



## Microsoft Teams User Guide

How to switch from Central Sixth Teams to individual schools

First, you will need to go to <https://teams.microsoft.com> or download the app to your desktops/laptops

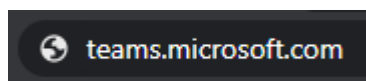
**##### DOWNLOAD MICROSOFT TEAMS #####**

Windows: [https://bit.ly/clpt\\_teams\\_windows](https://bit.ly/clpt_teams_windows)

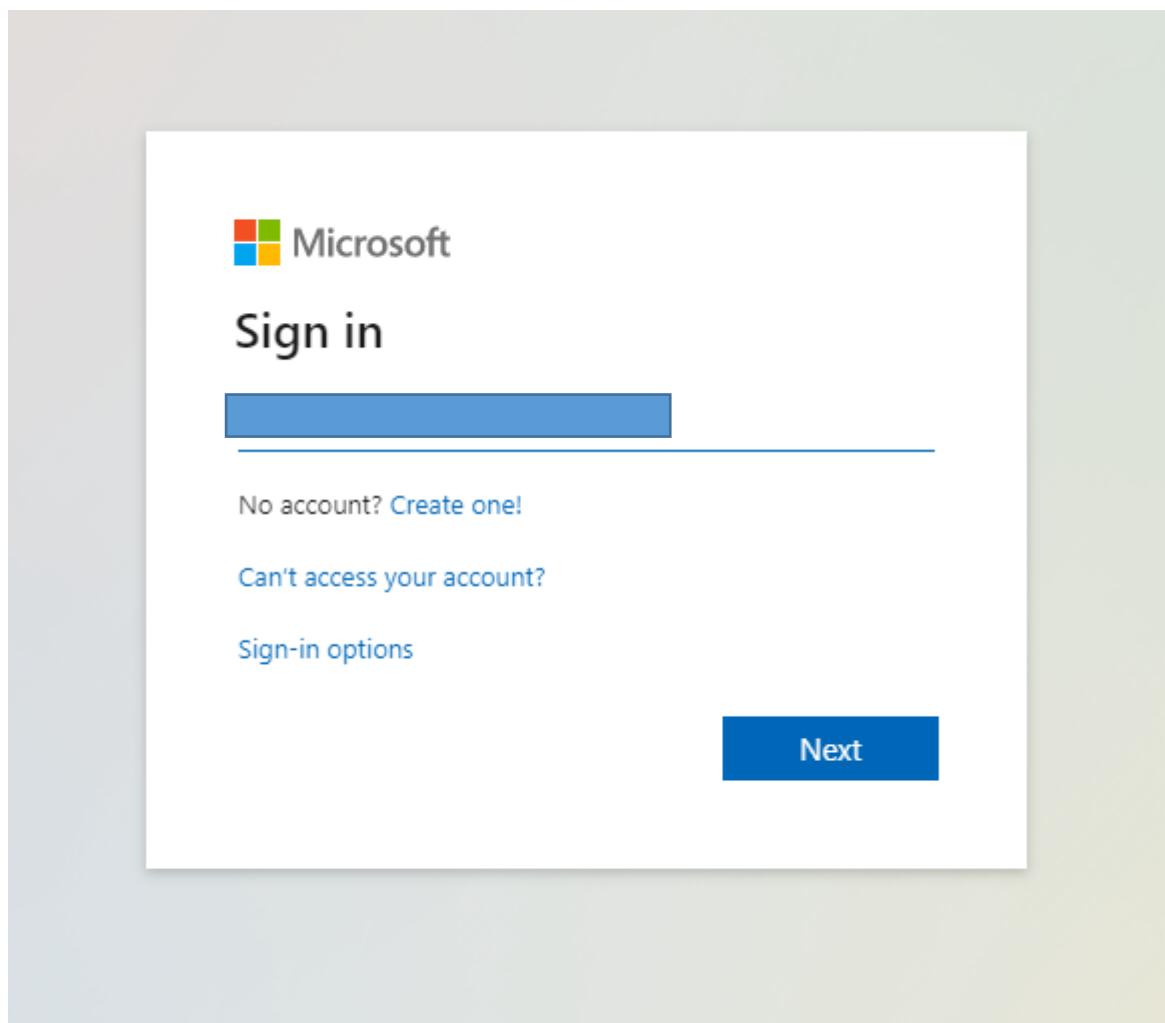
macOS: [https://bit.ly/clpt\\_teams\\_mac](https://bit.ly/clpt_teams_mac)

