

HOW TO ACCESS MOODLE AND MICROSOFT TEAMS FROM THE SCHOOL RUGBY FIELDS

To login to the School Network

1. If your device is on Mobile Data, turn it OFF.
2. Turn on your Wi-Fi, and select the **Student WiFi Network**. There is no password required. If you cannot connect, choose "Forget Network" and just try again.
3. Remember:
YOU DO NOT NEED INTERNET ACCESS TO GO TO MOODLE OR MICROSOFT TEAMS AT SCHOOL.

To access Moodle

1. Go to Google Chrome (or your favourite internet browser).
2. Type: **moodle/** in the URL and tap Go/Enter.
3. Login with your username and password.
The username is normally: first initial + surname
e.g. John Smith will be: jsmith
The password is normally: 123
4. To download, go to the file you want to download and hold your finger on the file name.
Choose: Download link.

To access Microsoft Teams if you do not have the app

1. Go to Google Chrome (or your favourite internet browser).
2. Type: **teams.microsoft.com** in the URL and tap Go/Enter.
3. Login with your username and password.
The username is normally: first initial+surname@krugersdorhigh.co.za
e.g. John Smith will be: jsmith@krugersdorhigh.co.za.
The password is normally: access@365
4. Go to your subject and click/tap on "Files".
5. Select the file you want on the left.
6. Choose "Download" from the taskbar on top.

To access Microsoft Teams if you have the app

1. Tap/Click on the Teams icon.
2. Login with your username and password.
The username is normally: first initial+surname@krugersdorhigh.co.za
e.g. John Smith will be: jsmith@krugersdorhigh.co.za.
The password is normally: access@365
3. Go to your subject and click/tap on "Files".
4. Select the file you want on the left.
5. Choose "Download" from the taskbar on top.