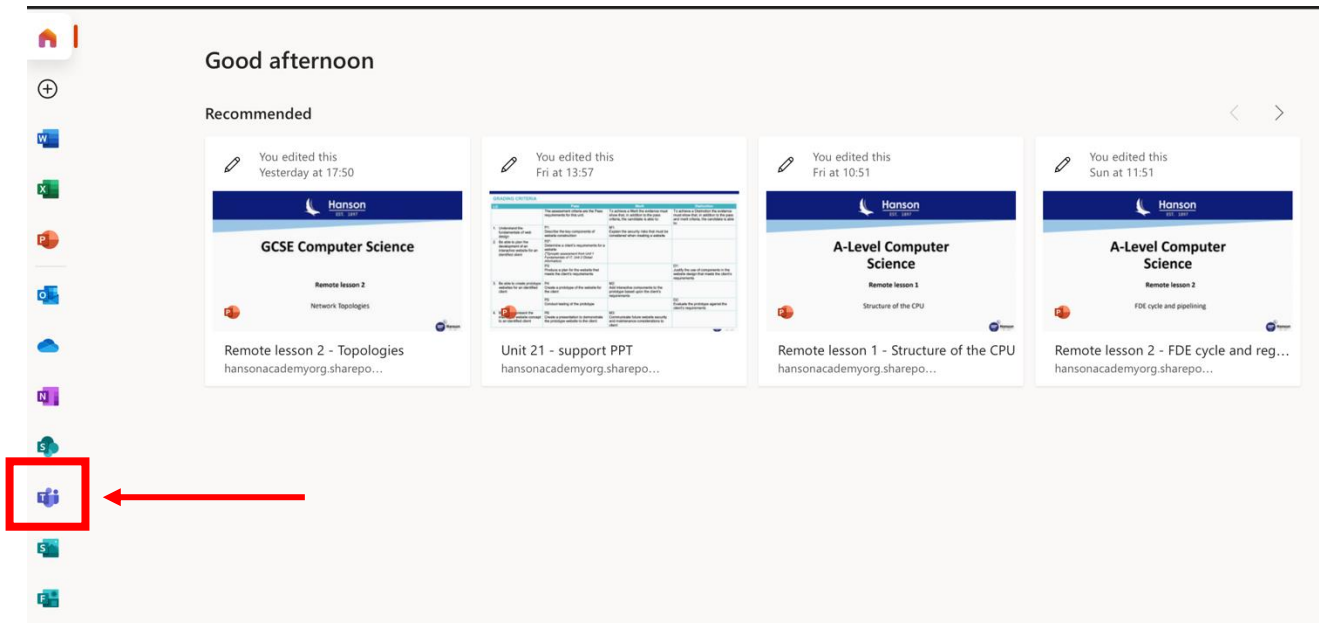
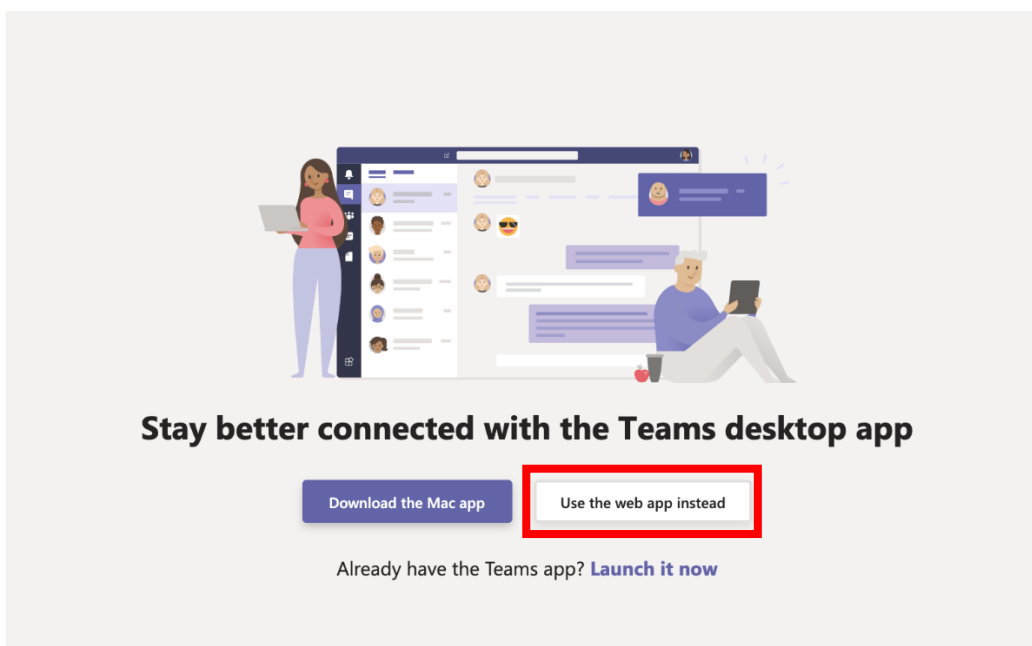


