



How to Access Teams

There are different ways to use Teams

- Through the Teams App on your laptop/computer
- Using the Teams App on a tablet or smartphone



Online using a website

Go to the Digital Learning Team website - <https://digitallearningteam.org/>

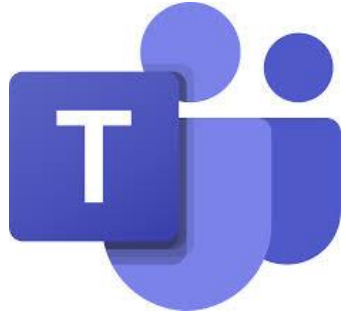
From the Learners' Menu, select Office 365 Login.

You will then be directed to the Edinburgh Login page.

Enter your username and password

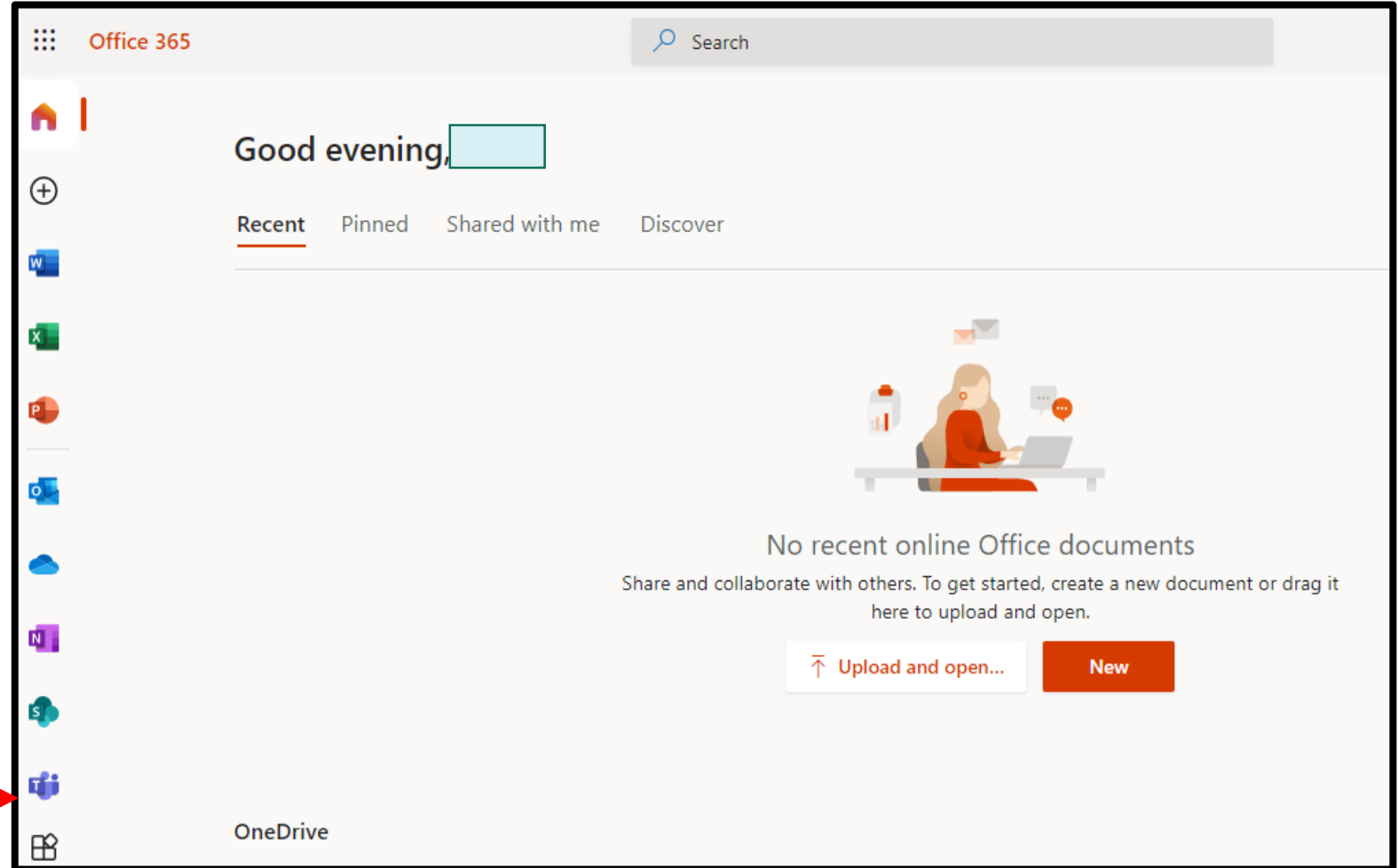


You can now launch Teams by clicking on the Teams icon



Teams icon

1. Click on the Teams icon to launch the program.



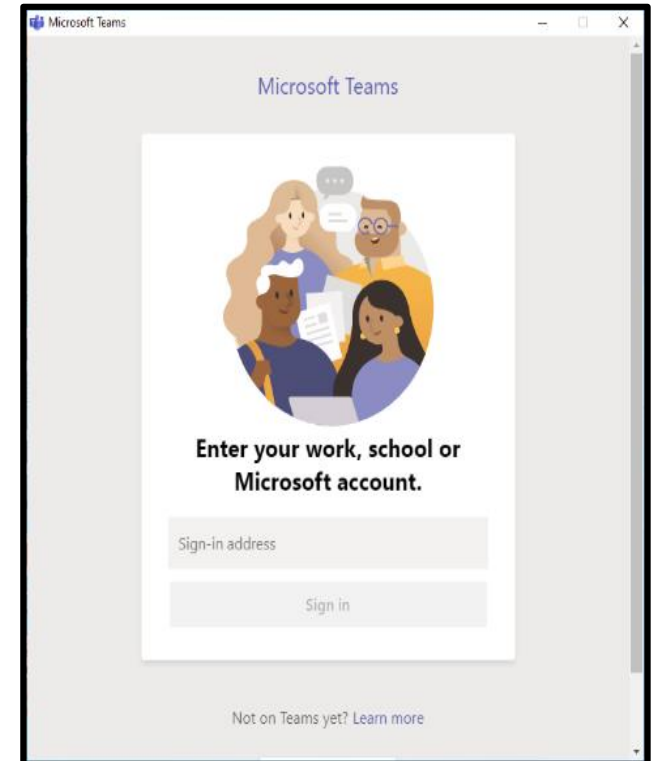
You will see your Teams. Click on your class name

The screenshot displays the Microsoft Teams application interface. At the top, there is a browser window with the URL https://teams.microsoft.com/_#/school/?ctx=teamsGrid. The main header shows the Microsoft Teams logo and a search bar with the text "Search for or type a command". On the left side, there is a vertical navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help. The main content area is titled "Teams" and contains a section labeled "Your teams". This section displays a grid of eight team cards, each with a unique icon and a name. The teams are: "Gylemuir 2020 P3a", "Gylemuir 2020 P5/6", "Gylemuir 2020 P3b", "Gylemuir 2020 P4a", "Gylemuir 2020 P6b", "Gylemuir 2020 P4b", "Gylemuir 2020 P5a", and "Gylemuir 2020 P5b". A prominent red arrow points from the top text to the "Gylemuir 2020 P5/6" team card.

Team Name	Icon Description
Gylemuir 2020 P3a	Two overlapping speech bubbles, one yellow and one blue.
Gylemuir 2020 P5/6	Four colored pencils (red, yellow, green, blue) standing upright.
Gylemuir 2020 P3b	A yellow microphone on a black stand.
Gylemuir 2020 P4a	Four colored pencils (red, yellow, green, blue) standing upright.
Gylemuir 2020 P6b	A landscape with snow-capped mountains and a red flag on a pole.
Gylemuir 2020 P4b	A red square with a yellow gear-like pattern.
Gylemuir 2020 P5a	A black and white dog's head.
Gylemuir 2020 P5b	A close-up of a croissant.

