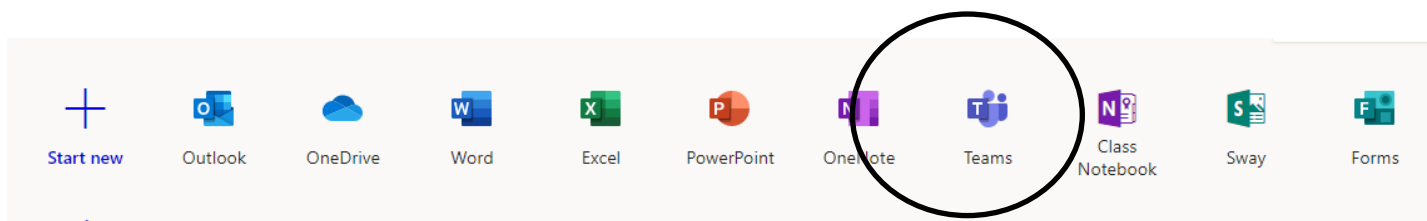


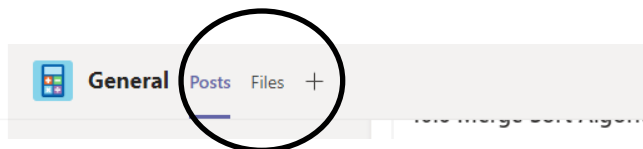
Accessing Teams

Go to <https://hwb.gov.wales/> and use your username and password if you do not remember them then use a personal email account to contact either Mr Jenkins jenkinsa330@hwbcymru.net or Mr Ellett, elletts@hwbcymru.net they will be able to reset the password for you.

Click on this icon



- To access Teams you can use the bar as shown above, or from other apps use the waffle in the top left of the screen.
- When you select this you will then have a new window open and you can see the classes you belong to on the left.
- From here you can select the chosen class.
- Most resources have been stored in the “Class materials”
- This is accessed through the files tab at the top of the screen.



- If the folder is not shown, select the 3 dots at the end of the bar and select “open in SharePoint”
- From here you can then download and view the resources that have been placed there.

