

How to access TEAMS (for Live Lessons)

1. Log onto the following website:
<https://hwb.gov.wales/>
2. Use your Hwb password to log into the site.



3. Once you have logged in click on 'Outlook'



4. This will take you to your Hwb emails. There you will see an **email** from either

Miss Dalecka for Literacy at 9am

Mrs Rawlings for Maths at 11am

Mrs Edwards for Topic / Welsh at 1pm

5. Open the email and click on the blue writing 'Click here to join the meeting'. This will take you to the meeting.

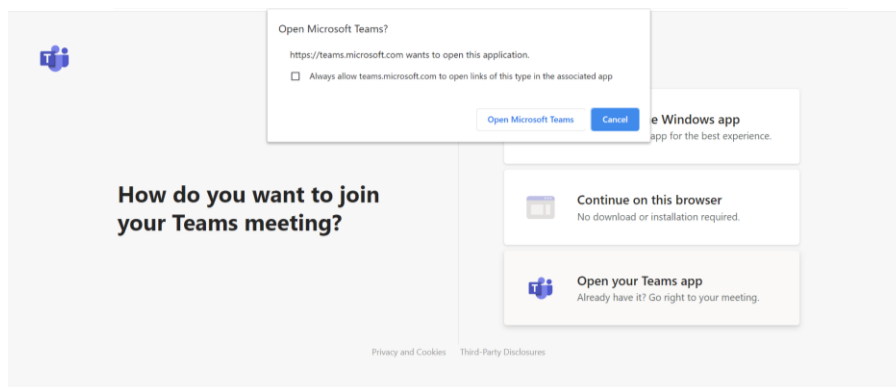
Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

6. You MAY see a screen like this:



7. If you have installed TEAMS click on 'Open Microsoft Teams'
8. IF you have not installed TEAMS click on 'CANCEL' then click on 'Continue on this Browser'
9. **Make sure that you turn off your camera and mute your mic before the lesson starts**

