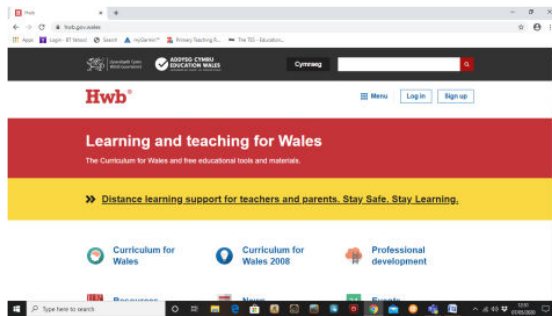
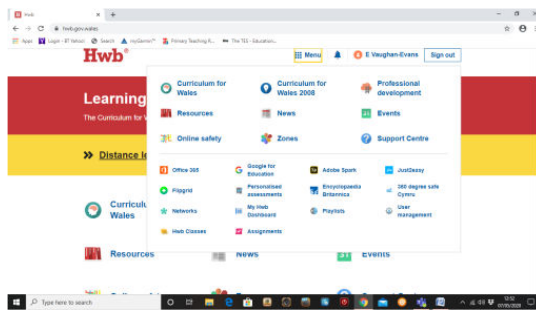


How to use "Teams" guide.

- Log onto hwb - hwb.gov.wales via the internet.



- Once you are logged in. Click on [menu](#):



- Then click on [Office 365](#).

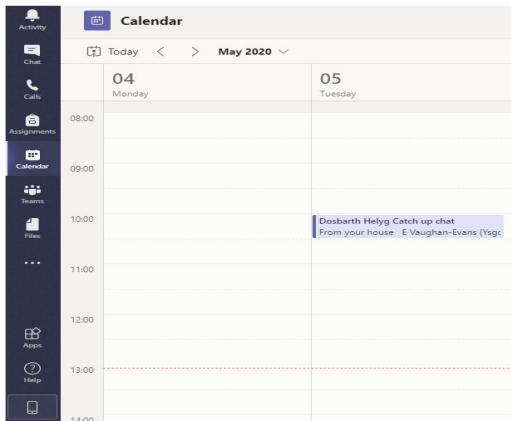


- Then click on the [Teams](#) icon.



- This will open teams up for you. If you use teams like this you will only be able to see one picture at a time and the picture will change to whoever is talking at the time.
- If you go to the bottom of the left hand side there is an icon that looks like a television this will let you then download it on to the desktop of your device.
- By doing this teams lets you see up to 4 people on the screen (at the moment they are meant to be adding more options for more people on screen) and you appear as a small square as well.

- “Meetings” can be set in the calendar option



- You accept the invitation (received by email) if you want to join in and on the day and time you click “join” to become involved.
- Once you are in a “TEAM” (e.g. your class); members of that teams contact should appear so the children/members of the team can organise a “team chat” between them using the calendar option. You can also “team chat” with just your friends - scheduled or meet now.
- Children can message as part of a group/class team and the teachers can join in with this too.

Alternatively options for i-pads/tablets/i-phones:

*Go into the app store.

*Type in Microsoft teams

*Then log in with your childs’ HWB username and password.

You can have teams on your desktop, laptop, chromebook, i-pad and phone – anything with a camera!