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Proud to be part of



Minerva
Learning Trust

A guide for students setting up Microsoft Teams for the first time (including Y7's)

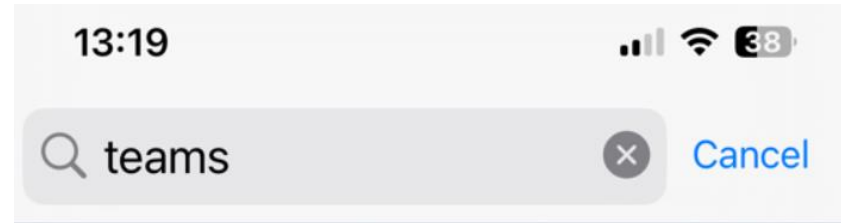


Microsoft Teams

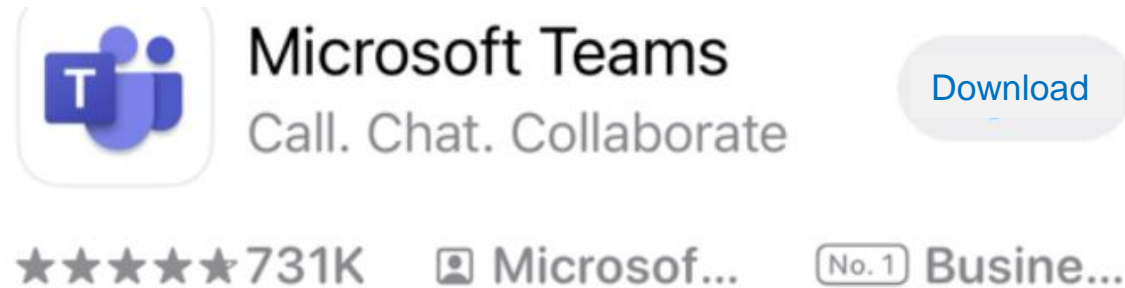
Step 1 - Download the Microsoft Teams app from your app store as part of a fresh install



Search.....

