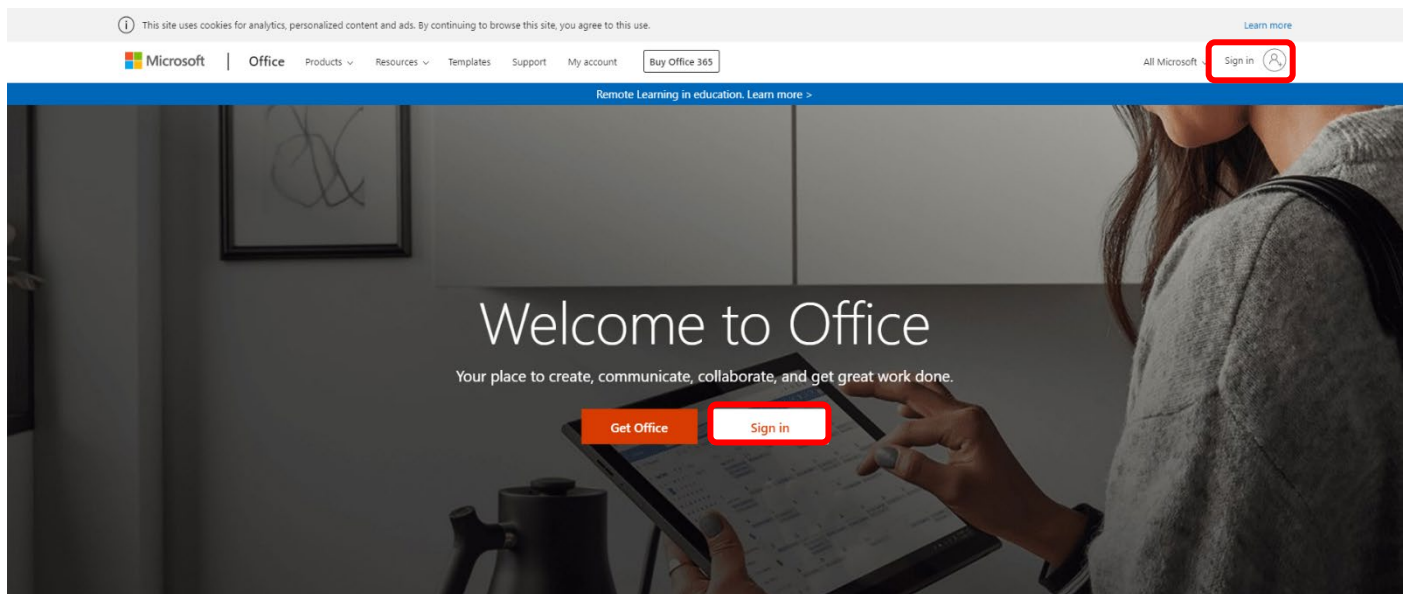


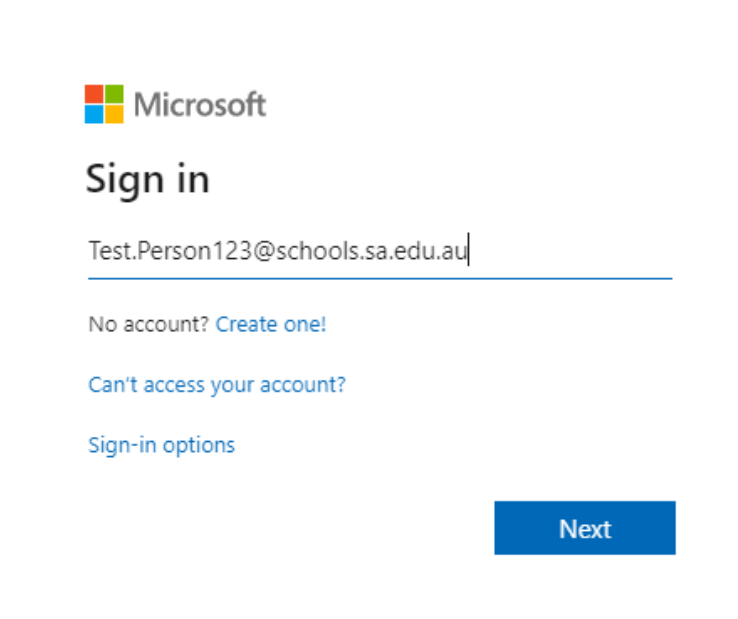
How to Access Microsoft Teams Online

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

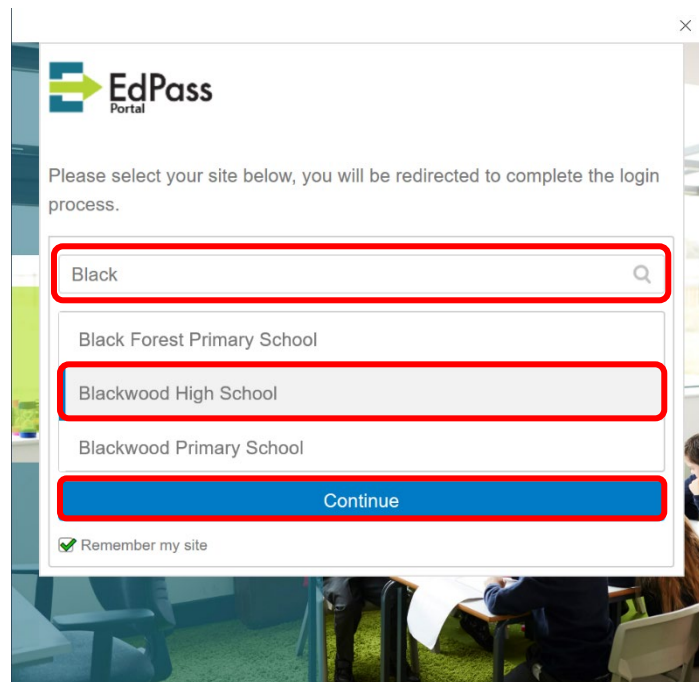
1. Navigate to <https://www.office.com/>, click on **Sign in** on the top right of the page or in the center of the page.



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

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text 'Sign in'. There is an input field containing the email address 'Test.Person123@schools.sa.edu.au'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right of the form is a blue button labeled 'Next'.

3. You will now be taken to the below EdPass school selection page. If you don't see this page, move on to the next step
