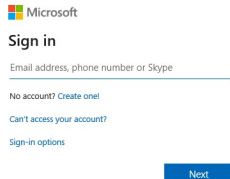


How to access Hawker Class files on Teams

Open your web browser (Internet Explorer / Safari / Chrome etc.)

Go to: <https://teams.microsoft.com/>

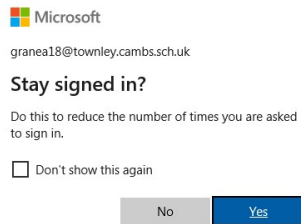


Enter user name followed by @townley.cambs.sch.uk (without spaces)

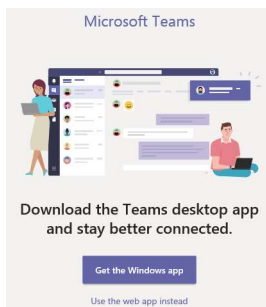
Click Next

Enter the password

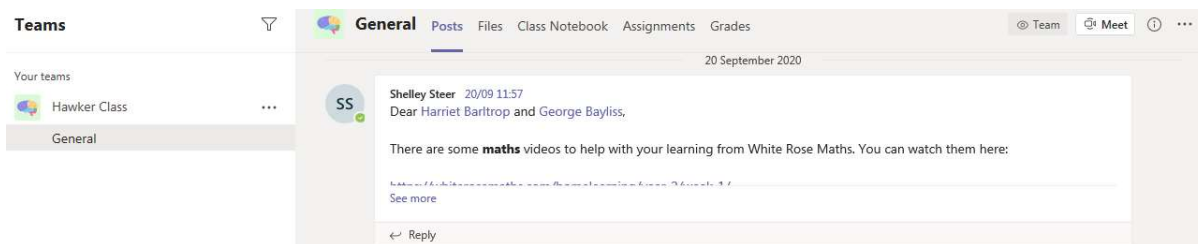
Choose whether to stay signed in or not and progress to the next screen.



At the next screen, select "Use the Web App instead" and you'll be taken to the Townley Teams pages.



The page will look like this:



Click on Hawker Class and any work will be visible on the Posts or Files tab.

To save work - click on Pupil Folders and then go to the Files tab at the top of the page. Select the folder that has your child's name and save any work into this.