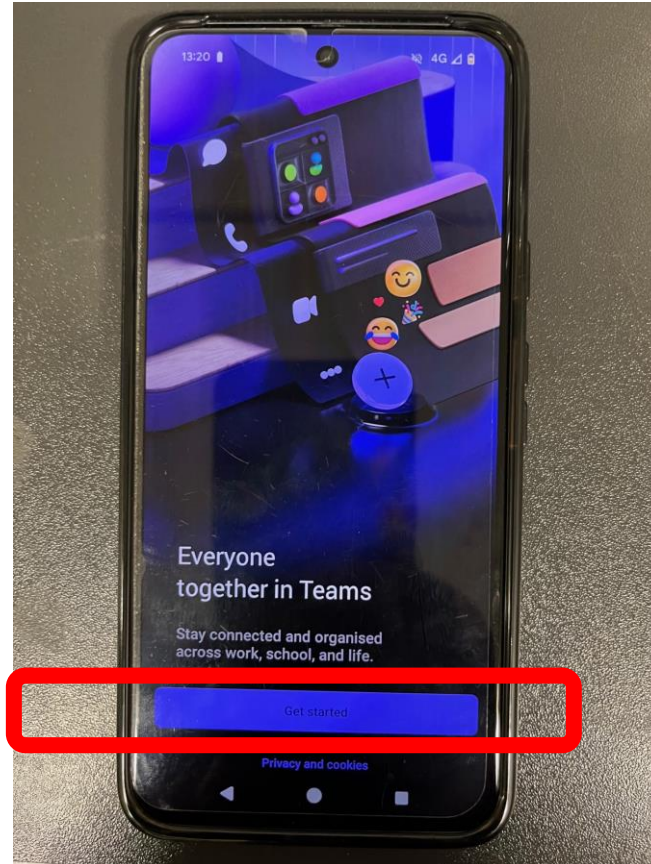


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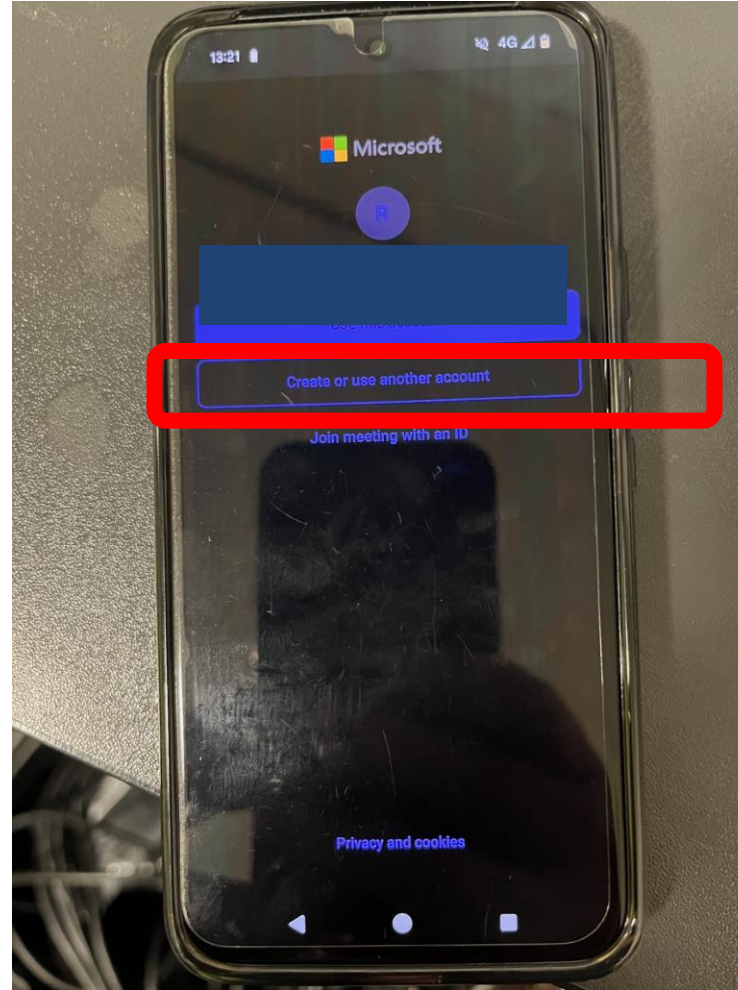
Microsoft Teams

