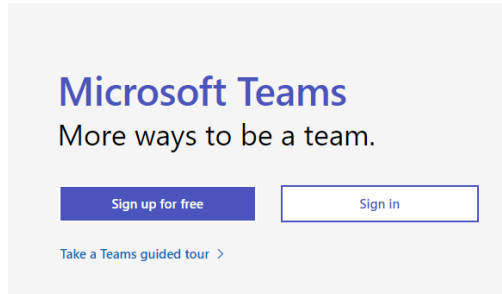
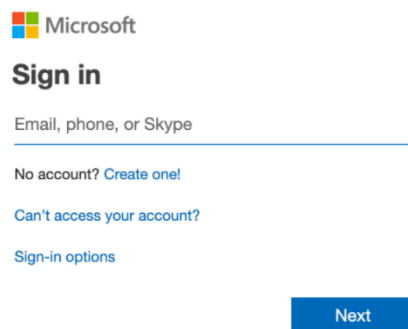


How to Get onto Teams for the First Time

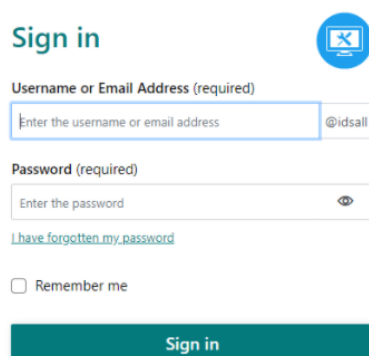
1. Type [Teams.microsoft.com](https://teams.microsoft.com) into your search engine which should lead you to this:



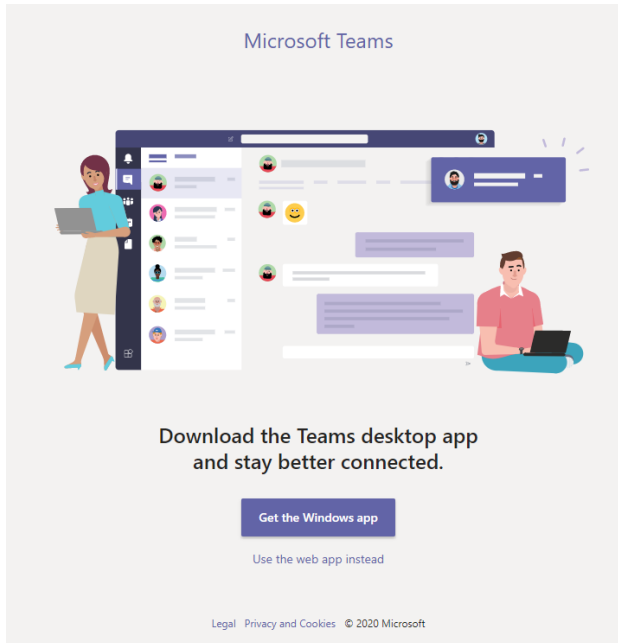
2. Click on 'sign-in'
3. You will get a dialogue box like this:



4. Type in your UCC e-mail address and then use your normal UCC log-in password.
5. This will take you to RM Unify sign in page:

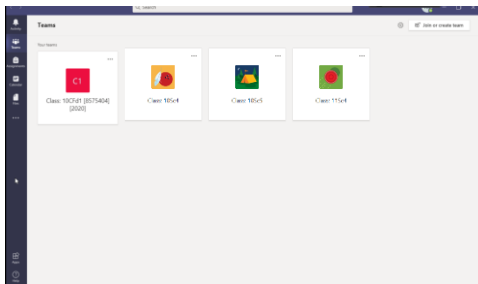


6. Type in your UCC e-mail address and normal UCC log-in password again.
7. You will get to this: (details may vary depending on device)



8. Our advice is to download the Teams Desktop App if possible – it leads to better functionality.

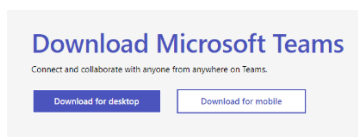
9. Once into Teams, you should be able to see all your classes.



10. Simply click on a class Team to see any scheduled lessons (these are called meetings in teams) or other communications.

You should only have to go through this process once on each device you use for Teams.

Our recommendation is to use a desk top computer or laptop and download the App for Teams. However, it will run on tablets and phones, but it may not have all the functionality.



For support please e-mail: HelpDesk@ucc.rutland.sch.uk