JOINING YOUR CLASS TEAM

How to sign into Teams the first time

Your teachers are using Microsoft Teams to collaborate and connect with you and other students in your course. Teams 4 Education allows you to web conference, chat, share video, talk directly to your teachers and much more.

The first step is to get you into the Class Team the teachers have set up for you. This guide and the accompanying video will step you through how to get into your Class Team the first time on a computer.

Signing into Office 365 & Microsoft Teams

1. Open up a web browser (we recommend Google Chrome or Chromium Edge).
2. Enter the following address – https://office.com and click on the sign in button.
3. Enter your TAFE NSW log in details firstname.lastnameX@studytafensw.edu.au and click NEXT.
4. You will be redirected to a TAFE NSW sign in page as shown below. If not already auto-filled, re-enter your TAFE NSW log in details firstname.lastnameX (not your full email address) and the password you were provided with when you enrolled. Click on the Log in button.
5. You may be asked if you would like to stay signed in. If so, select Yes.

6. You are now at your Office 365 dashboard. Select the Teams tile.

![Teams dashboard](image)

7. You are now at your Teams dashboard in your browser. To join your Class Team, enter the code provided by your teacher (__________) and click the Join team button.

![Join Team](image)

8. You should now see the Class Team showing in your left column (you may need to refresh your browser).