

LEODIS ACADEMIES TRUST

How to: Access Teams



Learn how to access Microsoft Teams with your School account



This guide will take you through the quick and simple steps required to access Microsoft Teams with your School account.

LEODIS ACADEMIES TRUST

**How to:
Access Teams**



Sign into Office 365



1

To get started you will need to make sure you are signed into your School Office 365 account.

To do this, visit office.com and sign-in using your School email address and password.

Remember, your email address is your:
username@schoolname.leodis.org.uk

Having trouble signing in?
Head to section 4 of this guide to find out more.

Microsoft

Sign in

info@365tips.be

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Open the Teams app



2

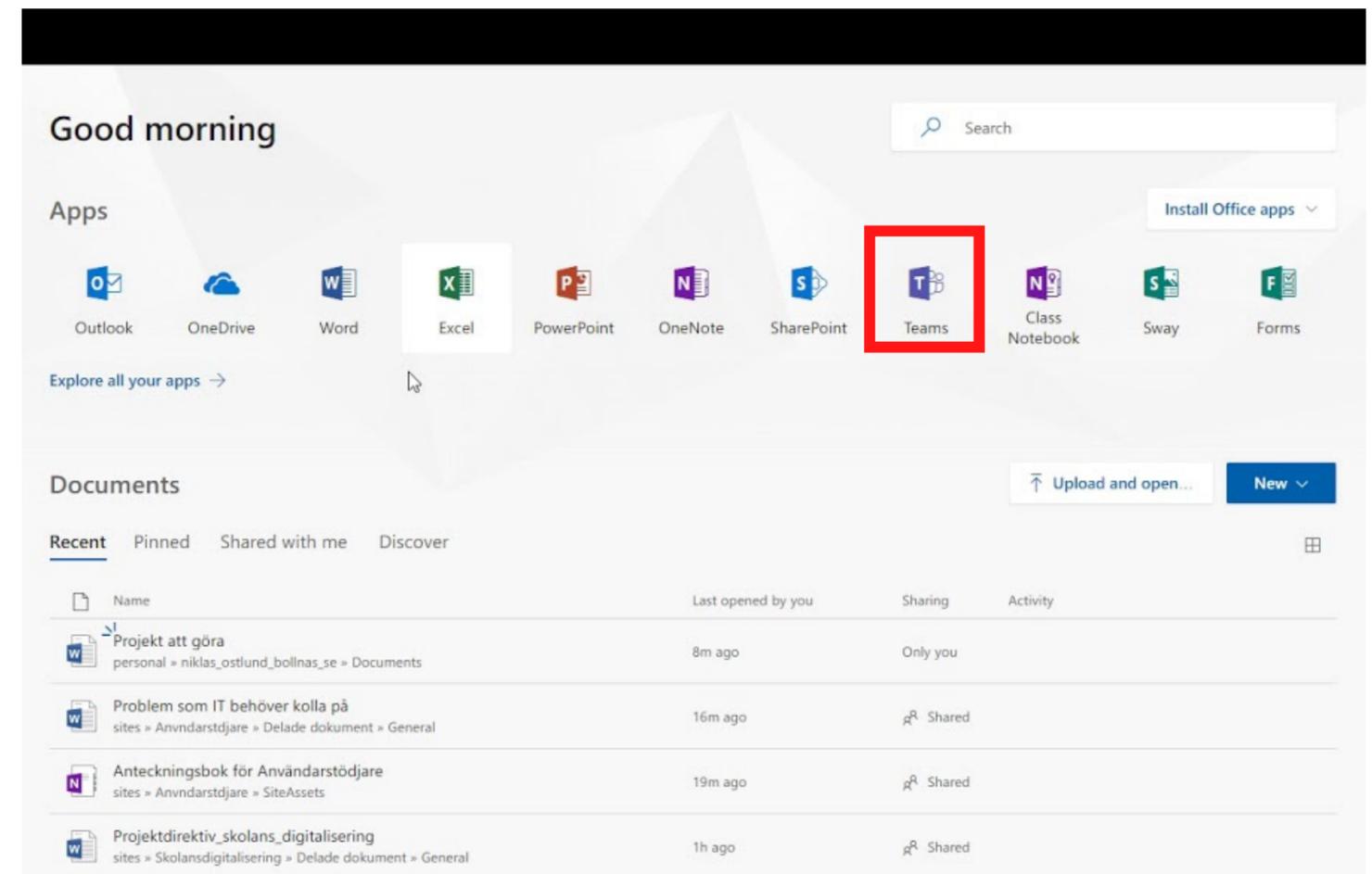
Once you are signed into your School Office 365 account, you will be able to access your Teams, Emails, OneDrive and other Microsoft apps.

