



Accessing your Microsoft Teams in NSW Public Schools

Accessing MS Teams using the desktop or mobile App



1. Find the appropriate **Microsoft Teams App** for your device from <https://teams.microsoft.com/downloads>
2. Install the correct app to your device and run it
3. Sign in with your **department email address** **A** and choose **Next**.
4. The **DoE log on screen** **B** will appear. Sign in with your department credentials
5. All of the **Teams** that you are **enrolled in** will then appear!



Need help using Microsoft Teams?
- Try the [Quick Start Guide](#)

A

Microsoft
Sign in
User ID: Joanne.Singh2@education.nsw.gov.au
Next
No account? [Create one!](#)
Can't access your account?

B

Login with your DoE account
User ID: Joanne.Singh2
Example: jane.citizen
Password: [masked]
Log in
[Forgot your password?](#)

Signing into MS Teams with a desktop browser



1. Use a **modern browser** in Windows, MacOS or Linux
2. Browse to your DoE Portal at: <https://portal.det.nsw.edu.au>
3. Sign in with your department credentials **B**
4. Select **Microsoft Office 365** from inside the **My Learning box**
5. Choose **Teams** from the list of apps

