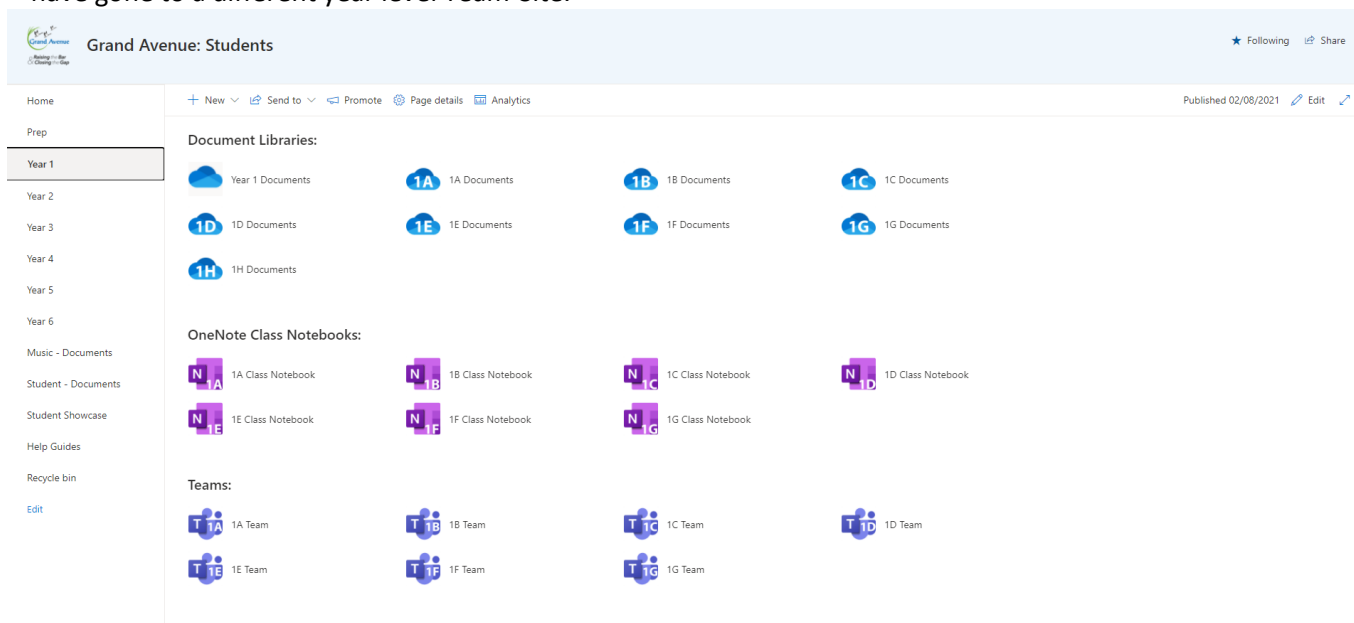


This help-guide will guide you through the process of accessing your Microsoft Teams from the Grand Avenue State School Student SharePoint Team-Site. This help-guide is applicable to user with a Windows device (Windows 8, Windows 10S).

1. This help-guide assumes that you have access to the Grand Avenue State School Student SharePoint Team-Site, **if you do not please follow the [“Help-Guide – How to access Student SharePoint \(Windows\)”](#)**
2. Open a compatible web browser (e.g. Microsoft Edge, safari, Google Chrome, or Firefox)
3. Select the link below corresponding to your year level:
 - [Prep – Student Team-Site](https://qedu.sharepoint.com/sites/1674/students/SitePages/Prep.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Prep.aspx
 - [Year 1 – Student Team-Site](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-1.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-1.aspx
 - [Year 2 – Student Team-Site](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-2.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-2.aspx
 - [Year 3 – Student Team-Site](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-3.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-3.aspx
 - [Year 4 – Student Team-Site](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-4.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-4.aspx
 - [Year 5 – Student Team-Site](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-5.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-5.aspx
 - [Year 6 – Student Team-Site](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-6.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-6.aspx
4. You will be taken to your year level SharePoint Team-Site.
Note: In this example, the “Year 1 Student Team-Site” was selected, your screen might look slightly different if you have gone to a different year level Team-Site.

