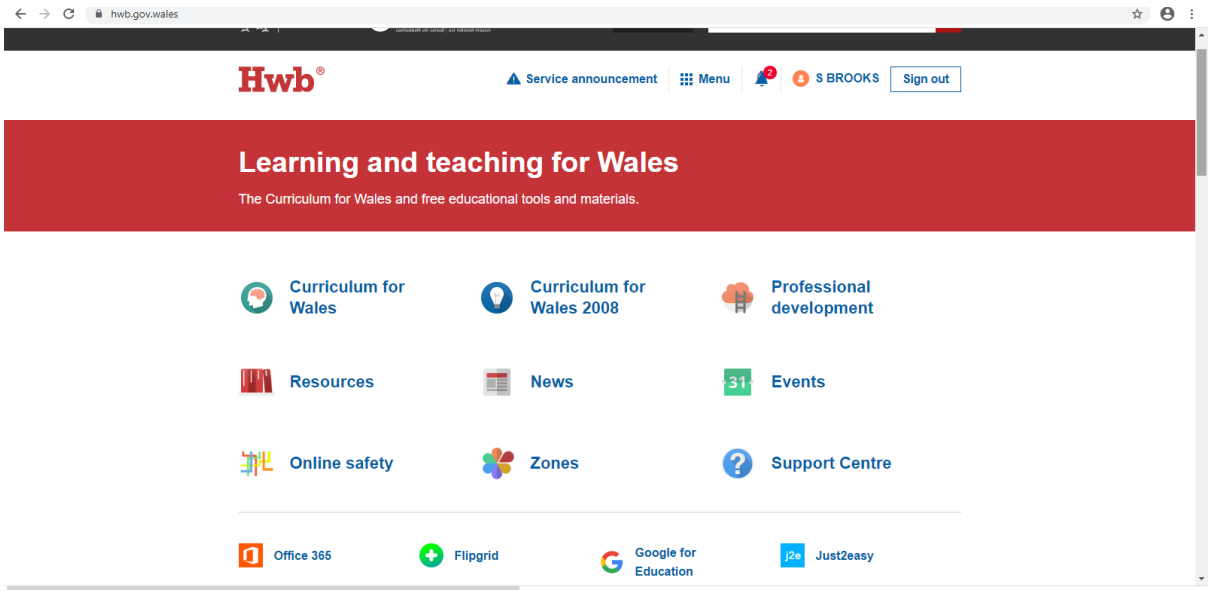
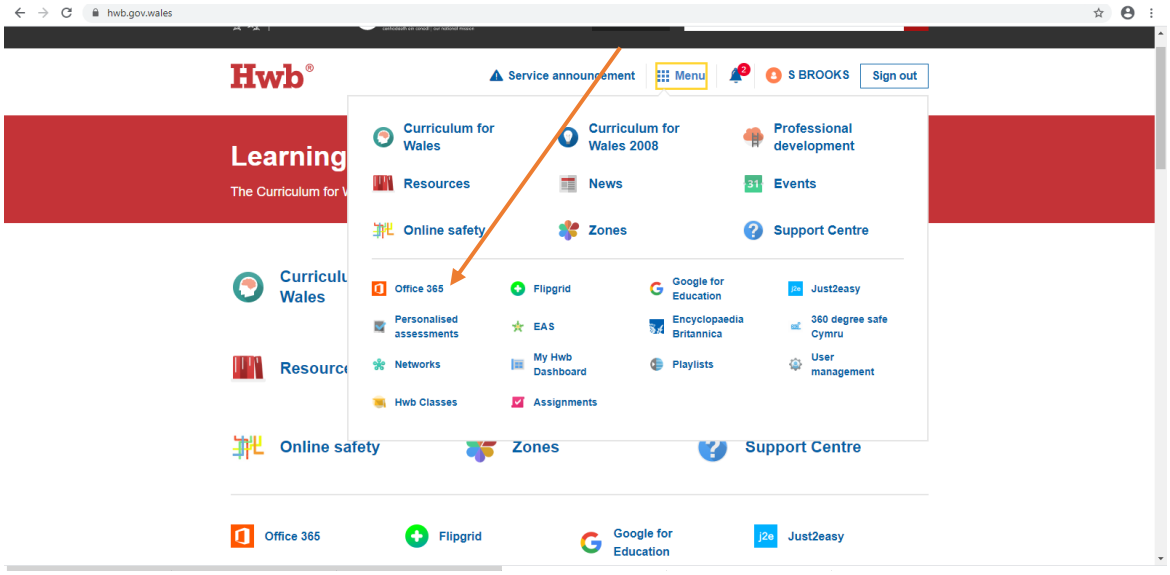
HWB Teams Step by Step Guide

