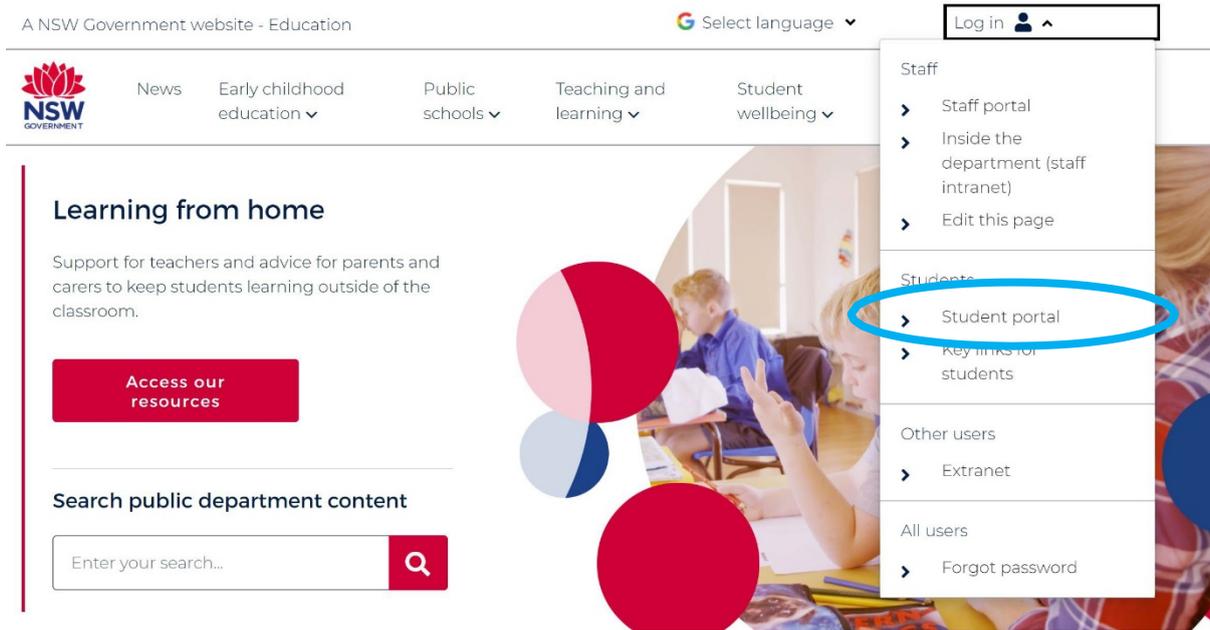
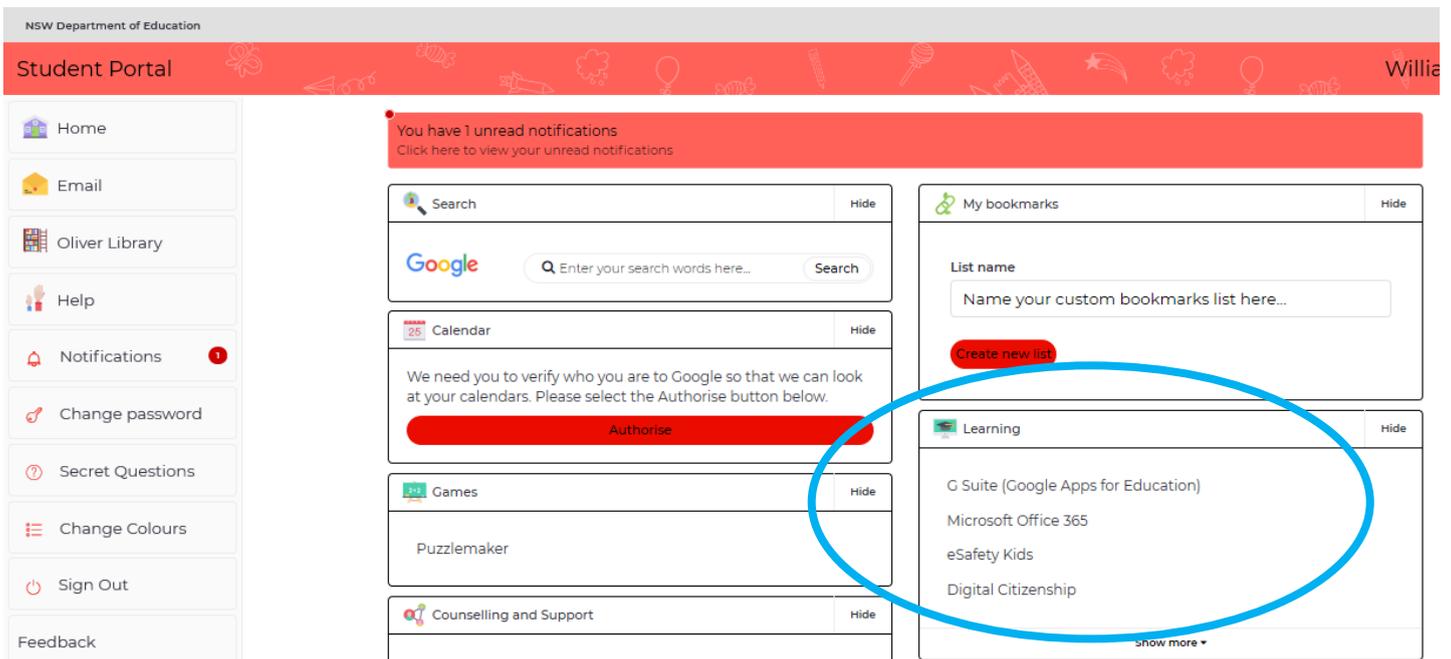


