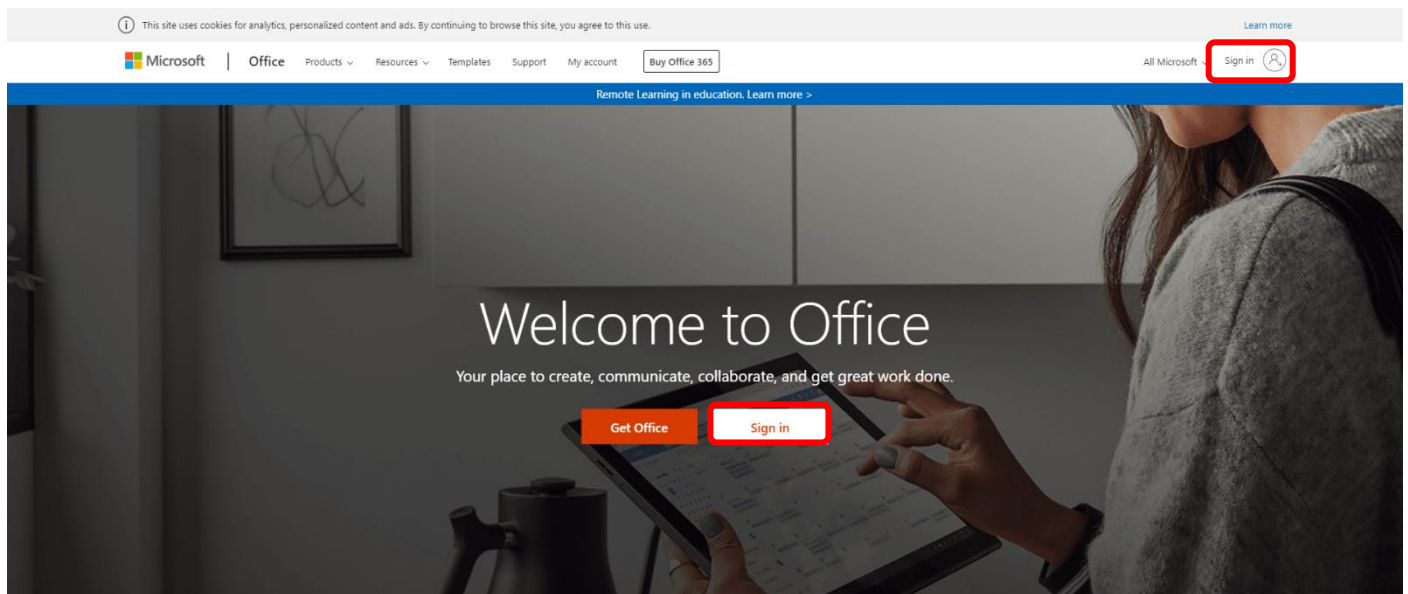


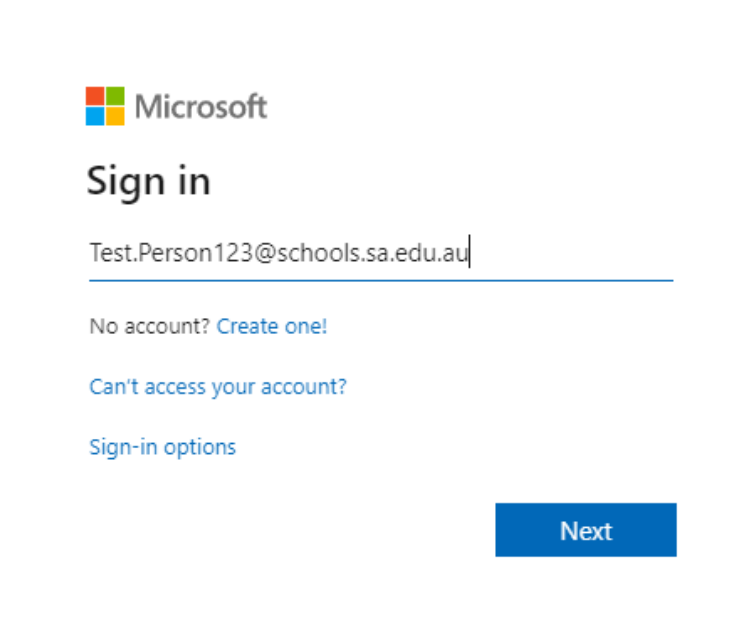
## How to Access Microsoft Teams Online

This document covers logging into the office suite online and using Microsoft Teams through a browser.

