**Dear Parents & Carers** 

If you find that when you're trying to login to Teams, you are struggling and the system 'asks you for a code' – we think we have found out why!

Read the advice/images below to see if this helps.

Thanks

Miss Staniforth & Mrs White

Step 1 – if this is the screen you can see, delete the bit that says '@KPS.LOCAL'



## Step 2 – it should then look like this:

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Step 3 – add '@keyinghamprimary.co.uk' and click 'Sign in'



We hope this helps!