BEDE ACADEMY
Emmanuel Schools Foundation

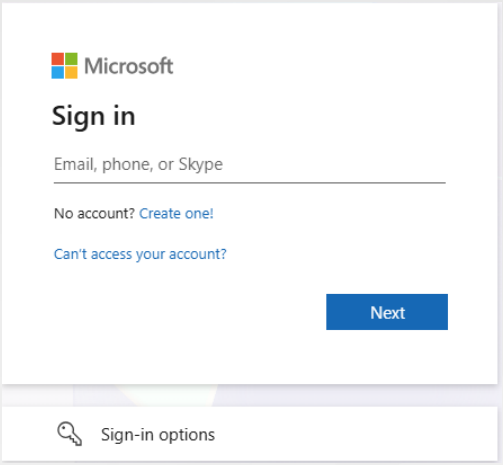
Microsoft Teams Login Guide

Account details

A student trying to log into teams will need their student number; this should start with 400 followed by 4 other digits. For example, 4001000.

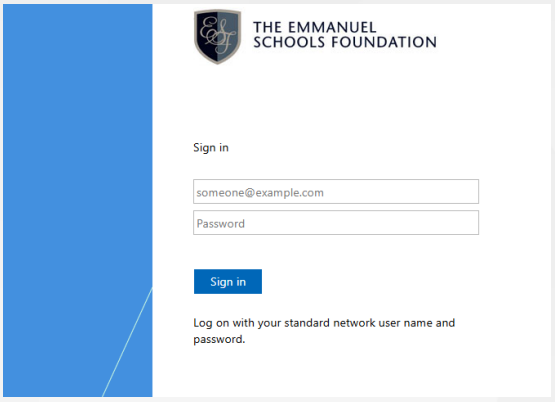
They will also need their password, which is the same password to log into the computers at school. If they do not know this, students can come to the IT office at school in room 135 to have this reset.

Log in on a computer - browser



1. Open Teams by searching teams.cloud.microsoft in your web browser.

2. It will ask for your email, this is the student number as an email, for example, 4001000@esf-schools.org.uk



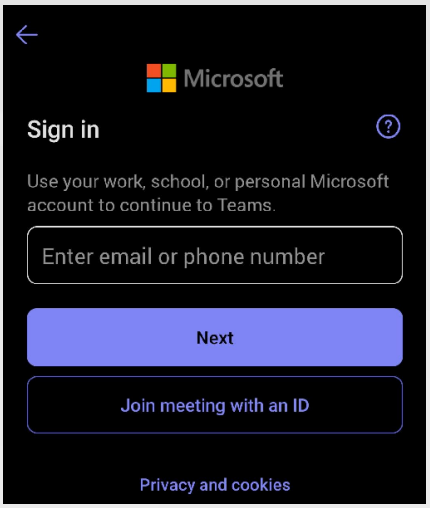
3. It should already fill the email section as the email you have just entered previously.

   Password: (same as your school login)

   After pressing sign in if your password is correct, it will open a to setting up teams before loading fully.

Log in on a Mobile Device - application

This can be done by installing the Teams application on the device, or by using a web browser like Chrome and navigating to teams.cloud.microsoft like in the steps above.

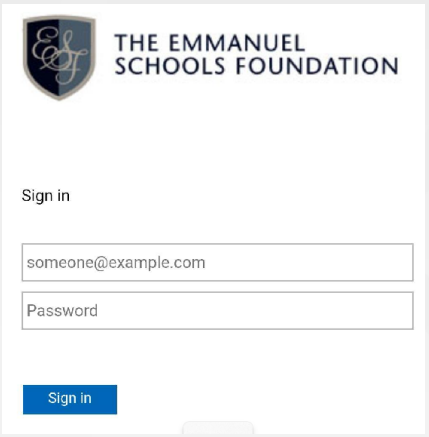


1. Open the team application on your mobile; it should open to a screen like the screenshot provided.

2. It will ask for your email; this is your student number as an email.

   E.g. 4001000@esf-schools.org.uk

   Select next.



3. It will fill out the email you just entered and ask for a password.

   The password to enter is the same password as the one to log into a school computer.

   After pressing sign in if your password is correct, it will open a to setting up teams before loading fully.