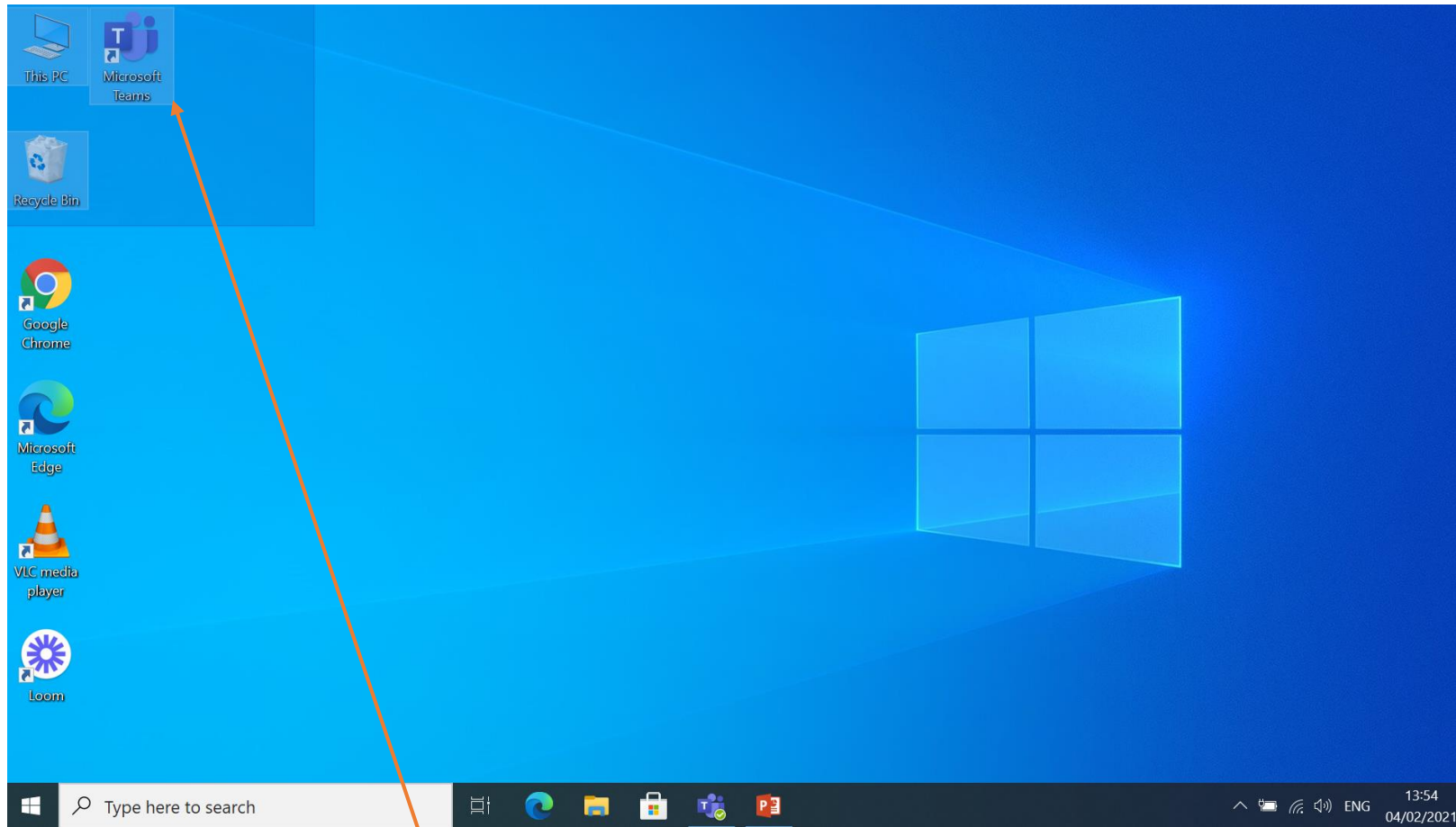


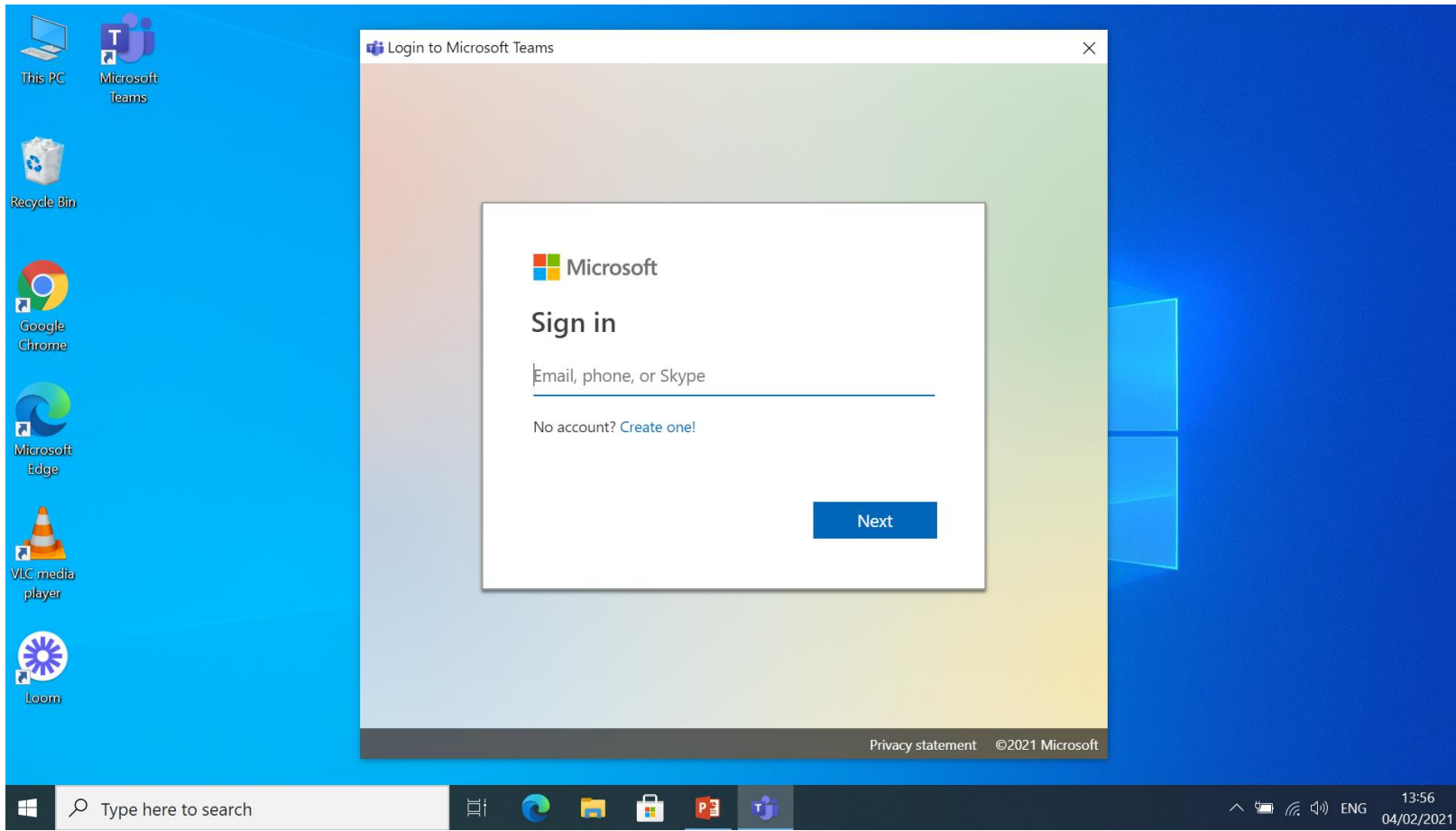
The image features the Microsoft Teams logo, a large blue letter 'T', centered in the background. Behind the 'T' are two stylized human figures, one larger and one smaller, also in blue. The text is overlaid on the 'T' and the figures.