Accessing Live lessons in Teams via the website (Office 365)

- Go to the school's website – <https://hanson.school.org.uk>
- Click on Office 365 at the top of the webpage
- Log in with your Hanson email address and password (If you have forgot your details, please email studentquestions@hansonacademy.org.uk)
- Click on the Teams icon

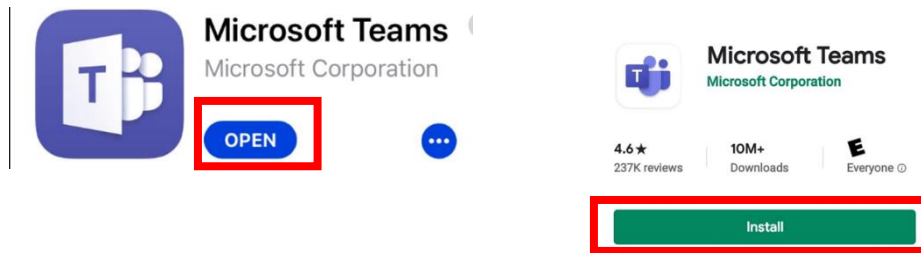


- Click on 'Use the web app instead'

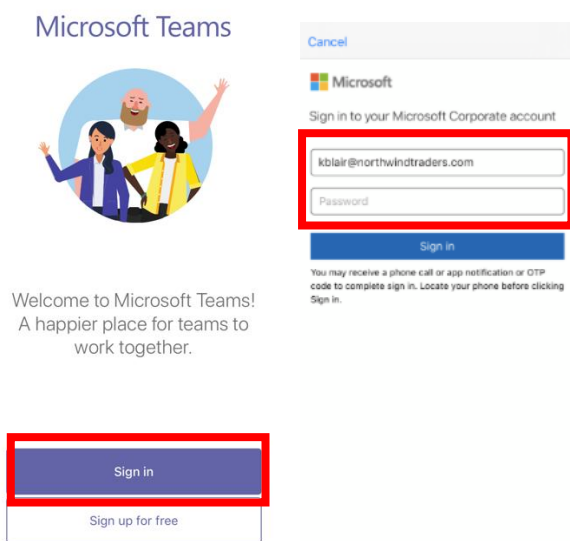


Accessing Live lessons in Teams via the app

- Download the Teams app via the App store (*Apple users*) or Google store (*Android users*)

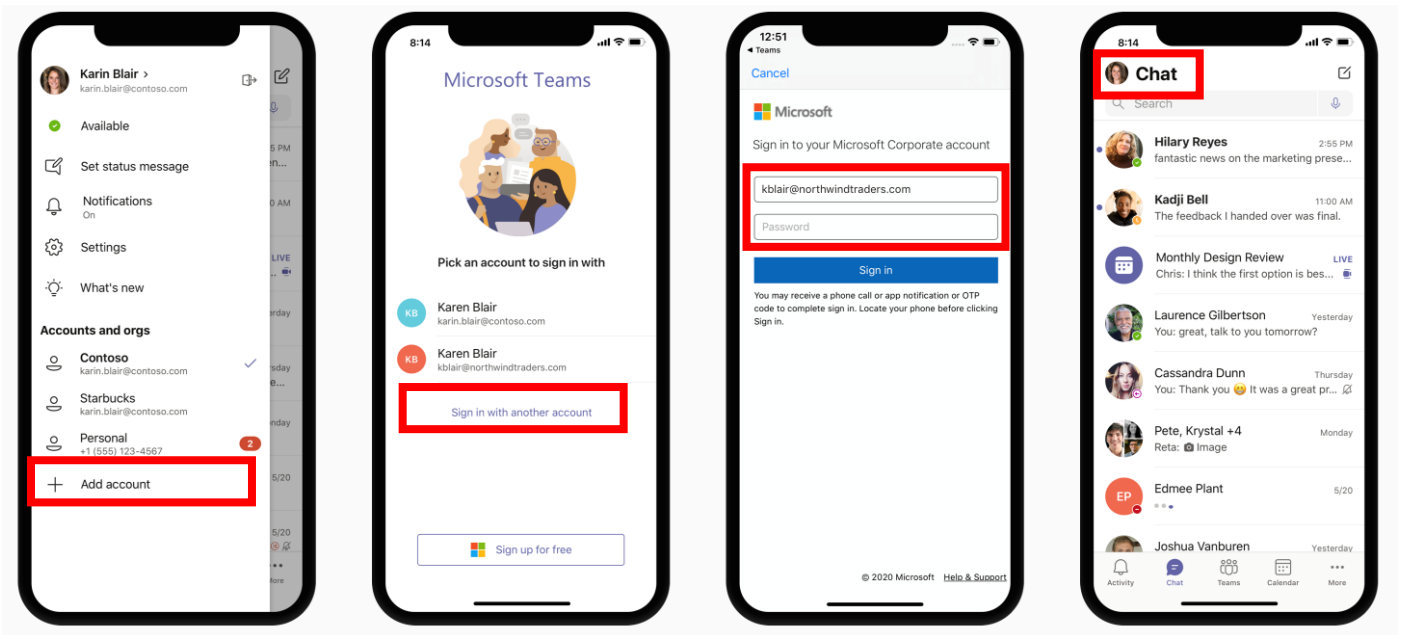


- Launch the app and sign in with your Hanson Office 365 details – email address (hanxxxxxx@hansonacademy.org.uk and password)



