

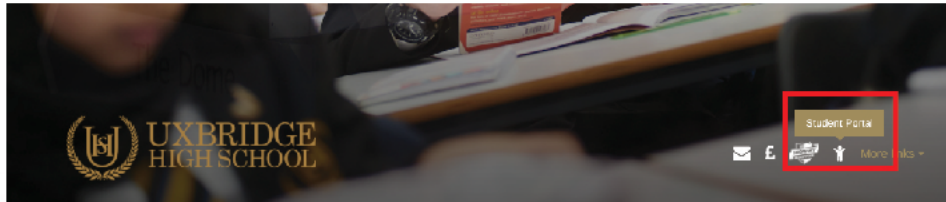


HOW TO LOG INTO STUDENT PORTAL AND ACCESS MICROSOFT TEAMS



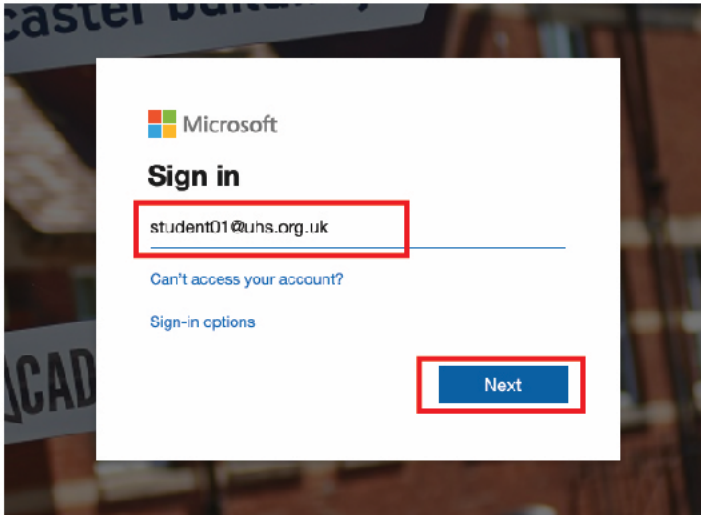
1

1. Go to **www.uhs.org.uk**



2

2. Click the **Student Portal** icon.



3

3. Log in using your **school email address** and click the **Next** button.

4. Enter your **password** and click the **Sign in** button.

Sign in with your organizational account

student01@uhs.org.uk

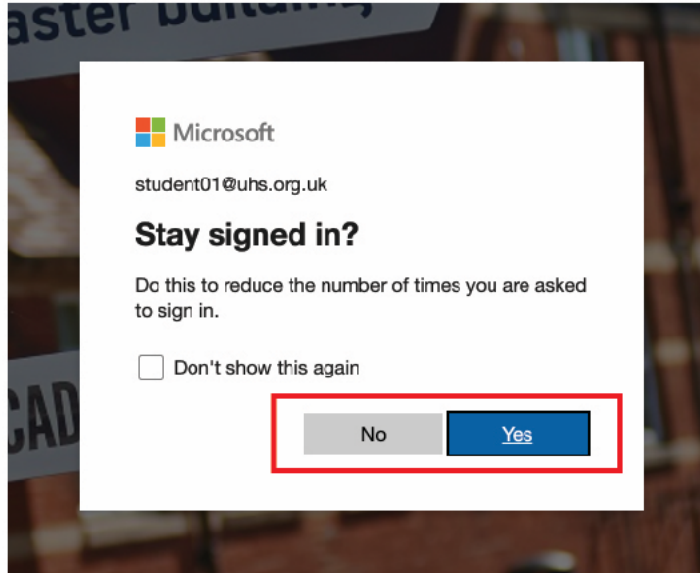
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Sign in