How to Access Microsoft Teams

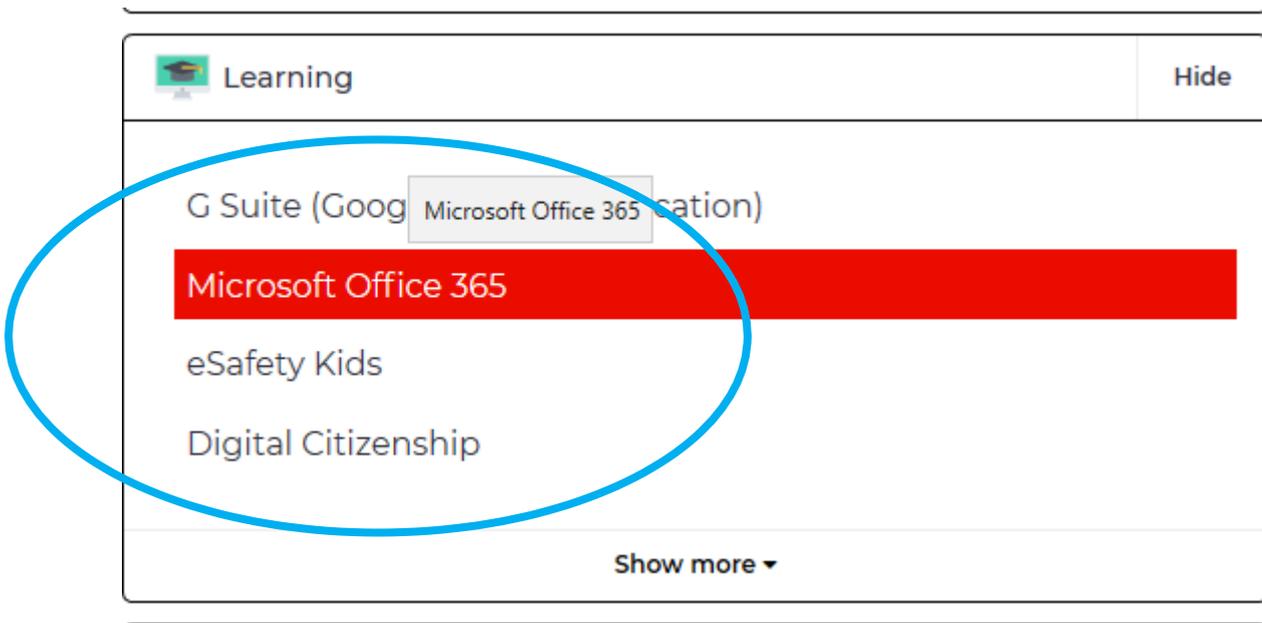
1. Students login to their student portal through the DET website.



