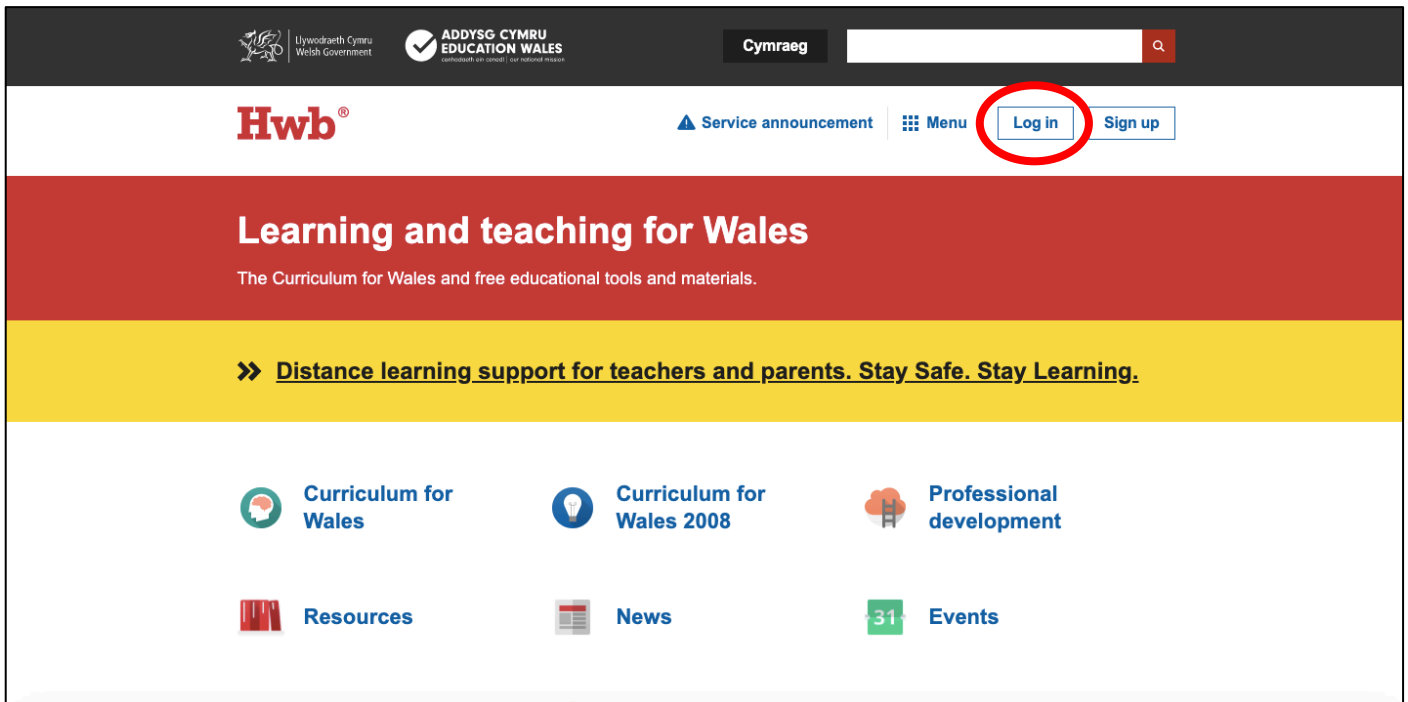
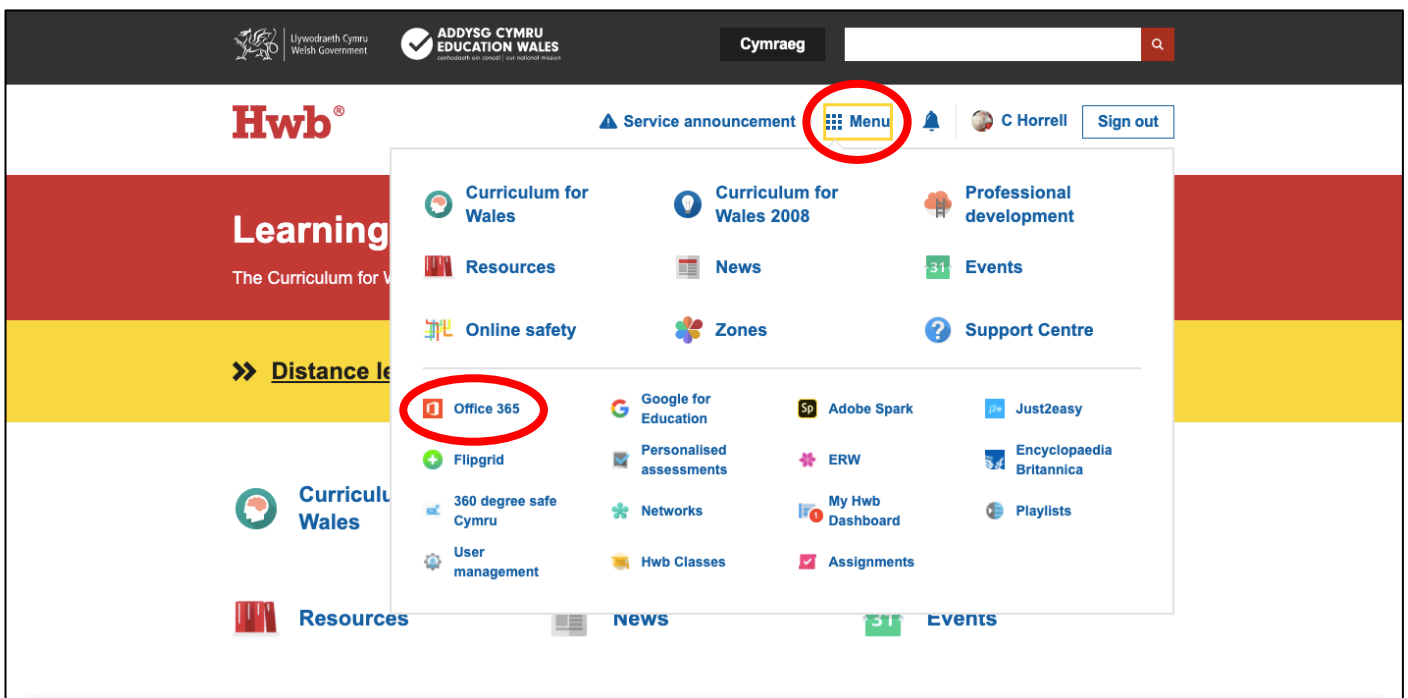


