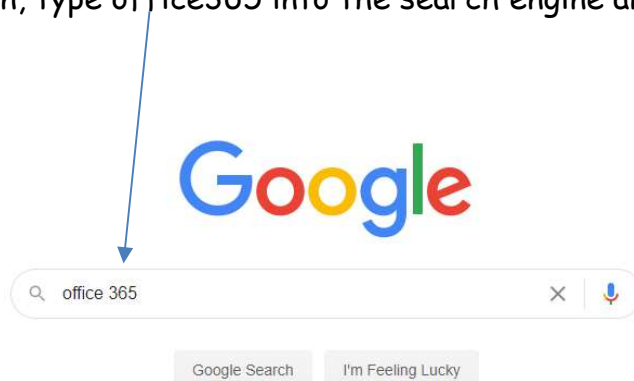
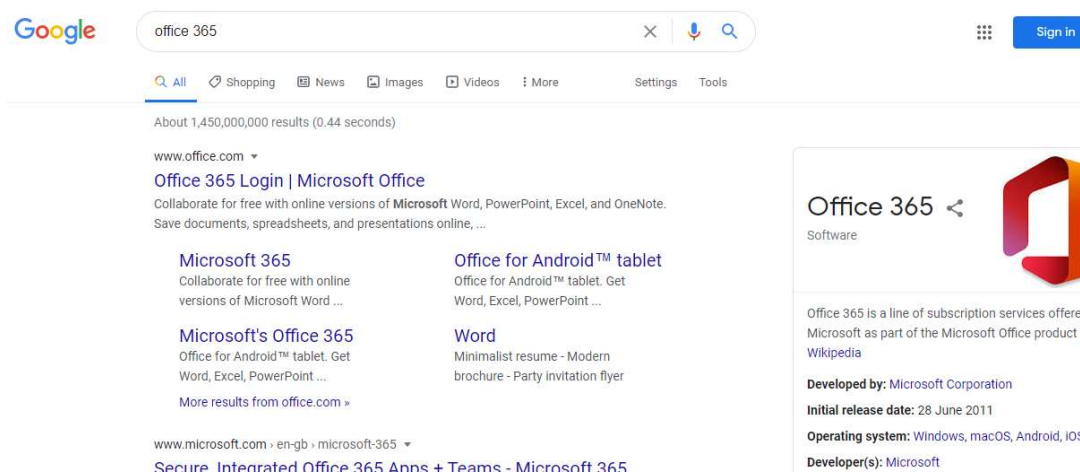


You need to logon using your new username and password, e.g. [20j.bloggs@erdington.fmat.co.uk](mailto:20j.bloggs@erdington.fmat.co.uk)

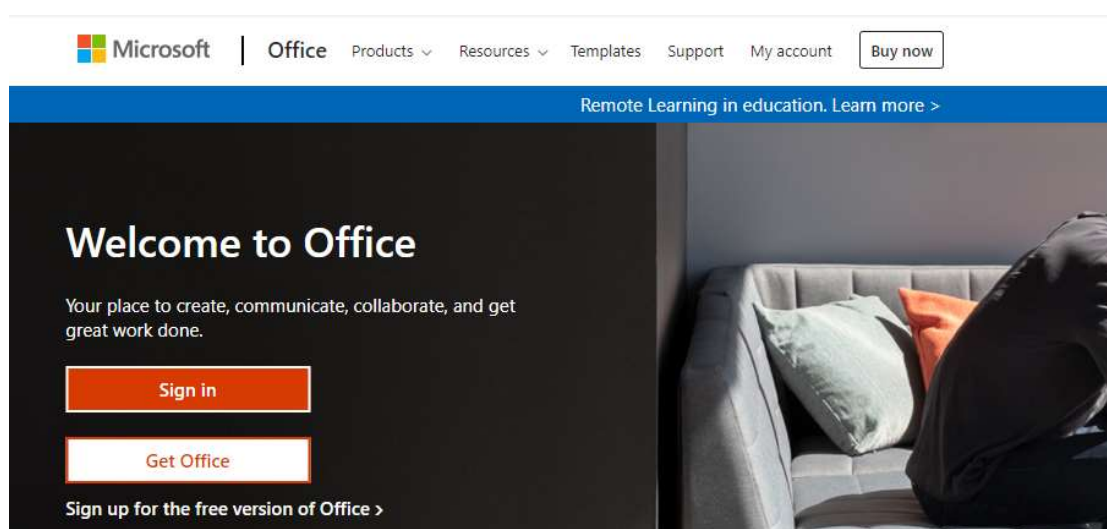
Once you have logged on, type office365 into the search engine and press search.