Step 2 - Click on get started



Microsoft Teams

Step 3- Click create an account

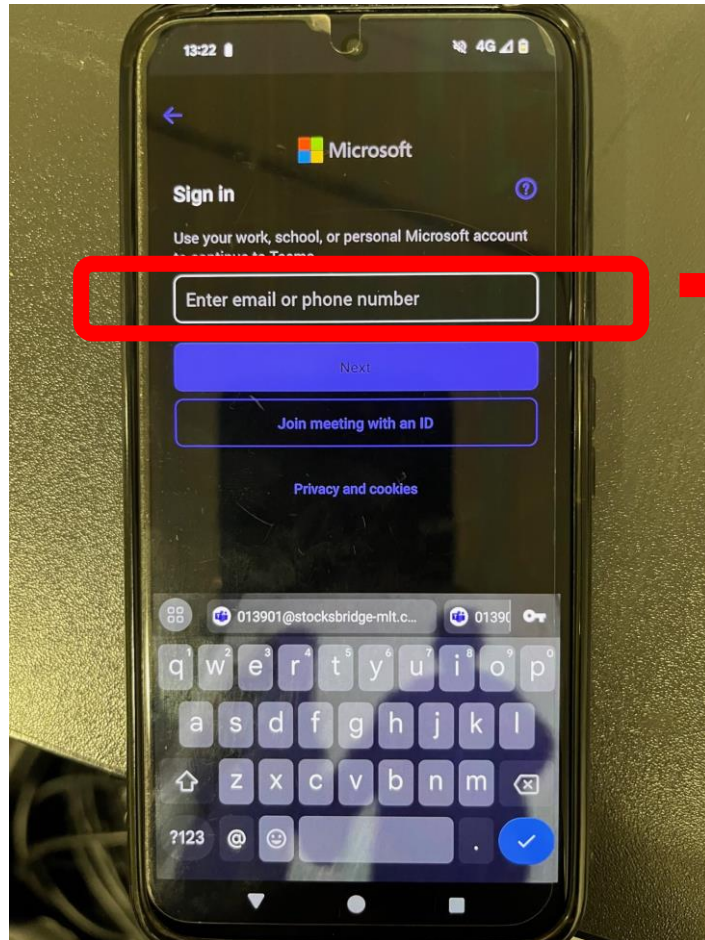




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Microsoft Teams

Step 4 - Type in your school email



→ 123456@stocksbridge-mlt.co.uk

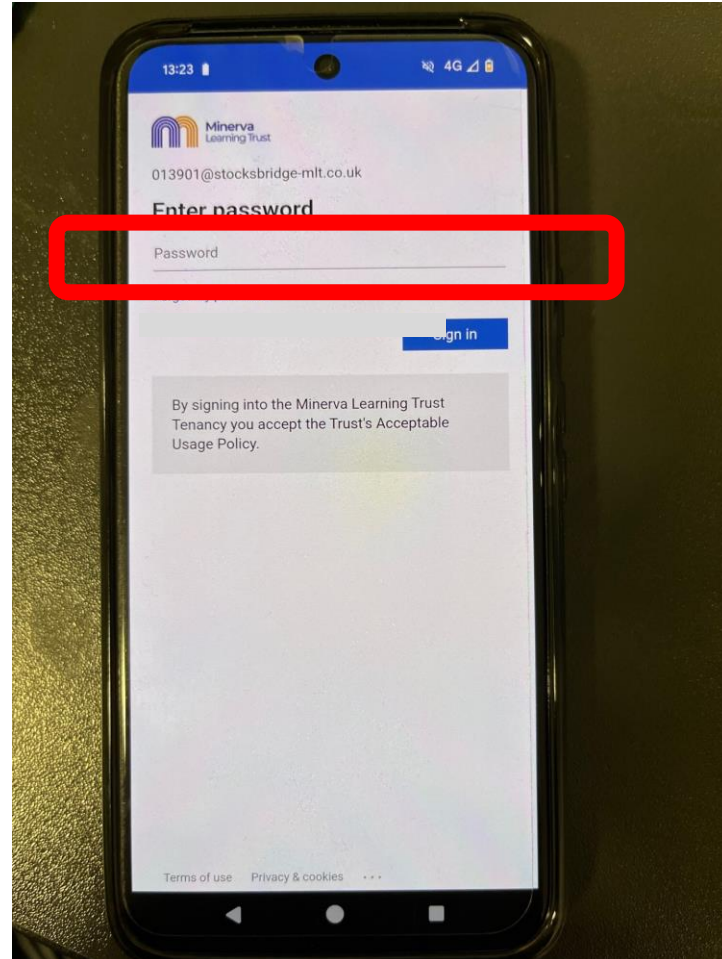


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— This is Just the Start —

Believe, Achieve, Succeed

Microsoft Teams

Step 5- Enter your school password



Microsoft Teams



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Step 6 - Select
the option **I want
to set up a
different method**

On this screen... →

Minerva Learning Trust ?

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

Select the option I want to set up a different method

[I want to set up a different method](#)



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Then
choose the
contact
method of
'Phone'

Select 'Phone', then
click confirm.

Enter your mobile
number when
prompted.

Use the code texted
to you when it is
requested.

A screenshot of the Microsoft Teams account security setup screen. The background is a grey dialog box with the Minerva Learning Trust logo at the top left. The main text reads "Keep your account secure" and "Your organisation requires you to set up the following methods of proving who you are." Below this is a white modal dialog box titled "Choose a different method" with a close button (X) in the top right corner. Inside the modal, it asks "Which method would you like to use?" and has a dropdown menu with "Phone" selected. There are "Cancel" and "Confirm" buttons at the bottom of the modal. Below the modal, there is a "Next" button and two links: "I want to use a different authenticator app" and "I want to set up a different method". A red arrow points from the text "Select 'Phone', then click confirm." to the "Phone" option in the dropdown menu.