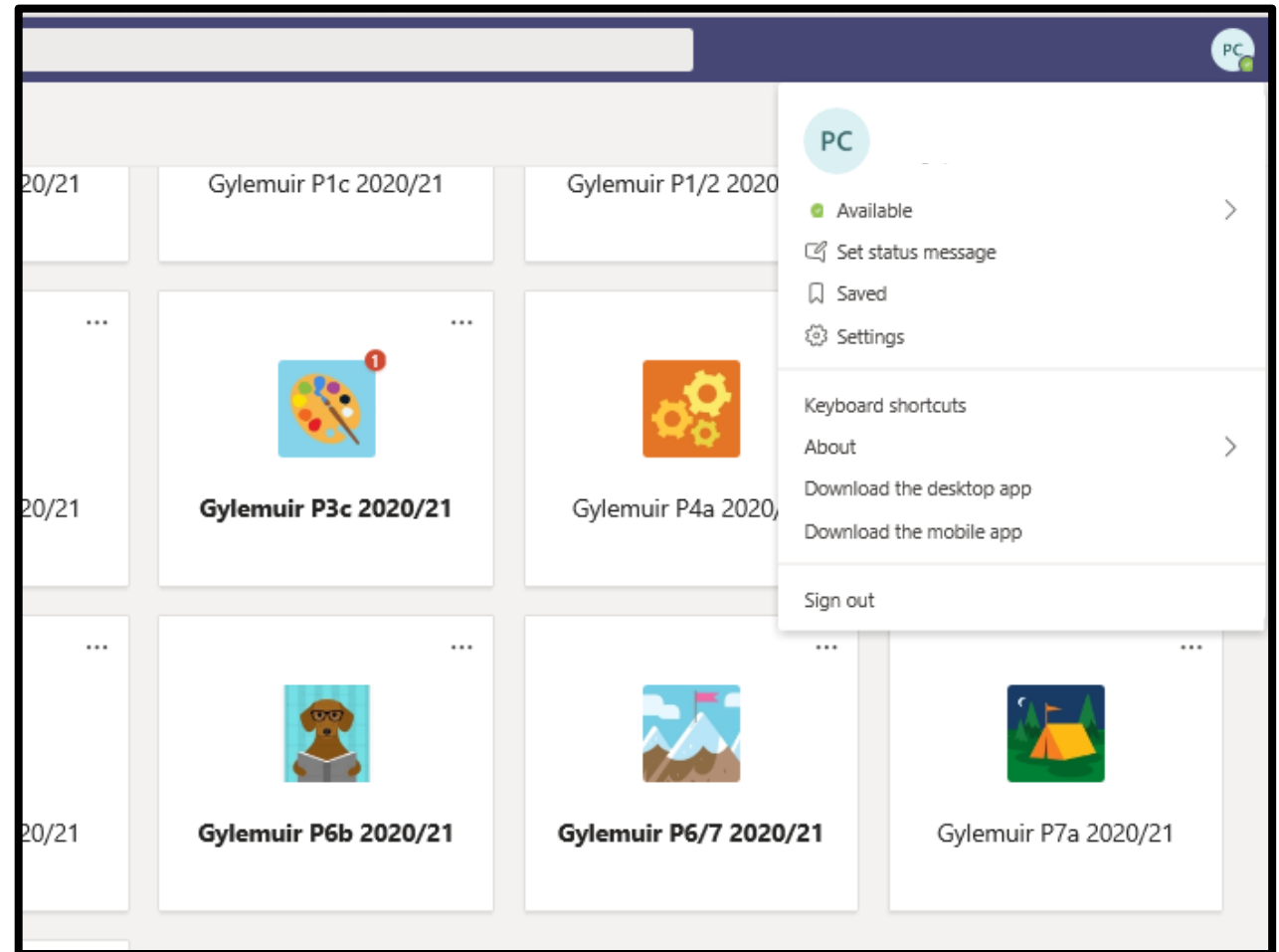
Using the Teams App on a Laptop or Computer

- Open the App
- Sign into Teams, use your Office 365 details to login in.
- This begins with your username followed by @ea.edin.sch.uk
- Like this -
- 123456789@ea.edin.sch.uk



Important - if the app is open or has been used by another account, you will need to sign out.

- Open the App
- Click on the small circle in the top right hand corner
- From the menu choose sign out.
- You will then be able to sign in with your new account



You will then be directed to the Edinburgh login page - you just need to put in your username and password.