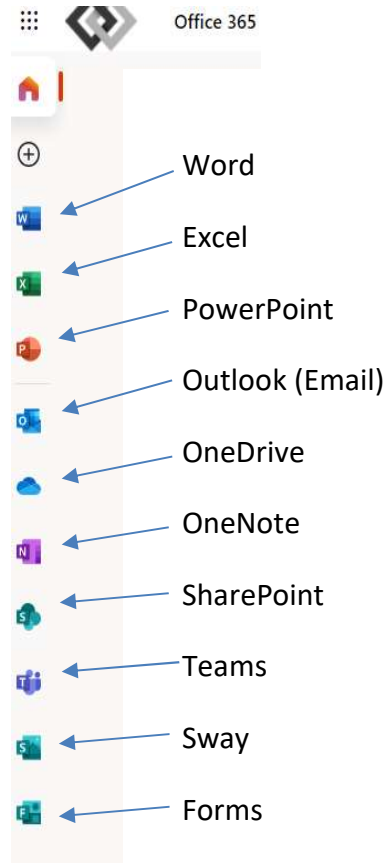
You will receive the following links:



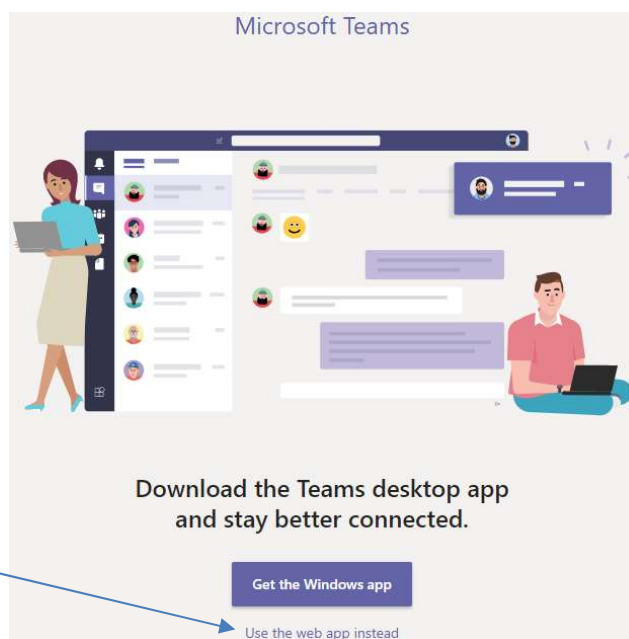
Click on Office 365 Login and you will see the following screen:



Press sign in and if it doesn't log you in automatically use your new email address and password. You will then see a screen with the links to the left that are shown below. This is where you will be able to use all office programs and Teams.

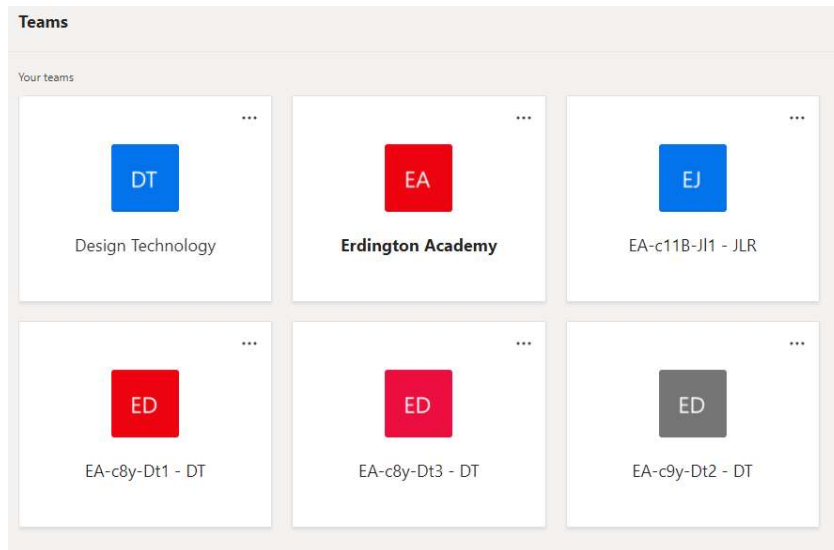


You can use all the programmes associated with Office but first of all please click on the Teams link, which will take you to the following screen:

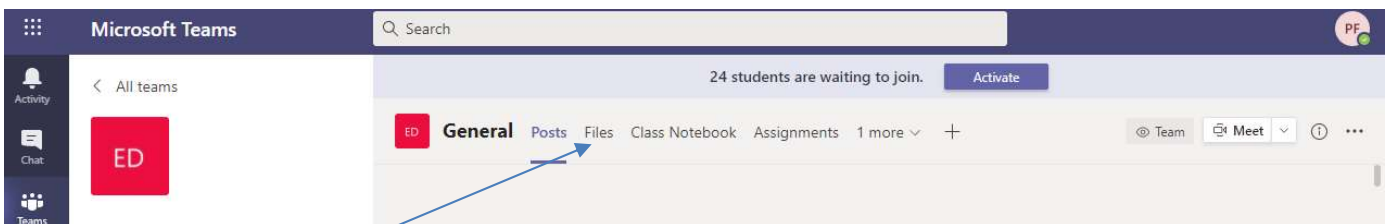


Click on "Use the web app instead".