**Using your Hwb login
on the Microsoft Teams
Desktop App**

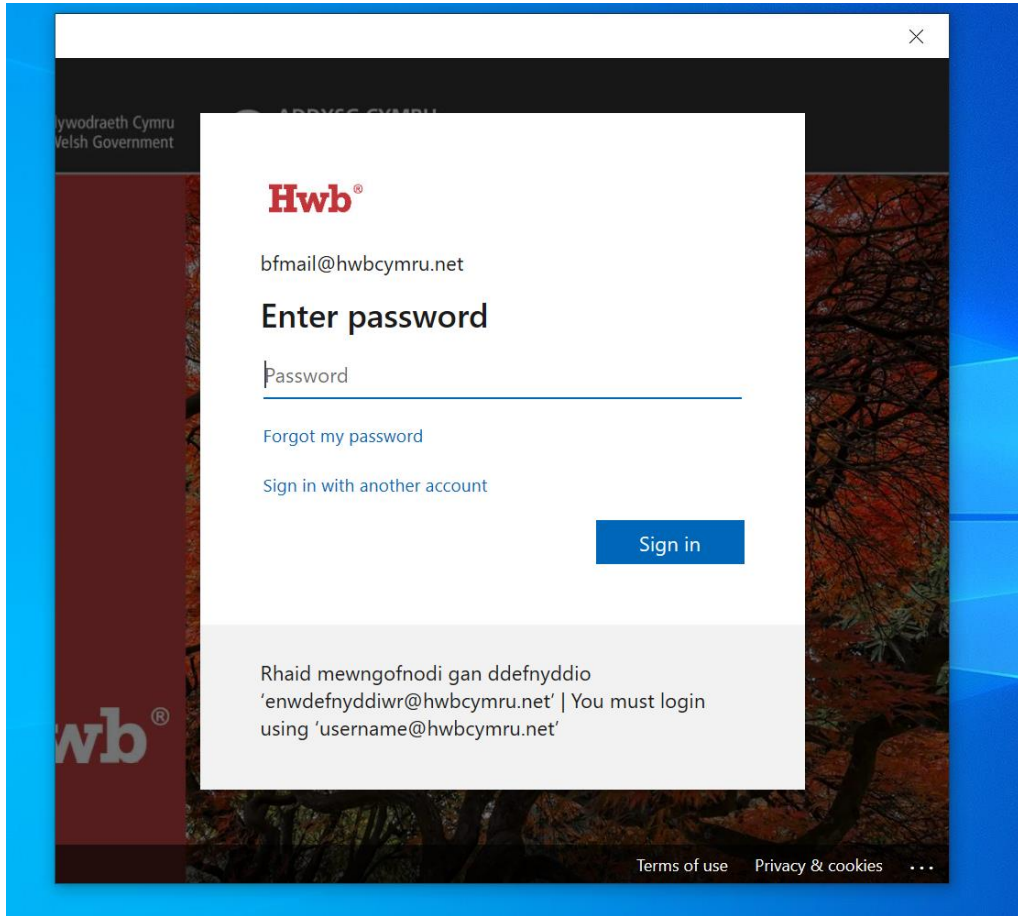


Before reading this, please watch the video on how to download the Teams Desktop App which can be found on our website under 'Blended Learning'