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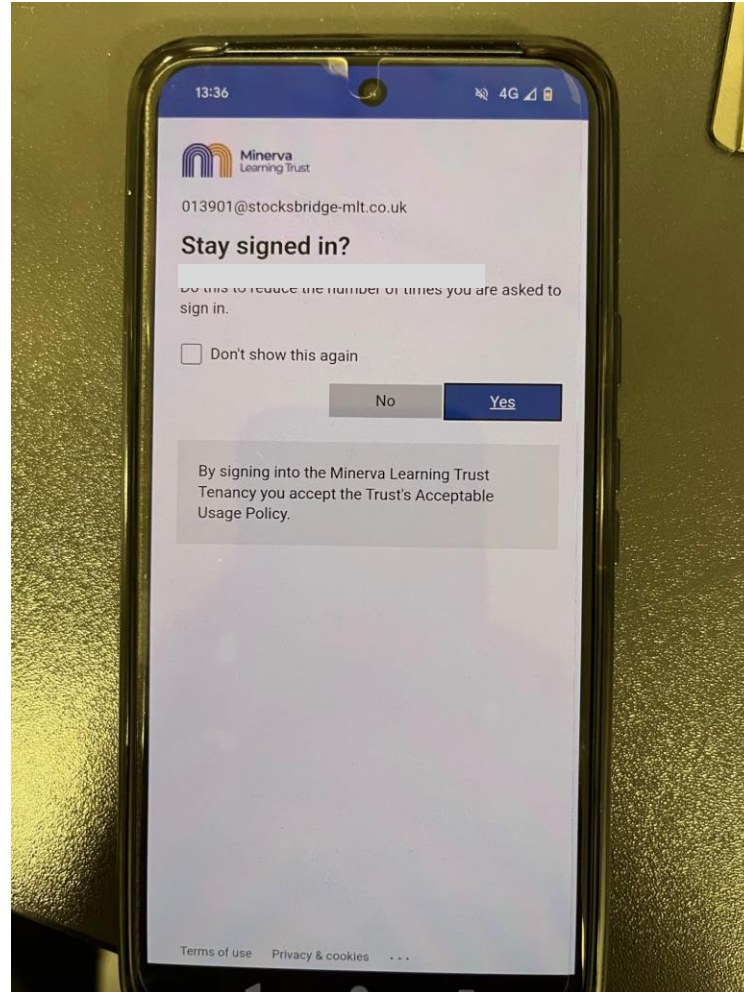
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Step 7 - Don't forget to stay signed in!!!



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A guide for students setting up Microsoft Teams for existing users (including 8-11's)

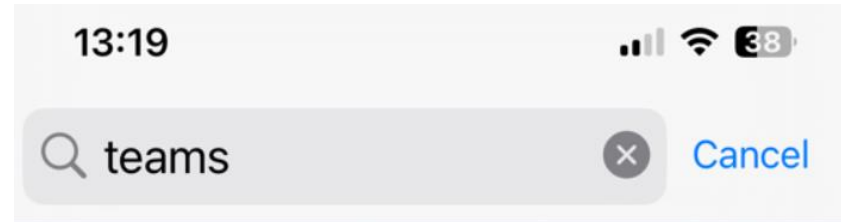


Microsoft Teams

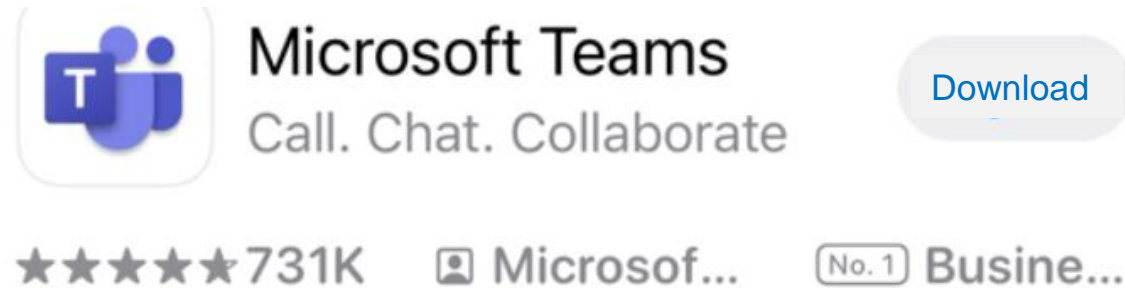
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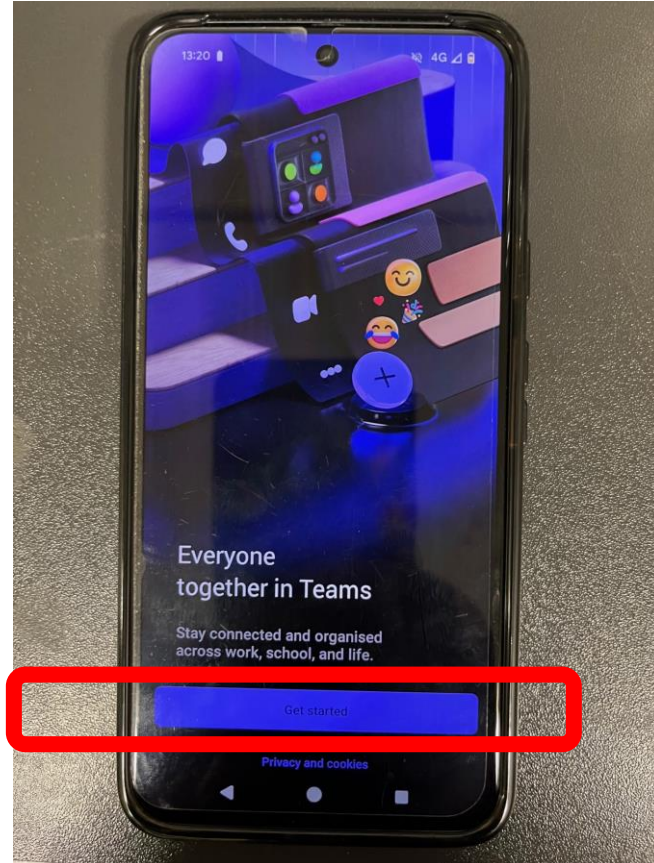