Sign In

ADFS1-1 City of Edinburgh Learning and Teaching Single Sign On

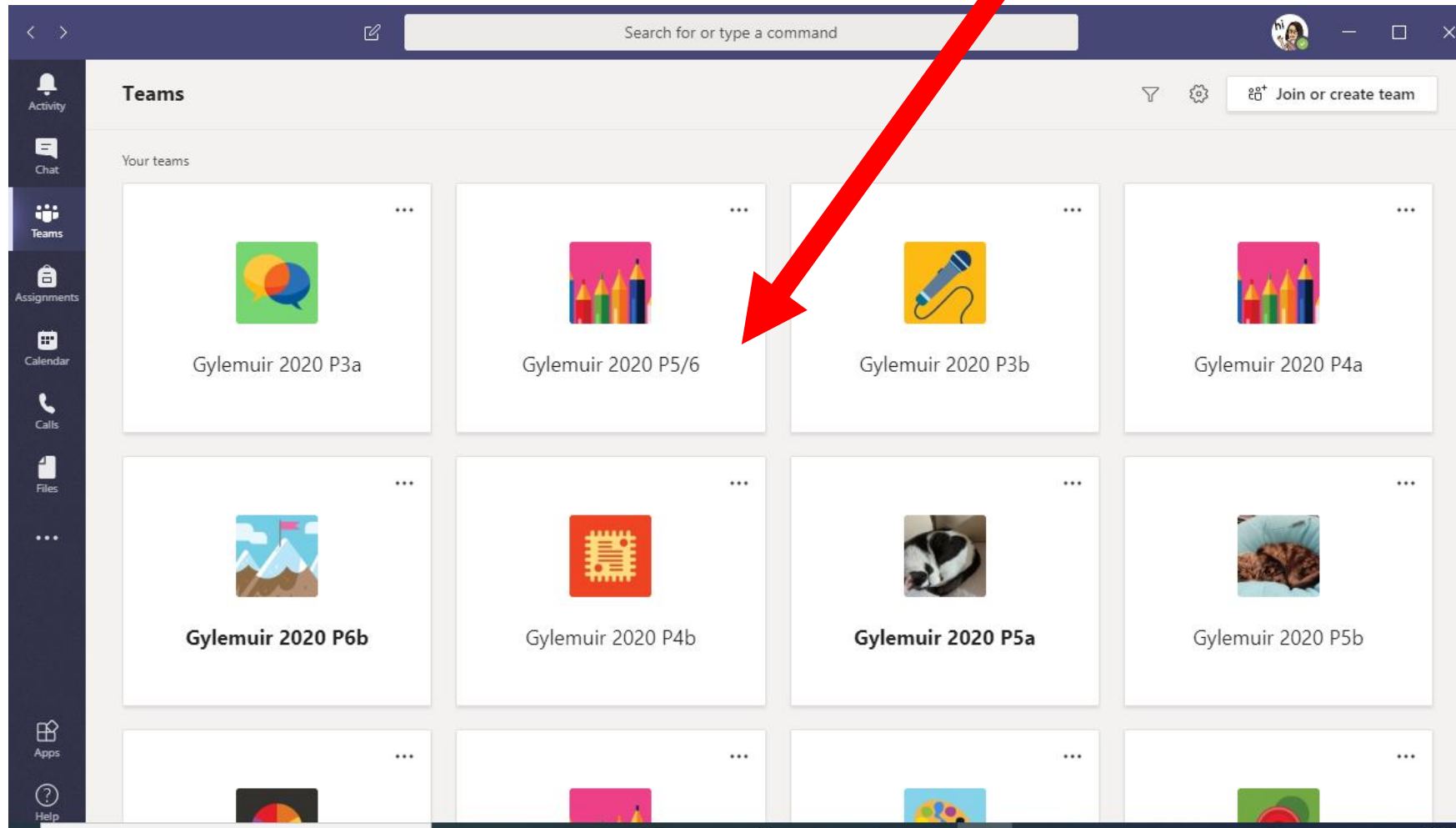
Type your user name in "username@ea.edin.sch.uk" format and password.

User name: Example: username@ea.edin.sch.uk

Password:

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You will see your Teams. Click on your class name

