

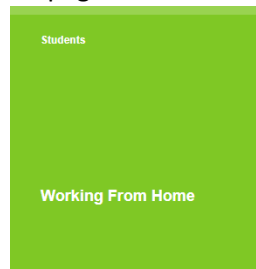
## How to access Microsoft Teams

1. Go to [www.saviosalesiancollege.com](http://www.saviosalesiancollege.com)

2. Click on the 'Students' header



3. Click on the 'Working From Home' page



4. Click on the link for student email

5. Type in your school email address and password

Username - \_\_\_\_@student.saviosalesiancollege.com

Password – Savio123

This password will need to be reset to one with

- At least one Capital Letter
- At least one Number
- At least eight characters

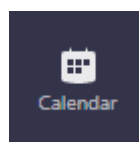
6. When logged into school email, click the square in the top left corner.



7. Then click on Teams



8. Once Teams has opened, click on 'Calendar'



9. Your Live Lessons will now show up and you need to click on them and press join when it is time for each lesson on your timetable.

You can find the timetable on our website and social media platforms.

Website – [www.saviosalesiancollege.com](http://www.saviosalesiancollege.com)

Twitter - @Savio\_Salesian

Facebook – [www.facebook.com/SavioSalesianCollege](http://www.facebook.com/SavioSalesianCollege)