Microsoft Teams – Quick start guide for Students

All communication within Teams is monitored, inappropriate use of Teams will be reported.

How to access Teams

Access Teams on the web

Teams can be accessed within school and at home using an Internet browser by going to the following link – https://teams.microsoft.com/

Install the Teams App

To install Teams on your personal Windows, Mac, iOS or android device, search for Microsoft Teams from where you download your apps or alternatively use the following link – https://teams.microsoft.com/download

How to sign into Teams

Once you have downloaded the app click Sign in.

You will first be asked for your full school email address.

Your email uses the format shown here.

John Smith - Year 9 - Started in 2017
Username: wea-17josm@weaversacademy.org.uk

David Jones - Year 10 - Started in 2016
Username: wea-16dajo@weaversacademy.org.uk

You may then be redirected to the CET login page where you can use your normal school username and password.

If you have forgotten your password then please email: support@weaversacademy.org.uk.

In order to verify your identity you must include **full student name**, **date of birth** and **home address.**

My Classes

Once you have logged into Teams, select the Teams tab to see all of the Teams you are a member of. Each Team will represent a class from your timetable.

Click on a Team to access conversations, files and assignments.