

### **Governors Guide to Accessing Teams Meeting**

1. Click the following link to access the [HWB homepage](#)
2. Log in to your HWB account with the username and password you have been given.
3. Select the Outlook button to access your emails.
4. Open the email from Mrs George where a link will appear for the meeting that is scheduled.
5. Select the link which will take you to the web browser for Teams.
6. After selecting the link you will be given a range of options: download teams app, open in browser and open in teams app if you already have it downloaded. We advise you selecting the option open in browser.
7. You will then have access the video call at the appropriate time.