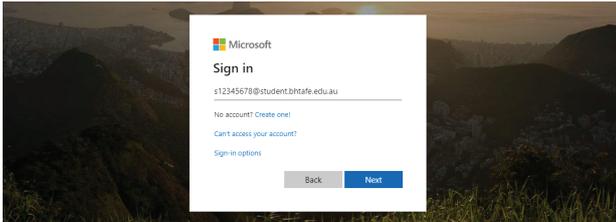


# How to access MS Teams

## Instructions for students

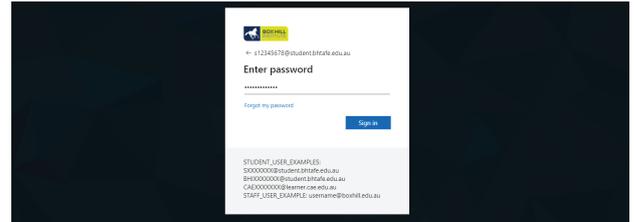
### STEP 1

1. We recommend you use Chrome as your browser.
2. Visit [teams.microsoft.com](https://teams.microsoft.com)
3. Sign in with **your student email** (e.g. s12345678@student.bhtafe.edu.au).
4. Select the **Next** button.



### STEP 2

1. Enter your **password**.
2. Select the **Sign in** button.



### STEP 3

If you have set up an authentication method you will be **prompted to authenticate**.



**Note:** For more information on setting up Microsoft Authenticator contact Technology Solutions on **9286 9465** or [log a job via StudentWeb](#).

### STEP 4

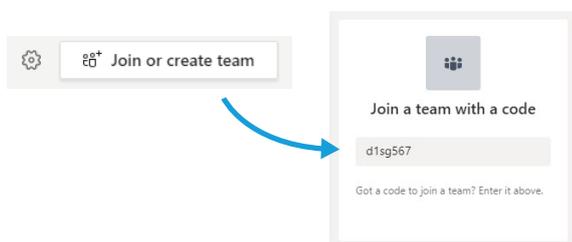
**Check your list of teams.** You may already be in the team (your class). If you cannot locate your team:

- 1 Has your teacher provided you with a **MS Teams team code**? **If yes, go to Step 5**
- 2 Has your teacher provided you with a **team link**? **If yes, go to Step 6**

**Note:** Your link may have been emailed to you or you may have to go to StudentWeb to get it. If you cannot find your team or locate your code or link, contact your teacher.

### STEP 5

1. Select the **Join or create team** button.
2. Copy your team code into the **Join a team with a code** field.
3. Select the **Join team** button.
4. You now have access to your team (class).



### STEP 6

Open the link. This will take you into Teams and you will see a **Join** button.

1. Select the **Join** button to send the join request to your teacher.
2. When your teacher approves the request, your team (your class) will show in **Your teams** list.
3. Select the team card (the name of your class).

