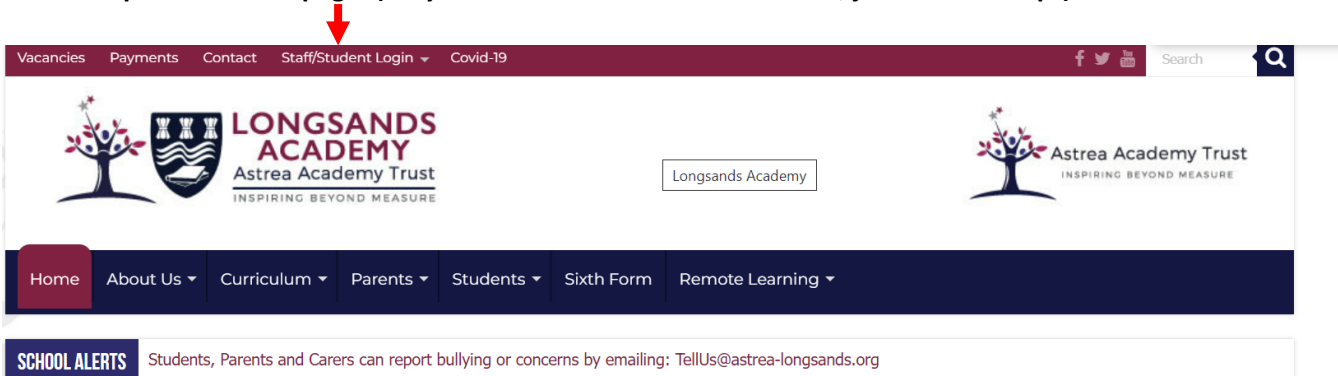
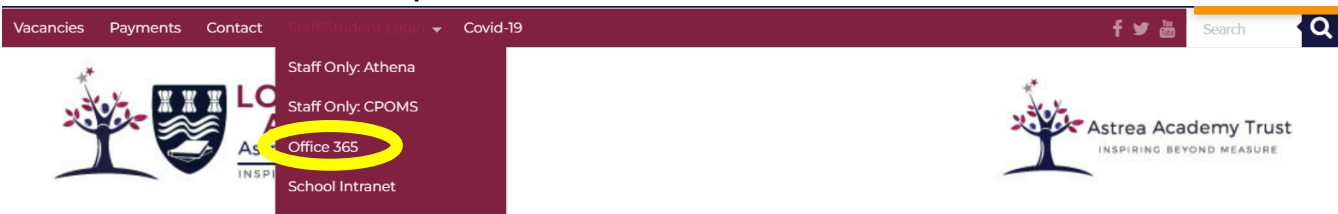


Teams access: Quick guide for students

1. Go to the Academy website <https://www.astrea-longsands.org/> and select the Staff/Student Login menu at the top of the home page. (May be hidden behind cookies notice, just click I Accept)



2. Choose Office 365 from the dropdown menu.

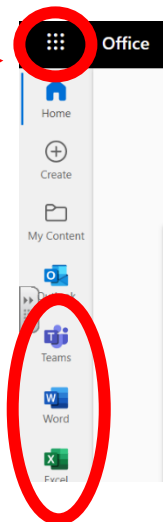


3. Login with your school login:

Username: Your email address (starts with your unique school number) e.g. 12345@astrea-longsands.org

Password: The same password you logon to the school computers with

4. Once logged in all Apps including Teams are on the left-hand side of the screen or can be accessed by clicking on the 9 dots at the top left.



5. Once logged on Teams click Assignments to see the work set for you.

