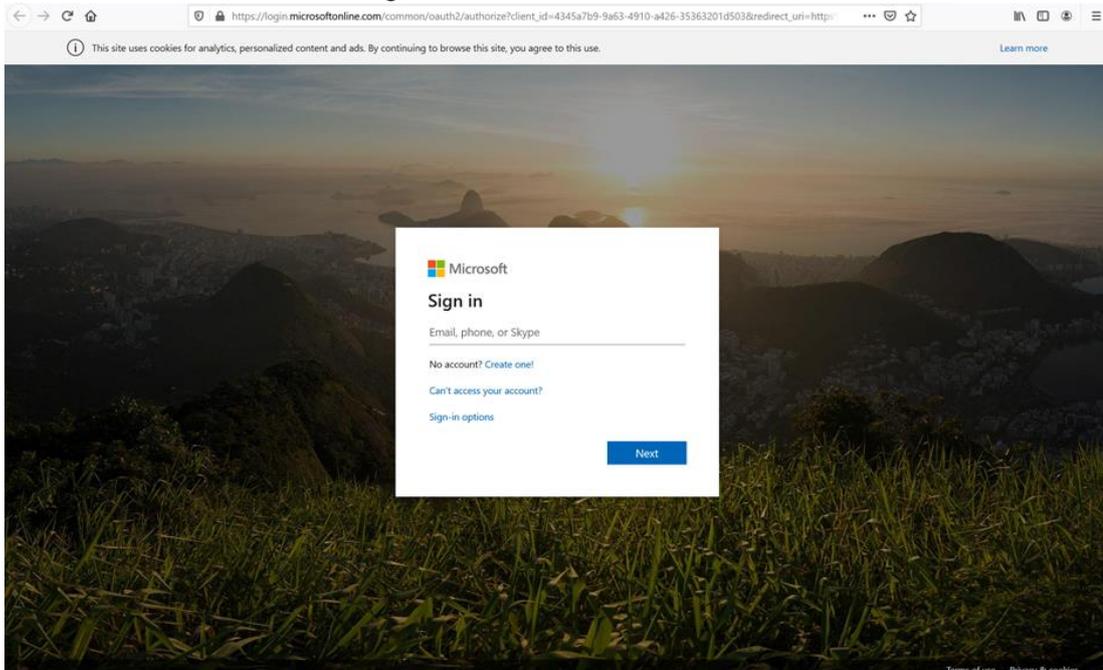


Accessing Microsoft Teams on a Desktop

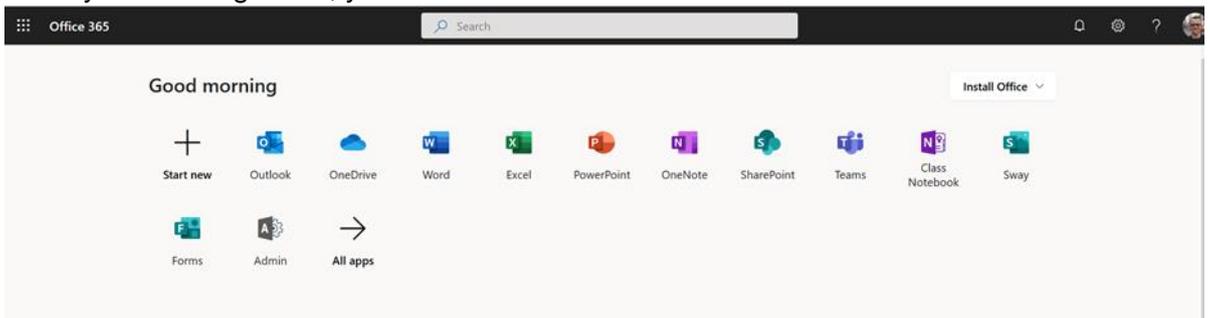
1. Click on your internet browser (e.g. Internet Explorer, Mozilla, Google Chrome)
2. Type in the address bar www.comeraghcollege.ie
3. Once on www.comeraghcollege.ie , you will see these on the right hand side.



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



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



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