

# 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](mailto: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



Vodafone WiFiCall 12:26 54%



Sign in using your work or school account.

m.giles@kempshott-jun.hants.sch

Sign in

Get help with signing in

Vodafone WiFiCall 12:14 56%

Not Office 365 ?

## School Services

This system is for authorised users only.

Logon Name

mgiles8@edu.hants.gov.uk

Password

.....

Sign in

### 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 store your password on your mobile device. Do not reveal your password to anyone. If you download a document it will be stored on that device and you will be responsible for the security and confidentiality of the download.

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