To open Teams, click the icon shown here:



Alternatively, you can go to the Teams website:

teams.microsoft.com



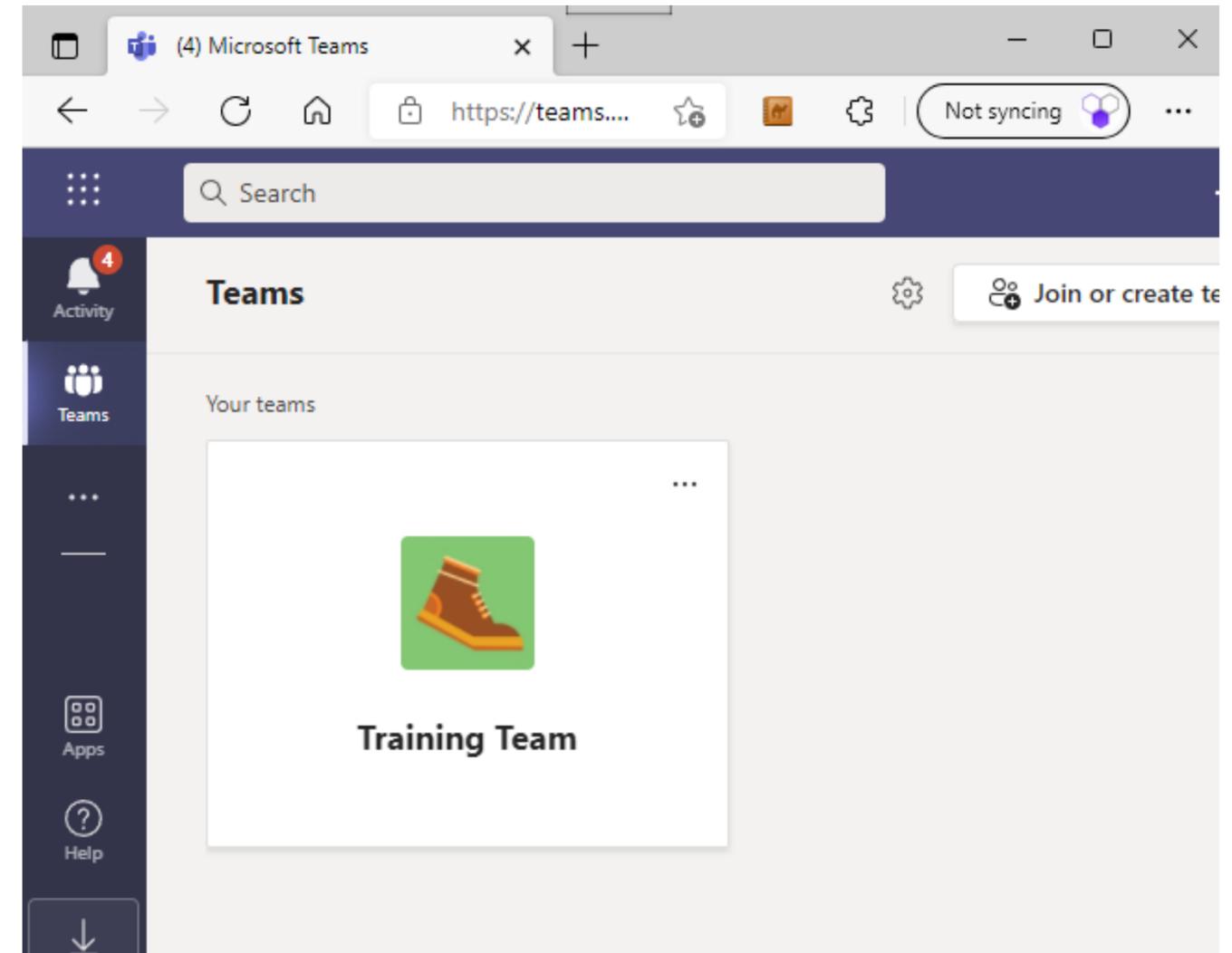
Welcome to Teams



3

You should now have access to your Teams!

If you are still unable to access teams, continue reading for our troubleshooting guide.



Trouble signing-in?



4

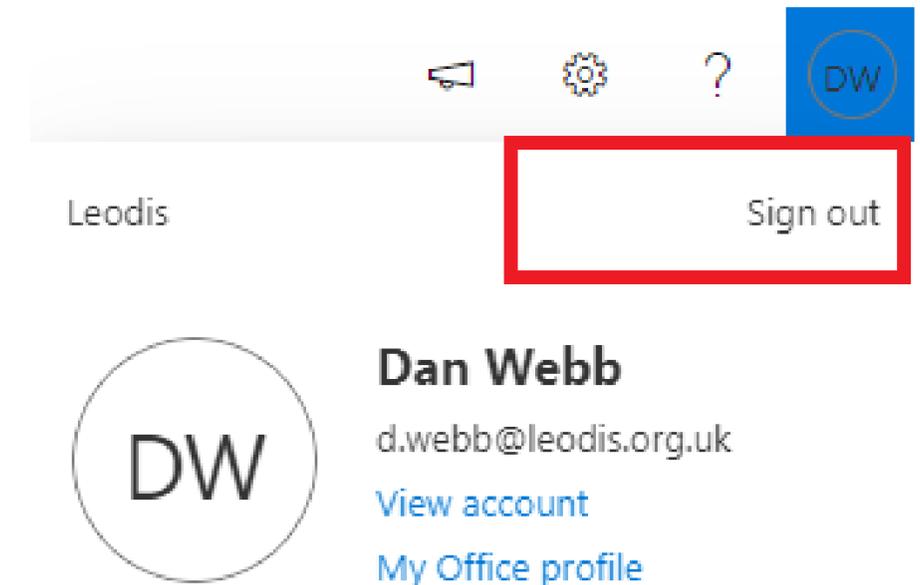
I have multiple Microsoft accounts, how do I sign-in?

If you have more than one Office 365 account that you have previously used on your device, and have trouble signing to your School account for the first time, we recommend that you:

- sign-out of your current Office 365 account
- close all browsers before attempting to login with your School credentials.

Alternatively, if you don't wish to sign-out of your existing account:

- open a different browser such as Google Chrome, Mozilla Firefox or Microsoft Edge. You can have two different browsers open at the same time, and have both accounts logged in simultaneously.



Trouble signing-in?



