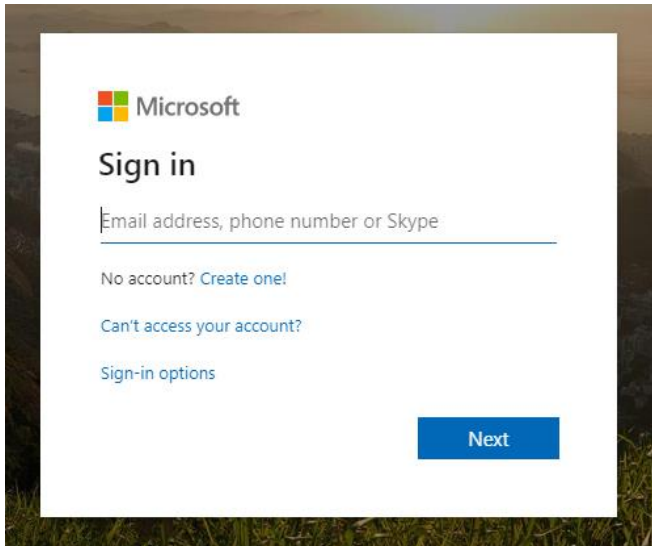
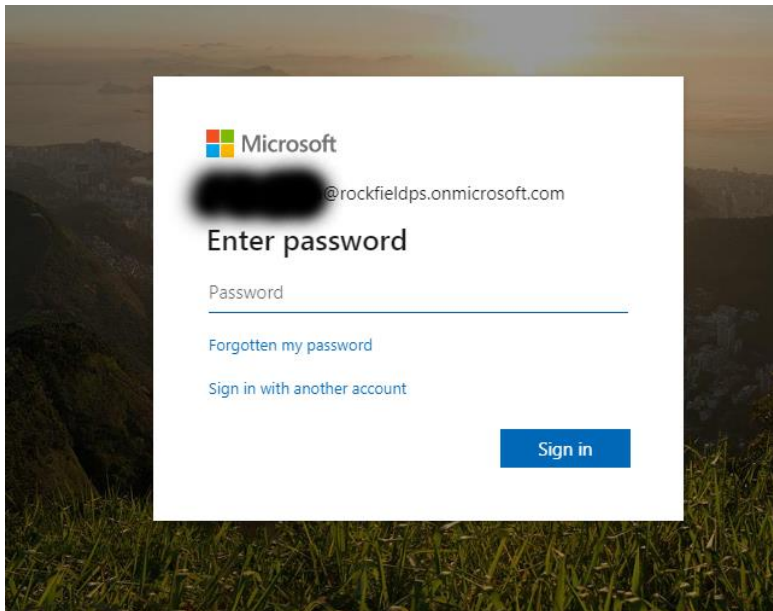


Steps to log in on Laptop/desktop:

1. Go to <https://login.microsoftonline.com/>
2. Enter user name provided to your ward through school website and click Next



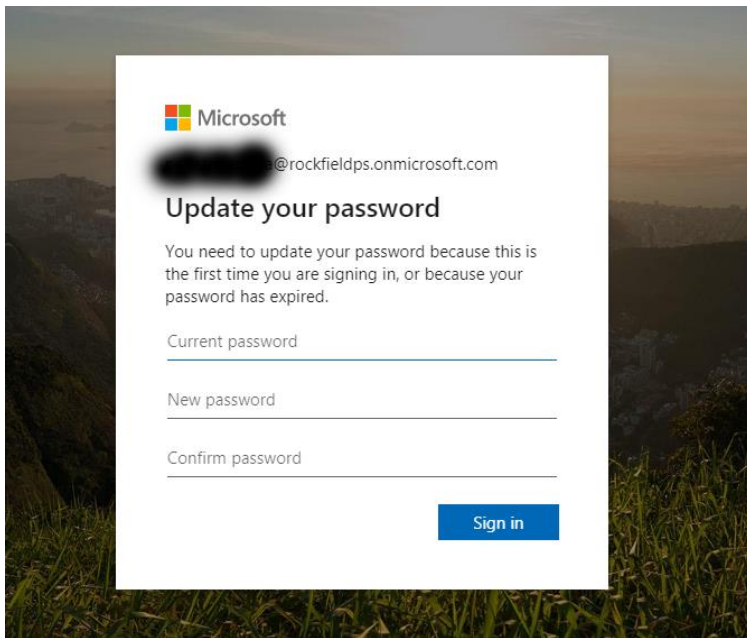
3. Enter Password provided to your ward through school website and click on Sign in



4. (a) Current Password —————> Enter the same password provided to your ward
(b) New Password —————> Create a new password using alpha numeric, which includes Number, Symbol, Capital Letter & a Lower Case Letter

Example: "Rockfield@123"

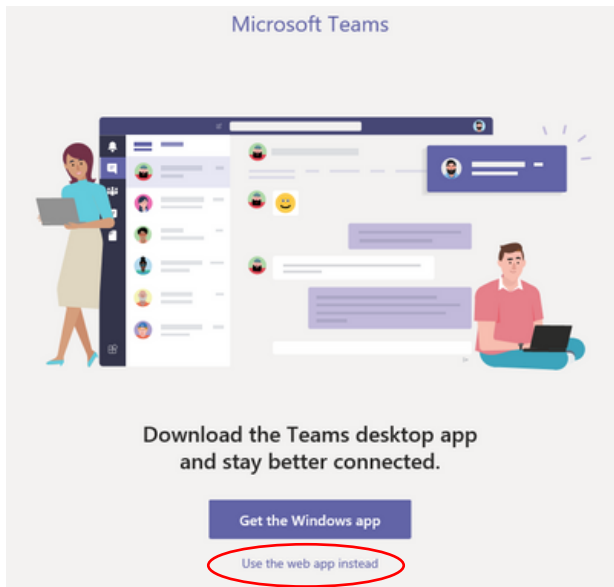
- (c) Confirm Password —————> Enter the new alpha numeric password that you have created
- (d) Click on sign in



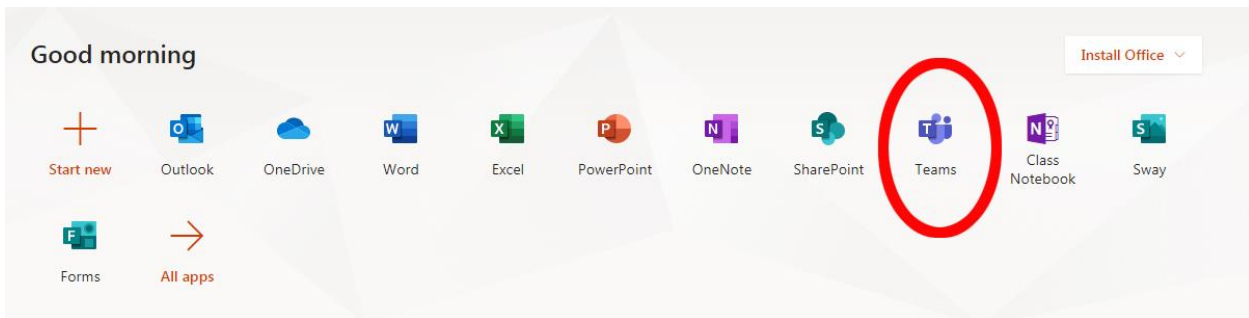
5. Click on Yes and Continue



6. Click on use the web app instead



7. Click on Teams



8. Congratulations! You have successfully logged in the app for virtual class and do remember user name and password created by you for future log in.

