



Microsoft

How do I get access to Teams at home?

OPTION 1 – Using a phone or tablet

1. Download the Teams app from the app store either iPhone or android.
2. Open the Teams app and login with your office 365 account. Your Office365 account login is your **school login number** then add on @ea.edin.sch.uk and your school password.
3. If you haven't logged in on this device before, the Edinburgh login page will appear and you should enter your normal username and password for using school computers.
4. Once you are logged in you will see your Teams home page with all the Teams for all your classes.
5. If you need extra help accessing Teams from your phone – scan the QR code to see a video that will help you.



OPTION 2 – Using a desktop computer or Laptop

You can access Teams on any computer with internet access.

1. You can type **Digital Learning Team** into google or any search engine and then go to:
 - Learners > Office365 log in
2. As above your Office 365 account login is your **school login number** then add on @ea.edin.sch.uk and your school password.
3. If you haven't logged in on this computer before, the Edinburgh login page will appear and you should enter your normal username and password for using school computers.
4. This will open the Microsoft Office365 home page where you can access all your applications available, including Teams & OneNote.