

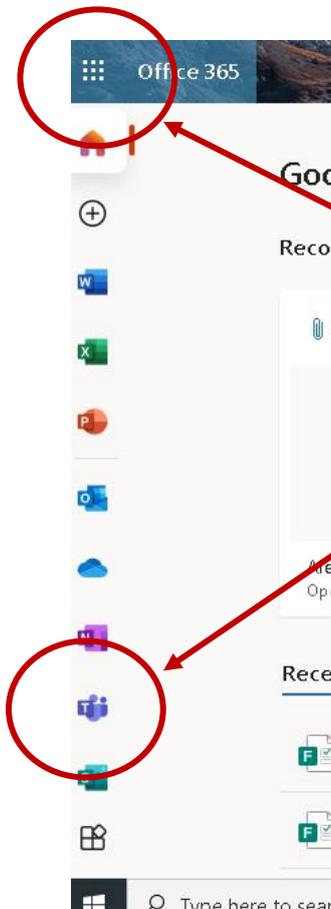
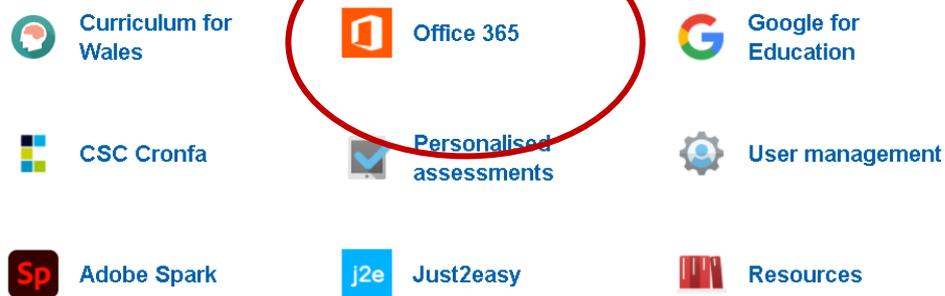
## How to access Teams (via Microsoft Office)

There are specific apps for Microsoft Teams which will help shorten the processes below and mean that you only have to log in once. These can be found in the Windows store (for PC's and laptops), Apple store (for all Apple devices including Mac's, iPhones and iPads) or the Google Play store (for Android phones and tablets and Chromebooks), depending on your device.

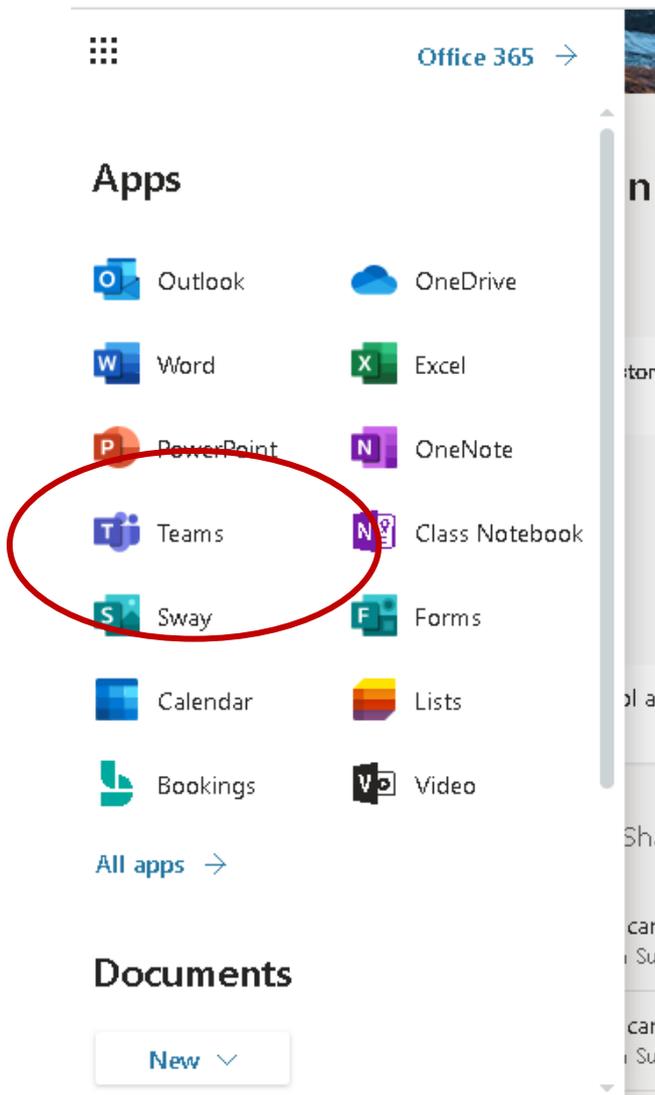
If you are using a web browser, log on to Hwb in the normal way. Then select Office 365.

## Learning and teaching for Wales

The Curriculum for Wales and free educational tools and materials.

