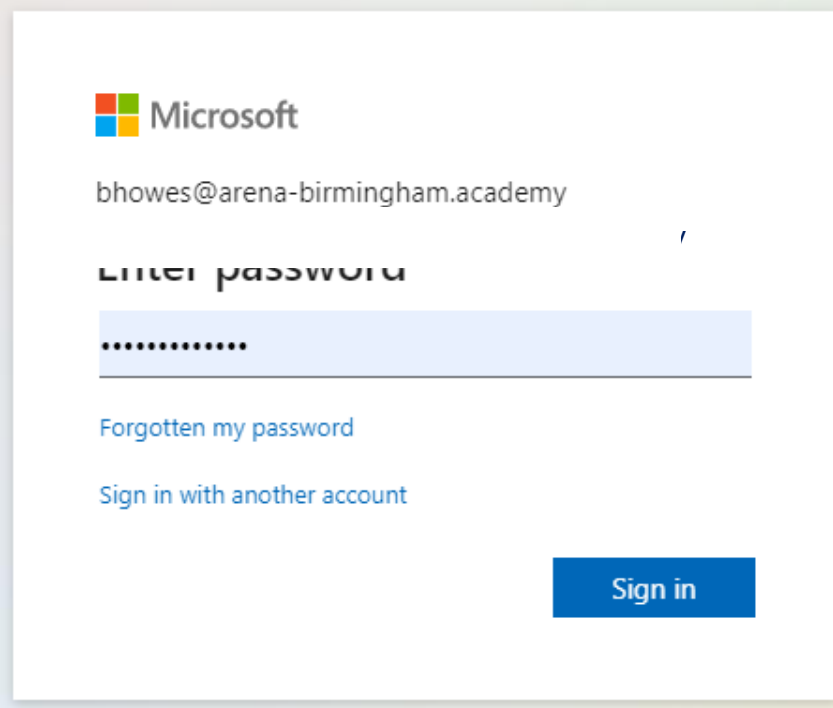


**the first letter of your forename**

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

If you have logging in issues, please email  
[onlinesupport@corearena.academy](mailto:onlinesupport@corearena.academy)

# Step 4 - Enter your password

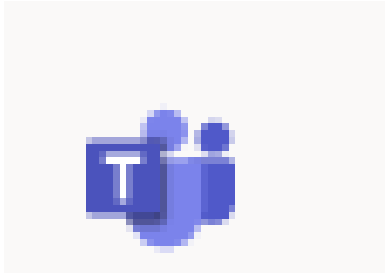


The screenshot shows a Microsoft login interface. At the top left is the Microsoft logo. Below it, the email address 'bhowes@arena-birmingham.academy' is entered. A password field is labeled 'ENTER PASSWORD' and contains a series of dots. Below the password field are two links: 'Forgotten my password' and 'Sign in with another account'. A blue 'Sign in' button is located at the bottom right of the form.

