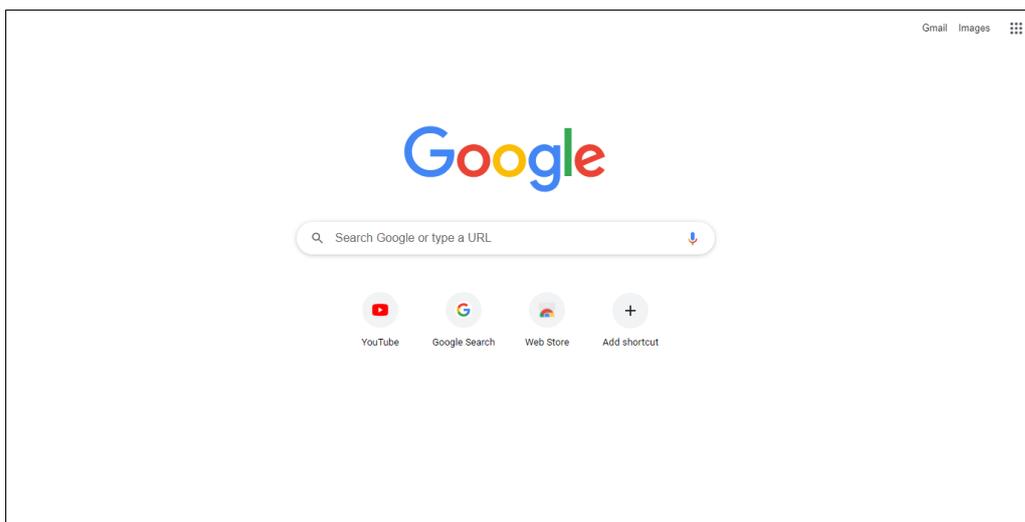
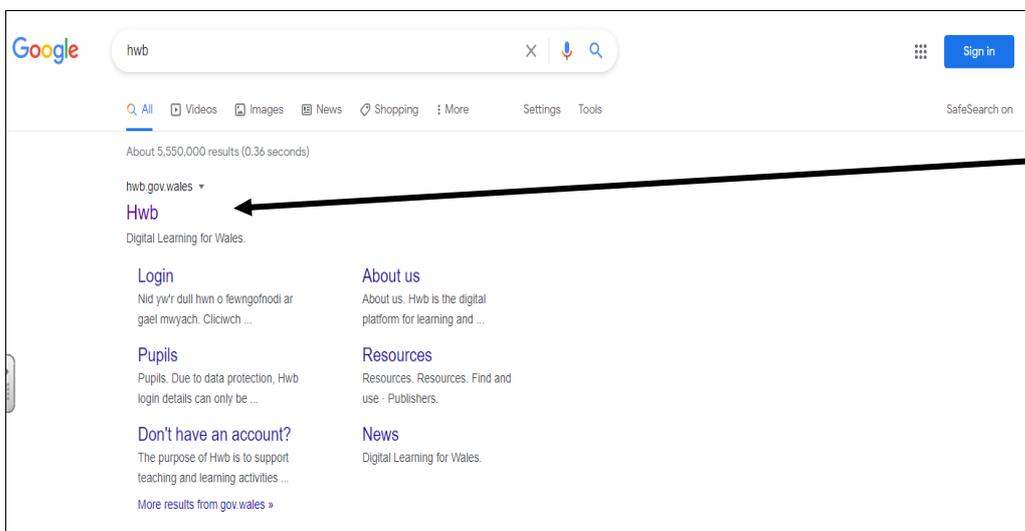


