Setting up Teams on a phone or tablet device

1. Visit the app store on your device and download the Microsoft Teams app

2. Once it has downloaded open it and enter your email address e.g. m.giles@kempshott-jun.hants.sch.uk and press add account (your email follows the same pattern firstinitial.lastname)

3. You will then be at the school services login page.

4. Remove your email address from the login name box

5. Enter your username e.g. MGILES8

6. Enter your password

7. The system will automatically add @edu.hants.gov.uk

8. Press login

9. When you are asked to

   setup another account press maybe later

10. You should then be logged into your emails on your mobile device