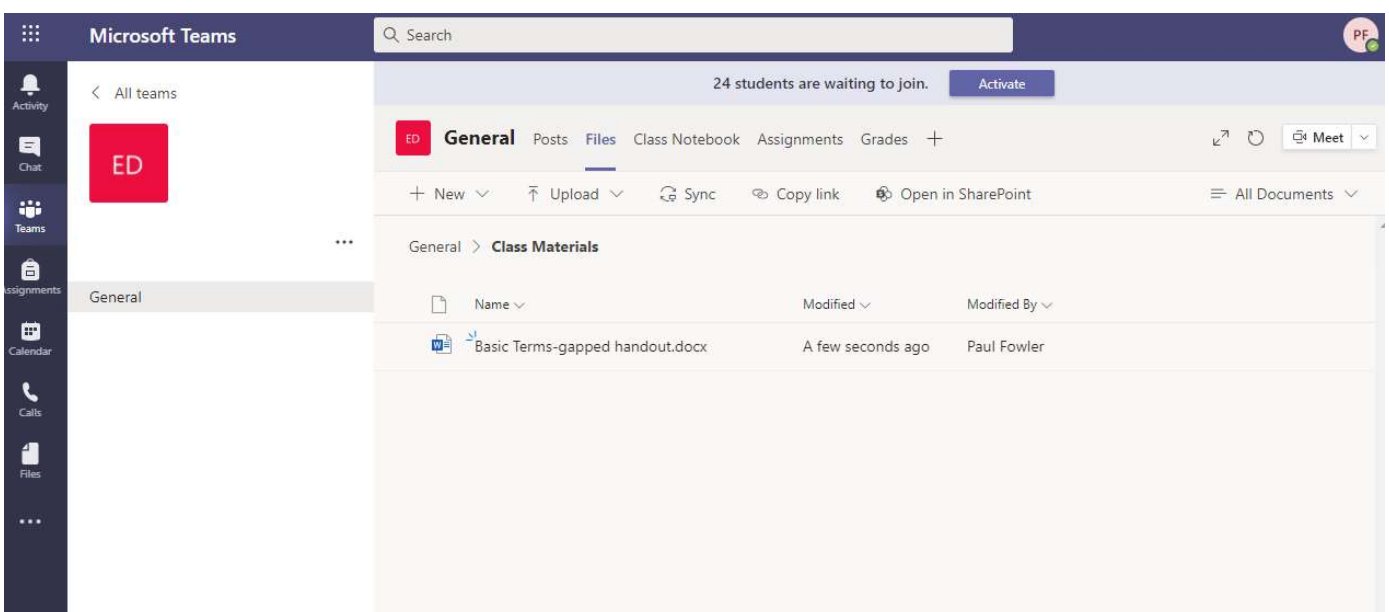
All your classes will be shown on the screen similar to the screenshot below:



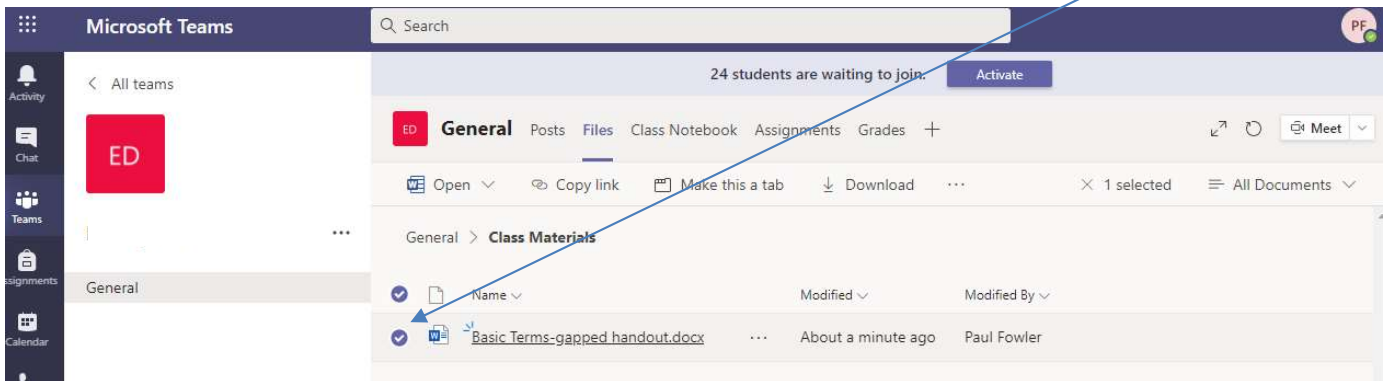
Click on one of your classes and it will take you to the following screen:



