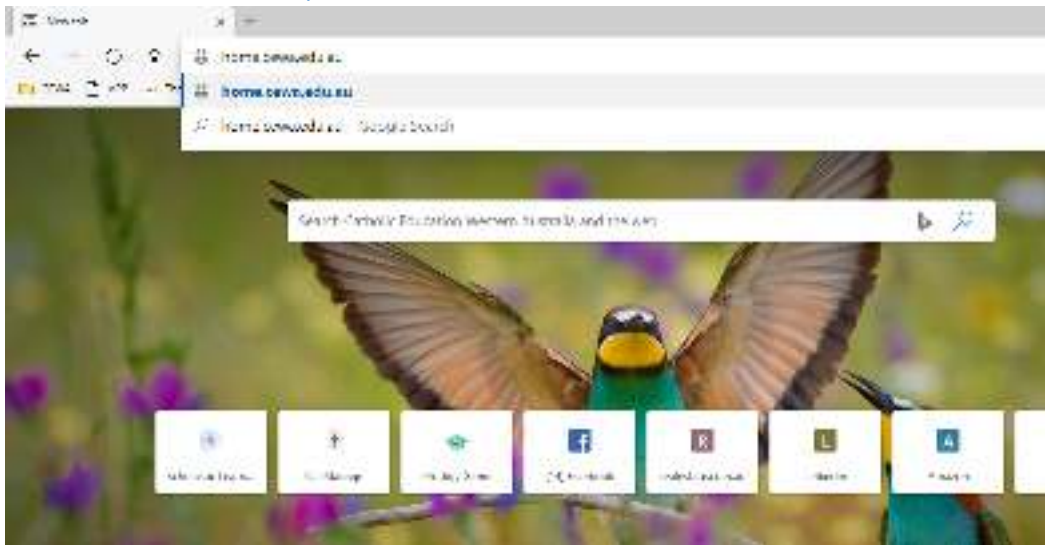


Logging onto Teams on Windows and Mac Computers

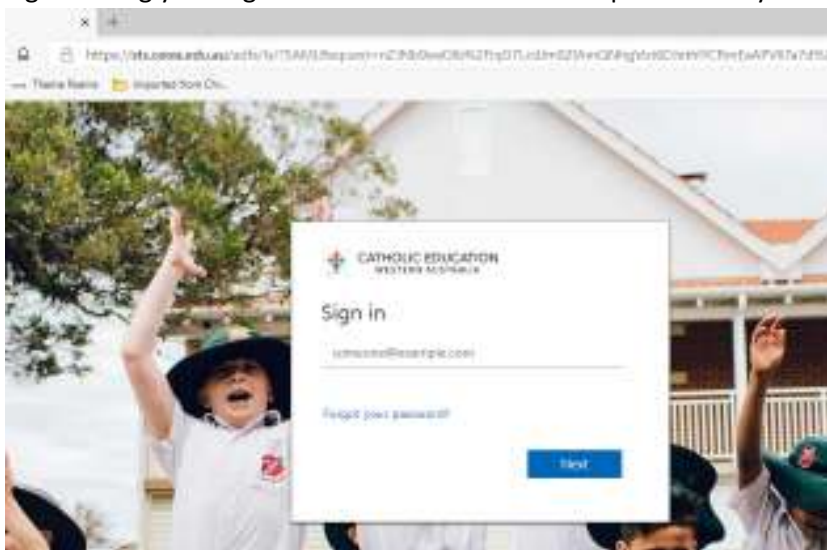
If your child is using their laptop from school, Teams should open up automatically.

If you are using your own device (computer or laptop)

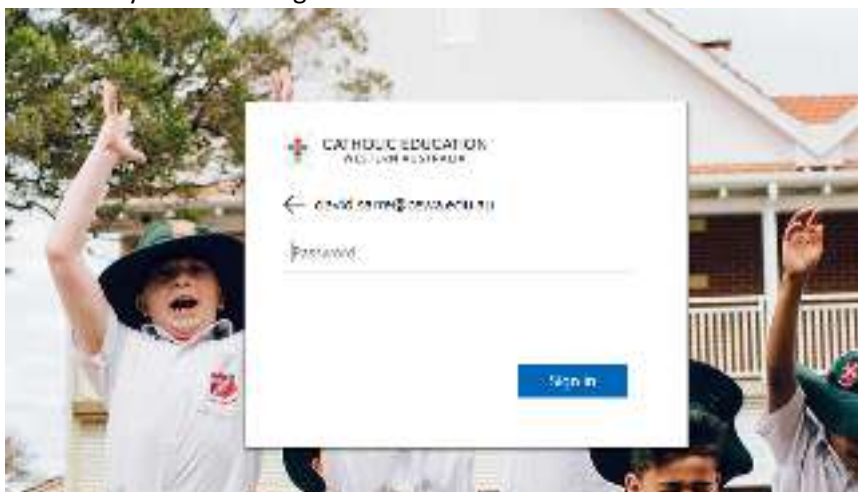
1. Open your browser (Chrome, edge, safari, Firefox)
2. Go to this address. www.portal.cewa.edu.au



3. Sign in using your login credentials that have been provided to you.



4. The enter your child's login credentials. Remember- **CAPITAL LETTERS** for the first 2 letters.



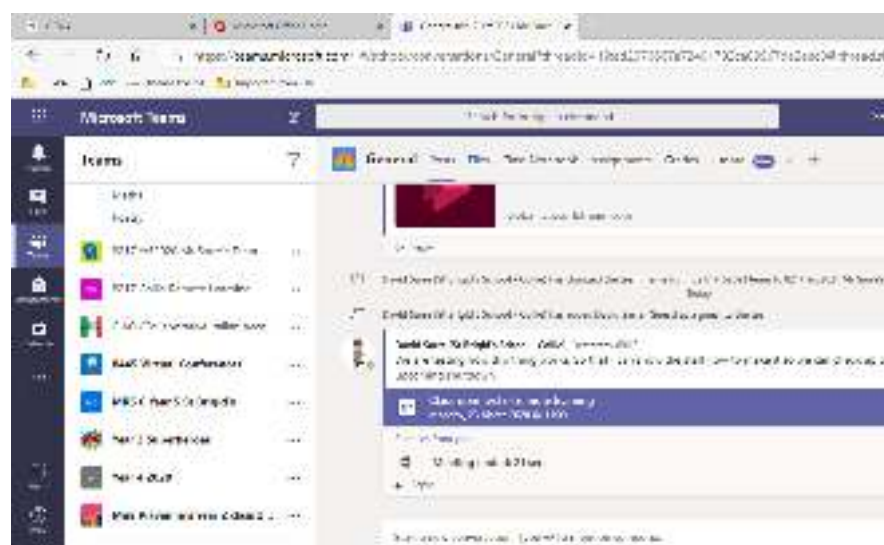
5. Then click on the office 365 icon.



6. Then click on the Teams icon.



7. When the browser opens up click on teams icon on the left hand side and your child's team will be there. Click on the general tab to see information placed there by your teacher.



8. You can see information and ask questions in this section.