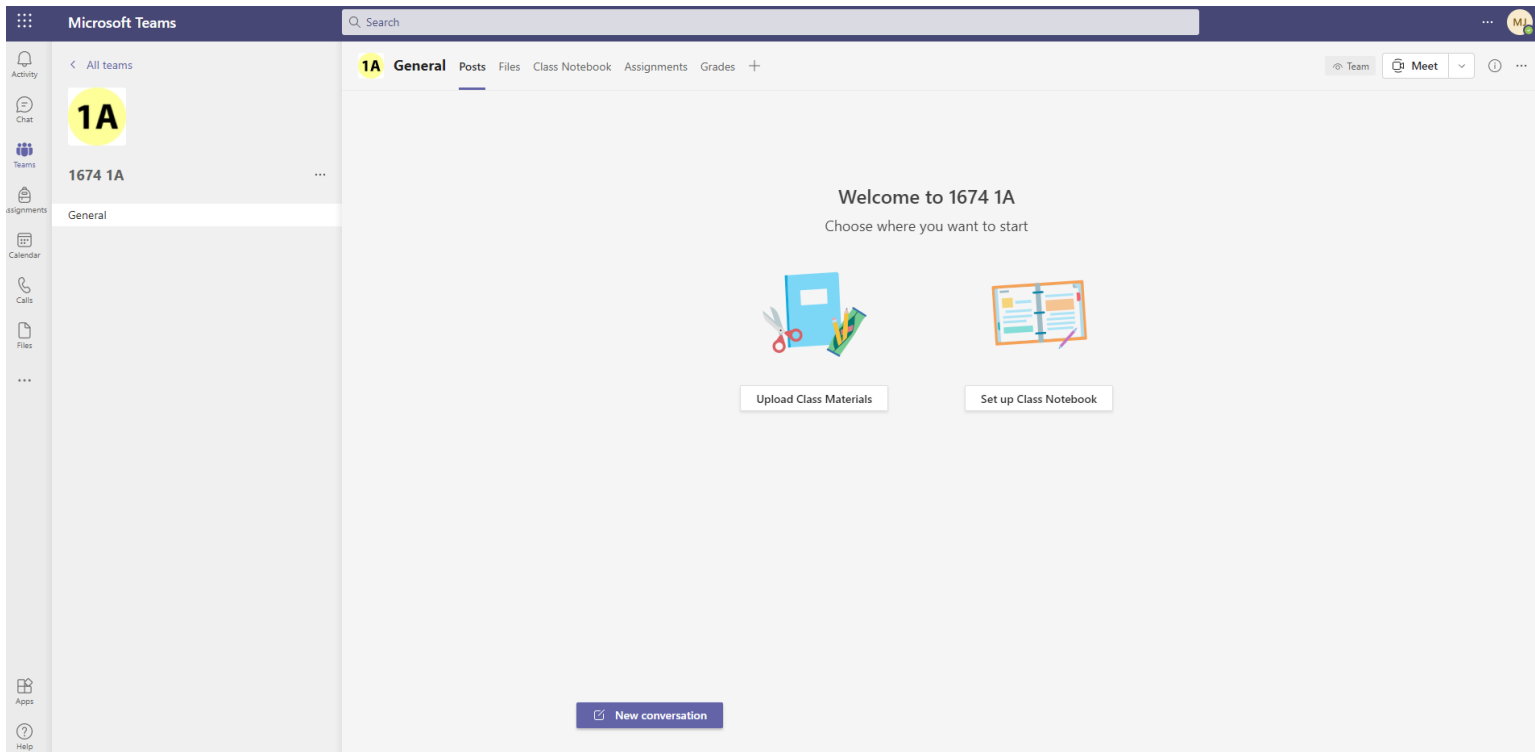


5. To navigate to your classes “Microsoft Team”, select your class under the heading “Teams”

The screenshot shows the 'Grand Avenue: Students' dashboard. On the left is a navigation menu with 'Year 1' selected. The main content area is divided into three sections: 'Document Libraries' with icons for 1A through 1H; 'OneNote Class Notebooks' with icons for 1A through 1G; and 'Teams' which is highlighted with a red border and contains icons for 1A through 1G Teams. At the top right, there are options for 'Following' and 'Share', and a 'Published 02/08/2021' date.

6. You will be redirected to Microsoft Teams, a popup window will appear asking to open the link in the Microsoft Teams “Windows App” / Desktop version or continue in the web app.

The screenshot shows a notification popup from Microsoft Teams. The popup text reads: 'This site is trying to open Microsoft Teams. https://teams.microsoft.com wants to open this application.' Below this is a checkbox labeled 'Always allow teams.microsoft.com to open links of this type in the associated app' which is currently unchecked. There are 'Open' and 'Cancel' buttons. Below the popup is the Microsoft Teams homepage, which features an illustration of two people using Teams, the text 'Stay better connected with the Teams desktop app', and buttons for 'Download the Windows app' and 'Use the web app instead'. At the bottom, it says 'Already have the Teams app? Launch it now' and includes links for 'Privacy and Cookies' and 'Third-Party Disclosures'.



7. If you are unable to sign in due to incorrect password, account lockout, disabled account or any other issue please contact your classroom teacher.