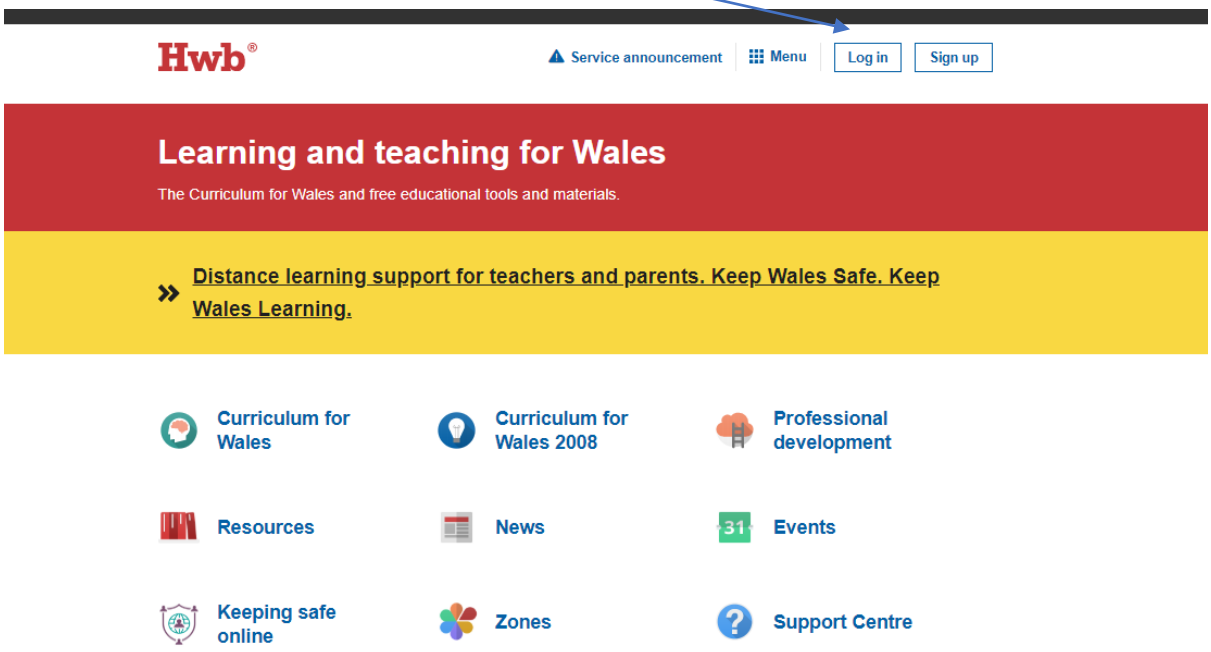
Microsoft Teams

Joining a class meeting

Go to www.hwb.gov.wales

Log in using your hwb user name and password

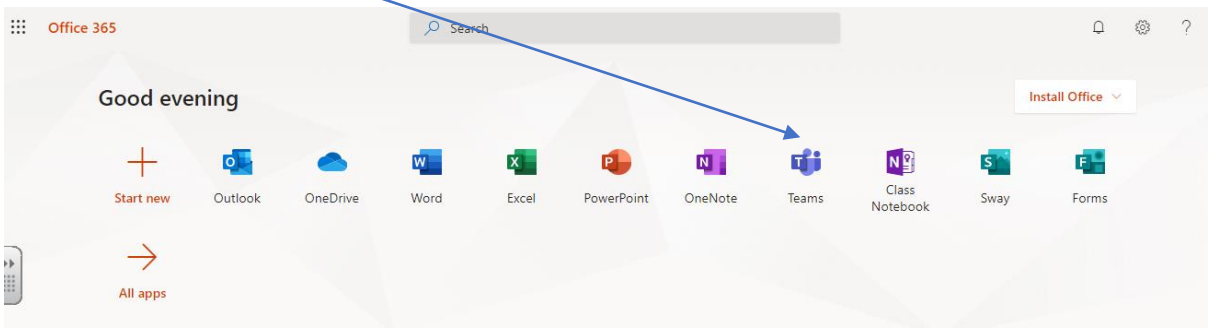


Select the menu by clicking on the waffle

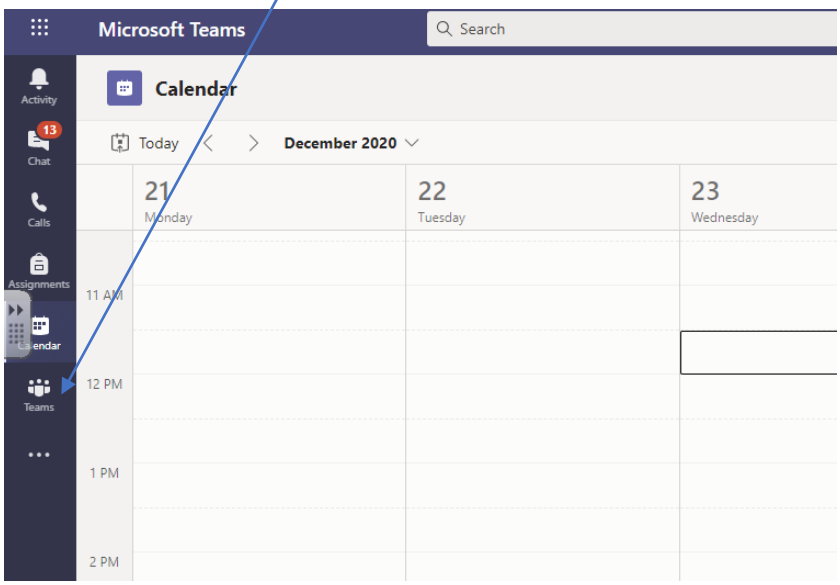


Click on ‘Office 365’

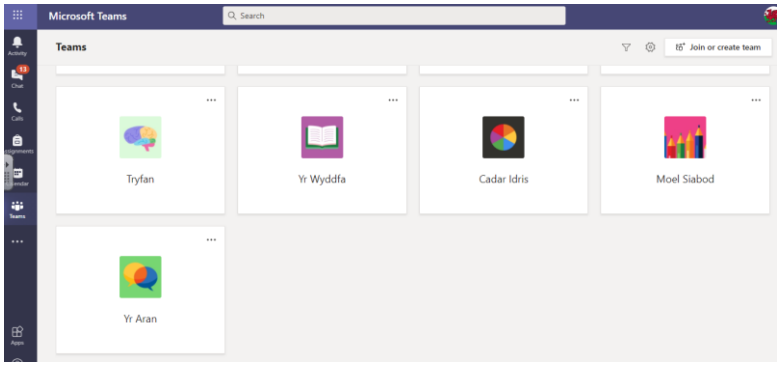
Then click on ‘Teams’



Click on the Teams icon



Click on your class icon



Once the teacher has started the meeting you will see a purple box asking you to join the meeting.

Your device might ask for permissions for use of camera and microphone. Click allow.

You should have now joined the class meeting.