



St Munchins' College Microsoft Teams



Laptop



1. Go to www.office.com
2. Log in using your school e-mail(@stmunchinscollege.ie)
3. Open your calendar/specific team to view scheduled classes



Phone



1. Download Microsoft Teams from Store/Play Store
2. Log in using your school e-mail(@stmunchinscollege.ie)
3. Open Teams App and view calendar for scheduled class



Computer



1. Go to www.office.com
2. Log in using your school e-mail(@stmunchinscollege.ie)
3. Open your calendar/specific team to view scheduled classes



Console



Please see next slide page for instructions on how to access Teams via X-box or PlayStation

St Munchins' College

Microsoft Teams



1. Turn on Playstation
2. Launch internet Browser by going to Library>Applications
3. Go to: www.office.com
4. Log in using school email(@stmunchinscollege.ie)
5. Choose Teams
6. Open your calendar or specific Team to view scheduled classes
7. Click Join



1. Turn on Xbox
2. Launch "Microsoft Edge" (Download from Store if necessary)
3. Go to: www.office.com
4. Log in using school email(@stmunchinscollege.ie)
5. Choose Teams
6. Open your calendar or specific Team to view scheduled classes
7. Click Join

St Munchins' College

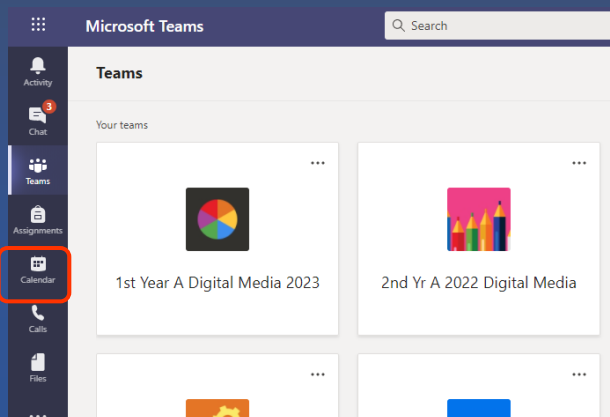
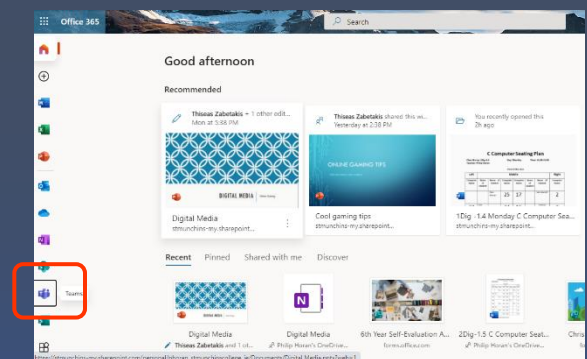
Microsoft Teams

Joining a Teams Meeting on Computer, Laptop & Consoles



Step 1: Log in

Log into your Office 365 account and click on the Teams icon shown on the left hand side of the screen



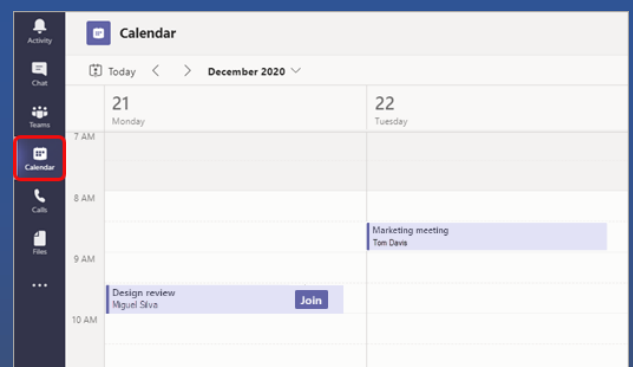
Step 2: Go to calendar

Teams can be opened online or in App. Go to "Calendar" on the left hand side of the screen

Step 3: Join Meeting

Click on "Join". Ensure your microphone is muted and camera is on.

Refer to the schools remote learning policy for more details

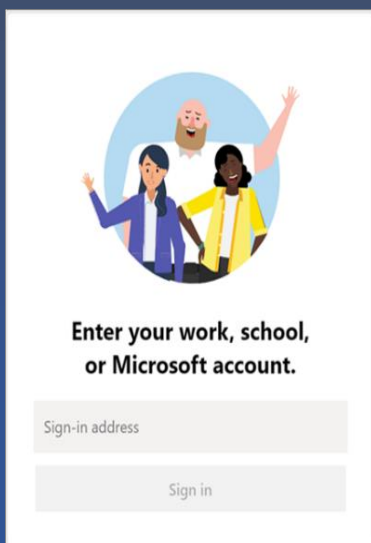


St Munchins' College

Microsoft Teams



Joining a Teams Meeting on Teams App (Phone/Tablet)



Step 1

Log on to Teams app using school email
(@stmunchinscollege.ie)

Click on "More"
tab



Step 2

Click on the
calendar icon



Step 3

Find the scheduled
class in your
calendar and click
join