# Step 1

Open up the Microsoft Edge App



#### Step 2

Type in the address for the Arthur Terry Website in the address bar – <u>www.arthurterry.bham.sch.uk</u>



## Step 3

Click on ICT Services at the top right of the Arthur Terry Website and then click on Office 365



#### Step 4

Log in (as you would in school) with your school username and password



## Step 5

From the Office 365 page all of the apps are available including school emails.



Click on the Teams App at the bottom left of the page

