## Accessing Microsoft Teams on a Desktop

- 1. Click on your internet browser (e.g. Internet Explorer, Mozilla, Google Chrome)
- 2. Type in the address bar www.comeraghcollege.ie
- 3. Once on www.comeraghcollege.ie , you will see these on the right hand side.



- 4. Click on Office 365.
- 5. You will then see the following;

⇒ C° @	https://login.microsoftonline.co	crosoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=http://www 😨 🏠						
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		Microsoft						
		Sign in						
		Email, phone, or Skype						
		No account? Create one!						
		Can't access your account?						
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- 6. Enter in your email address then your password and follow the prompts to sign in.
- 7. Once you have signed in, you will see this

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		Forms	Admin	All apps												

- 8. Click on Teams and this will bring you to Microsoft Teams.
- 9. Once you click on the Teams Icon, this will bring you to a window that shows you what Teams you are part of.

## Accessing Microsoft Teams on a Mobile Device / Tablet

- 1. Go to your App Store
- 2. Search for Microsoft Teams
- 3. Download Microsoft Teams
- 4. Once downloaded, tap on Microsoft Teams
- 5. Enter your school email address and password
- 6. You now have access to Microsoft Teams