





Pupil guide to accessing Microsoft Teams


Signing In

If using a web browser visit www.office.com. Pupils sign in with their Microsoft Office 365 username and password (this is the same as the username and password they use to sign in to the computers at Newfield School- it should be in your planner). Once signed in and if using a mobile device, tap the Teams icon  to access Microsoft Teams. This is available from your Appstore for free.

Access a Live Lesson

Pupils can click on the Calendar icon  to access any live lessons that they have been directed to. They will appear at the time of the lesson. If you click on the lesson first and then click join.

Access a Team and Support

A team is like a virtual class. Pupils will see a team for each teacher and subject that is using it. Click Teams  and select the team required. This will be like pupils entering the online class. You may be directed here to access the live support from staff at the time of your lesson. Teachers will also use this area along with the 'files' tab at the top to store resources for your lesson.

Issues with usernames and passwords

If pupils have difficulty logging in, parents should contact school by emailing enquiries@newfield.sheffield.sch.uk.