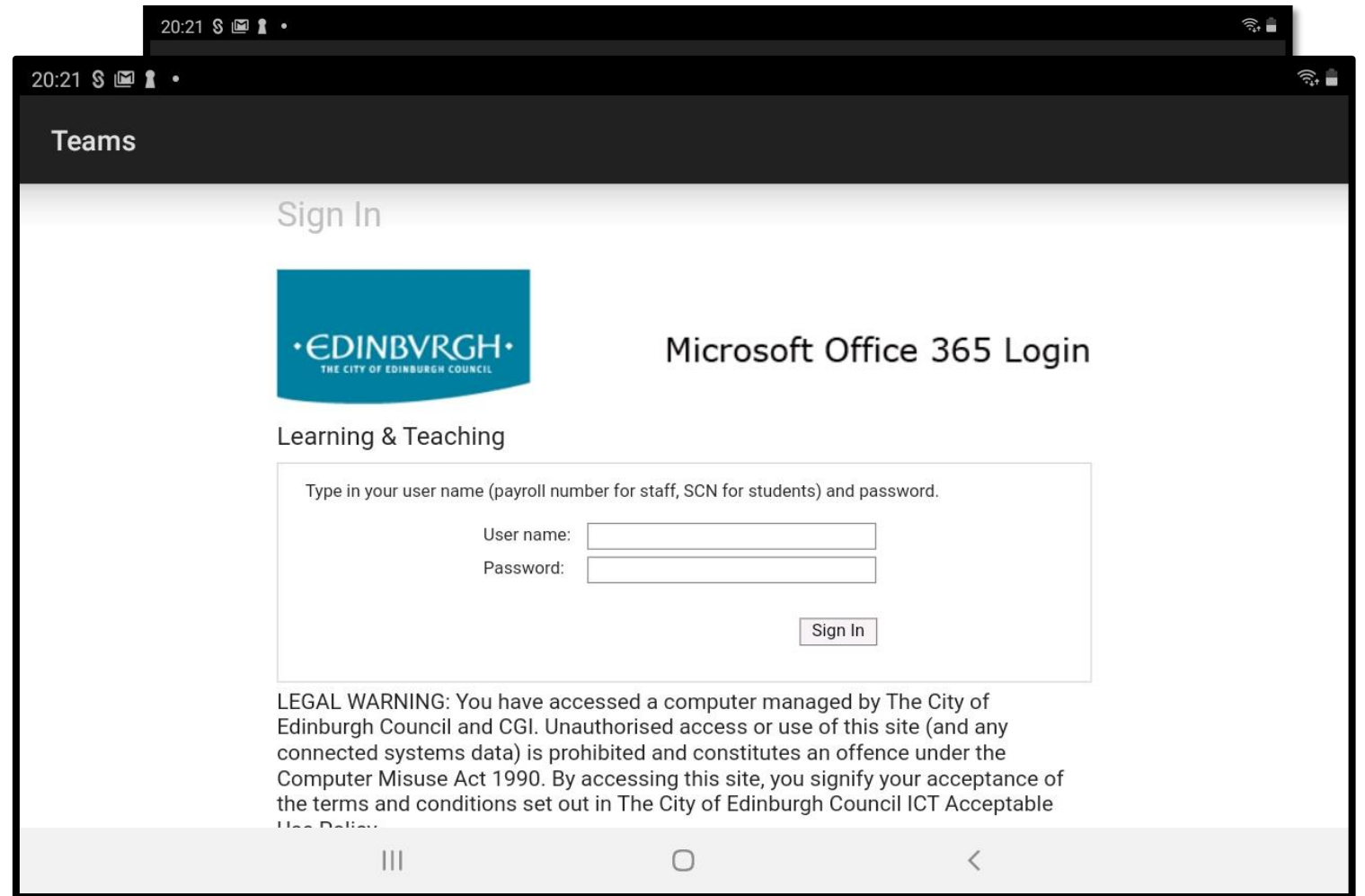


Using the Teams App on a Tablet or Smartphone (for first time use of App)

- Download the Teams App.
- Open the App.
- Sign into Teams with your Office 365 details.
- This begins with your username followed by **@ea.edin.sch.uk**
- Like this -
- **123456789@ea.edin.sch.uk**




You will then be directed to the Edinburgh login page - you just need to put in your username and password.



20:21 \$ [mail] [lock] [wifi]

Teams

Sign In

 Microsoft Office 365 Login

Learning & Teaching

Type in your user name (payroll number for staff, SCN for students) and password.

User name:

Password:

