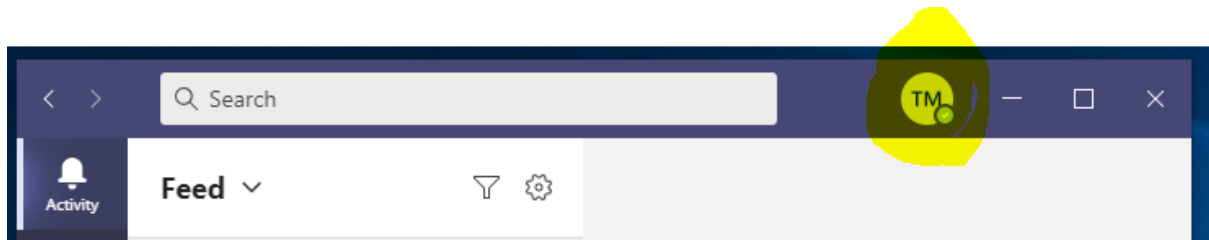


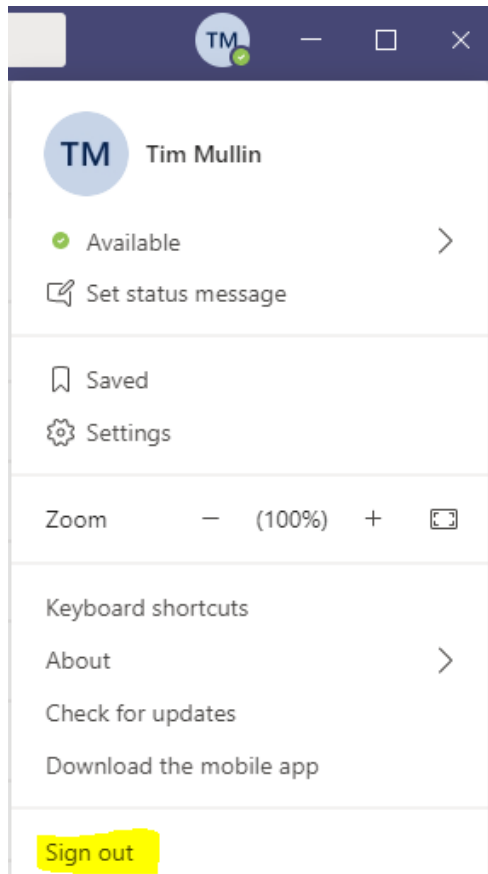
Using Teams on a PC/Laptop

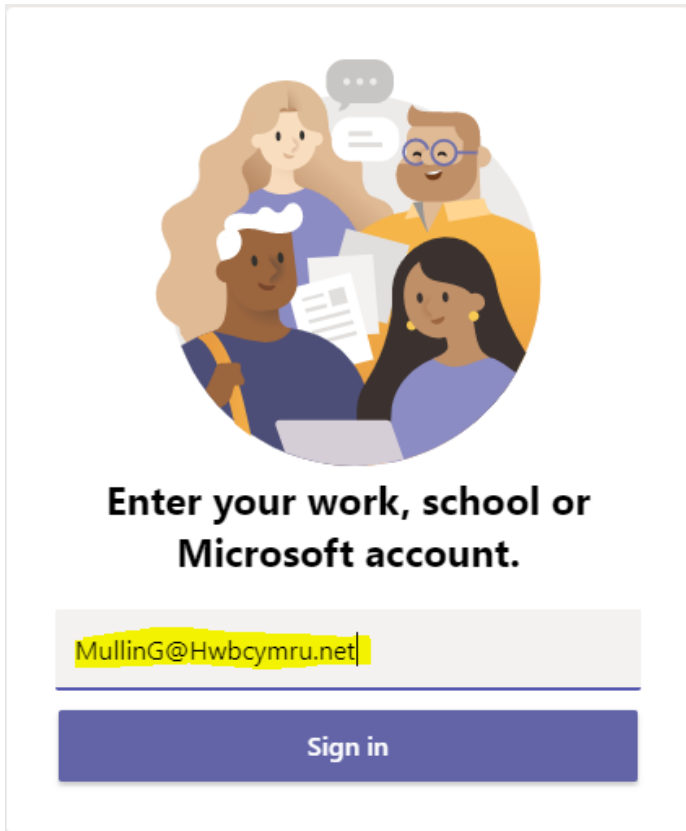
Many children are using their parent's work laptops which might have Teams pre-installed and configured for work. You should however be able to logout of your work account and log back in using the pupil's Hwb login credentials.

