



Teams can be accessed on a web browser or via the Microsoft Teams App.

# How to access my child's Team Learning Space



## Step 1

### Downloading the Software

If you have a laptop or home PC you **do not need** to download any software to access Teams. If you are using a tablet or mobile device, you will need to download the following free apps:



Microsoft Teams App



Microsoft PowerPoint App



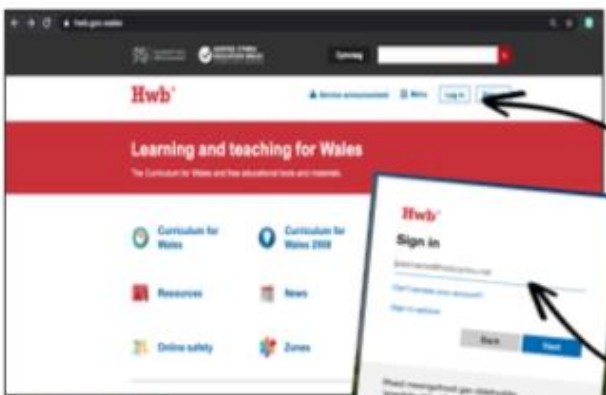
Microsoft Word App



Microsoft Excel App

## Step 2

### Sign in HWB learning Platform



Sign into HWB by visiting:

**HWB.GOV.WALES**

Remember passwords are CASE SENSITIVE and always include a capital letter at the start and a number



## Step 3

### Locate Office 365 on the HWB dashboard



The Office 365 app will only show on the HWB homepage when a pupil is signed in



## Step 4

### Locate TEAMS on the Office 365 dashboard

(If you are using the Teams app you can go straight to this step)



## Step 5

### Locate Class Teams Page

Your child's class will have their class and teacher name. Click on this to access work or activities.



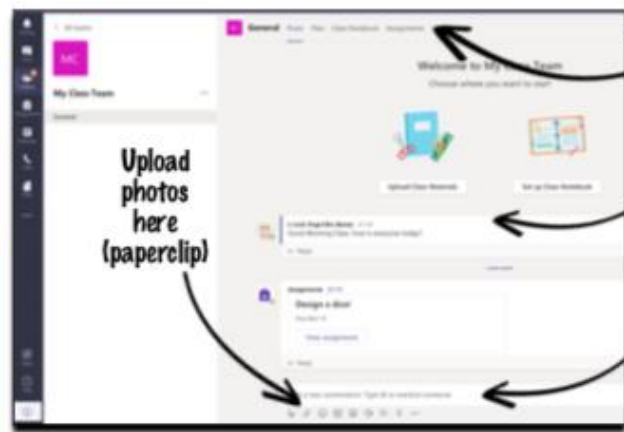
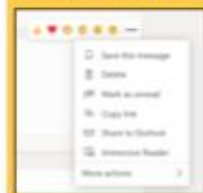
If something has been updated on the Team page, you will see a small, circular red notification in the top right-hand corner of their class icon.

## Step 6

### Access work and communicate with your Teacher

#### Handy Tip

Click on the 3 dots at the end of a message box & choose 'immersive reader' to have the content read to you



Click on 'Assignments' to view additional tasks

Read messages here

Post messages here

Upload photos here (paperclip)