

How to access Emperor Class files on Teams

Open your web browser (Internet Explorer / Safari / Chrome etc.)

Go to: <https://teams.microsoft.com/>

Microsoft

Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Enter the user name followed by @townley.cambs.sch.uk

Click Next

Enter the password

Choose whether to stay signed in or not and progress to the next screen.

Microsoft

granea18@townley.cambs.sch.uk

Stay signed in?

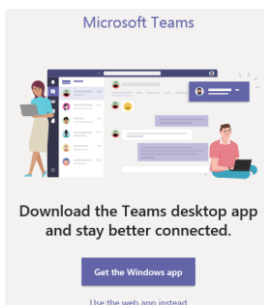
Do this to reduce the number of times you are asked to sign in.

Don't show this again

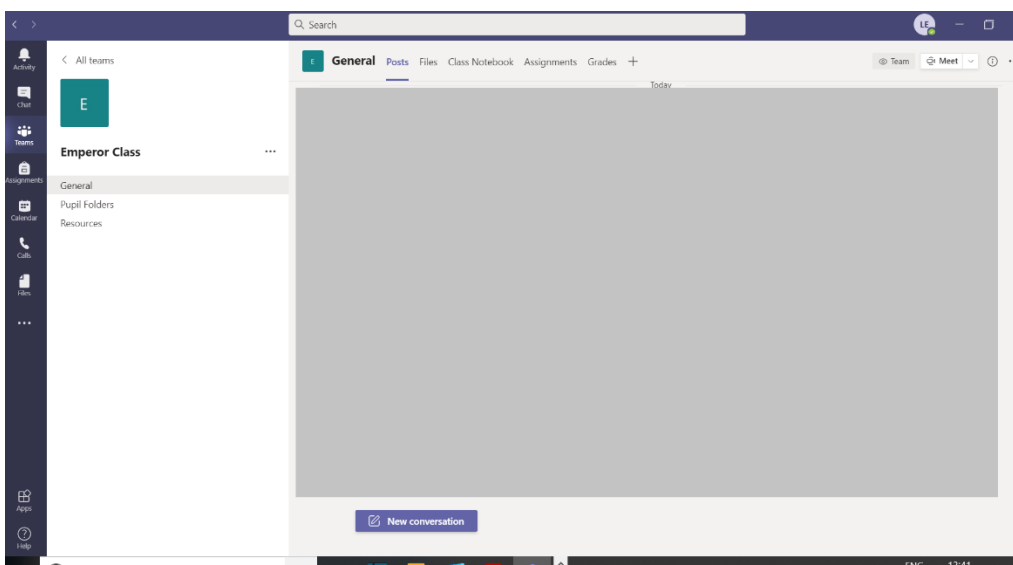
No

Yes

At the next screen, select "Use the Web App instead" and you will be taken to the Townley Teams pages.



Our class page will look like this:



Click on Emperor Class and then go to the Files tab at the top of the page.