Parent and Pupil Guide to Access Teams Through Hwb

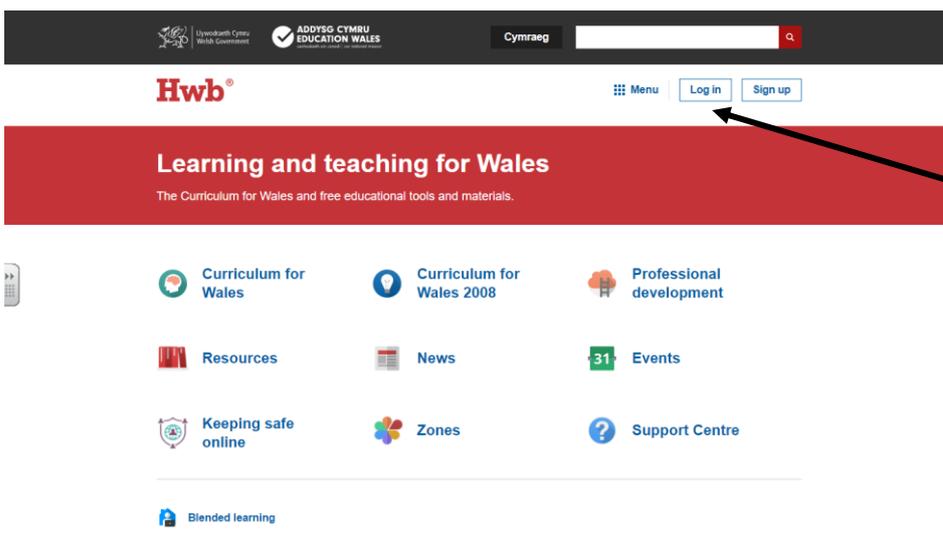


Type into a Google Search

Hwb



Click on the Hwb Website link from the search as shown in the picture.



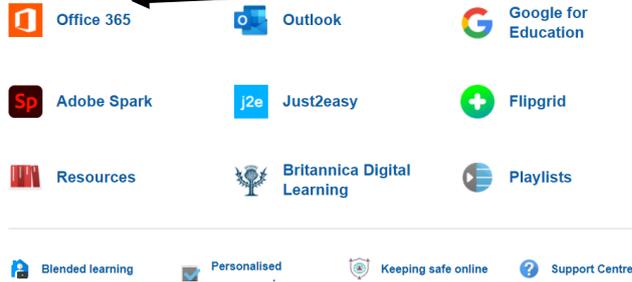
Click on the Log in tab in the top right corner of the screen as shown in the picture.

Use your Hwb account details to log in. These should have been provided for you.

