

## To access Microsoft Teams at home

1. Open your internet browser (Google Chrome etc)
2. Go to **outlook.office.com**
3. If necessary, click **Sign In**
4. Log into Microsoft using your school email address which is your username followed by **@richmond-alt.uk** for example 240000@richmond-alt.uk



### Sign in

Email address, phone number or Skype

No account? [Create one!](#)

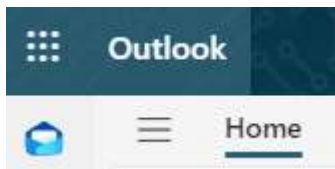
[Can't access your account?](#)

Back

Next

Your password is your usual school computer password

5. When you are logged in, you can access Microsoft Teams by clicking on the **square of 9 dots** (top left).



### If you already have a Microsoft account on your computer:

1. Click on the Microsoft Account Icon



2. Click **Sign in with a different account**



3. Follow step 4 above to log in.