4



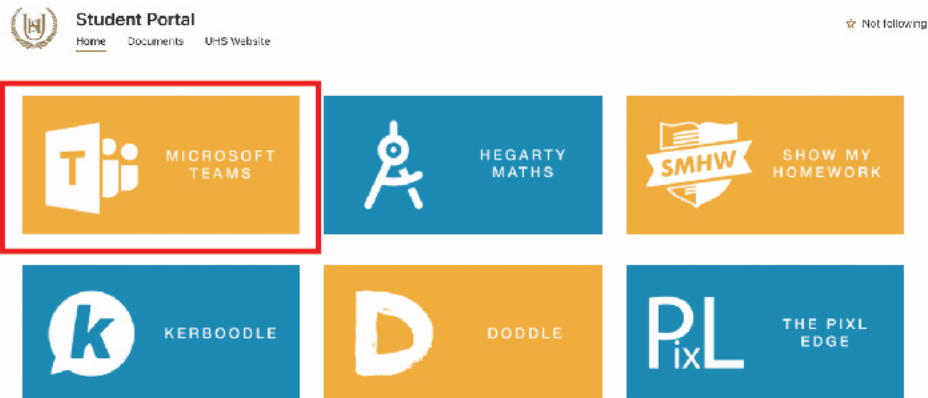
HOW TO LOG INTO STUDENT PORTAL AND ACCESS MICROSOFT TEAMS



5

5. Click the **Yes** button to continue.

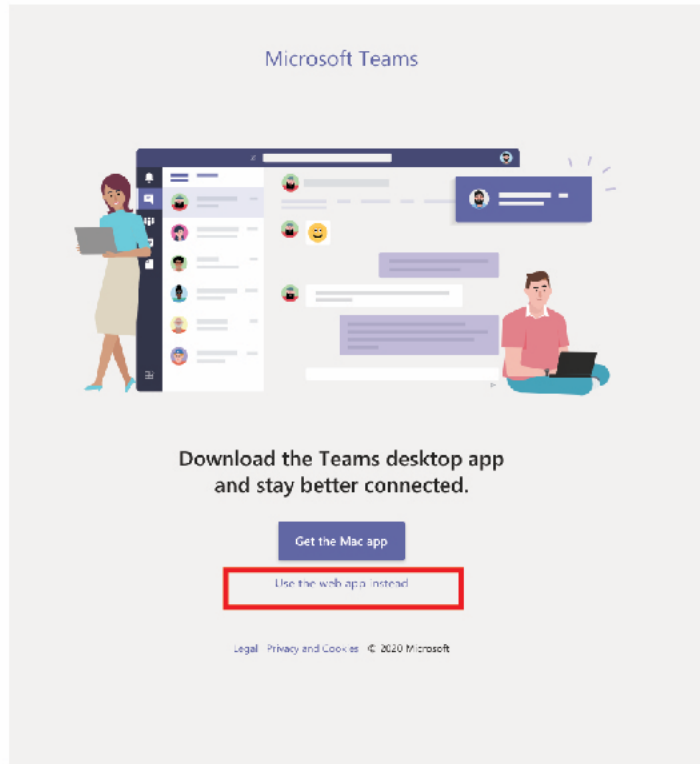
6. On the **Student Portal** website, click on the **Microsoft Teams** picture to go to Microsoft Teams site.



6



HOW TO LOG INTO STUDENT PORTAL AND ACCESS MICROSOFT TEAMS

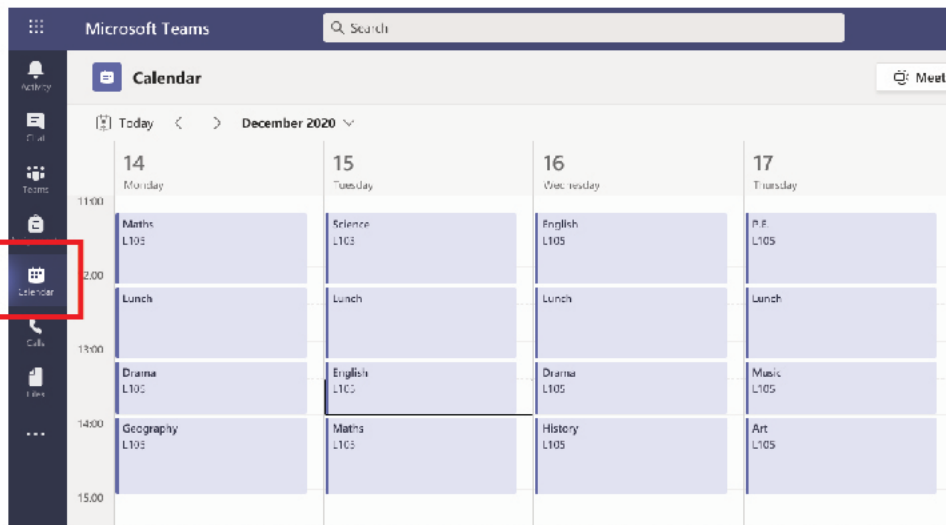


7

7. Click 'Use the web app instead' link to launch the Microsoft Teams app.

HOW TO JOIN A TEAMS MEETING:

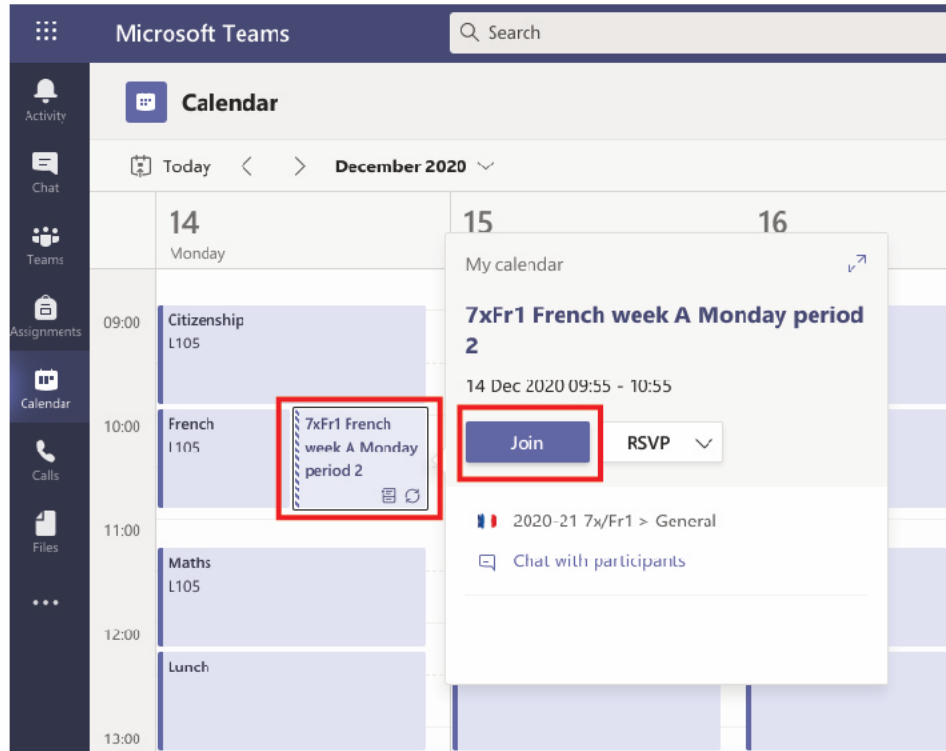
8. Click **Calendar** icon. This will bring up your weekly timetable.



8

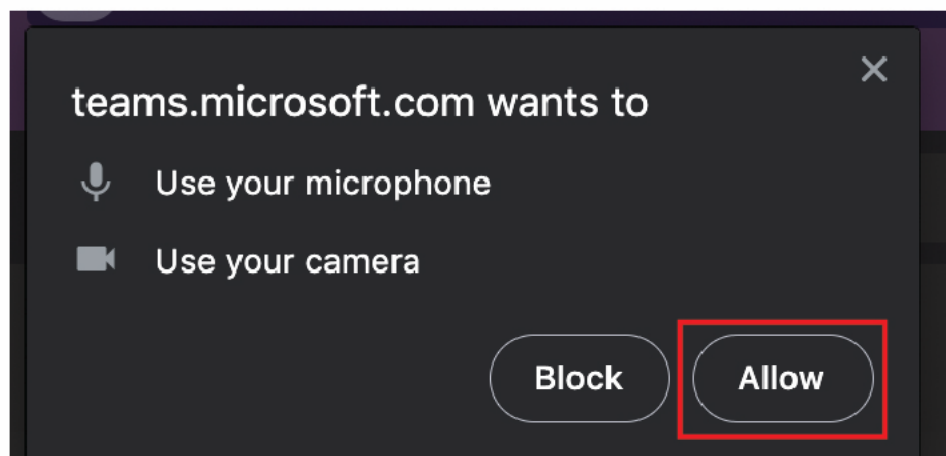


HOW TO LOG INTO STUDENT PORTAL AND ACCESS MICROSOFT TEAMS



9. Subjects with scheduled meetings will have a **Join** button when selected. Click this button to enter the meeting room.

10. If prompted, click the **Allow** button to give your Internet browser access to use your **microphone** and **camera**.





HOW TO LOG INTO STUDENT PORTAL AND ACCESS MICROSOFT TEAMS

Choose your audio and video settings for
7xFr1 French week A Monday period 2



Join now



11

11. Click the **Join now** button to join the meeting. The two buttons underneath control the microphone and camera settings, which you can toggle on/off.