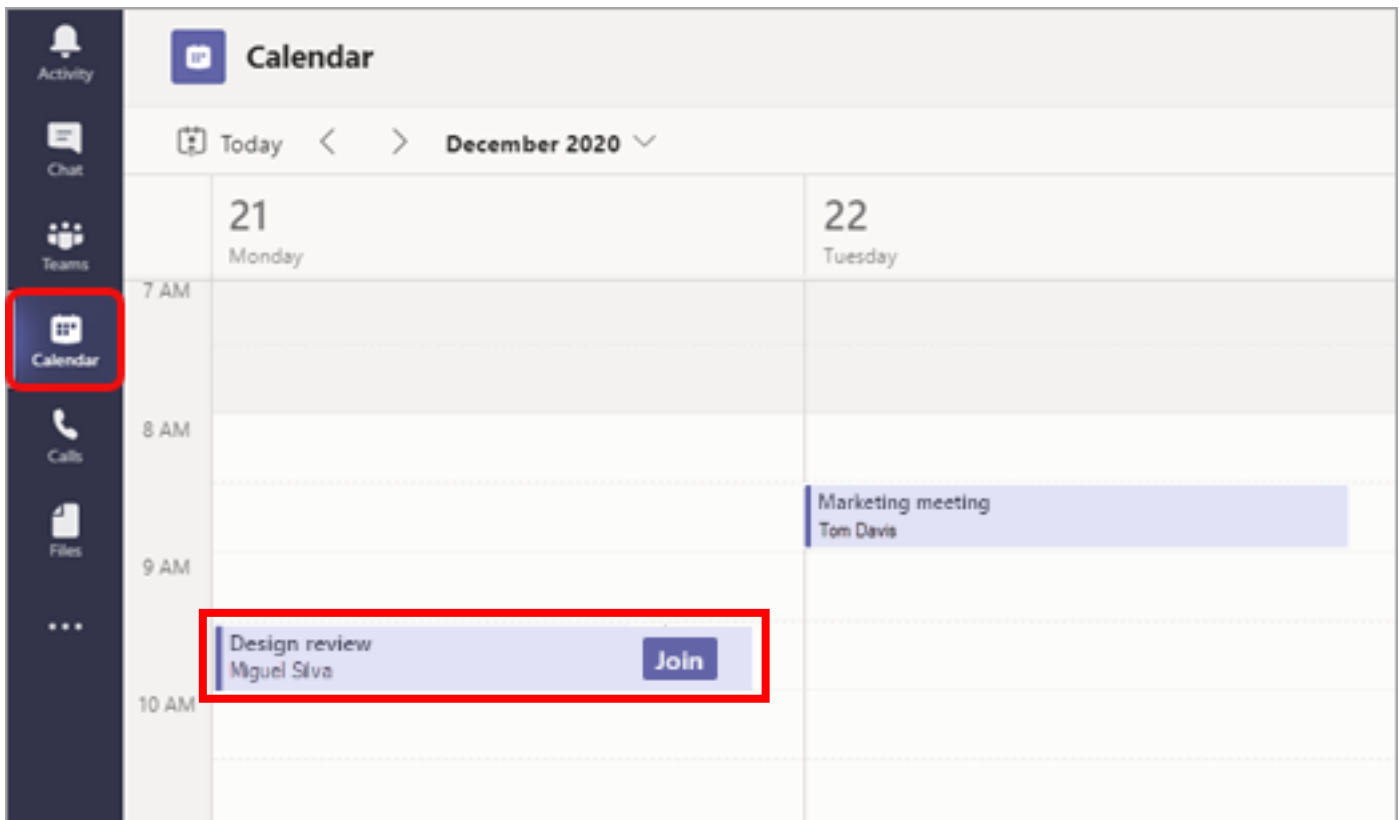
Multiple children using the same app

- Teams allow you to have multiple children sign in the same app so they can access their own lessons.
- To add another student, click on add account, add the students Hanson email address and password.
- To switch between accounts, click on the current students name and click on the student you wish to switch to.



Accessing tutor time / live lessons

- Once you have signed into the app, go to your calendar and join the session at the relevant time. Your teacher will have set up this prior to you joining.



- You will then be able to turn your **camera and microphone off** before you join the session. Your teacher will accept you into the lesson.

