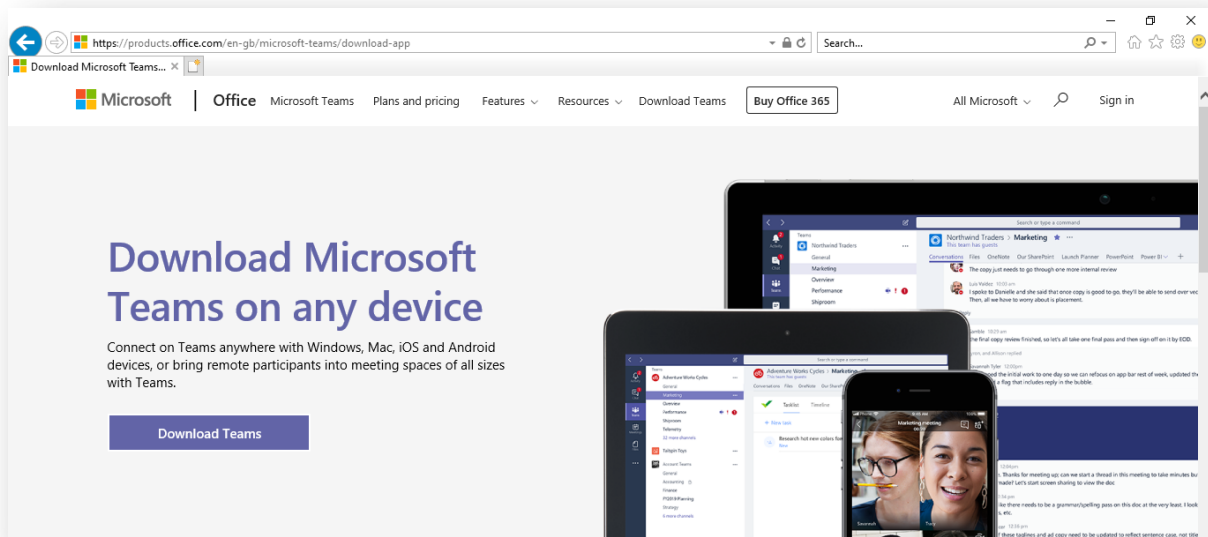


## How to get started with Microsoft Teams:

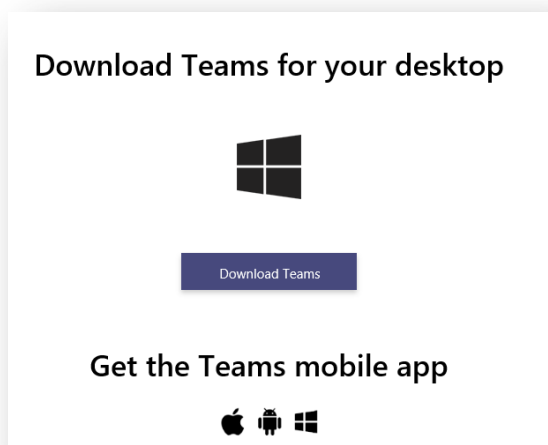
Visit the Microsoft Teams website here:

<https://products.office.com/en-gb/microsoft-teams/group-chat-software/>

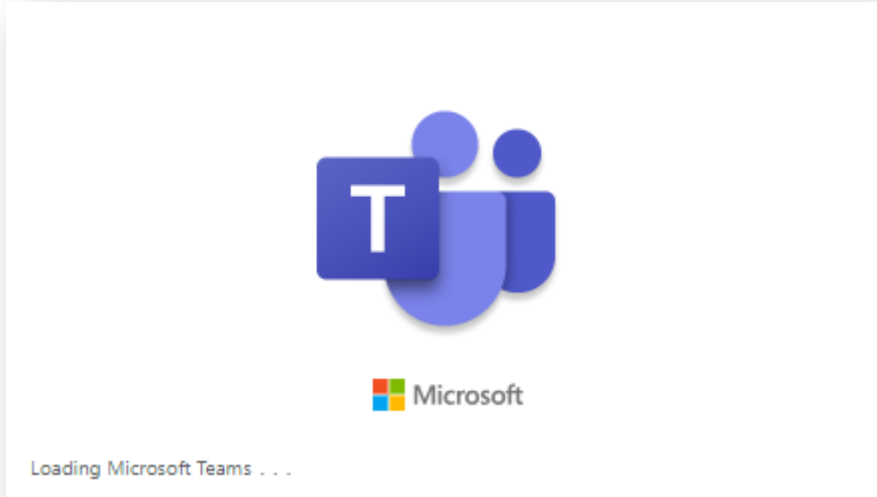
### 1. Click **Download Teams**



### 2. On the next page once again click on **Download Teams**



### 3. Run and complete the installation, this will take a few moments with the splash screen like below:



Sign in using your work, school or Microsoft account.

20test.user@cornwallisacadem

Sign in

Get help with signing in

## Future Schools Trust

Sign in with your organizational account

20test.user@cornwallisacademy.com

Password

Keep me signed in

Sign in

4. You will be asked to log in with your school credentials. The username is the same as you use to log in on the school devices such as:

**Year 7:**

[20firstname.lastname@cornwallisacademy.com](mailto:20firstname.lastname@cornwallisacademy.com)

**Year 8:**

[19firstname.lastname@cornwallisacademy.com](mailto:19firstname.lastname@cornwallisacademy.com)

**Year 9:**

[18firstname.lastname@cornwallisacademy.com](mailto:18firstname.lastname@cornwallisacademy.com)

**Year 10:**

[17firstname.lastname@cornwallisacademy.com](mailto:17firstname.lastname@cornwallisacademy.com)

**Year 11:**

[16firstname.lastname@cornwallisacademy.com](mailto:16firstname.lastname@cornwallisacademy.com)

The password you use is also the same password you use to log in to the school computers.

**Step 5.**

You will be asked once more to sign in, you have the option here of choosing **Keep me signed in** for your device to remember you to make signing in faster in the future.

**Step 6.**

On first sign in run through the quick guide to Teams, following this you are ready to go.