

Guide to Microsoft Teams in Office 365 for Students



To access the Office services from home:

Youtube 1min 30 video how to join a meeting: <https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

From a Laptop

1. Open your internet browser and go to <https://www.office.com/>
2. At the logon page enter your school email address @fehs.set.education
3. Enter your normal school password
4. Once you are into the Office Website you will see the icon for Microsoft Teams
5. Click 'Teams' and you will see the teams you are already part of
6. Click Calendar and you will see meetings you have been invited to join
7. When you have a meeting set up click on the calendar and there will be an option 'Join Microsoft Teams Meeting' (this can only happen at the time that the meeting is on)
8. Once you are in the meeting you can choose to turn off your video and mute your audio
9. The chat function opens a chat panel that allows you to type comments
10. When you have finished click on 'Leave the meeting'

From a Smart Device (phone/tablet)

1. Select the Microsoft Teams app from your app store
2. Download the app
3. At the logon page enter your school email address @fehs.set.education
4. Enter your normal school password
5. Once you are into the Office Website you will see the icon for Microsoft Teams
6. Click 'Teams' and you will see the teams you are already part of
7. Click Calendar and you will see meetings you have been invited to join
8. When you have a meeting set up click on the calendar and there will be an option 'Join Microsoft Teams Meeting' (this can only happen at the time that the meeting is on)
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Key Images:

