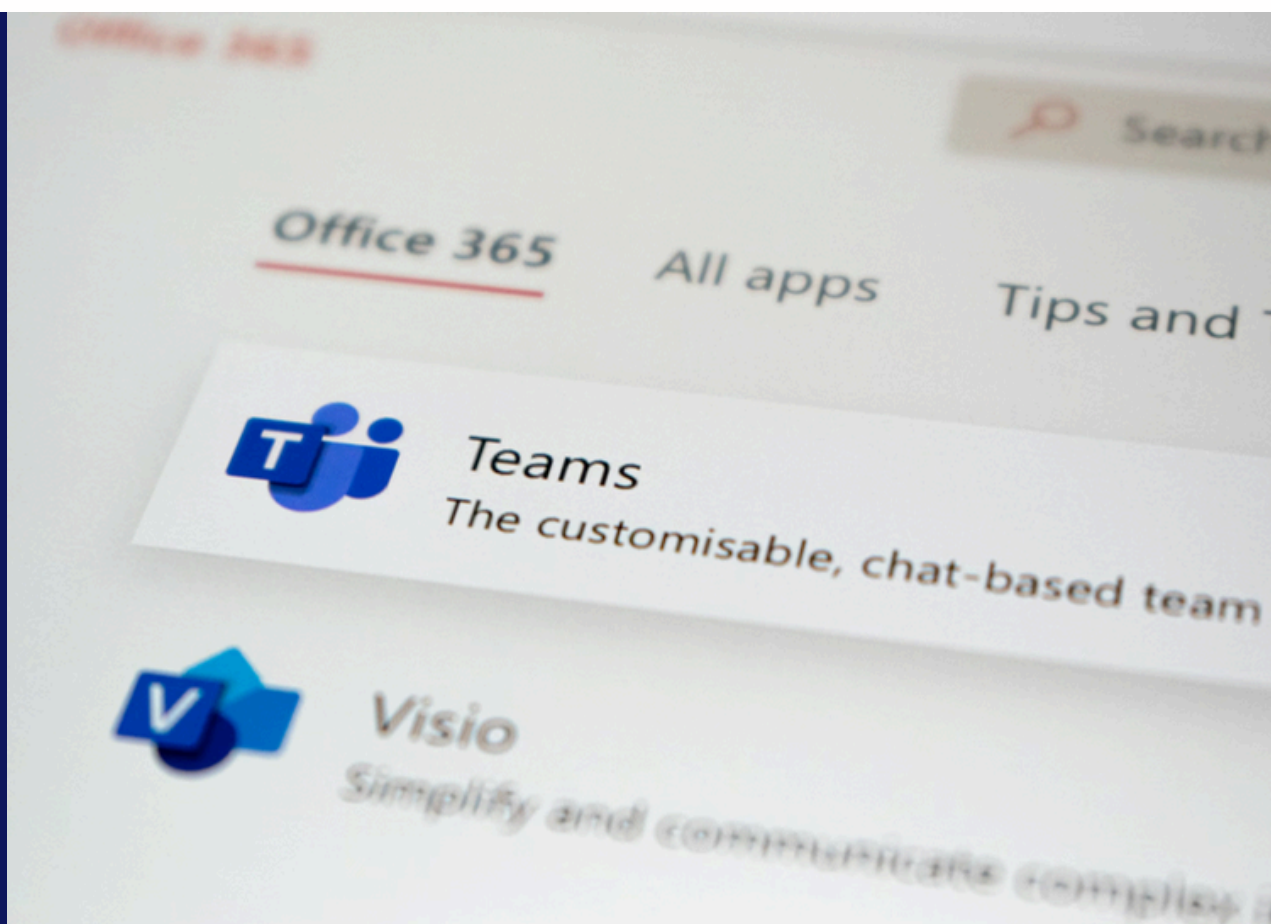




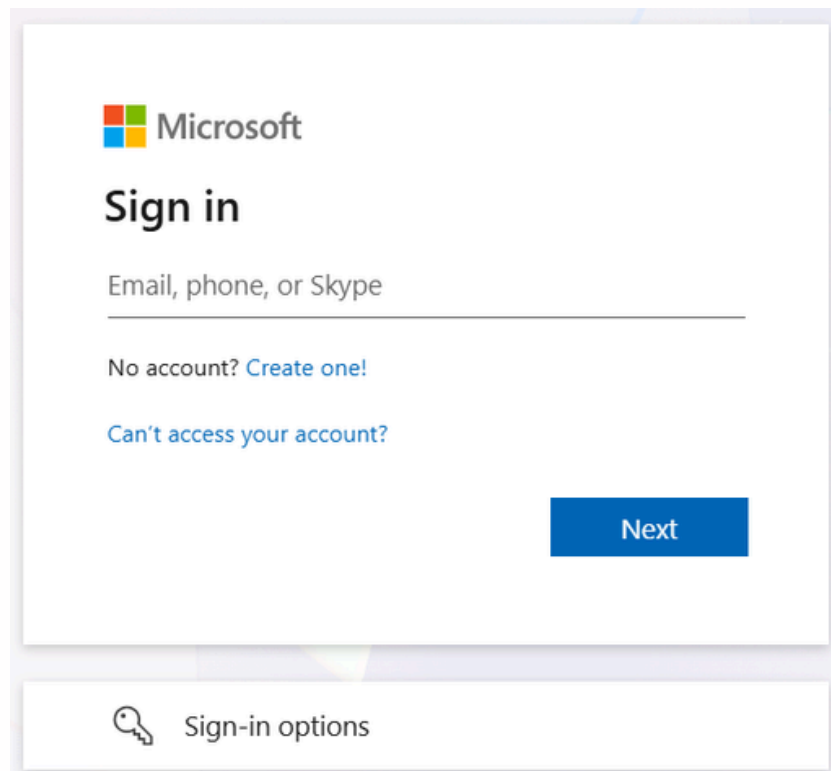
مدرسة العاصمة  
CAPITAL SCHOOL



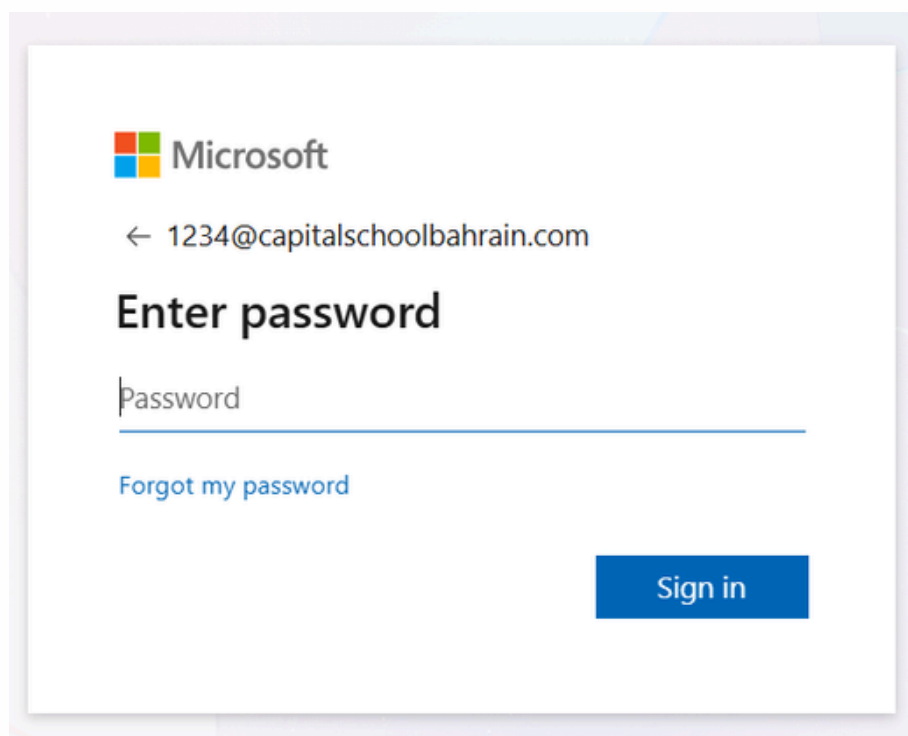
# MICROSOFT TEAMS GUIDE

# MICROSOFT LOGIN PAGE

We use Microsoft to sign in to most services. Whenever you are met with this login screen, you should sign in with your Capital School Email and Password (EG: 1234@capitalschoolbahrain.com)



The image shows a Microsoft sign-in screen. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right, there is a blue button labeled "Next". At the bottom of the screen, there is a section titled "Sign-in options" with a key icon.



The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed in a large, bold font. Above this text, there is a back arrow icon followed by the email address "1234@capitalschoolbahrain.com". Below the "Enter password" text, there is a text input field with the placeholder text "Password". Below the input field, there is a link that says "Forgot my password". At the bottom right, there is a blue button labeled "Sign in".

# MICROSOFT TEAMS

## What it is:

Microsoft Teams is the school's main online learning platform, used to deliver Remote Classrooms and support day-to-day communication, teaching, and learning through Microsoft 365.

## Used for:

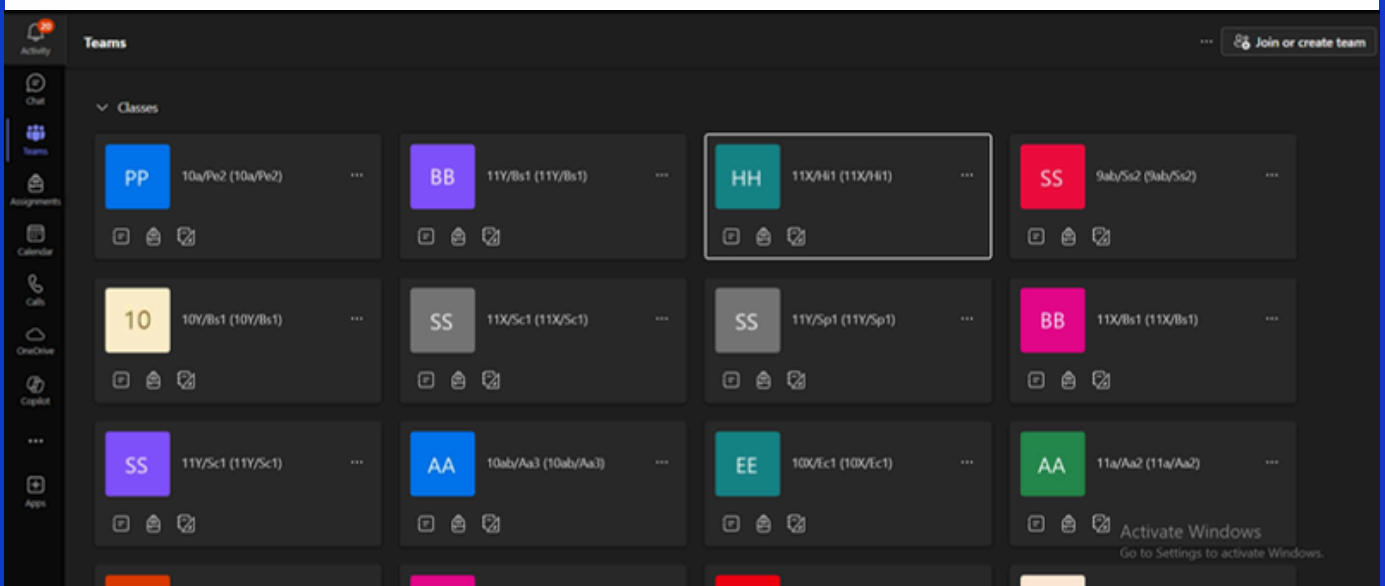
**Remote Classrooms** - pupils join live lesson calls, take part in discussions, and stay connected with their teachers and classmates during online learning.

**Assignments** - teachers can set work, attach resources, share files, give instructions, and collect completed work through Teams.

**Class Materials** - pupils can access lesson resources, announcements, and any supporting materials shared by their teachers in one place.

## How to sign in:

1. Go to: <https://teams.cloud.microsoft>
2. Enter your school email address (EG: *1234@capitalschoolbahrain.com*)
3. Enter your school password & click **Sign In**



# MICROSOFT TEAMS

Click the links below to access walkthrough guides on how to use Microsoft Teams!

How to locate your teams class

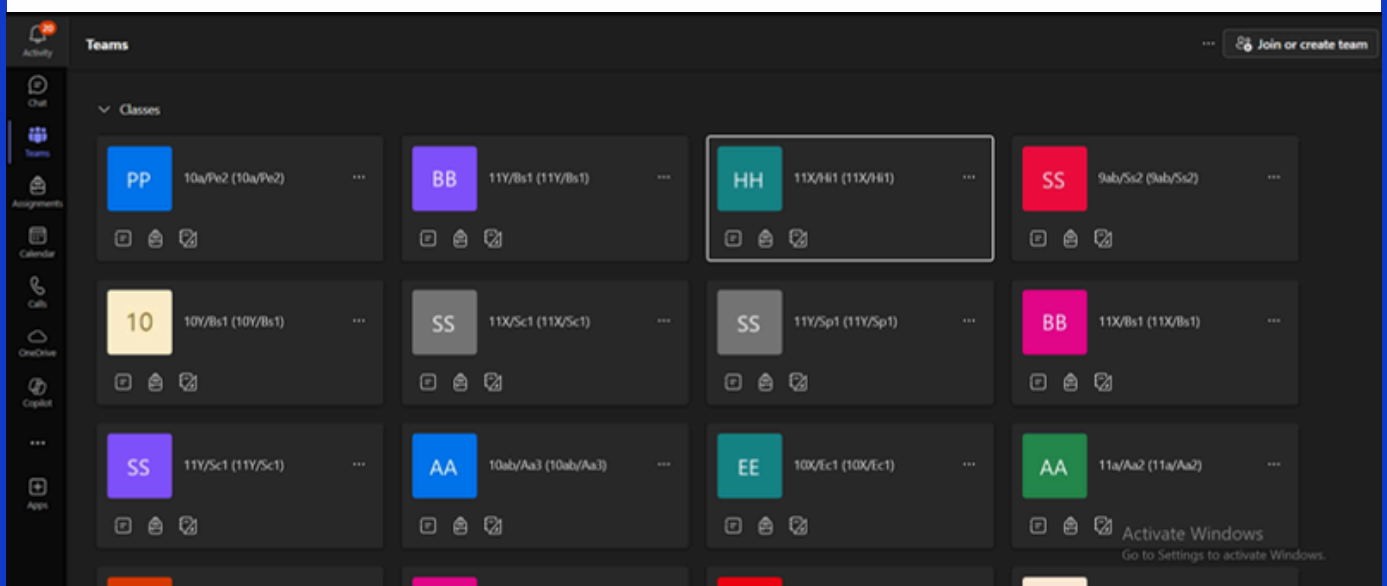
[CLICK HERE](#)

How to access your lessons (online calls)

[CLICK HERE](#)

How to access & upload assignments (your work)

[CLICK HERE](#)



# MICROSOFT TEAMS

## HOW TO ACCESS OTHER RESOURCES

Please watch the linked videos for guidance

Click the Play Button to be linked to the video



**DESKTOP**



**MOBILE**

# THANK YOU



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