

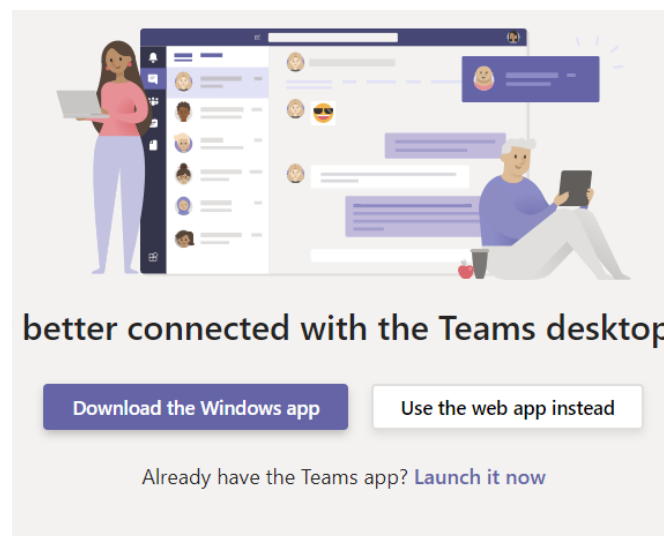
# Microsoft Teams User Guide



## For Computers (laptop and desktop devices)

1. Go to [teams.microsoft.com](https://teams.microsoft.com) (also accessible via Office365: [www.office.com](https://www.office.com), login and select 'Teams' from the list of web-apps)
2. Login in with your school email and password
  - a. School email is your username followed by @newmonument.surrey.sch.uk
  - b. Make sure you do not use any spaces and only use capitals when needed!

Once logged on you can choose to download and install the desktop app or alternatively you can choose to use the continue using the web app instead...



## For Apple devices [App Store] (for iPhone & iPad devices)

Download the Microsoft Teams App from the App Store: <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>



## For Android devices [Google Play Store] (for Google Pixel, Samsung Galaxy and most other phones and tablets)

Download the Microsoft Teams App from the Play Store:  
[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB)