

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:

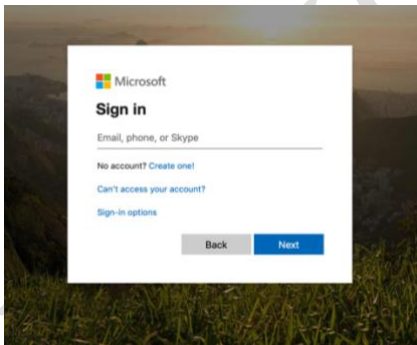
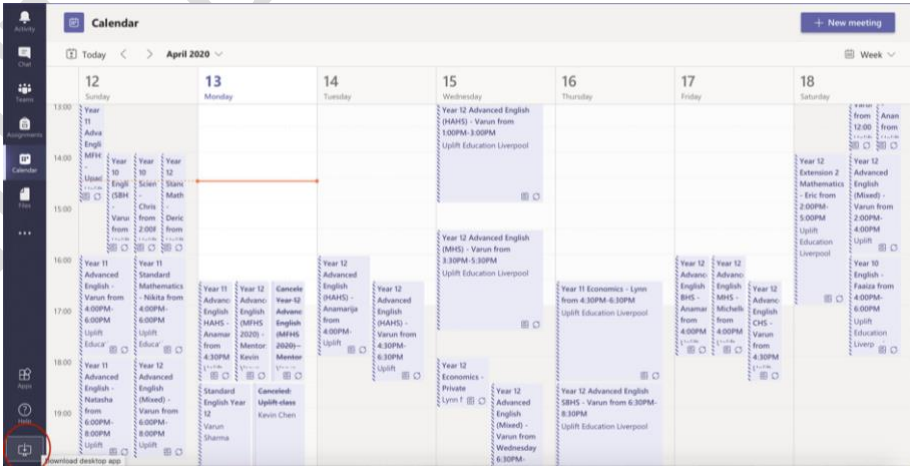
1. Go to: <https://teams.microsoft.com/>
2. Log in using your username and password provided below.
3. Download TEAMS desktop and mobile apps and turn on all notifications.
4. You'll now be able to view your class(es) and communicate with your tutor. After you've enrolled, you'll be able to collaborate with your peers, access online resources and class notes.

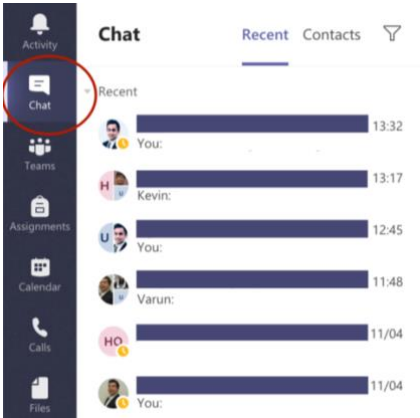
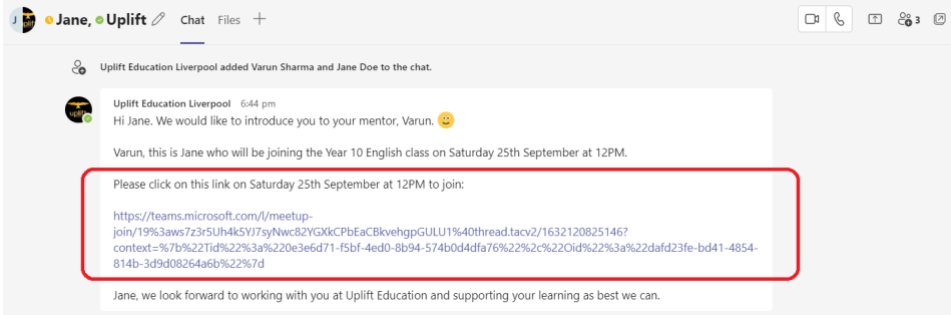
With your Office 365 Student Account, you'll also be able to download the entire Microsoft Office Suite (Word, PowerPoint, Excel).

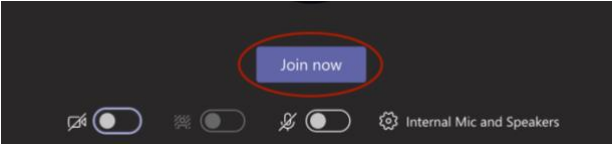
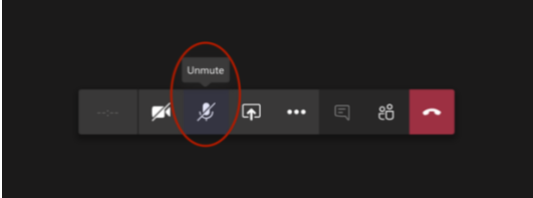
If you have any questions or queries, feel free to send us an email at liverpool@uplifteducation.edu.au or message us on Microsoft Teams at Uplift Education Liverpool.

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

How to Access Microsoft Teams

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| <p>1. Access Microsoft Teams using the following link.</p> | <p>Go to: https://teams.microsoft.com/.</p> <ul style="list-style-type: none"> • Sign in with the login provided on Page 1 to access MS Teams via web browser.  |
| <p>2. Download Microsoft Teams application.</p> | <p>MS Teams works better through the desktop application. When you have logged into the web browser, you can download the desktop app by clicking on the button in the bottom left hand corner. See below:</p>  <ul style="list-style-type: none"> • Optional: Download the mobile application by searching 'Microsoft Teams' in your App Store or Google Play Store. • Ensure that all notifications are turned on to receive the latest content materials and messages. |

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| <p>3. Check your Microsoft Teams chat tab</p> | <p>Please check your Microsoft Teams chat messages on the left-hand side of the application.</p> <ul style="list-style-type: none"> This is where you can contact your mentor for any enquiries.  |
| <p>4. Open the group chat that we have created between you, your mentor and our centre account.</p> | <p>In this group chat, you can message your tutor before class with any questions you might have about the trial. You will also find the link to your trial class here.</p>  |

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| <p>6. Joining your Online Free Trial</p> | <p>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.</p>  <ul style="list-style-type: none"> • Ensure that you turn off your video and microphone before clicking join now. |
| <p>7. Questions during your online lesson</p> | <p>Should you have any questions or queries during the lesson, feel free to address them to your mentor in the group chat mentioned above. It is our preference that all Uplift students leave their microphone on mute until called upon by their mentors. If you are asked to speak, please refer to the image below which shows you how to unmute your microphone.</p>  <p>Please mute your microphone after you’ve finished speaking.</p> |