

UPLIFT EDUCATION

MS TEAMS Access – Username and Password

Dear Students and Parents,

To maximise your learning experience at Uplift Education, we'll be providing students with access to Microsoft Teams. We believe in providing our students with the best resources to help them succeed.

To access Microsoft Teams, simply:

- 1. Go to: https://teams.microsoft.com/
- 2. Log in using your username and password provided below.
- 3. Download TEAMS desktop and mobile apps and turn on all notifications.

4. You'll now be able to view your class(es) and communicate with your tutor. After you've enrolled, you'll be able to collaborate with your peers, access online resources and class notes.

With your Office 365 Student Account, you'll also be able to download the entire Microsoft Office Suite (Word, PowerPoint, Excel).

If you have any questions or queries, feel free to send us an email at <u>liverpool@uplifteducation.edu.au</u> or message us on Microsoft Teams at Uplift Education Liverpool.

Your child's Microsoft Teams login details have been sent in this email.



How to Access Microsoft Teams

1.	Access Microsoft Teams using the following link.	Go to: <u>https://t</u> • Sign in v web bro	vith the lo		vpe	Page 1 to	access M	1S Teams via
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	 'Microsoft Teams' in your App Store or Google Play Store. Ensure that all notifications are turned on to receive t 							
		content materials and messages.						



3.	Check your	Please check your Microsoft Teams chat messages on the left-hand side of the application.							
	Microsoft	• This is where you can contact your mentor for any enquiries.							
	Teams	• This is where you can contact your mentor for any enquiries.							
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4.	Open the	In this group chat, you can message your tutor before class with any							
	group	questions you might have about the trial. You will also find the link to							
	chat that	your trial class here.							
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	created	J 🗑 o Jane, o Uplift 🖉 Chat Files +							
	between								
		So Uplift Education Liverpool added Varun Sharma and Jane Doe to the chat.							
	you, your	Uplift Education Liverpool 644 pm Hi Jane. We would like to introduce you to your mentor, Varun.							
	mentor	Varun, this is Jane who will be joining the Year 10 English class on Saturday 25th September at 12PM.							
	and our	Please click on this link on Saturday 25th September at 12PM to join:							
	centre	https://teams.microsoft.com///meetup- join/19%3aws7z3r5Uht4/SY/TsyNwc82YGXKCPbEaCBkvehgpGULU1%40thread.tacv2/1632120825146?							
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		Jane, we look forward to working with you at Uplift Education and supporting your learning as best we can.							
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Click on the link provided in the group chat mentioned above. The "Join Now" button should appear. Click on it to attend your online free trial lesson.					
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