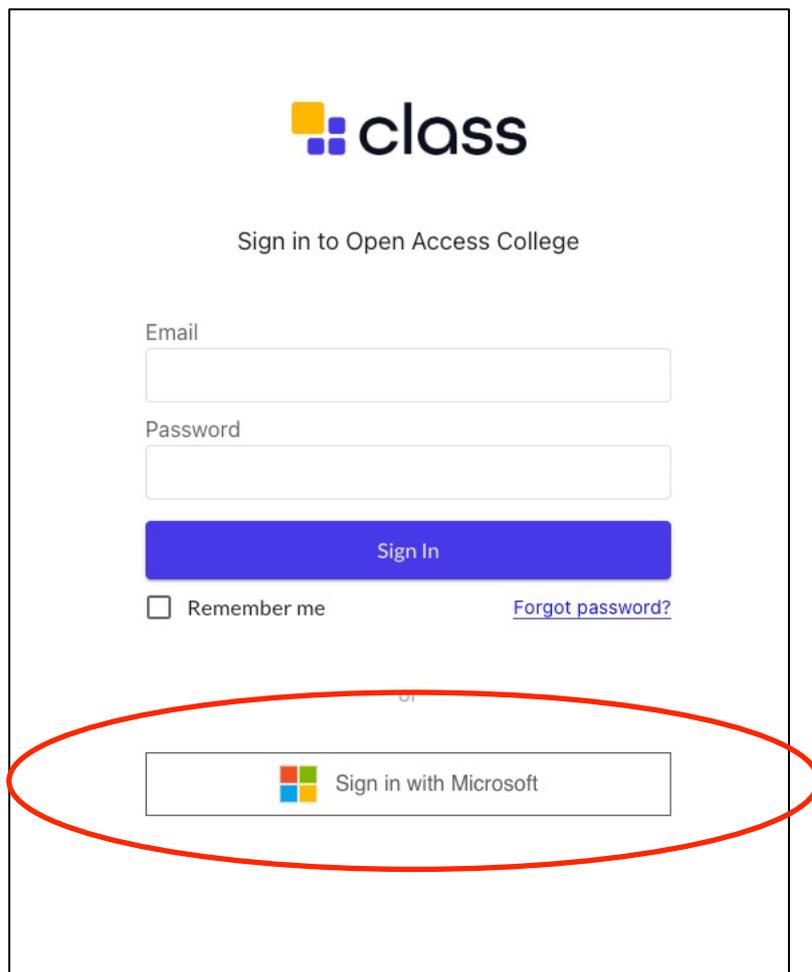


Class for Teams

Quick Guide for Students: How to access Class for Teams

1. Open a new internet browser (use Chrome, Edge or Safari)
2. Paste this link into your URL address bar:
<https://schoolssaeduau.class.com/teams>
3. Bookmark this link (you will use this every time you want to join a lesson)
4. Click on, “Sign in with Microsoft”

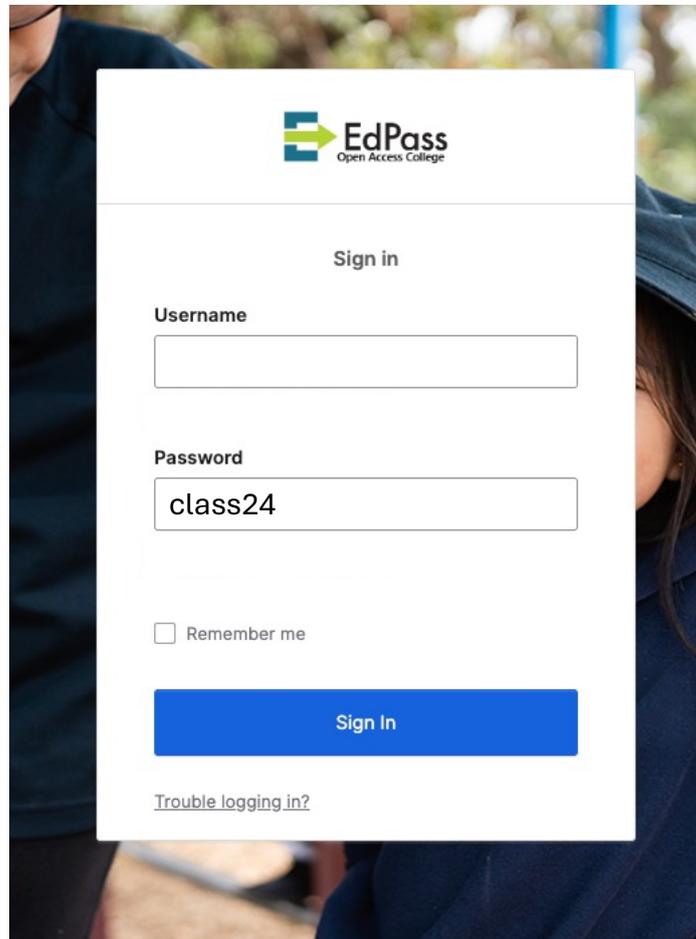


The screenshot shows the login interface for 'class'. At the top is the logo, which consists of a yellow square and a blue square followed by the word 'class'. Below the logo is the text 'Sign in to Open Access College'. There are two input fields: 'Email' and 'Password'. Below the 'Password' field is a blue button labeled 'Sign In'. Underneath the 'Sign In' button is a checkbox labeled 'Remember me' and a link labeled 'Forgot password?'. At the bottom of the page, there is a button labeled 'Sign in with Microsoft' with the Microsoft logo to its left. This button is circled in red.