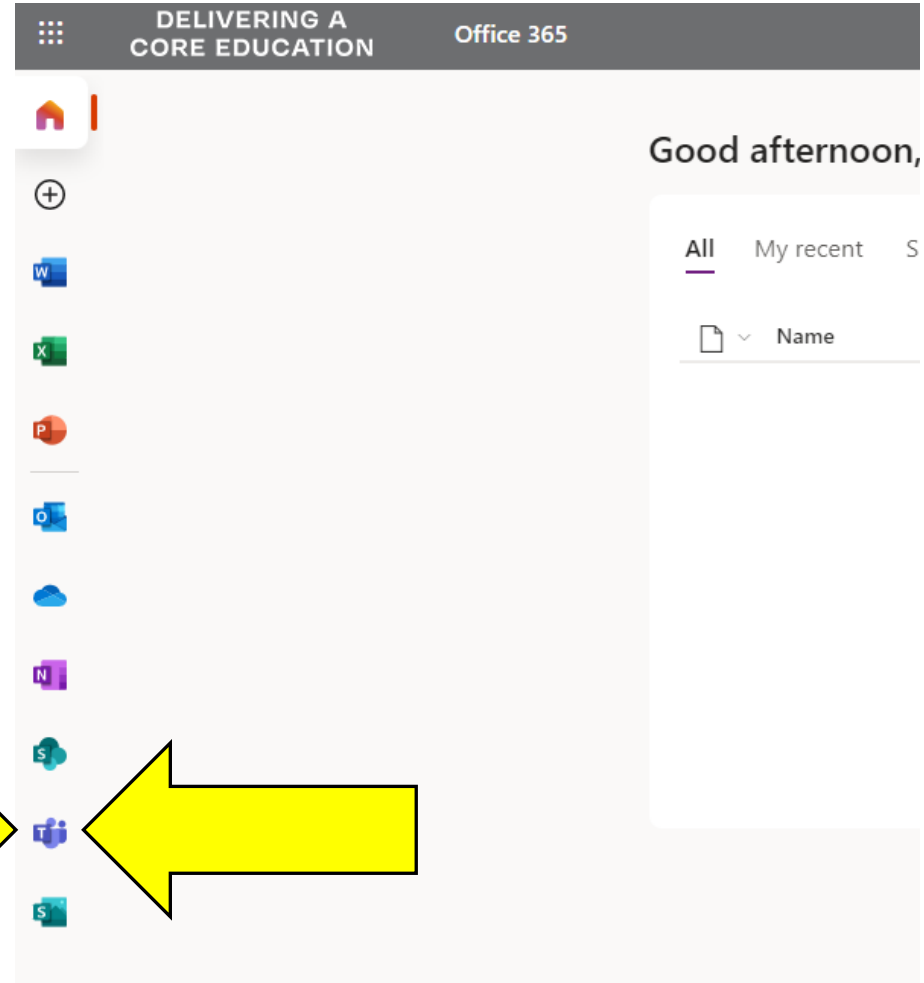
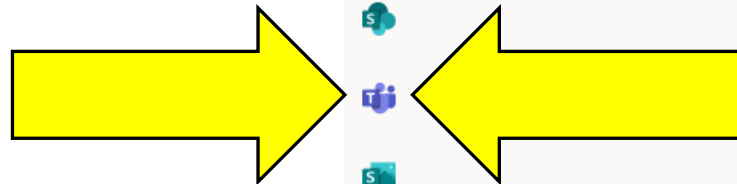
**Your password is the same as the password you use to login to the laptops/computers at school.**

If you have forgotten your password, please email [onlinesupport@corearena.academy](mailto:onlinesupport@corearena.academy)

# Step 5 – Select the “MS Teams” icon

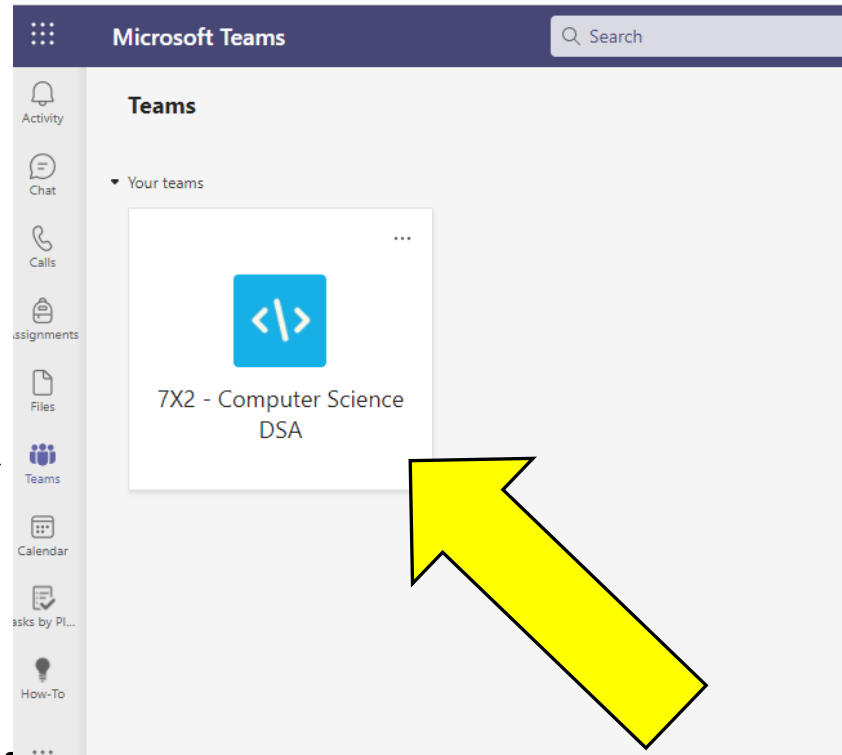
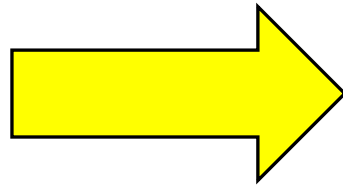


