This is using Microsoft Edge for Win 10 or Internet Explorer Win 7



Pick the first Sign-in that you see that you see



User name and password should have been provided by the teacher

username@queen-vic.dudley.sch.uk

Password which will be the classroom unless changed to something else, everything lower-case (no caps).

Queen Victoria Prim Sch (ICT)



Click Yes



Click Mail



You should also see homework assignments

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To get to Teams select the Waffle top-left-hand corner with all the Dots



When you see this screen don't install just click onto the back button to go back to mail box or you can use the Web App to launch into a new web page



Then select Teams again from the Waffle



You should now see this

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When finish using Teams select the icon in the top right-hand and sign out and do the same for emails

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Ready for the next session

Parents if you are letting your son or daughter use your laptop and you are using Teams you need to try this



Select the 3 dots top right hand corner and select New Private Window



Follow the same procedure as set out before.