Pupils Guide to using Teams
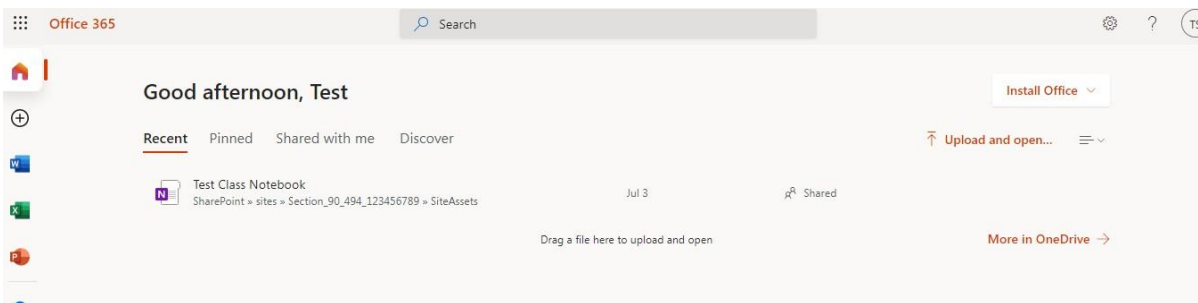
1. Go to: https://www.office.com/
2. Use your email and password to log in- these are stuck in your Reading Comment books.
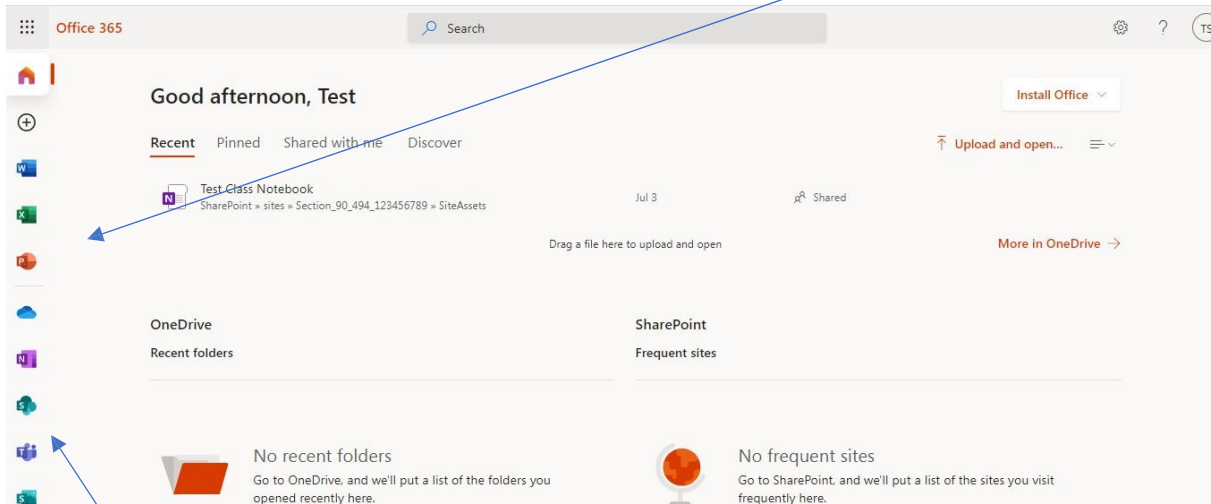   a. Email: eg. 13TestS@waynfleteinfants.co.uk
   b. Password:eg. Rabbit24

   c. Add email to the email address section
   d. Click Sign in
   e. Add Password to the password section
   f. Click sign in

3. When you sign in a screen like this will appear.

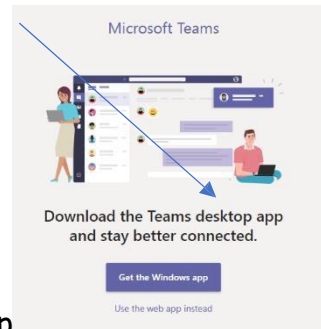4. You will see you have a range of icons down the sides- called apps.

The apps are:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- OneDrive
- OneNote
- Teams
- Sway

You can access any of these by clicking them.