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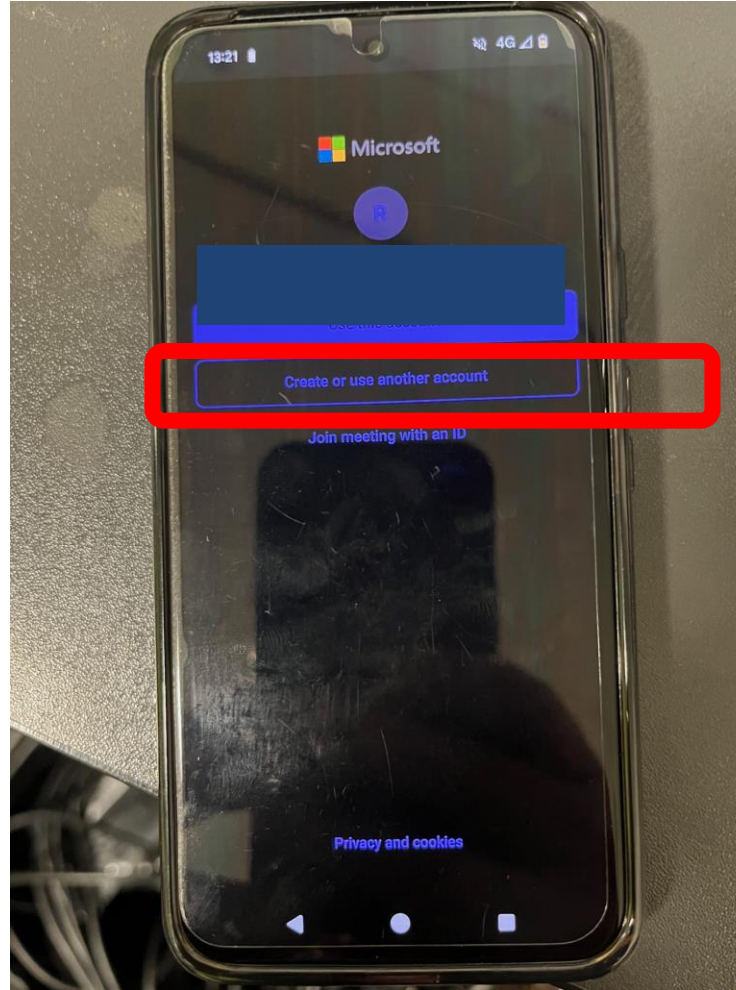
Microsoft Teams