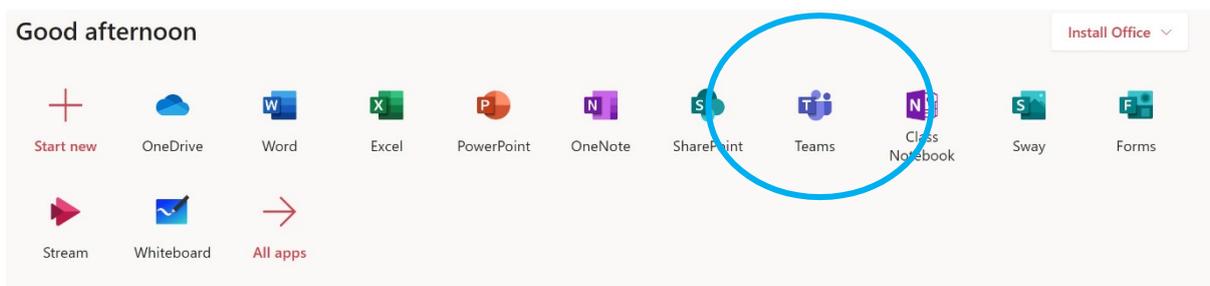
2. You will see the following screen. Look for the Learning area.



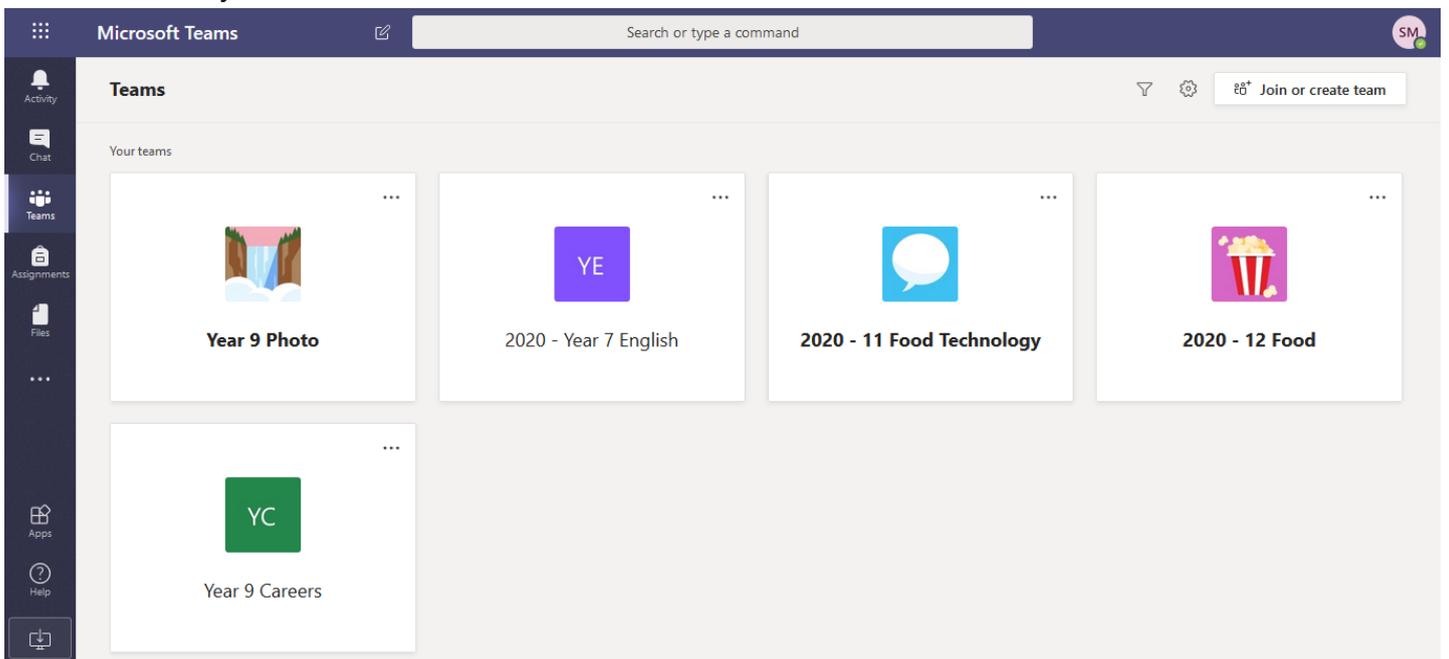
3. Select Microsoft Office 365



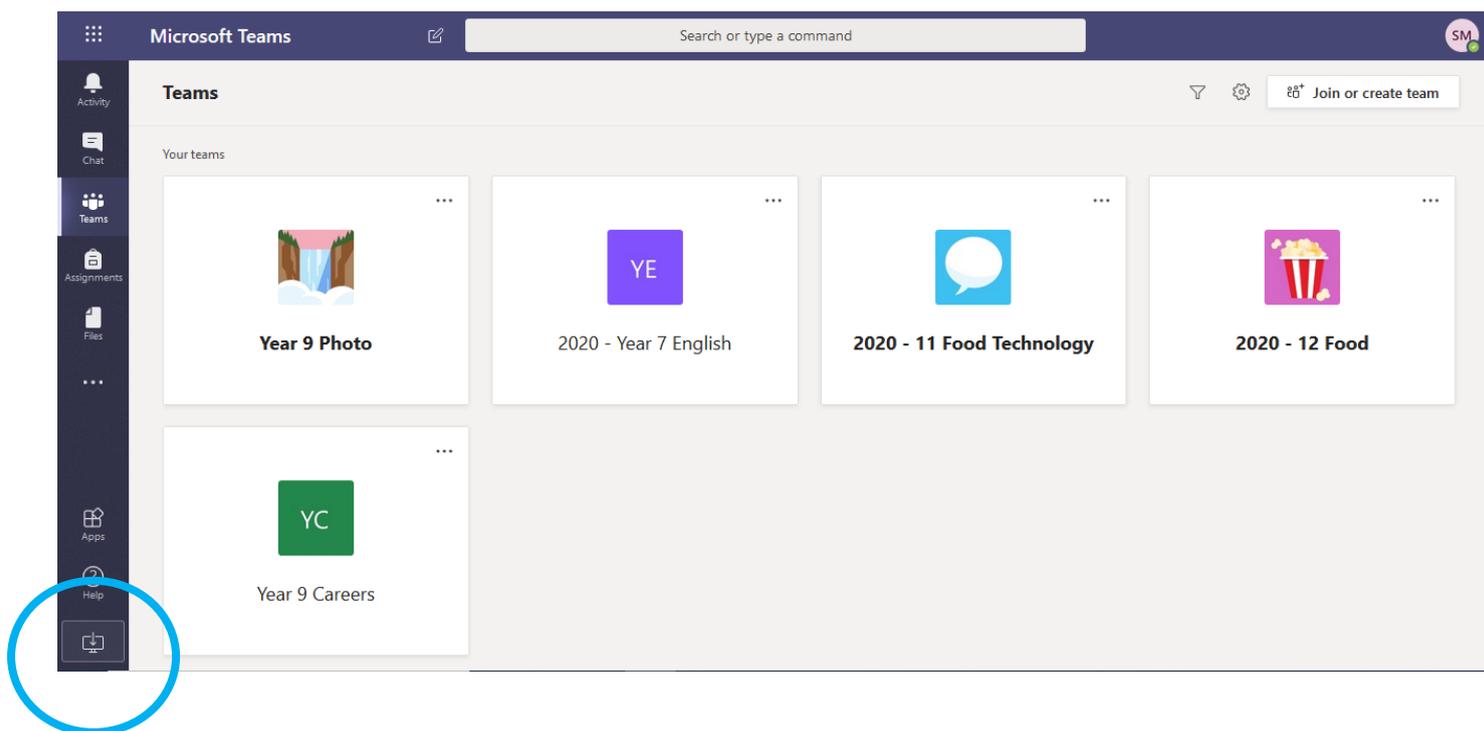
4. Once there, students need to select Teams along the top header.



5. From here students will be presented a join screen, where they can select the Team that they want to access. Teams are displayed as boxes, students need to select a box that they want to join.



- It is recommended that students download and install Teams onto their laptops or smart devices. See image of where you can access the download.



Accessing your Microsoft Teams in NSW Public Schools

Accessing MS Teams using the desktop or mobile App

Windows

MacOS

iOS

Android

Linux

1. Find the appropriate **Microsoft Teams App** for your device from <https://teams.microsoft.com/downloads>
2. Install the correct app to your device and run it
3. Sign in with your **department email address** A
4. The **DoE log on screen** B will appear. Sign in with your department credentials
5. All of the **Teams** that you are **enrolled in** will then appear!

