## Teams - How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



Click sign in and sign in with your full school email address.

You will then be directed to the login page for the Trust - this is the start of your email address and the password you normally use to access your laptop.



Sign In

Password:

## Click on the Teams icon

Apps										Install Office $\vee$
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Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway	Forms
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People	Staff Notebook	Calendar								
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You should now see all the Teams if your teachers have already set them up for you, or you may have different codes to join your classes.

## Teams - Joining a Virtual Classroom - Student



If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

Choose your audio and video settings for



The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off - in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over



## Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You can access this is two different way. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.

		Microsoft Teams	Search for or type a command						
Activity Teams Assignments	Activity	< All teams	සා General Posts Files Class Notebook Assignments Grades						
		දීලී	Upcoming						
	Assignments	Example Class General	··· V Assigned (1)						
			•         Example Tasks           •         Due tomorrow at 23:59						
			> Completed						

Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.



OneDrive		×
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	Attachments	13 Oct 2017
	Notebooks	15 Sep 2018
۲	Computers.pptx	8 Jun 2018
Computers.pptx     Design.pptx		14 Feb 2020
۲	Edex_Comp_Sci_GCSE_7210 (1).pptx	20 Apr 2018
•	Network protocols.pptx	8 Jun 2018
•	Presentation.pptx	3 Jul 2018
	Template.docx	14 Feb 2020
	pyton.py	14 Feb 2020
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ts points	2. Click the hand in button to submit your work to your teacher	Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.
	Sooints	Name Attachments Notebooks Computers.pptx Design.pptx Edex_Comp_Sci_GCSE_7210 (1).pptx Network protocols.pptx Presentation.pptx Presentation.pptx Template.docx pyton.py C L Click the

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

