

Install and Setting up Microsoft Teams

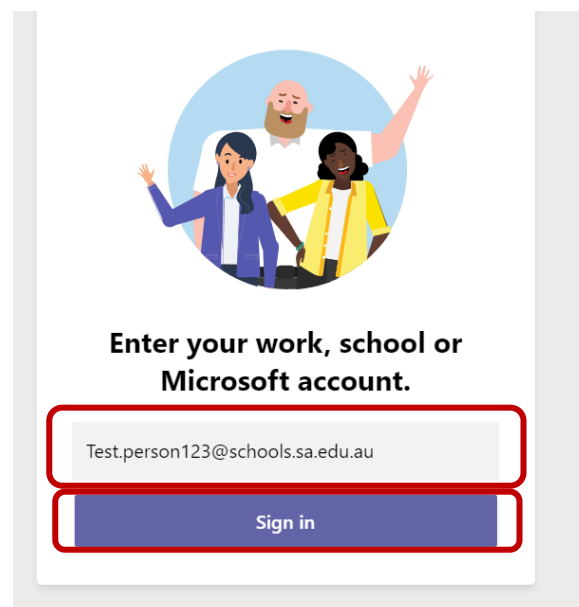
This Document explains how to install and setup Microsoft Teams if you don't already have it setup you can also access Microsoft Teams via a Web app at <https://products.office.com/en-au/microsoft-teams>.

Install MS Teams

1. If you don't have Microsoft Teams installed go to <https://teams.microsoft.com/downloads> and download the MS Teams App once downloaded run the installer to install MS Teams

Open and Signing into Teams

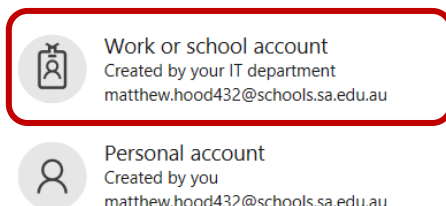
1. If you have just installed MS Teams then it will be already open. If you already had MS Teams installed then **Open the MS Teams App**. You can do this by searching Teams in the start menu
2. When MS Teams starts for the first time it will ask you to sign in for this you will need to **sign in with your Schools Learnlink email address** if you don't know your LearnLink email address you can come and see the ICT Department or simply enter in your FirstName.LastName@Schools.sa.edu.au **it is vital that you have entered the @Schools.sa.edu.au correctly**. Then **click Sign in**.



3. You may be presented with a choice between a Personal or Work or School account option if you see this click **Work or School account**



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



4. You will now be presented with the LearnLink login click on the **login using education corporate or local school account**.

Log in to Microsoft Teams

Government of South Australia
Department for Education

LearnLink

Please login with your LearnLink account.

matthew.hood432@schools.sa.edu.au

Password

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](#).

Home Privacy Disclaimer

5. Click on **Local School Account** then **type in blackwood high** and then **select Blackwood High School from the list** you will then be directed to a login page where you will need to **enter in your Blackwood High School username and password**

Log in to Microsoft Teams

Government of South Australia
Department for Education

LearnLink

Please login with your preferred account

LearnLink

Education Corporate

Local School Account

blackw

Blackwood High School

Home Privacy Disclaimer

6. Once you have successfully signed in you will be presented with your Teams. From this page you will be able to access Teams that you are already a member of or create new ones.