Log onto HWB as normal



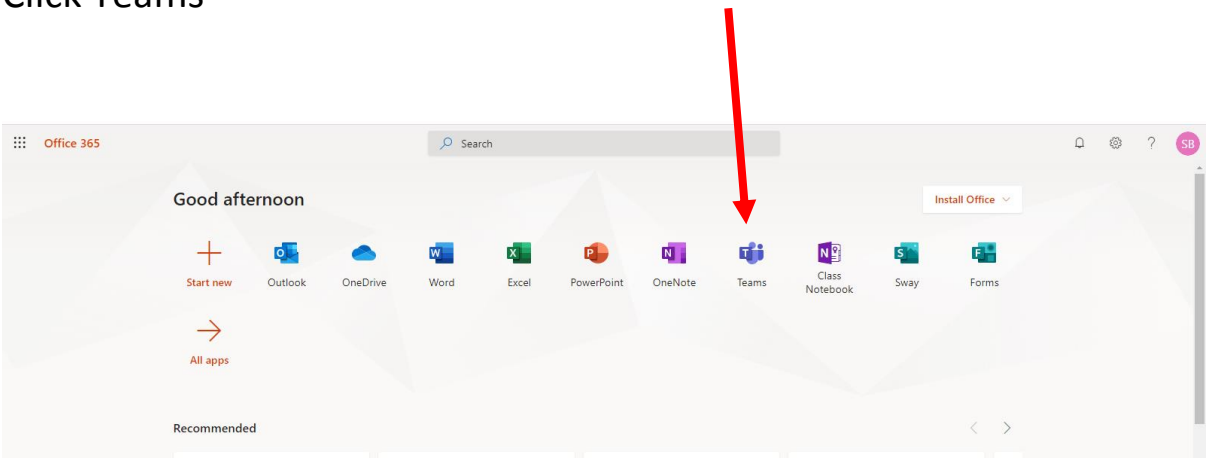
Click on Menu

Then in the drop down box click on OFFICE 365



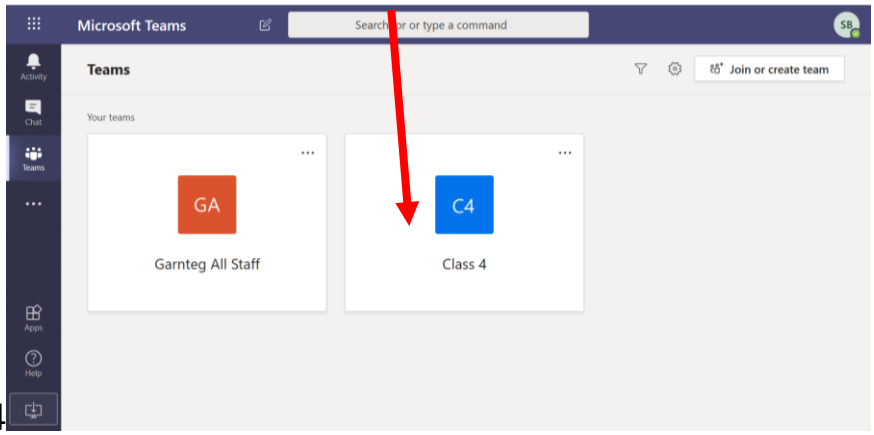
Once you have clicked this you will see this page below

Click Teams



You will then see this page

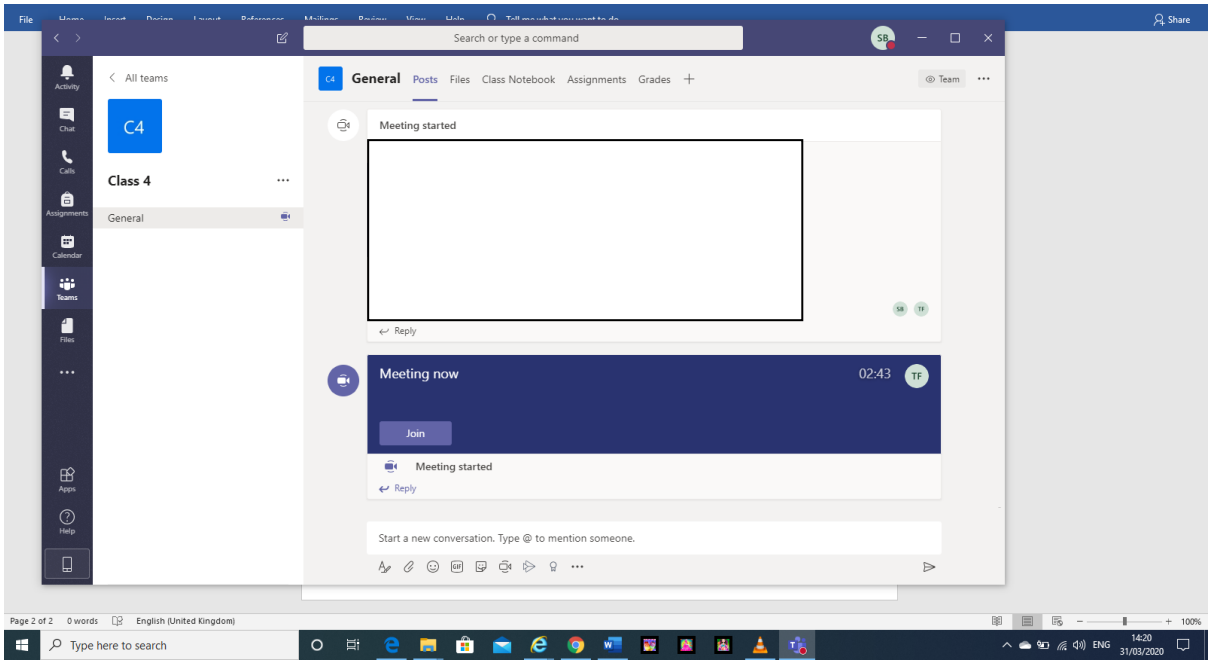
Click on Class 4



You will then see the below page.

You should be taken to general – posts

When you see the meeting now click JOIN!


File
Share
Search or type a command
SB
All teams
C4
Class 4
General
Activity
Chat
Calls
Assignments
Calendar
Teams
Files
Apps
Help
C4
General
Posts
Files
Class Notebook
Assignments
Grades
Team
Meeting started
Reply
Meeting now
02:43
TF
Join
Meeting started
Reply
Start a new conversation. Type @ to mention someone.
Page 2 of 2
0 words
English (United Kingdom)
100%
Type here to search
ENG
14:20
31/03/2020