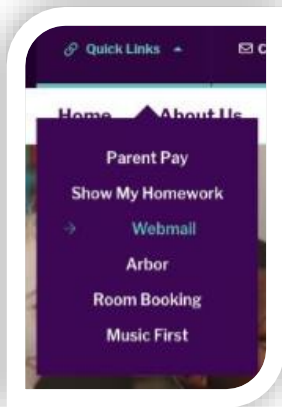




## Teams Guide

### Step 1:

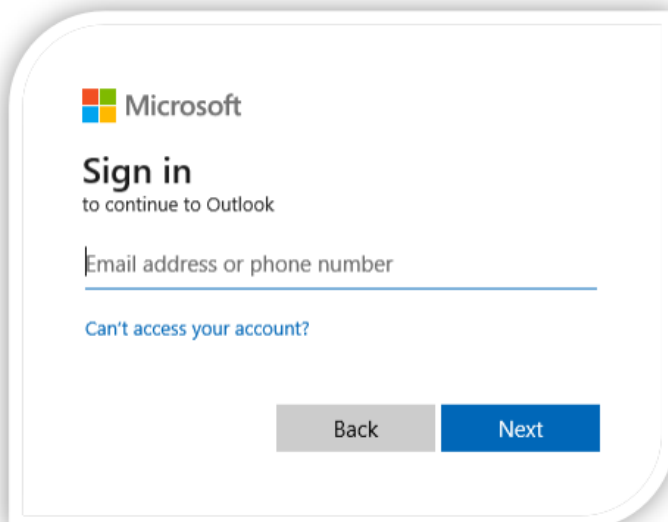
- Go to the school website (<https://www.chertseyhighschool.co.uk/>)
- Click on the 'Quick Links' tab
- Select 'Webmail'



### Step 2:

Sign in with your school email address and password. They will use their email address which is their Chertsey High School username followed by @chertseyhighschool.co.uk e.g.

[17smithj@chertseyhighschool.co.uk](mailto:17smithj@chertseyhighschool.co.uk)

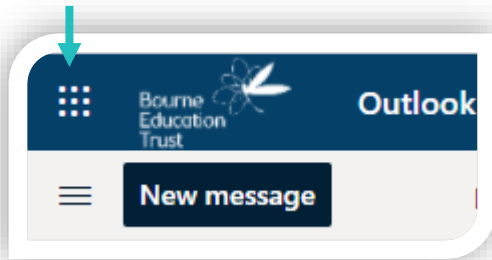




### Step 3:

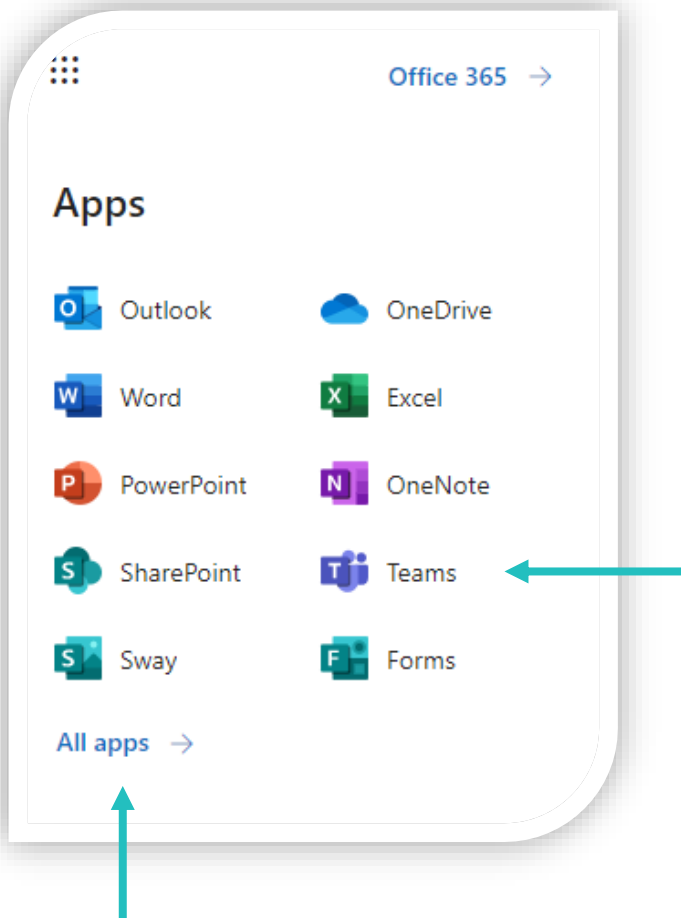
Click on the 'Waffle' tab in the top left-hand corner.

*The 'Waffle' is the grid of **nine** small grey boxes – 'menu'*



### Step 4:

The 'Waffle' menu shows you all your different apps. Select the 'Teams' app. If 'Teams' doesn't show in your 'Waffle' menu click on 'All apps'. This will give you a bigger selection of apps, as well as the option to search for any apps.



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Company Registration No: 07768726 VAT Registration No: 200109287



**Step 5:**

Click on the 'Teams' option on the menu bar on the left-hand side of your screen, to view all the different class groups.

Click on the 'Teams' option on the menu bar on the left-hand side of your screen, to join your live class lessons.