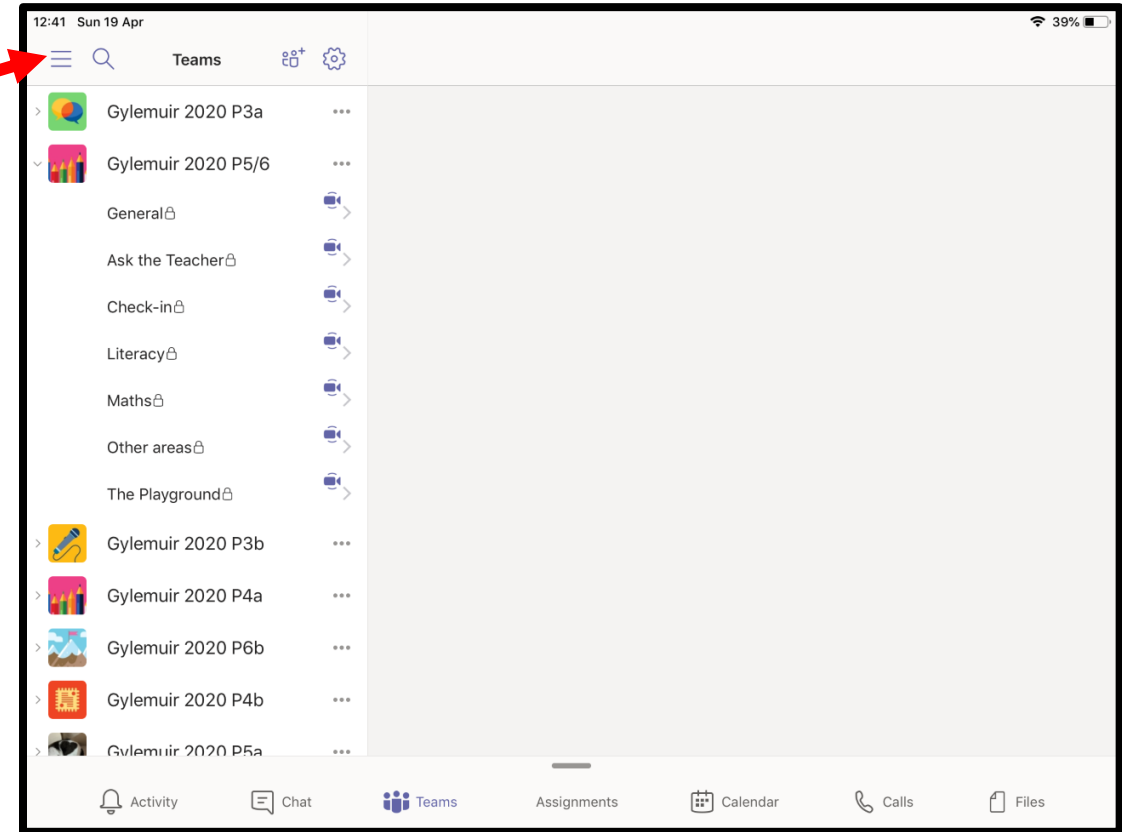
Sign In

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Important - if the app is open or has been used by another account, you will need to add your new Office 365 account.

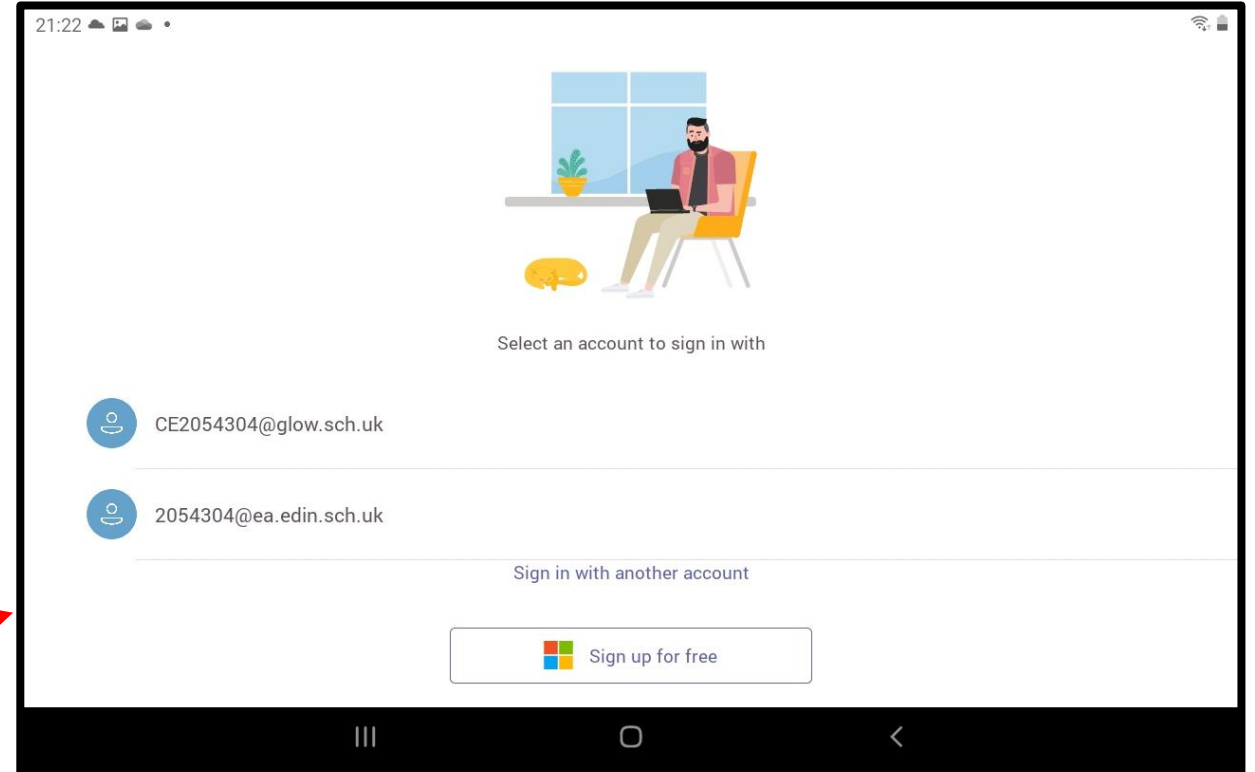
- Open the App
- Click on the three lines in the top left hand corner.
- From the menu - choose Add Account
- Sign in with your account details eg
123456789@ea.edin.sch.uk



