

# Microsoft Teams

Microsoft teams will be an important way that we can keep up to date with each other whilst we may not all be working out of the school building. It is an application attached to our email, therefore it is secure and data is protected by the normal county data protection policies.

## Accessing Teams

To access Microsoft teams you can either download the app on your devices app store or access it through your email account

Using the teams app (recommended)

- Enter your school email address to begin with (e.g. [m.giles@kempshott-jun.hants.sch.uk](mailto:m.giles@kempshott-jun.hants.sch.uk))
- When you see the Schools Services screen enter your usual email login (e.g. MGILES8)
- The webpage will automatically add @edu.hants.gov.uk
- Enter your email password and press sign in

School Services

This system is for authorized users only.

Login Name:

Password:

Acceptance of use

By using this application you will have access to some of the County Council's systems. You are required to comply with the Data Protection Act and the Computer Misuse Act at all times. Do not share your password or your private details. Do not reveal your password to anyone. If you download a document or file to your device, you will be responsible for the security and confidentiality of the download.

Or

Using your school email:

- Log into your emails (<http://outlook.office365.com/kempshott-jun.hants.sch.uk>)
- Remember your username is a short version of your name (e.g. MGILES8)
- The webpage will automatically add @edu.hants.gov.uk at the end of it
- Use the 9 dots in the top left corner to open the application menu. Then select teams



You should then see all the teams you are a member of (this should at least be the all staff team). If you think you are missing teams from your list please contact Matt [m.giles@kempshott-jun.hants.sch.uk](mailto:m.giles@kempshott-jun.hants.sch.uk)

## Logging into Email

Whilst we are not in school you should be checking your email regularly for updates.

Remember your username is your SIMS username if you are teaching staff if you are support staff it is a shortened version of your name (e.g. MGILES8) the website will automatically add @edu.hants.gov.uk at the end of it

Use this web address to log into your emails from home or download the outlook app onto a tablet/phone <http://outlook.office365.com/kempshott-jun.hants.sch.uk>

If you have any trouble logging in contact the office or email Matt from a different account [m.giles@kempshott-jun.hants.sch.uk](mailto:m.giles@kempshott-jun.hants.sch.uk) and we will sort it out.