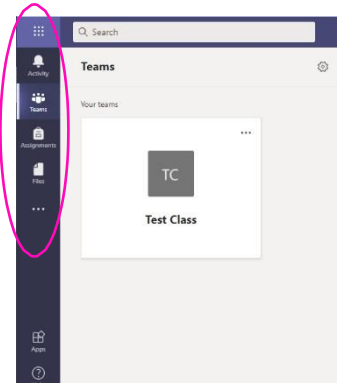5. To access Teams- click the T icon.

6. This will bring a page that looks like this up
   a. You can either get the Windows app or use the web app instead (ask a grown ups permission)
7. If clicking web app- this page will appear next.
   a) This will now show your class
   b) There are tabs along the side where you can access features that your teacher has allowed.

The Feature are:

- Activity (A bell)- This is where you will see mentions, replies and other notifications e.g. reminders of home work that are due in.
- Teams (3 people)- these are the teams you are part of.
- Assignments (Briefcase)- This is where homework and tasks will be set for you to complete.
- Files (Paper)- This is where your teacher will add files for you to access to download, you will also be able to upload these one they are complete.

How to access assignments

1. When an assignment/task has been created it will come up in two places- in your activity feed and teams.

2. You can view the assignment this way by clicking view assignment.
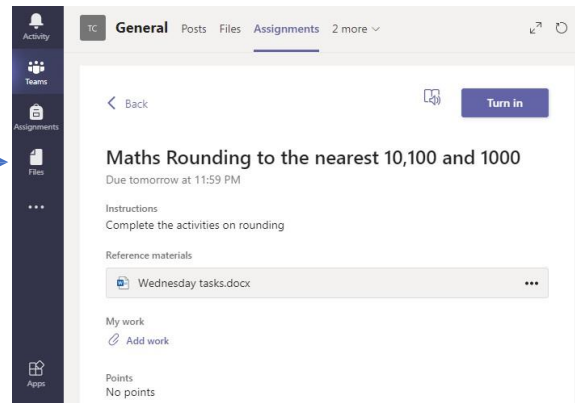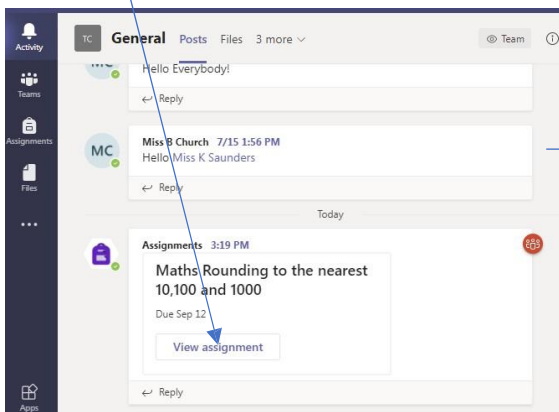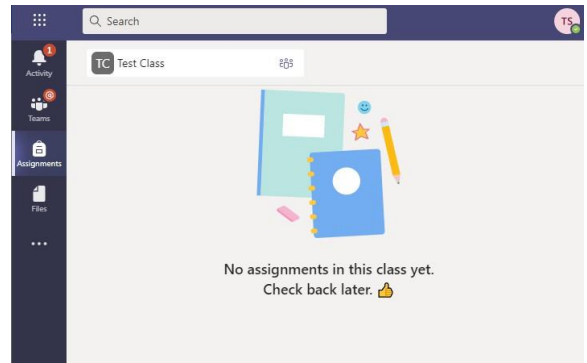
3. Click the task
   a) you can complete it online or opening in your desk top if you have the correct app (Ask a grown up)
   b) You will need your email and password to download this to the app. You can then answer assignment.
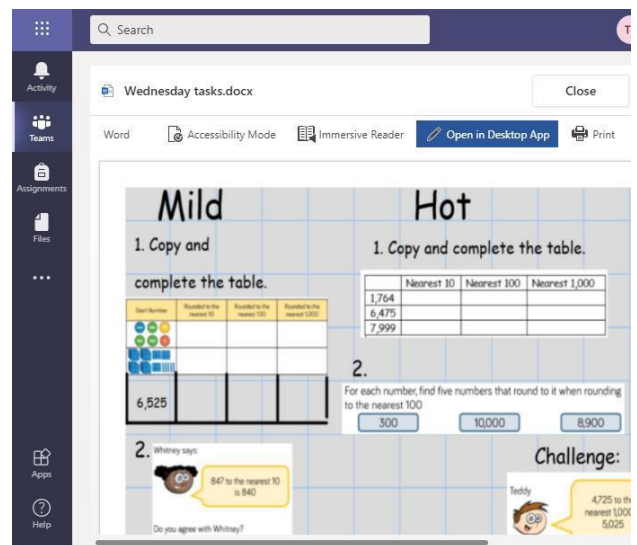
c) When you are finished and ready to upload your work. Click add work.
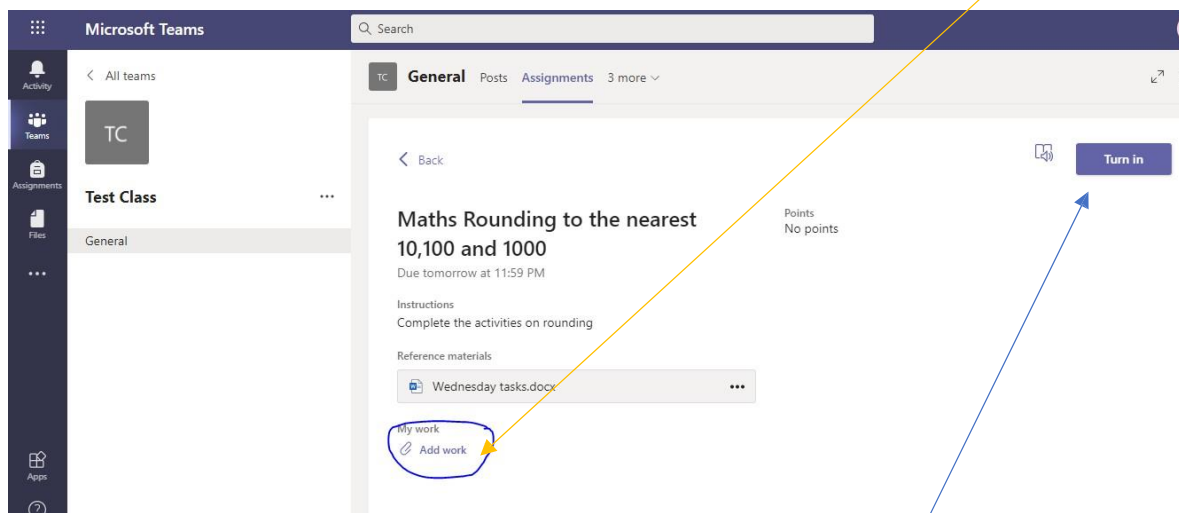
4. Once you have added your work you will need to click turn in- If you change your mind you can click undo turn in and alter your answers if you would like to.
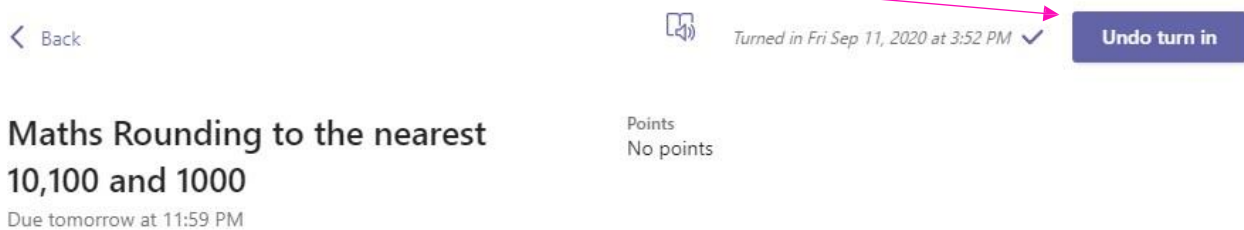
5. This will be sent to your teacher who will mark it and get back to you with any feedback.