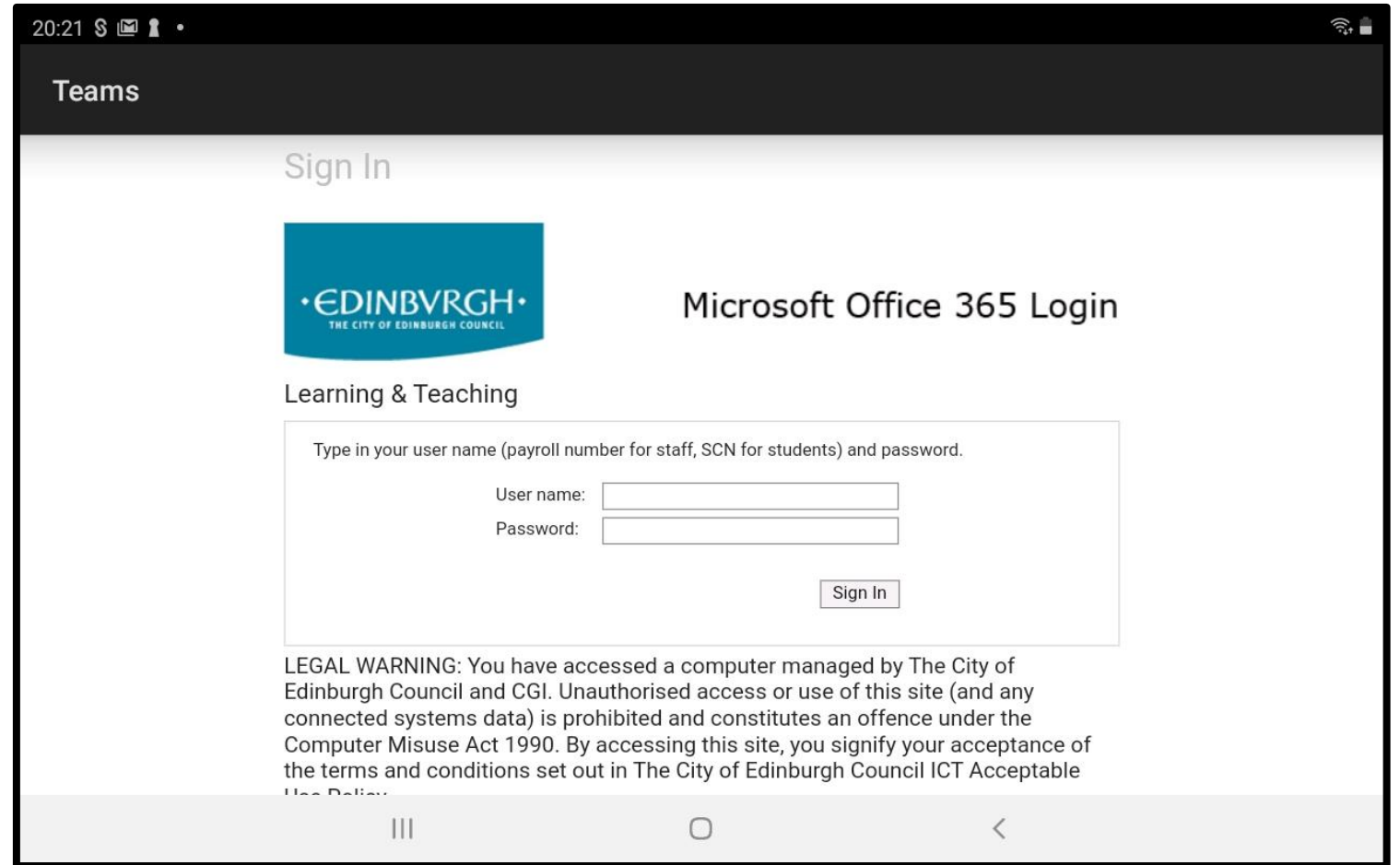
How to switch users

- Open the App
- Click on the three lines in the top left hand corner.
- Choose settings
- Then Sign Out (the last item in the menu)