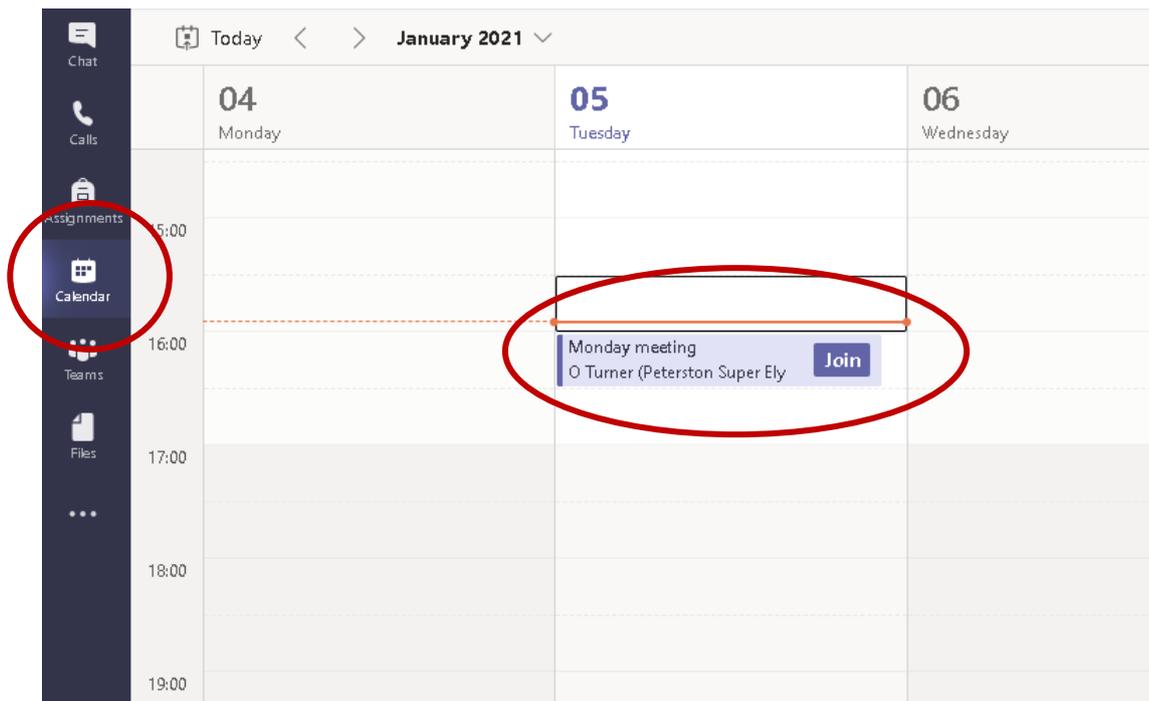


Either select Teams from the 'waffle' in the top left or the list of apps on the left hand side.

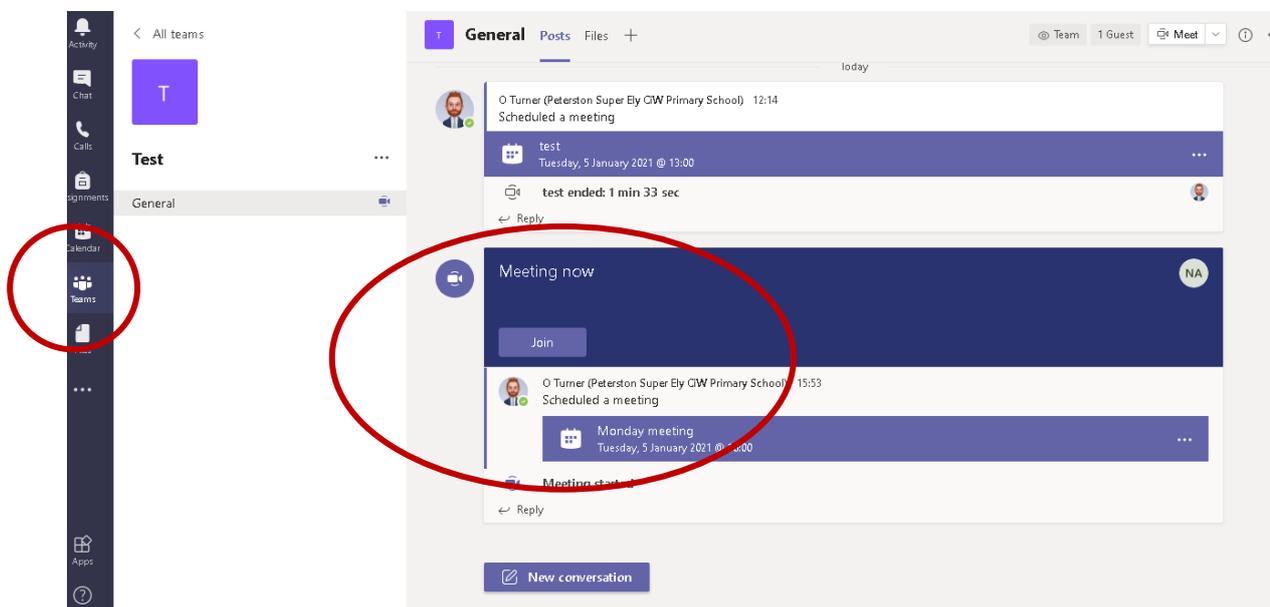


Once you have clicked on Teams. There are two methods for accessing a meeting, both are on the left hand menu. One is by selecting Calendar and the other by selecting Teams.

The first method of joining a meeting is to select the Calendar from the options on the left. When a meeting has been scheduled it will appear in the Calendar, and a Join button will appear shortly before the meeting is due to start.



The other method of joining a meeting is to click on the Teams button on the left and then select the Team (class) when you go into the Team, you will see the screen below, and again you can click on the Join button.



With both of these methods once you have joined the meeting you will be waiting in the 'lobby' until the class teacher admits you into the meeting.

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