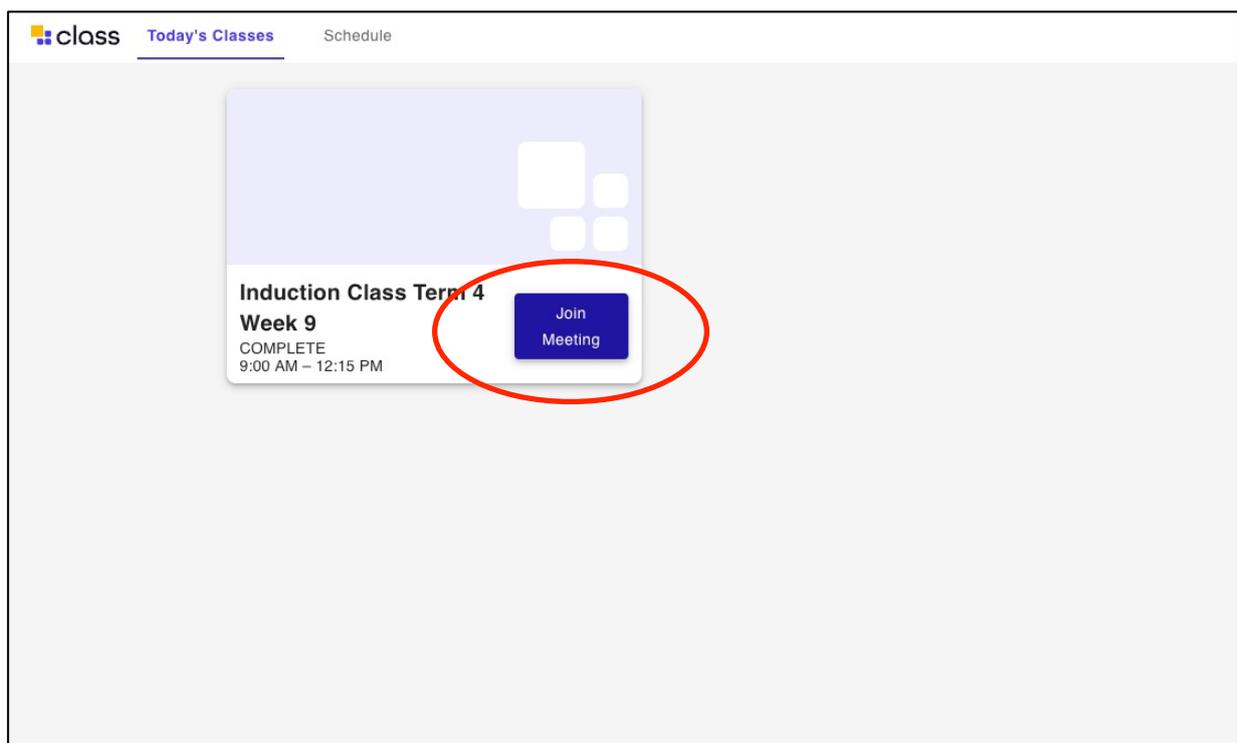
5. Sign in using your EdPass account details. Your teacher has emailed you with your username and password. We have re-set everyone’s password temporarily, which is also below.

Username:

Password: class24

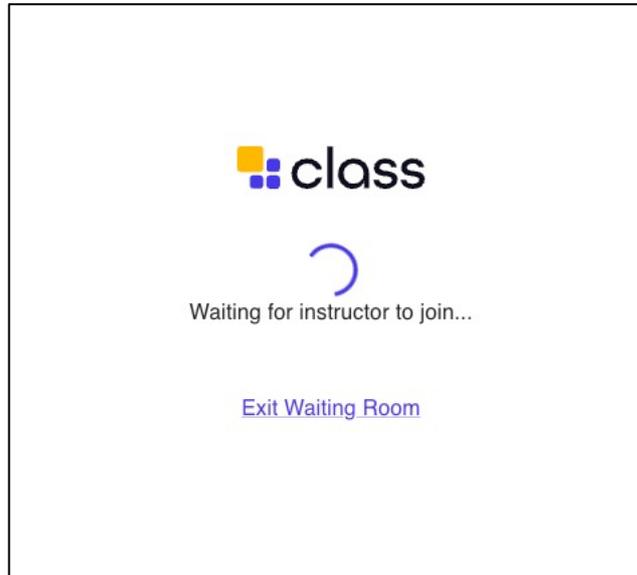


6. You will be prompted to change your temporary password to one of your choice. Please do so, and make note of your password so you remember next time. Additionally, if your computer prompts you to remember the password for next time, please agree.
7. You will see the Class for Teams landing page. The tab, "Today's Classes" should be selected. Find the class you'd like to join, and click, "Join Meeting".



8. You may be asked for permission for Class for Teams to use your microphone and camera. Please accept.

Note: If you join the class earlier than your teacher, you will be placed in a Waiting Room and see the following message:



Now that you have joined your class, the teacher will show you how to use Class for Teams.