- When you next login, either select your account or add another account

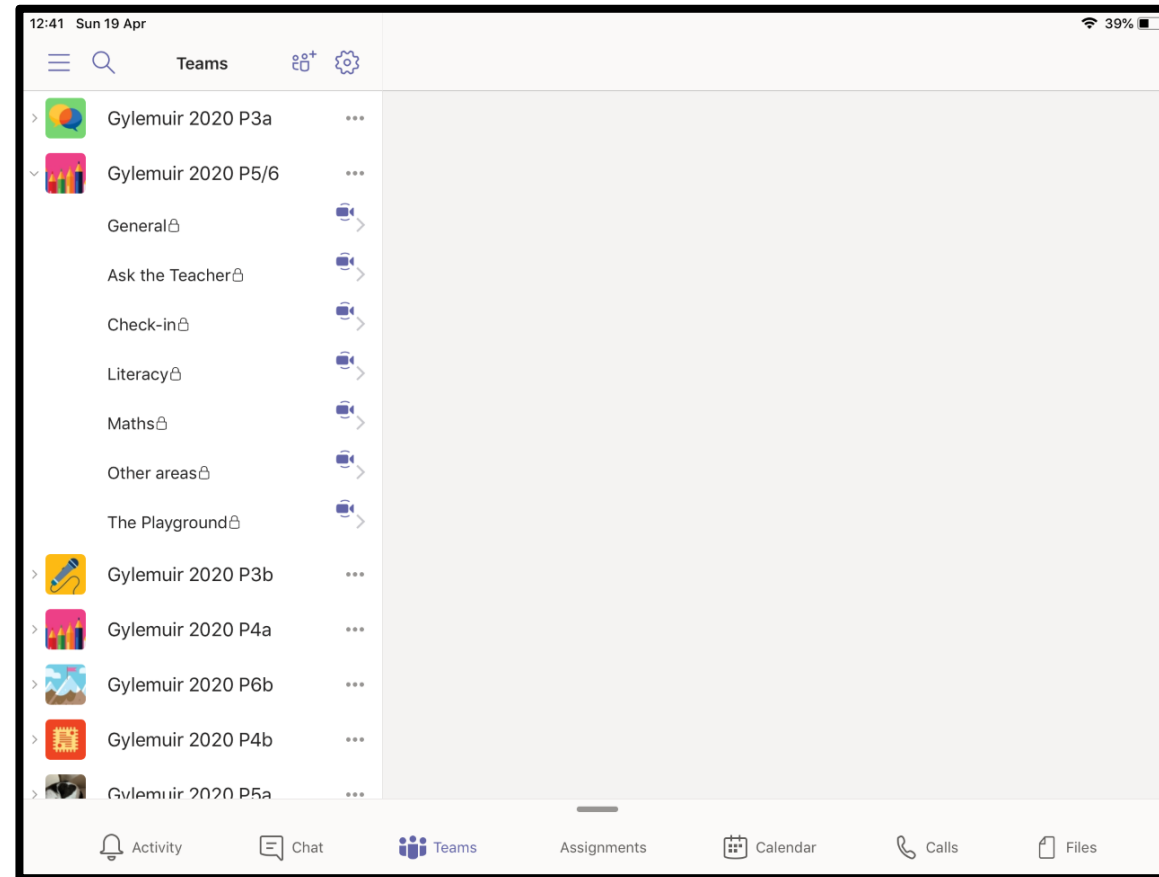


You will then be directed to the Edinburgh login page - you just need to put in your username and password.



The screenshot shows a mobile browser interface for the Edinburgh Microsoft Office 365 login page. At the top, the status bar shows the time 20:21 and various icons. Below the status bar, the word "Teams" is displayed in a dark header. The main content area has a white background with the heading "Sign In" at the top. On the left, there is a blue logo for "EDINBURGH THE CITY OF EDINBURGH COUNCIL". To the right of the logo, the text "Microsoft Office 365 Login" is displayed. Below the logo and heading, the text "Learning & Teaching" is visible. A large white box contains the login instructions: "Type in your user name (payroll number for staff, SCN for students) and password." Below this text are two input fields: "User name:" and "Password:". A "Sign In" button is located to the right of the password field. At the bottom of the white box, there is a "LEGAL WARNING" section with the following text: "LEGAL WARNING: You have accessed a computer managed by The City of Edinburgh Council and CGI. Unauthorised access or use of this site (and any connected systems data) is prohibited and constitutes an offence under the Computer Misuse Act 1990. By accessing this site, you signify your acceptance of the terms and conditions set out in The City of Edinburgh Council ICT Acceptable Use Policy." The bottom of the screenshot shows a grey navigation bar with three icons: a hamburger menu, a home button, and a back arrow.

Your Teams will appear on the left hand side.
Click the name of your Team to see the
channels.



Make sure the Teams icon is blue.