



Accessing Microsoft Teams for catch up or revision

Step 1:

Login to Microsoft Teams using your school login. If you are in year 7 your email starts with 25, year 8, 24. Year 9, 23. Year 10, 22. Year 11, 21

Your username is:

25-[surname]-[first letter of first name]

Your email address will be:

username@brownhillsoa.co.uk

For example, if your name was **Fred Bloggs**:

Username:

25-bloggs-f

Email address:

25-bloggs-f@brownhillsoa.co.uk

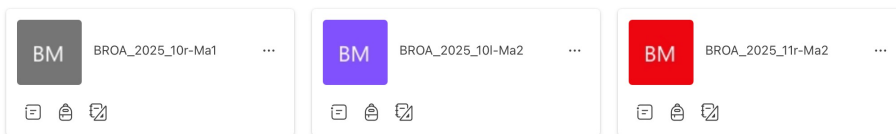
Your password is the same as the one you access the school system with.



Option 1: Download the free app to a phone, tablet or laptop.

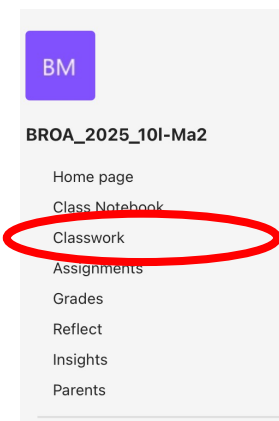
Option 2: Access Teams online, search for "Microsoft Teams login" you can do this on your phone, laptop, tablet or web browser on your games console.

Step 2:



Select your class team from your available teams.

Step 3:

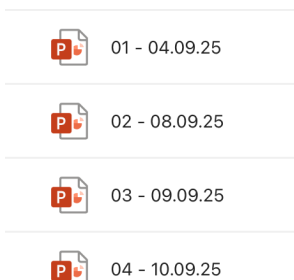


Select "Classwork" from the list of options.

Step 4:

▶ **Lesson by lesson** Choose the module called "lesson by lesson".

Step 5:



Select the date you were absent from the lesson or the lesson you wish to revisit.

If you were absent work your way through the lesson and hand in completed work to your class teacher.