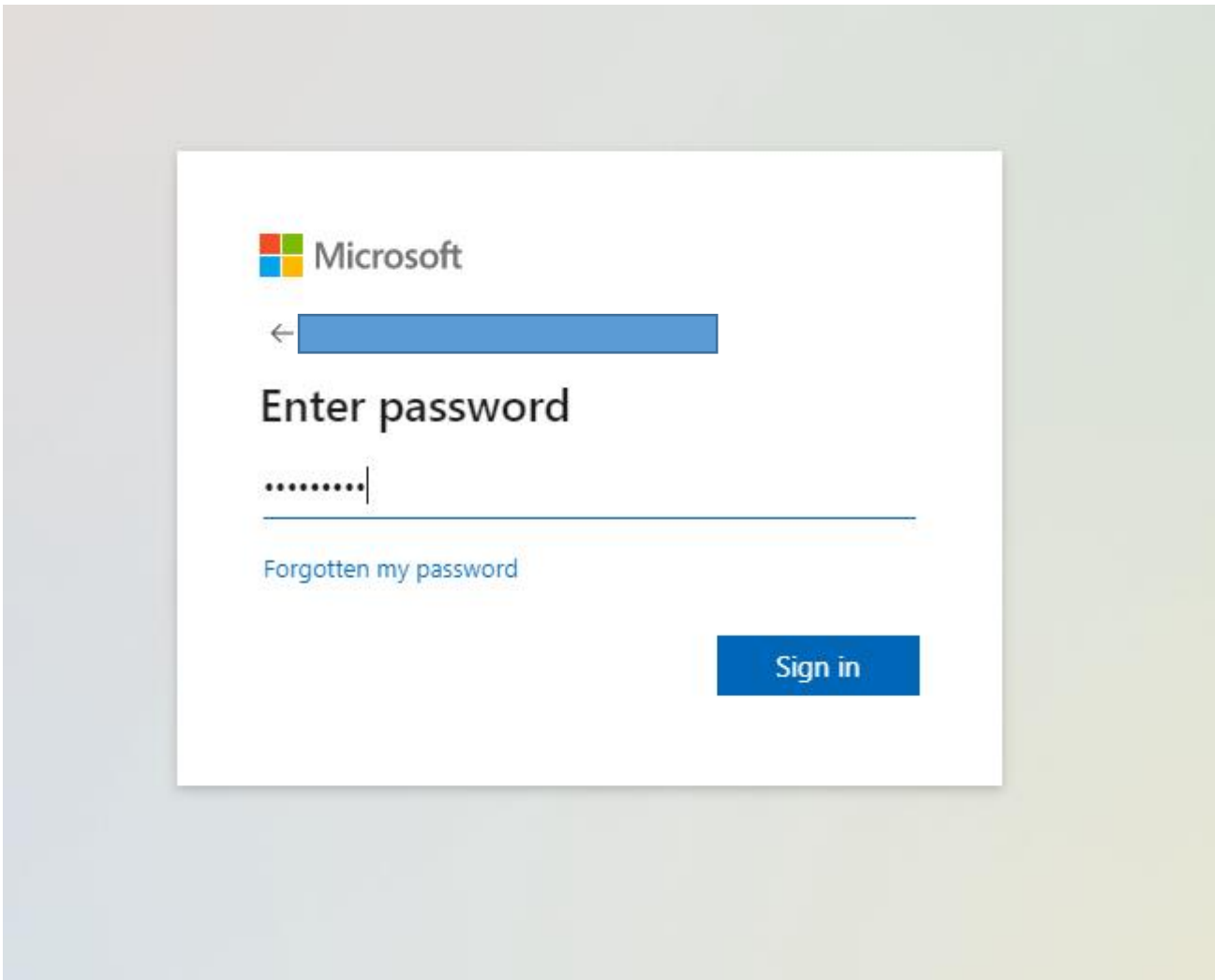
Android Tablets/Phones: [https://bit.ly/clpt\\_teams\\_android](https://bit.ly/clpt_teams_android)