A Microsoft Sign in

User ID:

Next

No account? [Create one!](#)
Can't access your account?

B Login with your DoE account

User ID:

(Do not type your email)

Password:

Log in

[forgot your password?](#)

Signing into MS Teams with a desktop browser

Chrome

Edge

Firefox

Safari

1. Use a **modern browser** in Windows, MacOS or Linux
2. Browse to your DoE Portal at: <https://portal.det.nsw.edu.au>
3. Sign in with your department credentials B
4. Select **Microsoft Office 365** from inside the **My Learning** box
5. Choose **Teams** from the list of apps

NSW GOVERNMENT

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Need help using Microsoft Teams?
- Try the [Quick Start Guide](#)

NSW Department of Education

- See below for the different functions students have access to and a sample Team page.

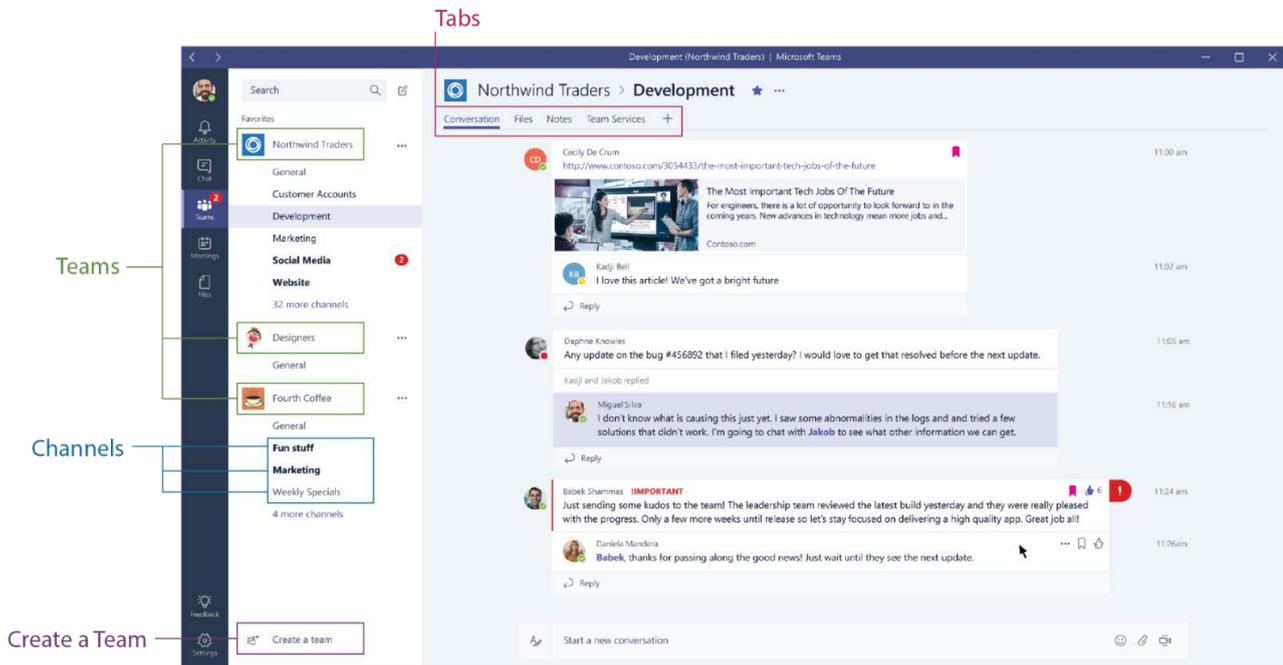


Image from: <https://www.chorus.co/resources/news/microsoft-teams-a-beginners-guide-to-teams-in-office-365>

For students, each Team has been set up for them by the classroom teacher. If a student has problem viewing or seeing the information on the Team, head here for some ideas on how to resolve bandwidth/loading issues: <https://support.office.com/en-us/article/use-teams-for-schoolwork-when-bandwidth-is-low-5c5675f7-1b55-471a-9daa-ec1e6df38262> OR contact the classroom teacher via phone or email.