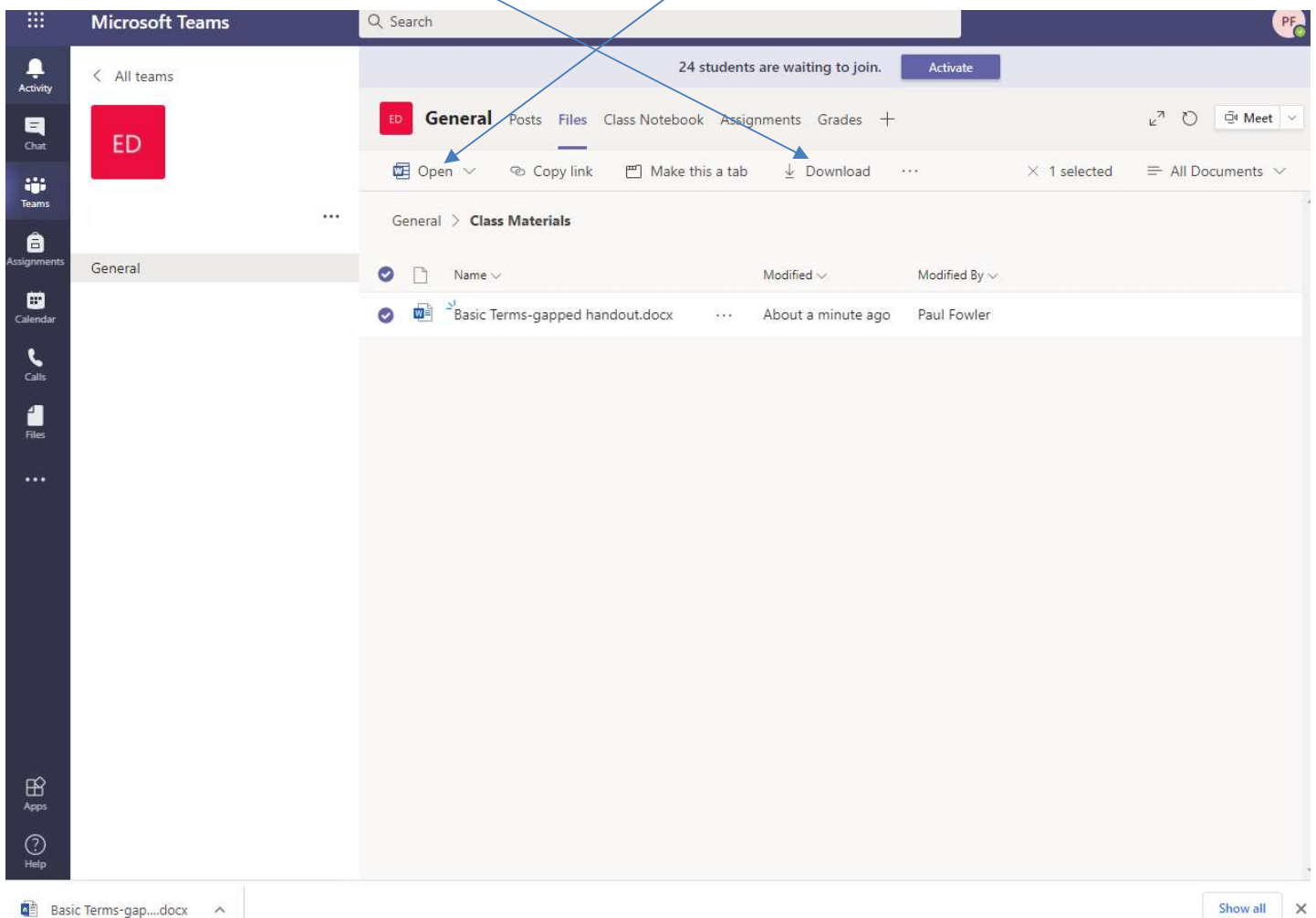
Click on the Files tab and you will then see the following screenshot:



To download the file, you will need to hover your mouse over the name of the file you wish to download and a circle appears to the left - put a tick in this box as shown below:



You can now see a download link in the menu bar, or an open link, above the file which will enable you to save the file, or open it depending on your needs, as shown below:



The download is shown at the bottom of your screen.