**Once signed into your office 365, select the “MS Teams” icon on the left and side**



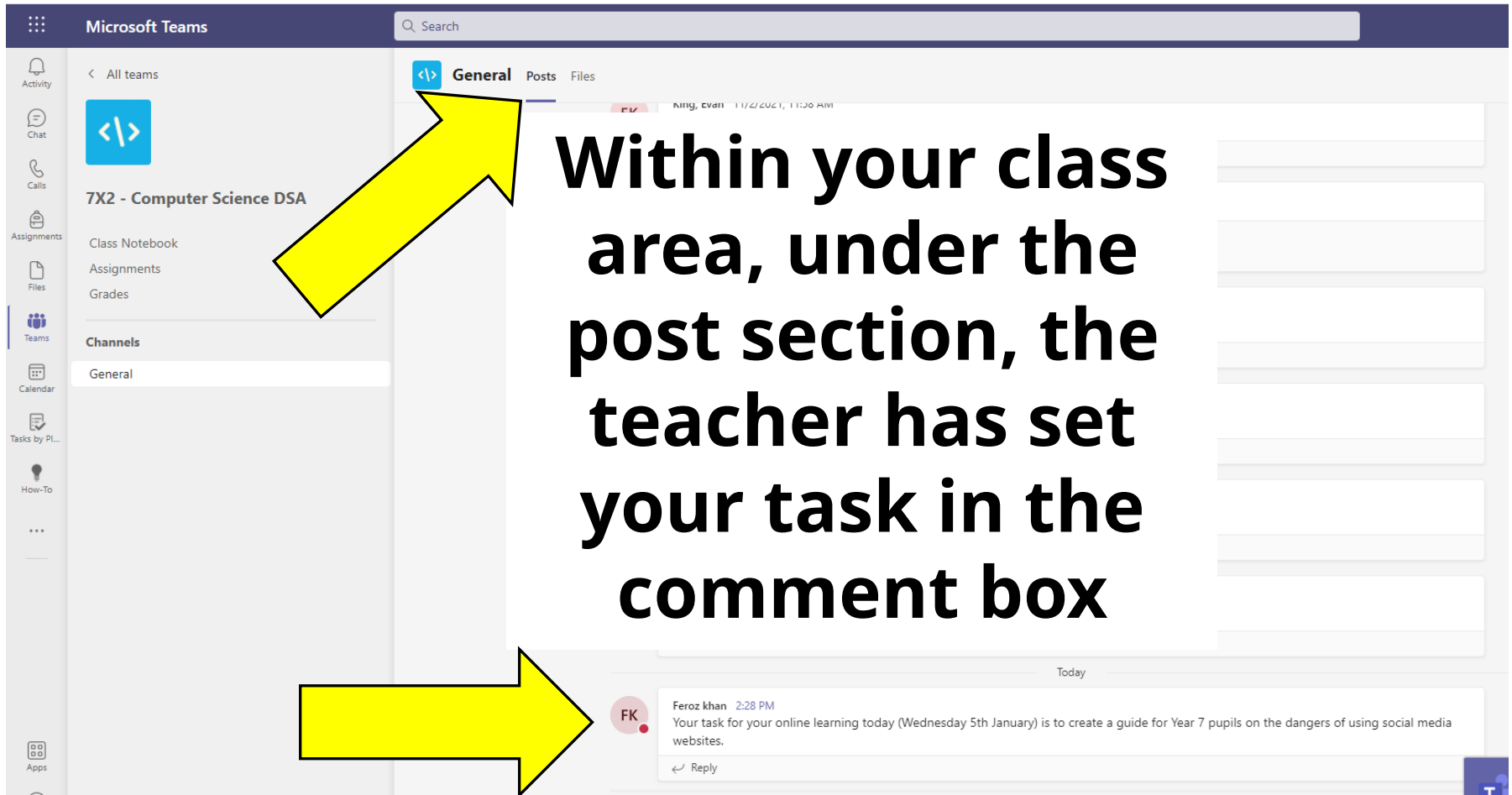
# Step 6 – Your Teams

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



**You have been assigned to subject classes  
(Teams) for this Wednesday.  
You can then join your class by clicking on your  
individual team icons.**

# Step 7 – Work that has been set



The screenshot displays the Microsoft Teams interface for a team named "7X2 - Computer Science DSA". The left sidebar shows navigation options like Activity, Chat, Calls, Assignments, Files, Teams, Calendar, Tasks by PL..., How-To, and Apps. The main area shows the "General" channel with a post from "Feroz khan" at 2:28 PM. The post text reads: "Your task for your online learning today (Wednesday 5th January) is to create a guide for Year 7 pupils on the dangers of using social media websites." Below the post is a "Reply" button. Two large yellow arrows point to the "General" channel header and the post content.

**Within your class area, under the post section, the teacher has set your task in the comment box**