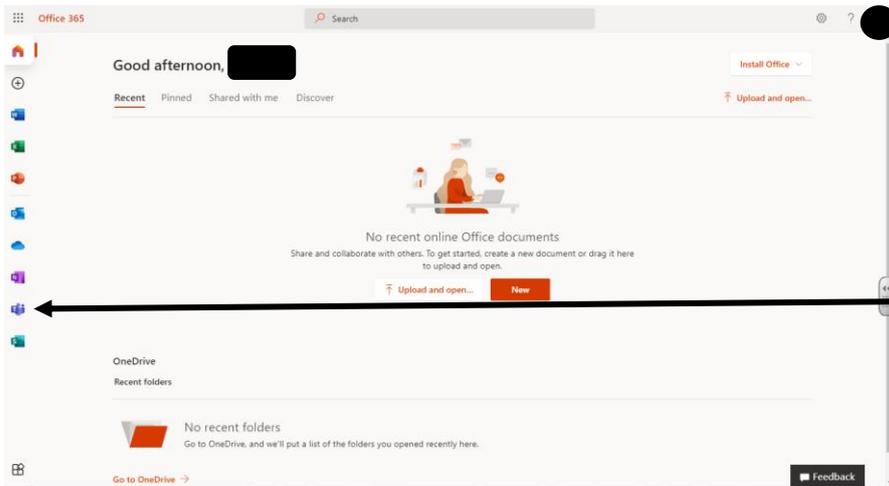
@hwbcymru.net
account

Learning and teaching for Wales

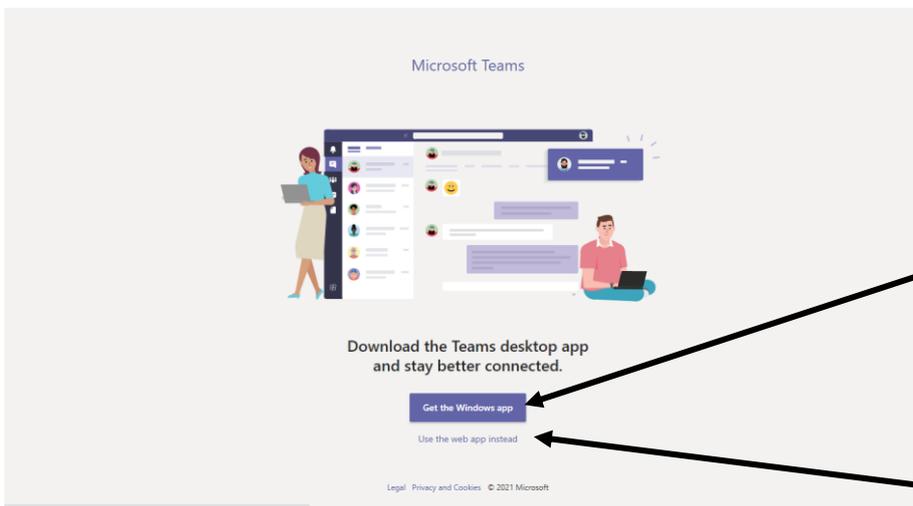
The Curriculum for Wales and free educational tools and materials.



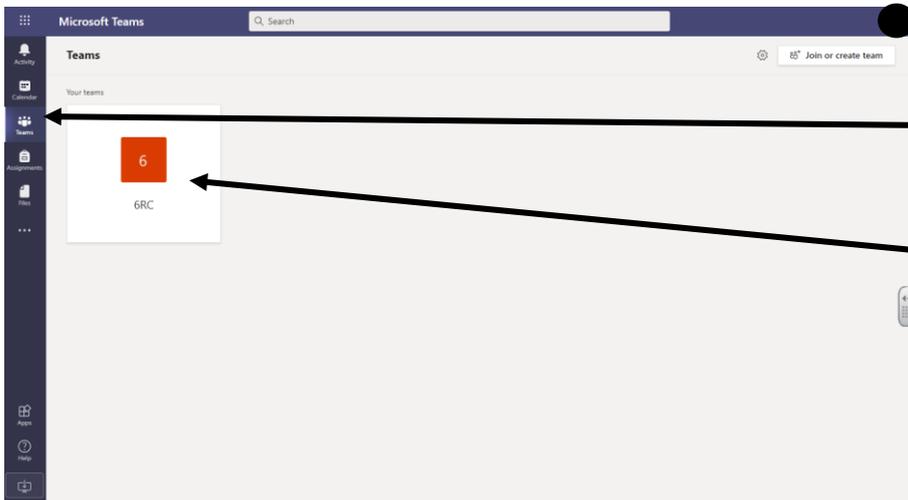
Once logged in look for the Office 365 and click on this.



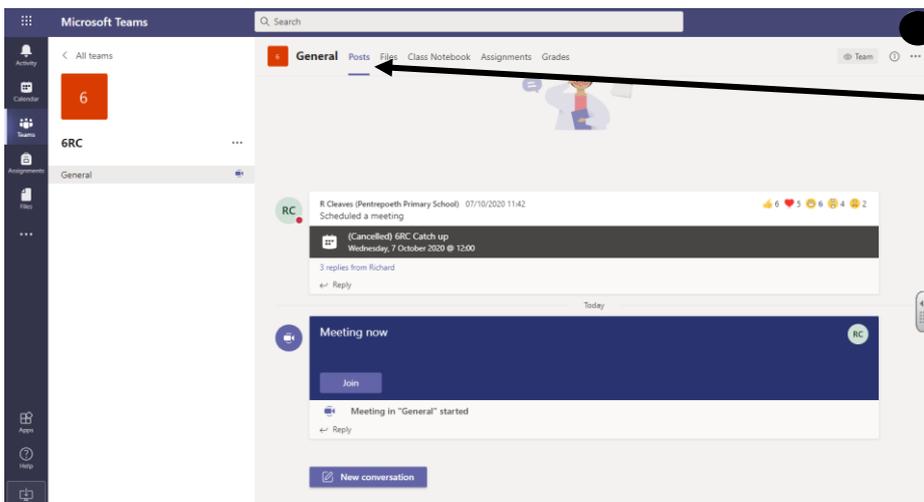
On the left hand side look for the Teams icon. This is a blue icon which is towards the bottom with a T on it.



You can then click either - Get the Windows app (which will download the teams app onto your computer permanently (This takes a little while) Or Use the Web app instead. This doesn't download the Teams software and will have to be done each time.