1) The parent needs to click on the initials in the circle at the top right as highlighted below.



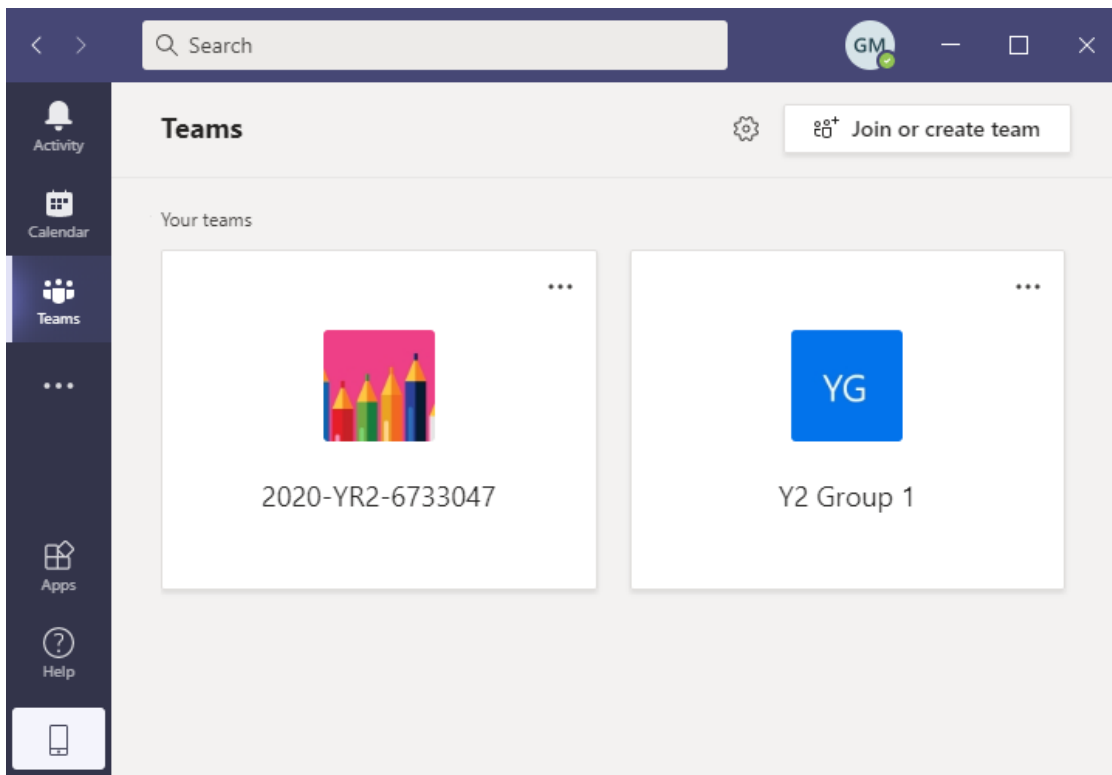
2) They then need to click on sign out and then sign in again using the pupil's Hwb email and password provided by school.



