

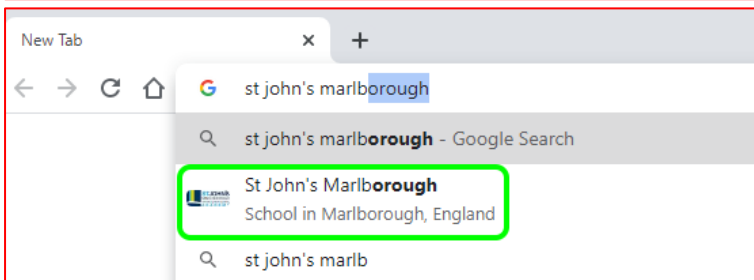
How to log into Microsoft Teams from Home

1. Open an internet browser; we recommend Google Chrome.
2. Search for "St John's Marlborough".
3. Click on the top result to visit www.stjohns.excalibur.org.uk
4. Scroll down in the left column of blue buttons to "Quick Links" and click on [St John's SharePoint \(Office 365\)](#).
5. Enter your school email address into the Sign in box when it appears. Note: Pupil's email address begins with the 4- or 5-digit number they use to log into school computers, followed by: @stjohns.excalibur.org.uk.
6. Enter your school password into the password box when it appears and click **Sign in**.
7. Choose either Yes or No when the "Stay signed in?" box appears.
8. The St John's SharePoint home page will appear.
9. Click the Microsoft waffle button.
10. Click on Teams.
11. You will see a window showing all the teams you belong to.

Graphical instructions



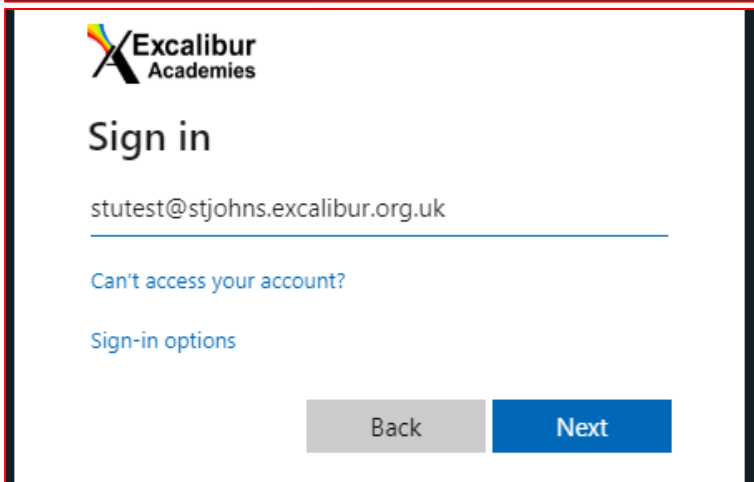
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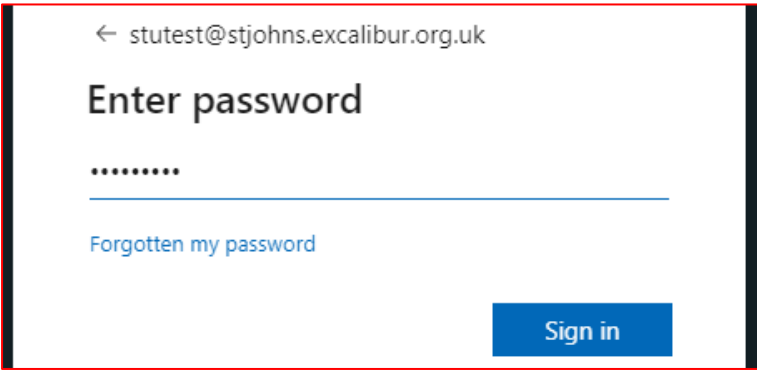
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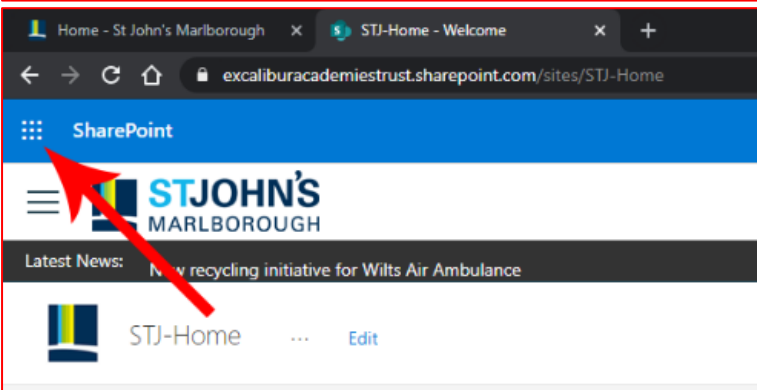
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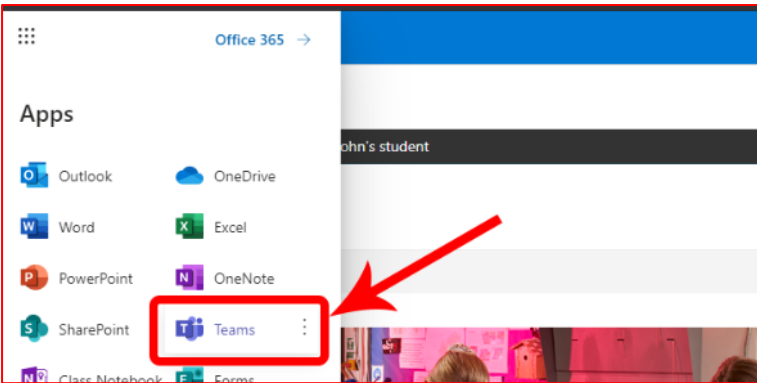
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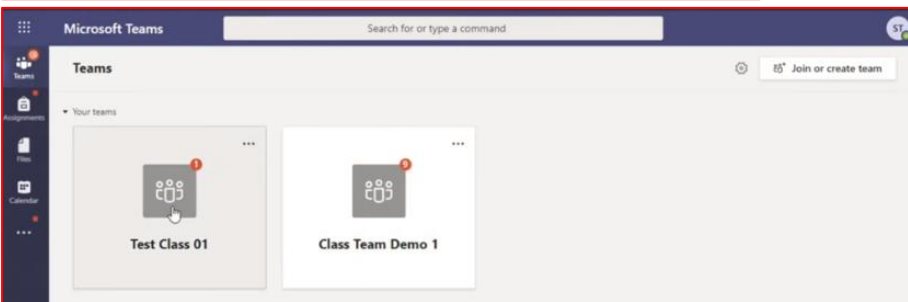
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