



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

Hwb<sup>®</sup>



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



Office 365

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



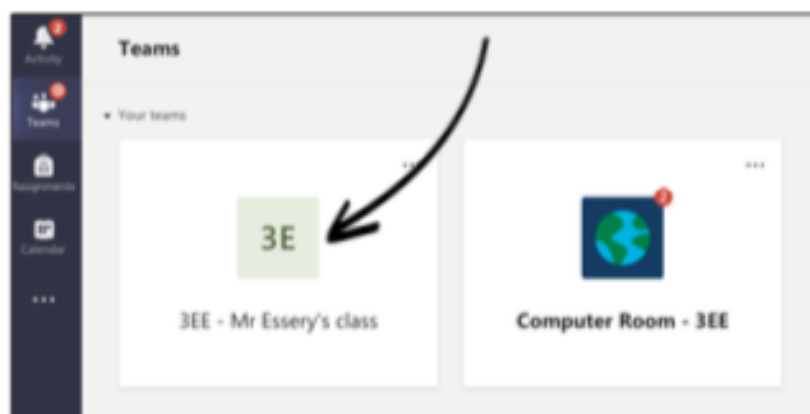
# Step 4

**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.



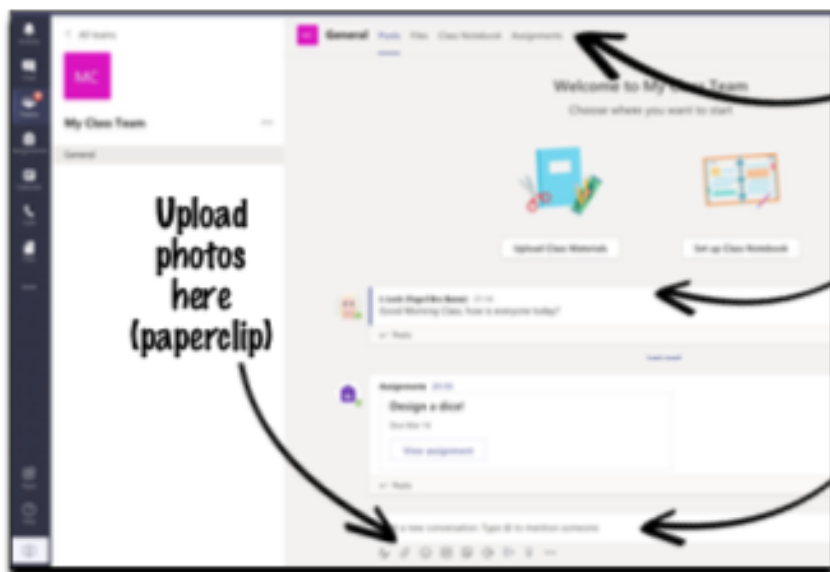
If something has been updated on the Team page, you will see a small, circular red notification in the top right-hand corner of their class icon.

# 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