Search for **Blackwood High School**, click on it to select it and then click **Continue**



EdPass Portal

Please select your site below, you will be redirected to complete the login process.

Black

Black Forest Primary School

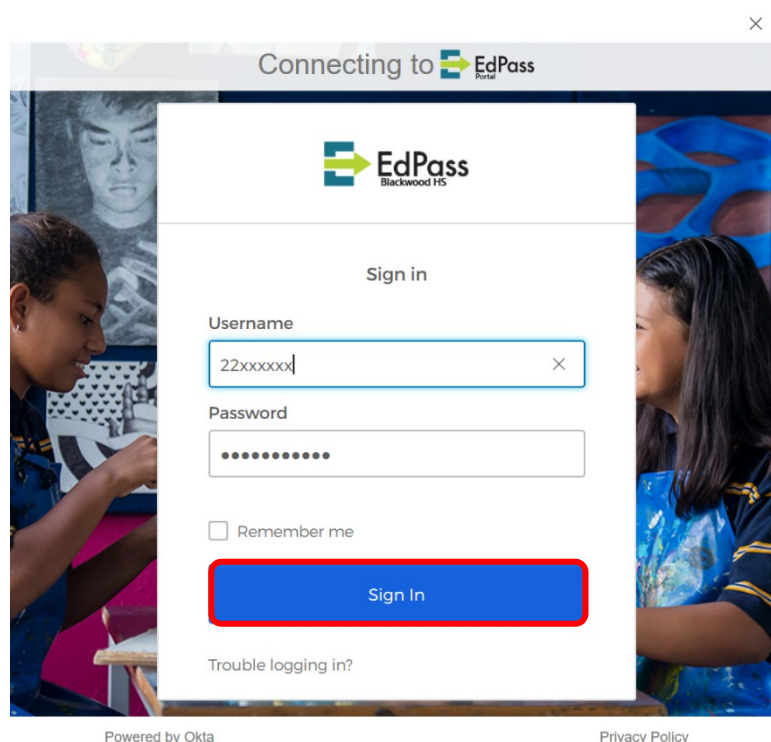
Blackwood High School

Blackwood Primary School

Continue

Remember my site

4. You will be taken to an EdPass login screen, enter your school Username and Password and click **Sign In**



Connecting to EdPass Portal

EdPass Blackwood HS

Sign in

Username

22xxxxxx

Password

.....

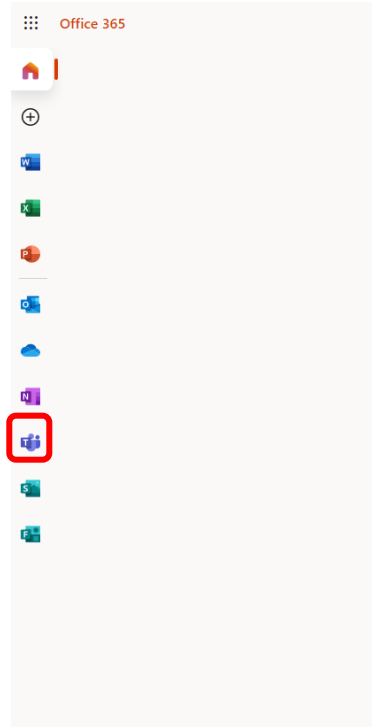
Remember me

Sign In

Trouble logging in?

Powered by Okta Privacy Policy

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



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