Accessing Microsoft Teams through HWB

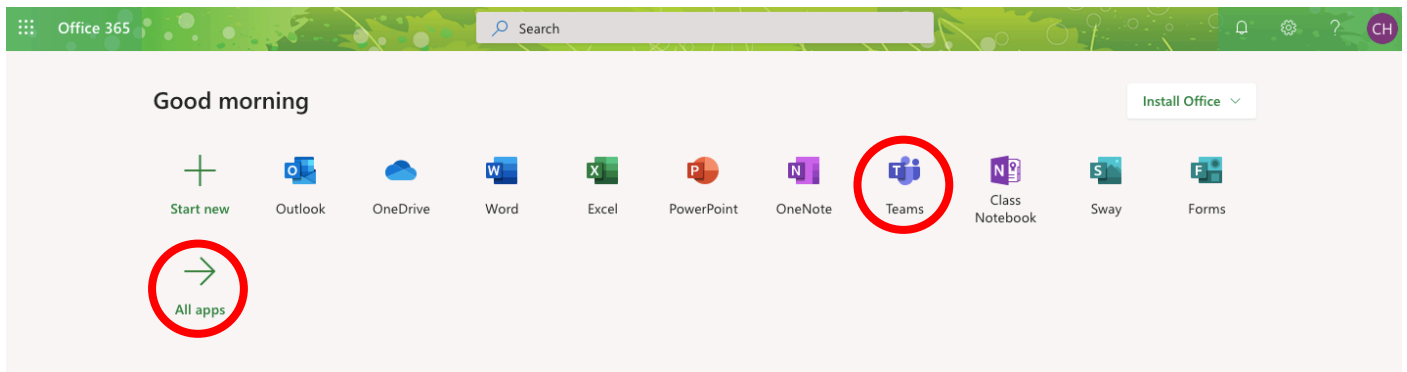
Go to HWB (<https://hwb.gov.wales/>) and select **Log In** to log in to HWB with your username and password.



Once logged in, you will see the screen below. Click the **Menu waffle** and select **Office 365**

