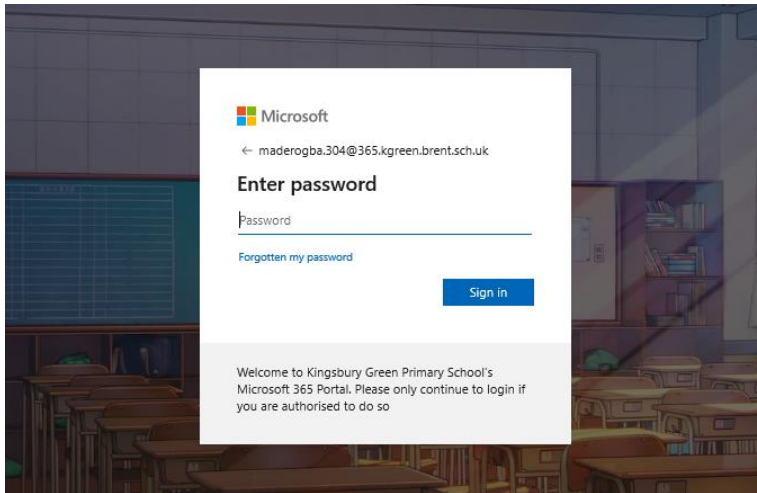


Logging on to Microsoft Teams

- Launch Teams either by downloading the **Microsoft Teams** app on your device or by typing **teams.microsoft.com** into a web browser like Microsoft Edge or Google Chrome.
- When prompted, type in your username and password. Your username is in the format yourUSO@365.kgreen.brent.sch.uk e.g. maderogba.304@365.kgreen.brent.sch.uk



Note: Your Microsoft Teams password has to be **8 characters or more**. If your current password is less than 8 characters, you need to add # to make it 8.

Example

Current myUSO password: danger

MS Teams password: danger##

- When logged in, your Microsoft Teams window should look something like this on a desktop computer:

