

Accessing Microsoft Teams

On a laptop or computer

Step 1 – Go to the school [website](https://roytoncrompton.e-act.org.uk)

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Step 2 - Click on Quick Links.

Step 3 – Click on '[Pupil Email Logon](#)'.

Step 4 – Log in with your school email address and password.

Email: Username@pupil.roytoncrompton.org

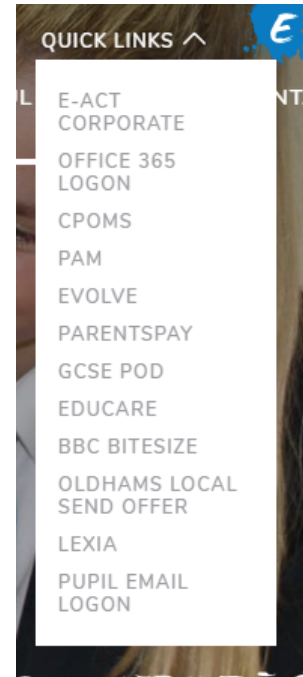
Example (Alexshaw@pupil.roytoncrompton.org)

Password: your school computer password



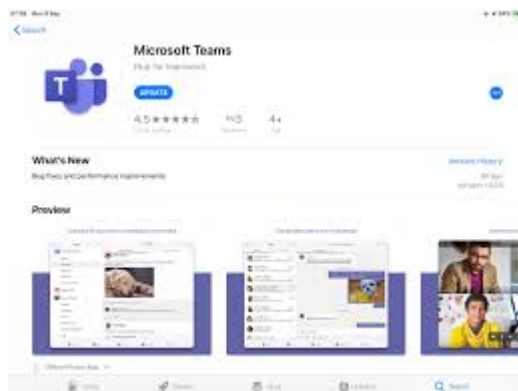
Step 5 - Find the teams icon.

Step 6 - Go the class you need at the time specified on your timetable.



On a phone or tablet

Step 1 - Open the App Store on your device and download Microsoft Teams.



Step 2 – Log in with your school email address and password.