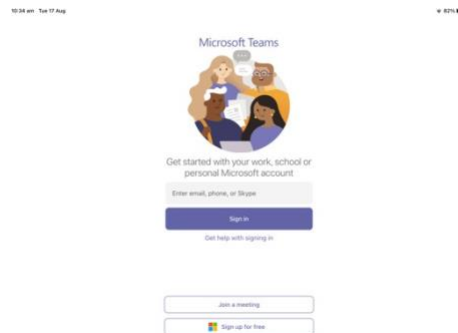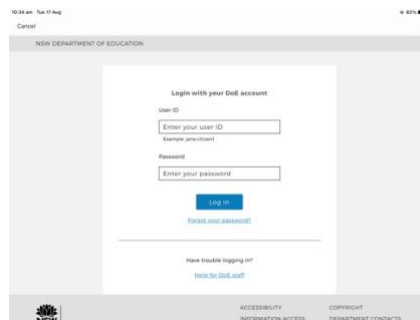# Microsoft Teams

Open Teams

Enter email (don't forget any numbers that might be in their username)

Firstname.surname@education.nsw.gov.au

Click "sign in"

Then enter DEC email
Firstname.surname   (don't forget any numbers that might be in their username)

Password   (Kindergarten = K, Year 1 – 2 = anps, Years 3 – 6 = students should know their password)

Allow "Teams" to send notifications
OK "Teams" access the Microphone

Click on the tab "Teams" located at the bottom