

Accessing Teams at Home

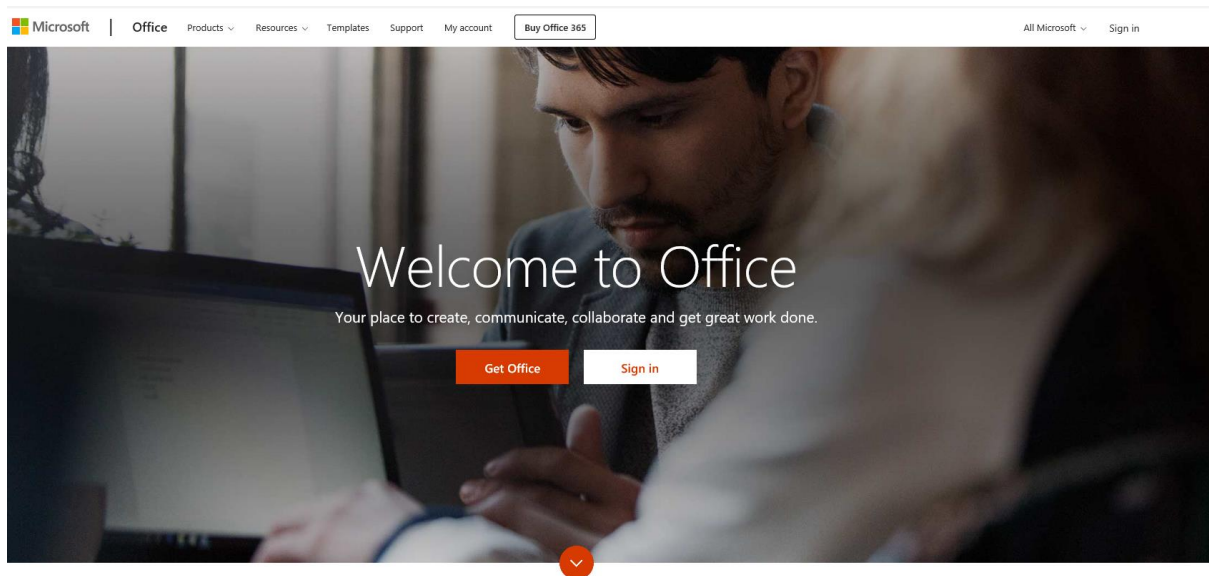
It is possible to access Outlook, Teams and OneDrive, as well as online versions of Word, PowerPoint etc. without logging onto Remote.

Step 1:

Open an internet browser and navigate to <https://www.office.com>

The website should appear as below.

It may appear differently if you are already signed in, if you are using a mobile device or if Microsoft update their website.



Find the option to **'sign in'**, usually in the top-right.

Step 2:

You should be sent to the page below.



Enter your Tolworth Girls' School **email address**.

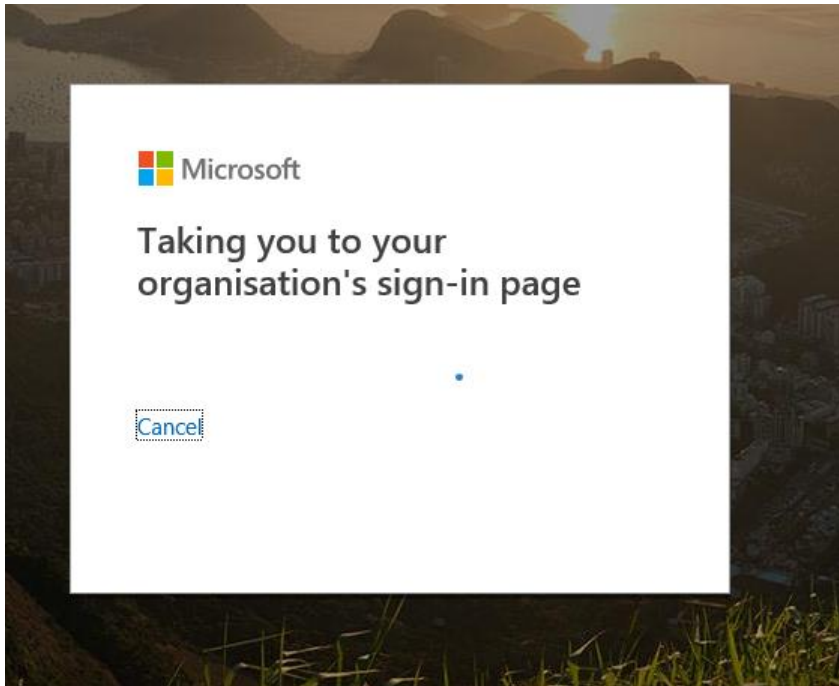
For staff your email address is of the format firstname.surname@tolworthgirlsschool.co.uk

For students your email address is of the format

18jsmith1@tolworthgirlsschool.co.uk

This also applies to 6th form students (e.g. do not use your LGfL email address)

You should see the below message as you are sent to the Tolworth Girls' School organisation page. This may vary depending on the browser.



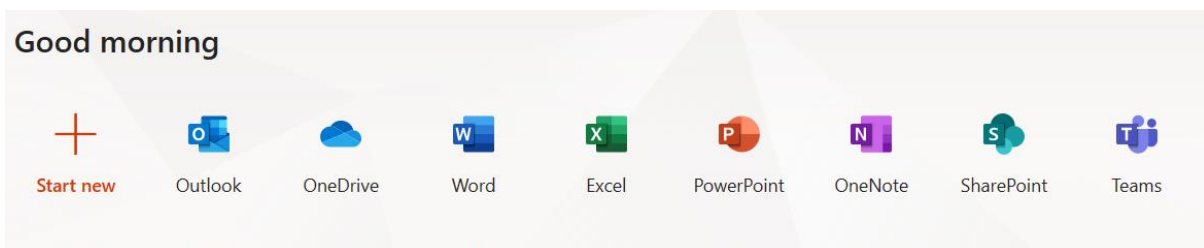
Step 3:

You will then be prompted to sign into the organisation page. Sometimes, your email address is automatically entered into the username field here – **this is wrong**.

Your username will be the same as the one you use to log into a PC at school, with **tgnet** before it. For example, **tgnet\18jsmith1**

Your password is also the same as the one you would use on a PC at school.

You should be sent to a page similar to below:



Here you can access Teams.