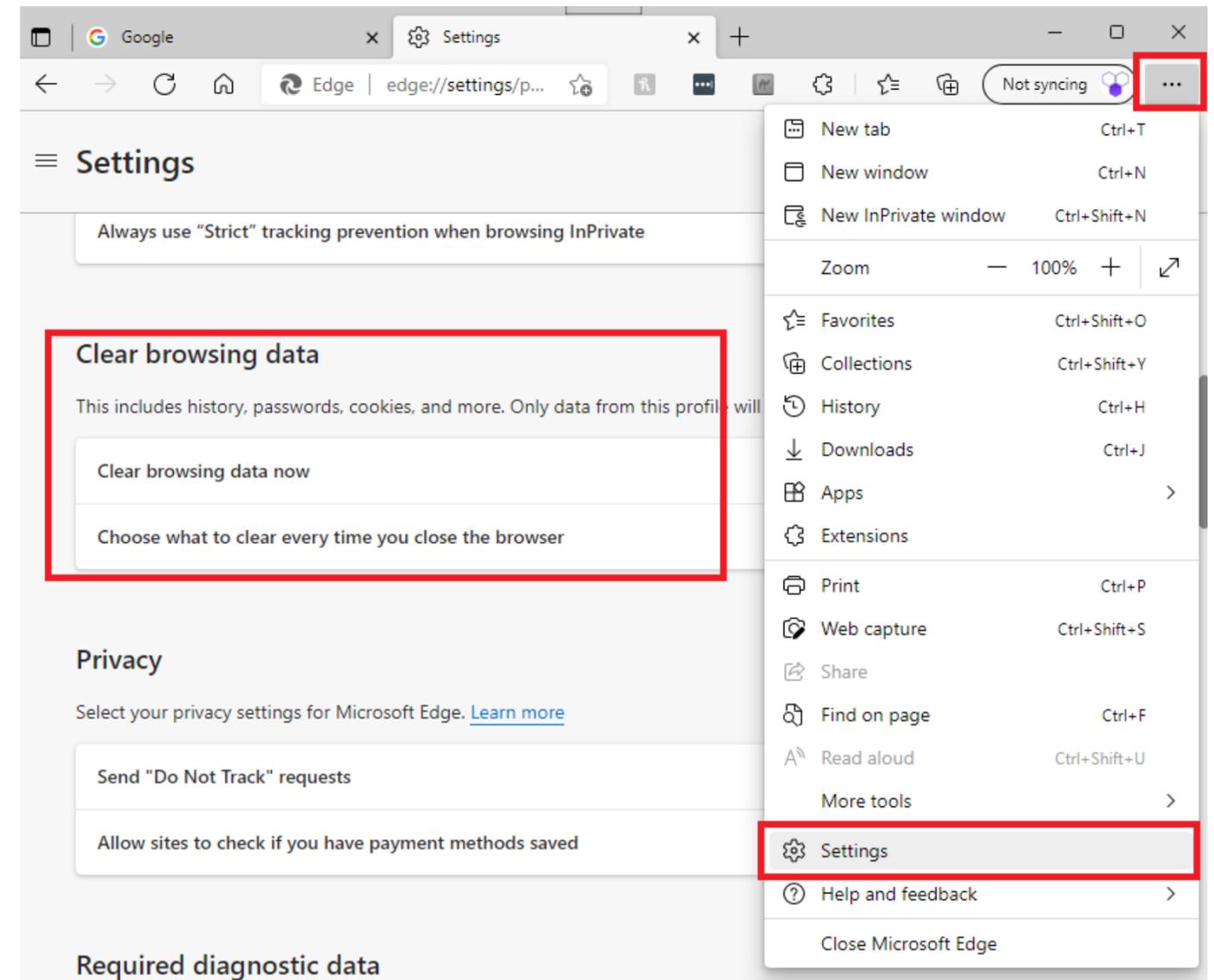
5

My Teams keeps signing into my old School account.

If you previously used Teams on your device, your old School account may still be saved. This can cause Teams to try signing into that account even if you have entered your new details.

You can clear all of your browsers saved information by doing the following:

- In the top right corner click the **3 dots**
- Click **Settings**
- In the Settings menu, click **Privacy and Security** or **Privacy, search, and services**
- Find and click the **Clear Browsing Data** option
- Close your browser and then try signing into Teams



Trouble signing-in?