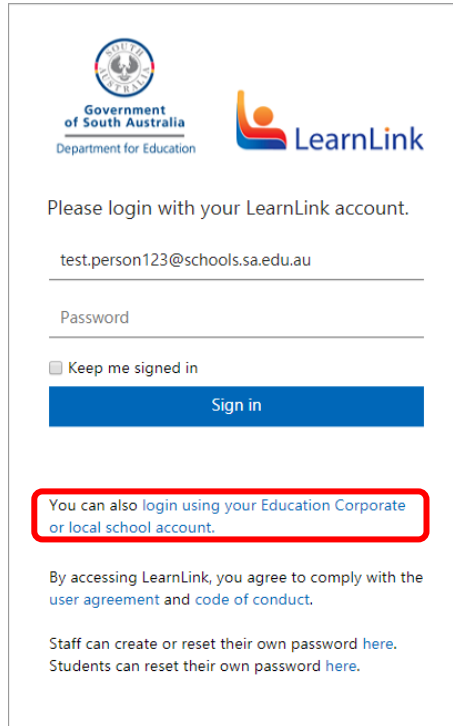
1. Navigate to <https://www.office.com/>, click on **Sign in** on the top right of the page or in the center of the page.





2. On the Microsoft sign in page, simply enter in your [FirstName.LastName@Schools.sa.edu.au](mailto:FirstName.LastName@Schools.sa.edu.au). It is vital that you have entered the @Schools.sa.edu.au correctly. Then **Next**.



3. You will now be presented with a LearnLink login page. Click on **login using Education Corporate or local school account**.



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 **LearnLink**

Please login with your LearnLink account.

test.person123@schools.sa.edu.au

Password

Keep me signed in

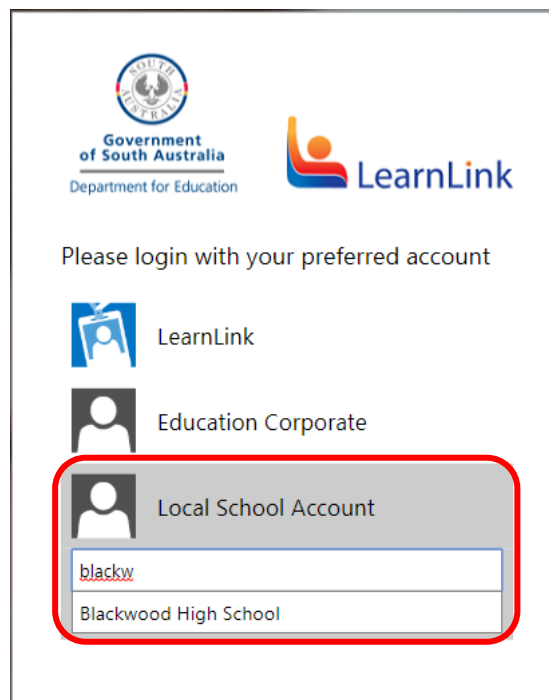
**Sign in**


**You can also login using your Education Corporate or local school account.**


By accessing LearnLink, you agree to comply with the [user agreement](#) and [code of conduct](#).

Staff can create or reset their own password [here](#).  
Students can reset their own password [here](#).


4. Click on **Local School Account** then type in **Blackwood High** and select **Blackwood High School** from the list. You will then be directed to a login page where you will need to enter your Blackwood High School **Username and Password**.





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 **LearnLink**

Please login with your preferred account

 LearnLink

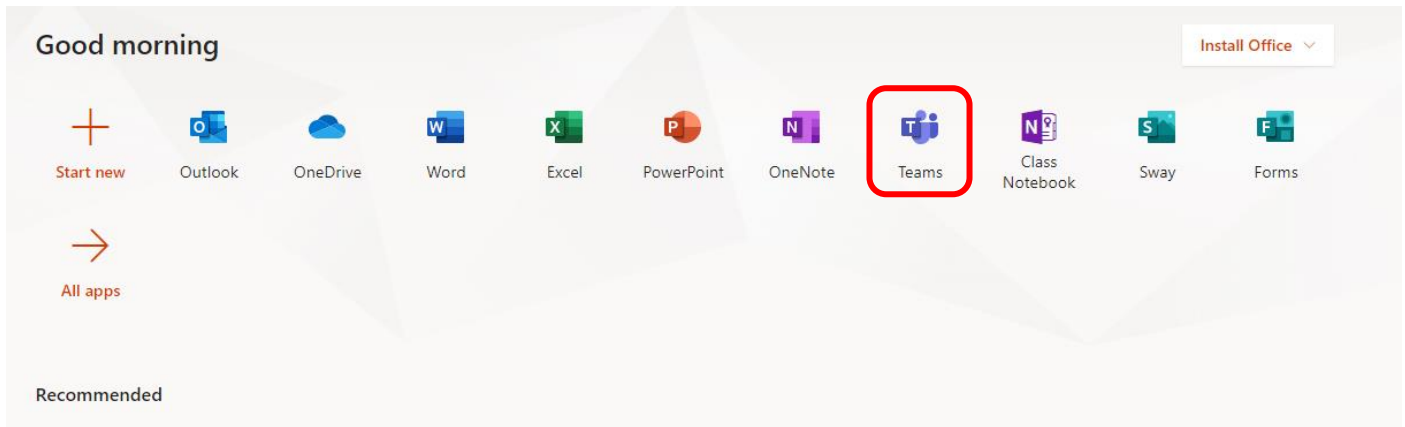
 Education Corporate

 **Local School Account**

blackw

Blackwood High School

5. You now have access to the entire O365 suite. On the homescreen click on **Teams**.



6. You will now have access to Microsoft Teams, through your browser.