

INSTRUCTIONS FOR DOWNLOADING TEAMS ONTO YOUR DEVICE

PLEASE ALSO SEE OUR QUICK TUTORIAL VIDEO

If you are downloading Teams onto your Phone/iPad/Surface, then you can simply go to the App Store/ Play Store



and download it from there.

If you are using a PC or a Laptop, then follow these simple instructions:

1. Open your Web Browser and type www.office.com
2. Sign in with your child's username123@c2ken.net (see bottom of this sheet) and password.



3. Click on the **TEAMS ICON**
4. Either click to **DOWNLOAD APP** (recommended!) or else view Teams in your Browser.
5. If downloading the App, go ahead and **START DOWNLOAD**. This may take a while.
6. Once Downloaded, **TEAMS** will appear on your Desktop
7. Click on it and when prompted, sign in using your child's username123@c2ken.net and password.
8. Once in the TEAMS APP, then any TEAMS that your child has been added to will appear on your screen.
(eg: ST CATHERINE'S YEAR 1 🐻 ST CATHERINE'S YEAR 4 🐸)
9. If you have more than one child, then you will have to sign out and sign back in again using their unique username123@c2ken.net and password.
10. Once each child has been logged in once, it will be easy to switch between users on the App.



If you have any trouble, please contact your child's class teacher.

Please do not change your child's password as this is used in school as well. If you are prompted to do so, please contact the Class teacher and we will update it in school and let you know. Thank you!