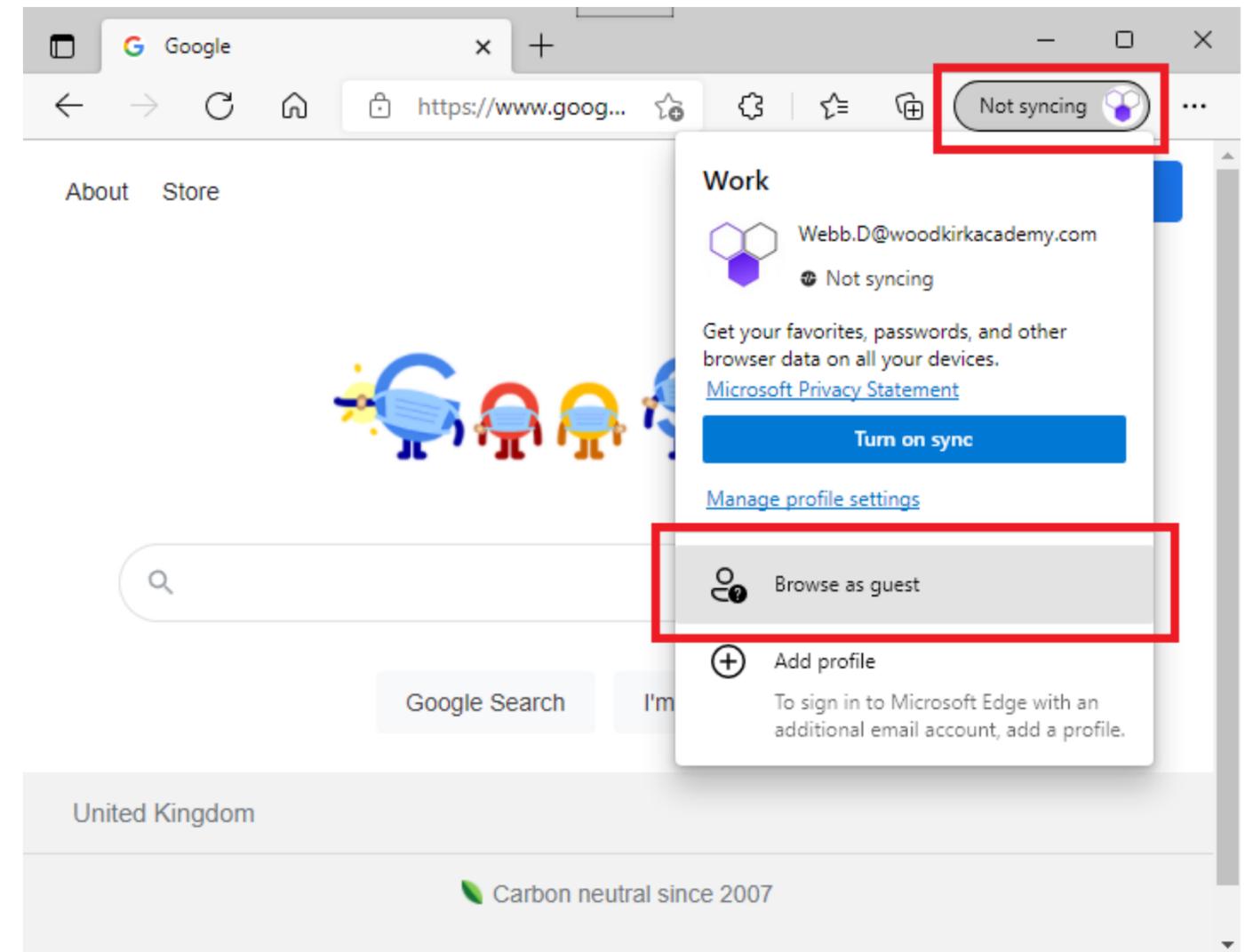
6

I've cleared my browsing data but my Teams keeps signing into my old School account.

If the previous steps haven't worked for you, select the icon directly to the left of the 3 dots in the top right corner of your browser.

Select **Browse as guest**

As a guest, your browsing data is kept separate from the profiles on this device.



Thank you

If you need more guidance, please visit:
<https://support.microsoft.com/en-us/teams>

LEODIS ACADEMIES TRUST

**How to:
Access Teams**