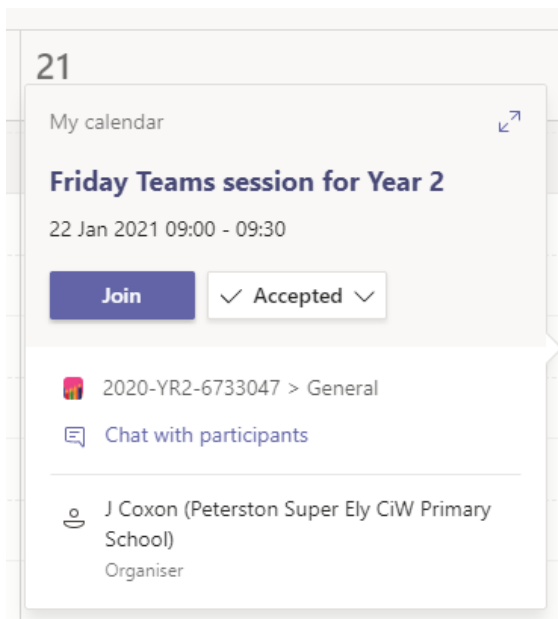


You have to use the pupil's Hwb login credentials in order to login to Teams.

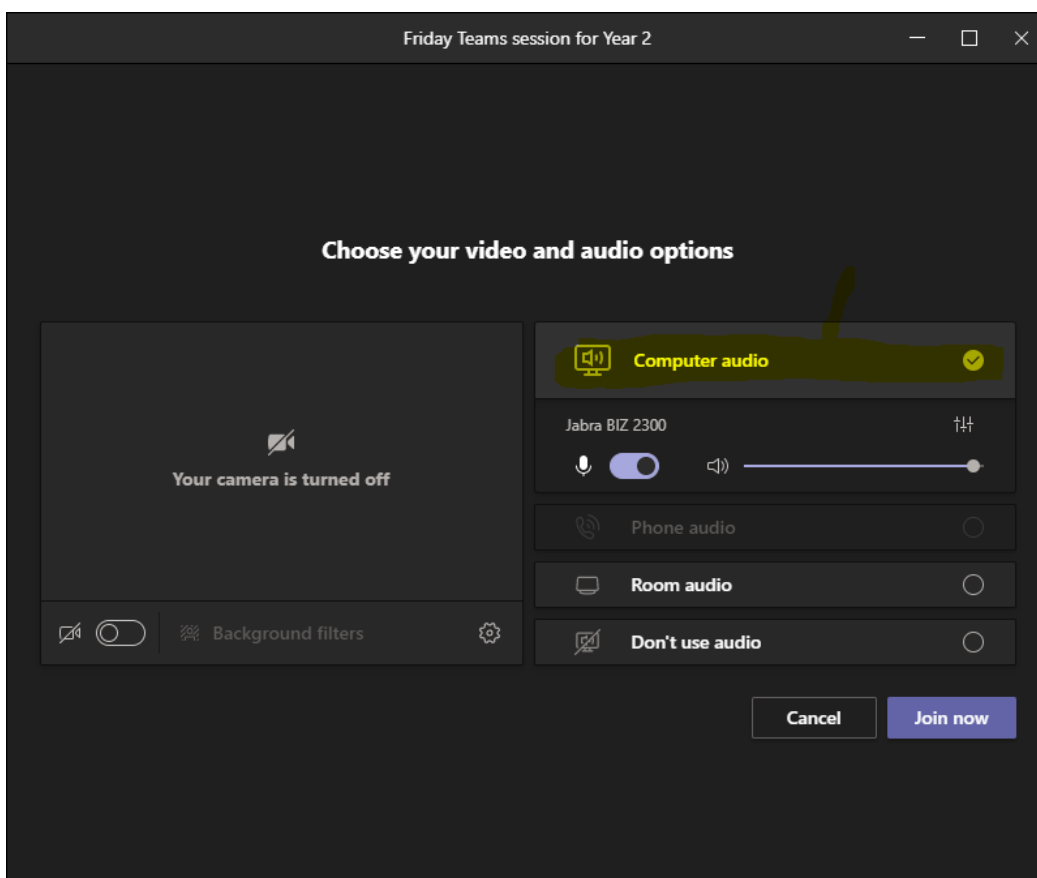
3) Once they are logged in using the pupil's Hwb account, they will see something similar to the below with the pupil's initials in the top right.



4) At this point you can either click on the Calendar icon where the pupil's sessions should be found or click on the Teams link from the email sent.



5) Finally, make sure the use Computer audio option is selected before clicking the "Join now" button to join the session.



Thank you to Mr Mullin for providing the images and guide.