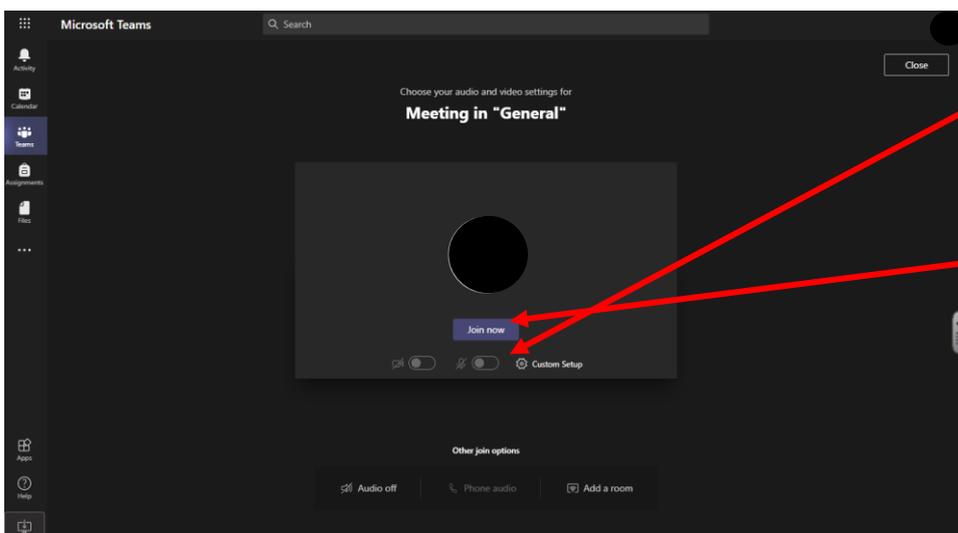


Click on the Teams button on the left hand side and it should show your child's class team as shown in the picture.



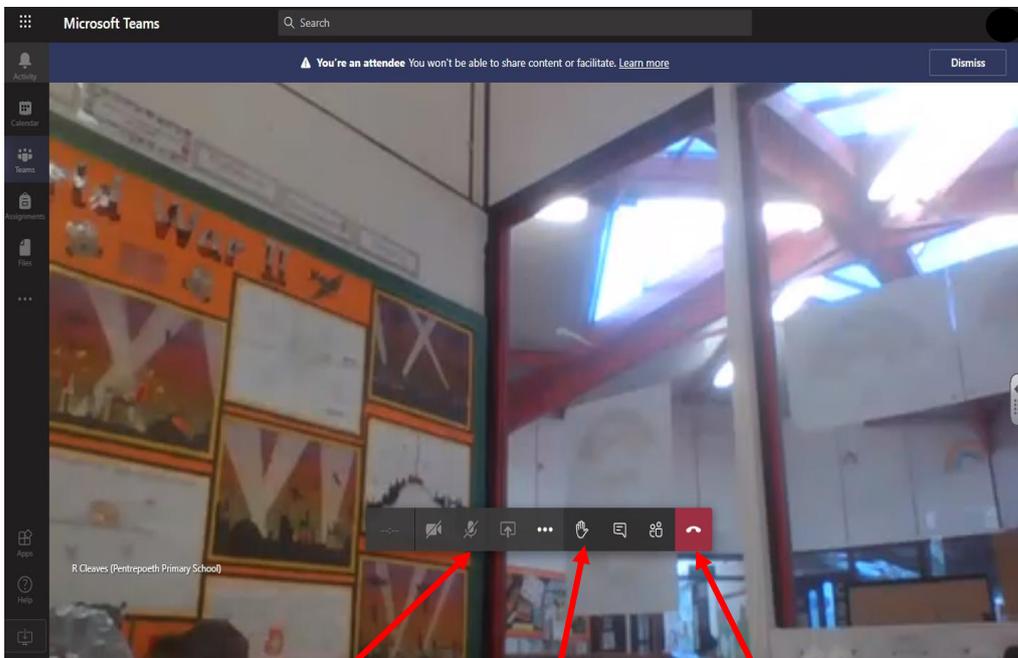
This should automatically open the posts tab of the team.

You should then see Meeting now and a join button. Click the join button



Make sure the camera and microphone are turned on.

Then Click the join now button.



You should then be in the meeting

To mute yourself please press the microphone

To put your hand up because you want to say something - Press the hand

To end the meeting please press the red phone