

### **If you have a work Teams account already and can't log in to your child's Team account**

- 1) If you are using a tablet or phone with the Teams App click the three lines in the top left corner and select +Add Account
  
- 2) If you are using a personal laptop/PC log off of your work Teams account by clicking your initials in the top right corner and selecting 'Sign Out' you can then sign back in with your child's email address password.
  
- 3) If you are using a work laptop/PC and cannot log out of Teams:
  - a. Open Google Chrome
  - b. Click on the three dots under the X in the top right corner
  - c. Click Settings
  - d. Select Privacy and Security from the menu on the left hand side
  - e. Click 'Cookies and Other Site Data'
  - f. Click the toggle to 'Allow All Cookies'
  - g. Go to [www.office.com](http://www.office.com)
  - h. Sign in using your child's email address and password
  - i. Click on the Teams logo
  - j. Navigate to the calendar
  - k. Look for your meeting
  - l. Click the join button next to the meeting