Please go to your internet browser and type in the top address the below link or open the Teams app:

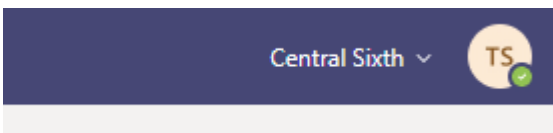


You will need to Sign in to Office to begin using Microsoft Teams.

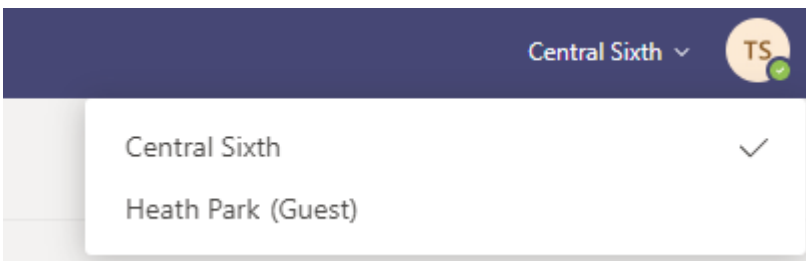




When you are signed into Teams – at the top right of your screen you should see your either your picture or your initials (see below)

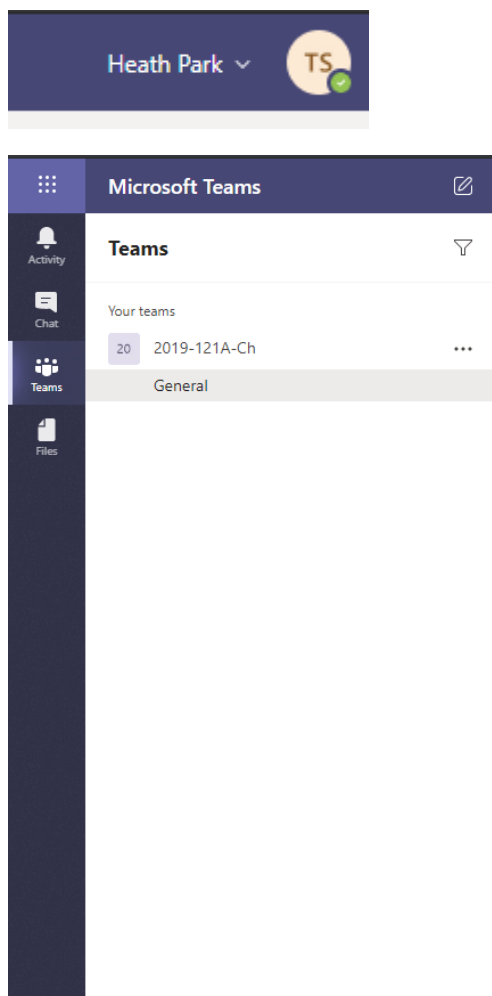


Next to your picture you will see **Central Sixth** – click this to drop down your schools.



Select **Heath Park** to get your **Heath Park** classes.

Wait a few seconds and it will switch from Central Sixth to Heath Park School. You can now find your Heath Park class list by selecting the Teams button on the left hand side.



Your teachers will schedule meetings inside here and you will be able to join them, they will also set assignments inside each class for work to be completed and re handed back in before/on the due date.

If you do not remember your centralsixth.co.uk email or password, please contact us on the details below.

Any questions or problems please contact us directly [helpdesk@clpt.co.uk](mailto:helpdesk@clpt.co.uk)

Regards,

Mr Blunt

CLPT Network Manager