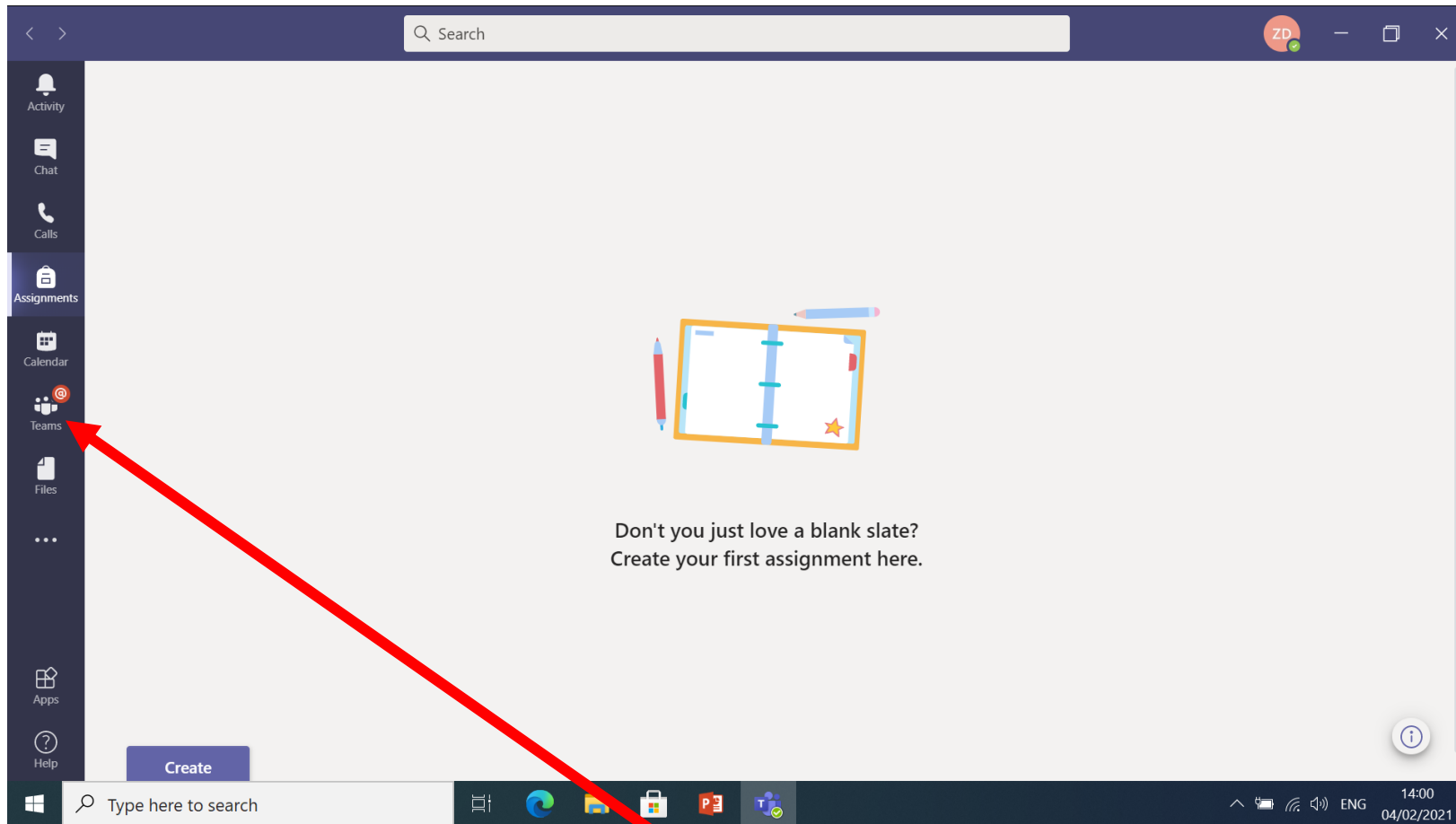
Once the app is downloaded double click.