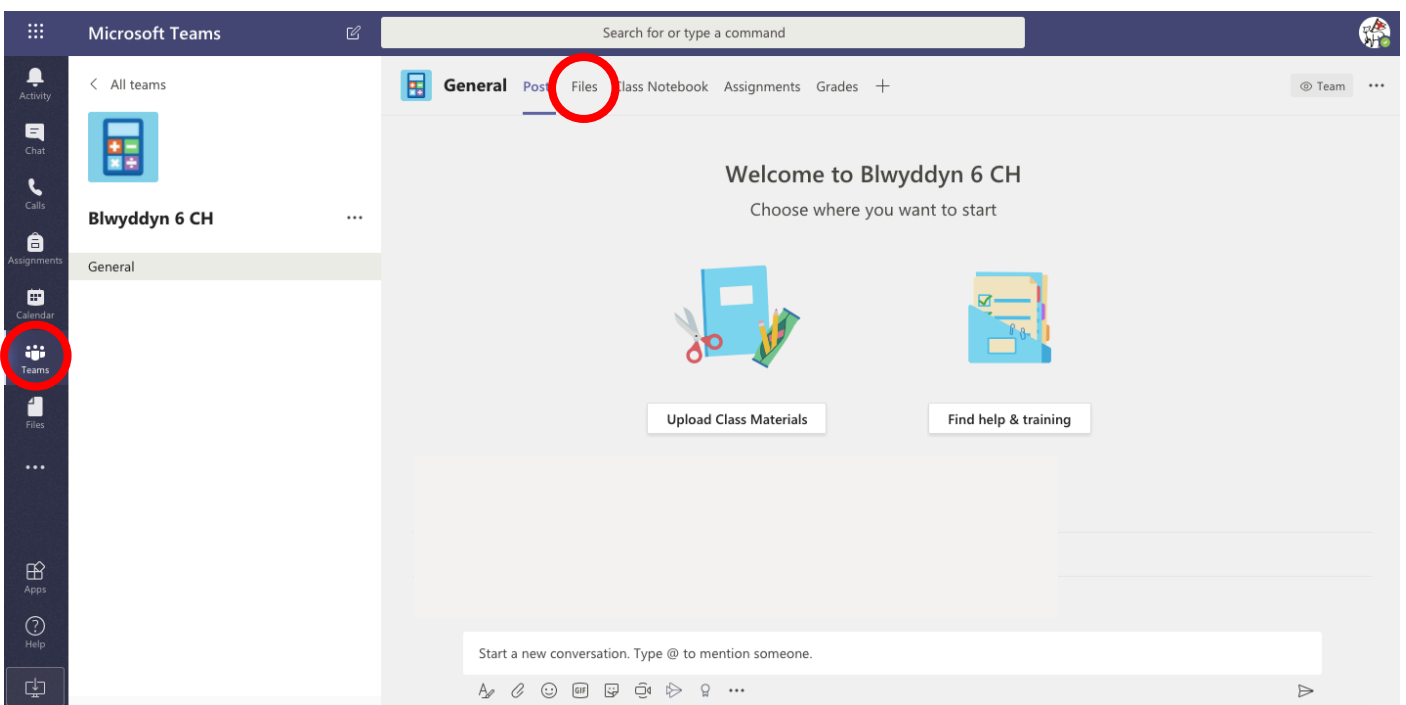


Office 365 will open with the screen pictured below. Navigate to the **Teams app** (if it does not appear on this page then select **All Apps**)

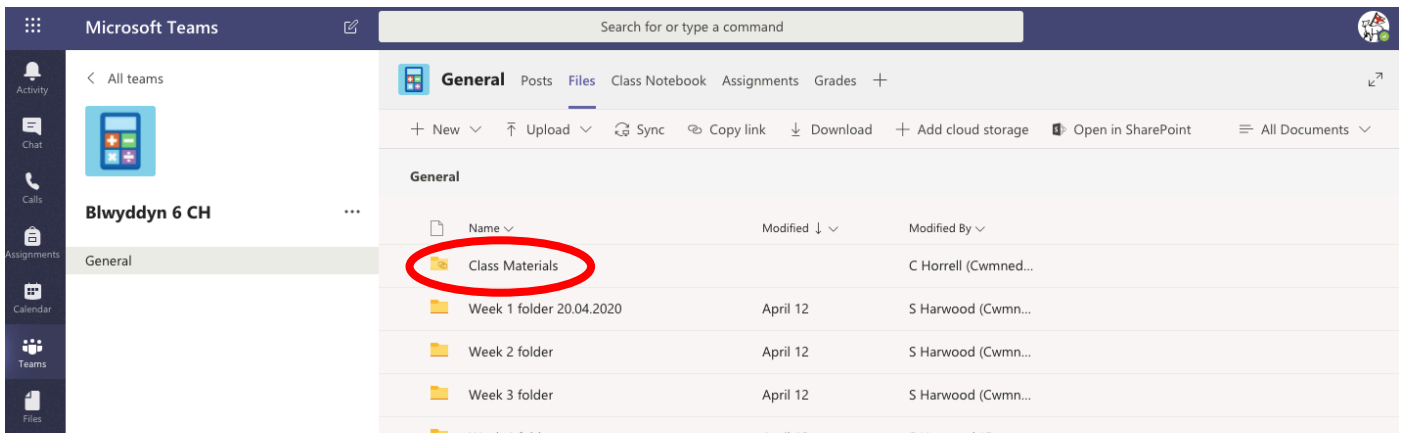


Once Teams is selected, it will open. This may take a minute or so, especially if it has not been used before. Some helpful hints and tips about Teams will appear if it's the first time you are using it. Navigate through these or cancel them.

To see what Teams you belong to, select the **Teams** tab on the left hand side. When you open a Team, you will see the screen below. To access weekly plans and resources for home learning, select **Files**.



Once the **Files** page has opened (see picture on the next page), you will see a list of folders. To see weekly plans then select the folder for the relevant week i.e. Week 2 27.04.2020. In this folder you will find the Home Learning Plan and Topic Plan for the week. In the General area you will see a folder named **Class Materials**. Useful resources will be saved in this folder. Weekly Home Learning Plans will have details and will navigate you to relevant resources within the **Class Materials** folder.



Office 365 at home

You have the option to download Office 365 and gain offline access to its tools and apps (Word, Excel, PowerPoint etc) on a laptop or computer for free.

In order to do this, sign in to HWB, navigate to Office 365 and select the Install Office button. Once installed (up to 5 devices) on a computer and/or laptop, simply sign in (to activate the product) with your HWB username and password.