Step 2 - Click on get started



Microsoft Teams

Step 3- Click create an account

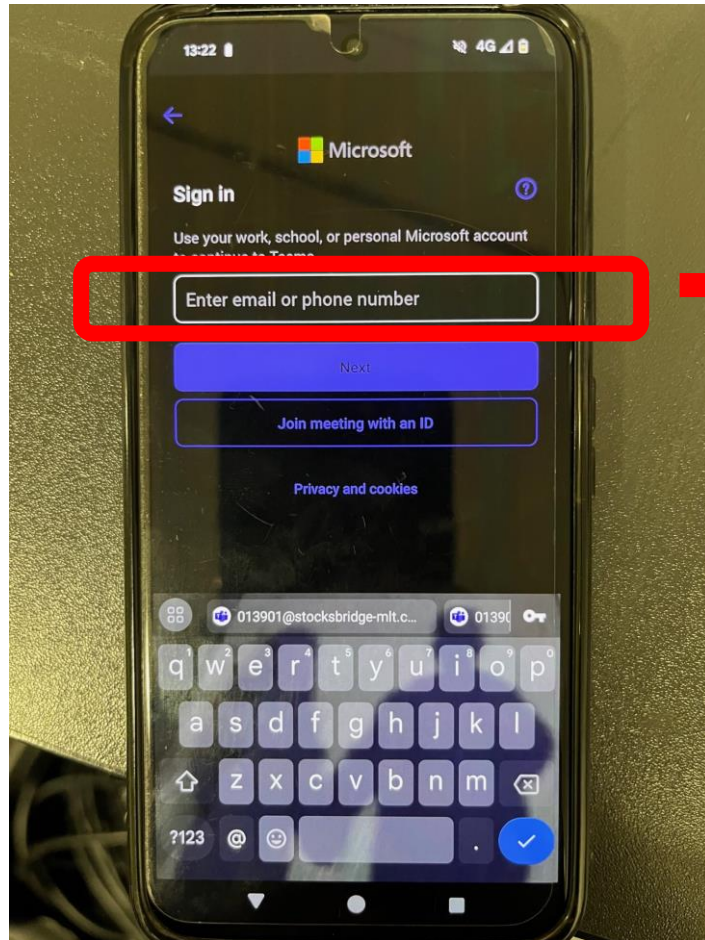




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Microsoft Teams

Step 4 - Type in your school email



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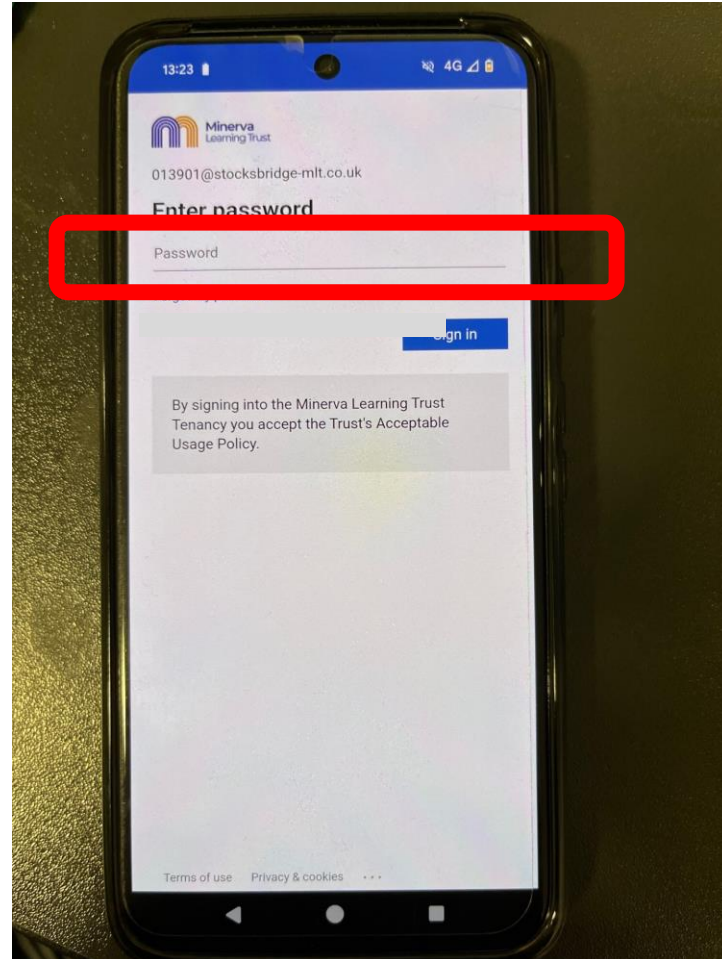


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Microsoft Teams

Step 5- Enter your school password



Microsoft Teams

Step 6- You may not be able to do the last step until you see school IT Support.

They will ask you to type your mobile telephone number into the Microsoft system and you will receive a code by text to complete the set up.

See them at break, lunch or after school.