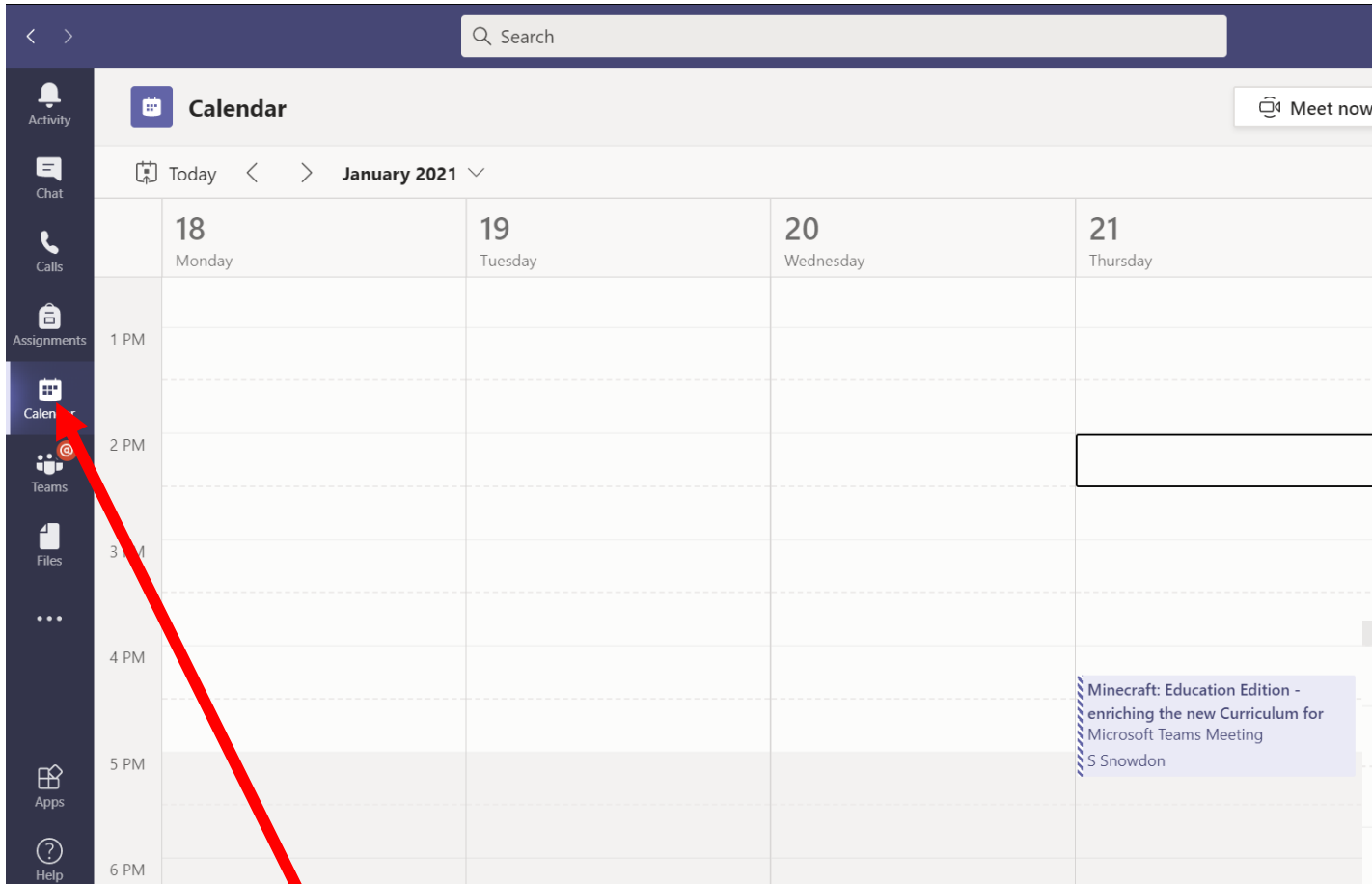
Sign in using your hwb email
which ends in @hwbcymru.net



Please type the password.
Your password is case sensitive, so if you have uppercase or lower case letters then please make sure they are typed correctly.



Press the teams icon to access your own class teams where you will see scheduled meetings.



A more in-depth video on the Microsoft Teams is available to view on our website.

Alternatively, press the calendar icon to see scheduled meetings for you to join.

