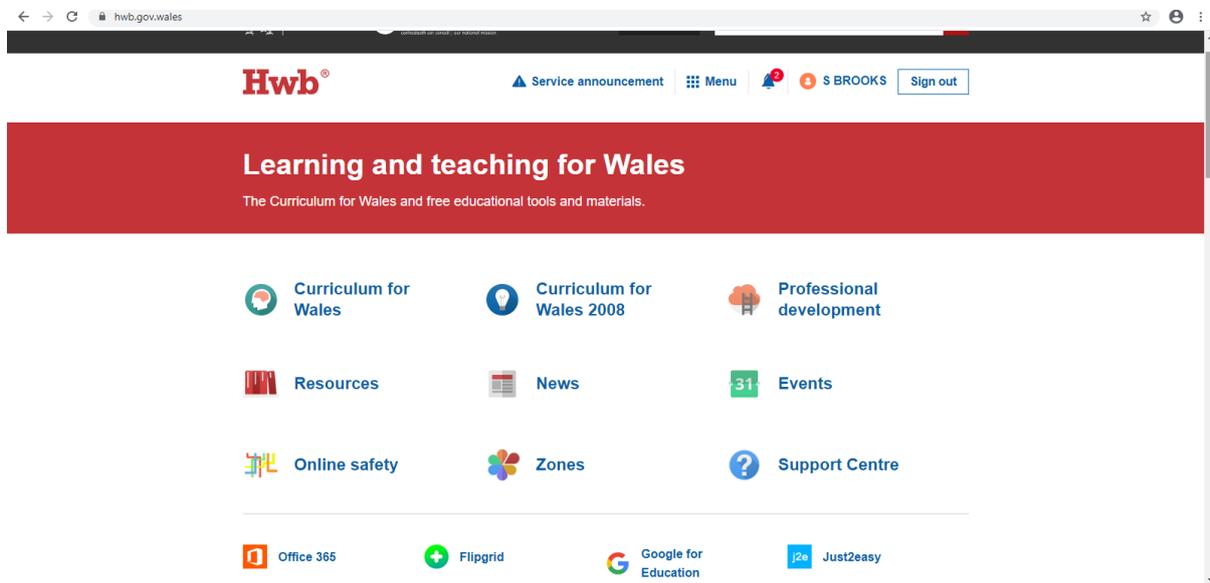


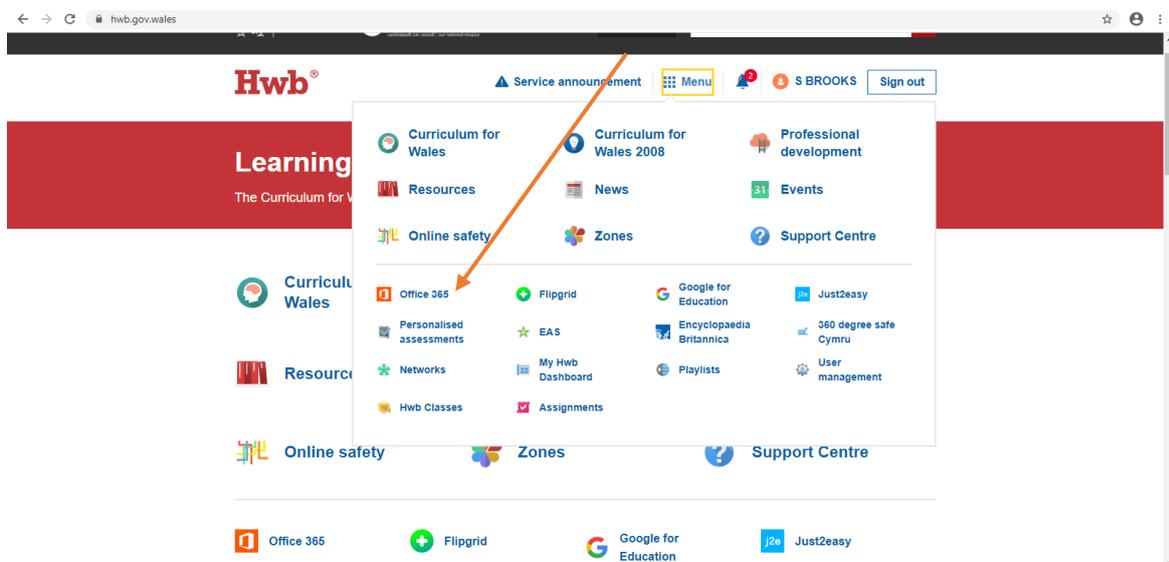
HWB Teams Step by Step Guide

Log onto HWB as normal



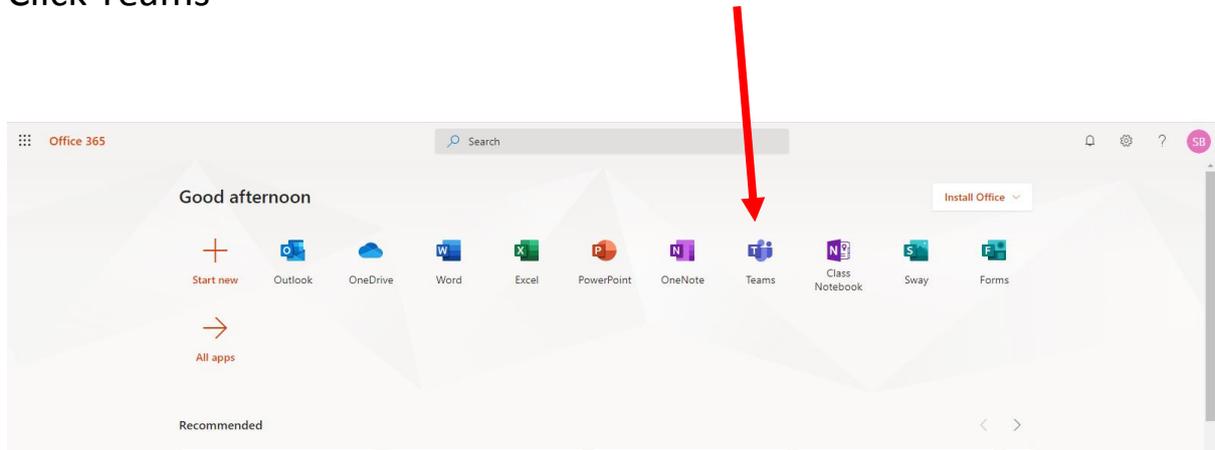
Click on Menu

Then in the drop down box click on OFFICE 365

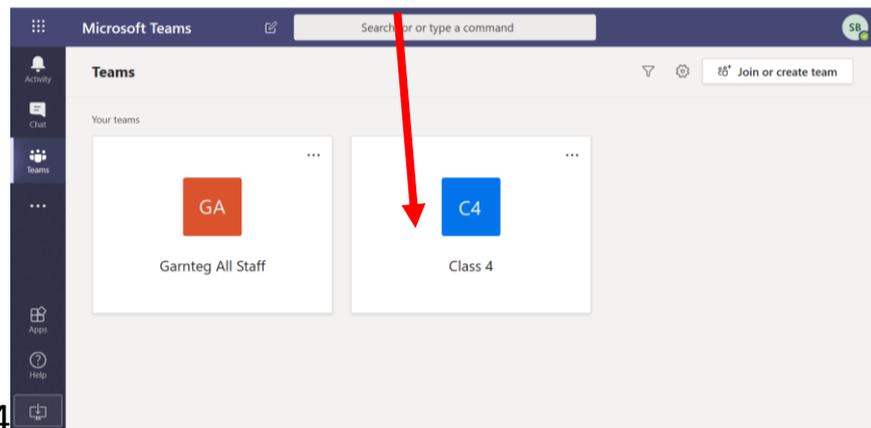


Once you have clicked this you will see this page below

Click Teams



You will then see this page



Click on Class 4

You will then see the below page.

You should be taken to general – posts

When you see the meeting now click JOIN!

File Home Insert Design Layout References Meetings Business View Help

Search or type a command

SR

Share

< >

All teams

Activity

Chat

Calls

Class 4

General

Assignments

Calendar

Teams

Files

...

Apps

Help

...

General

Posts Files Class Notebook Assignments Grades +

Team

Meeting started

Meeting now 02:43 TF

Join

Meeting started

Start a new conversation. Type @ to mention someone.

Page 2 of 2 0 words English (United Kingdom)

Type here to search

14:20 31/03/2020

The image shows a screenshot of the Microsoft Teams application. The interface is in a dark blue theme. At the top, there's a navigation bar with 'File', 'Home', 'Insert', 'Design', 'Layout', 'References', 'Meetings', 'Business', 'View', and 'Help'. Below this is a search bar and a 'Share' button. The main area is divided into a left sidebar and a main content area. The sidebar shows 'All teams' with a 'Class 4' team selected. The main content area shows the 'General' channel with a 'Meeting started' notification and a 'Meeting now' notification. The 'Meeting now' notification includes a 'Join' button and a 'Meeting started' sub-notification. At the bottom, there's a chat input area with a text prompt 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, images, files, and other features. The Windows taskbar is visible at the very bottom, showing the search bar, taskbar icons, and system tray with the date '31/03/2020' and time '14:20'.