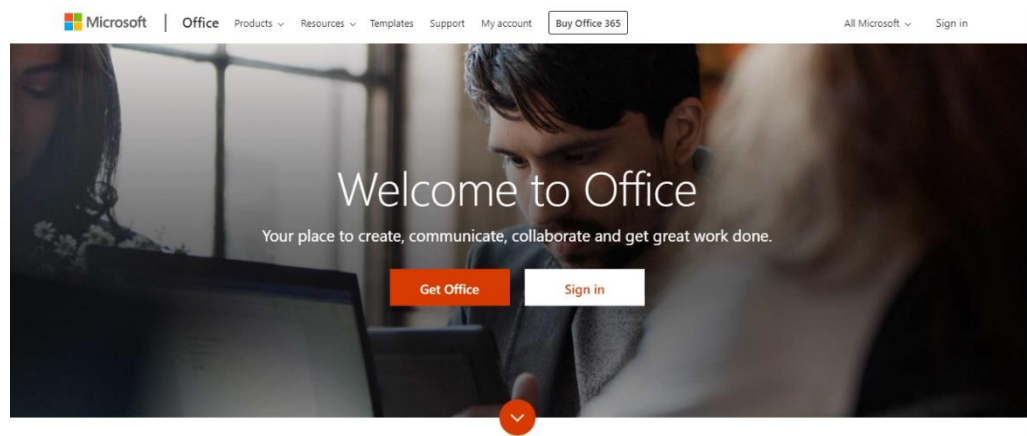


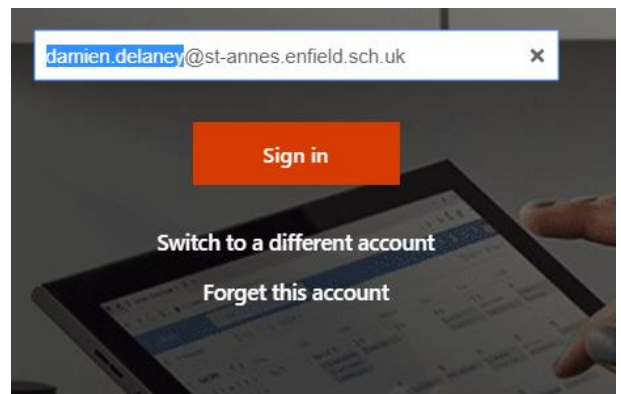
Teams - How to Login

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

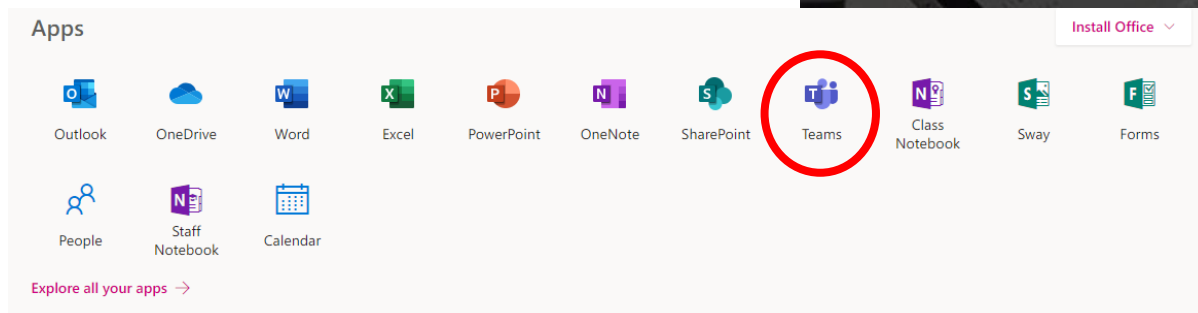


Click sign in and sign in with your full school email address.

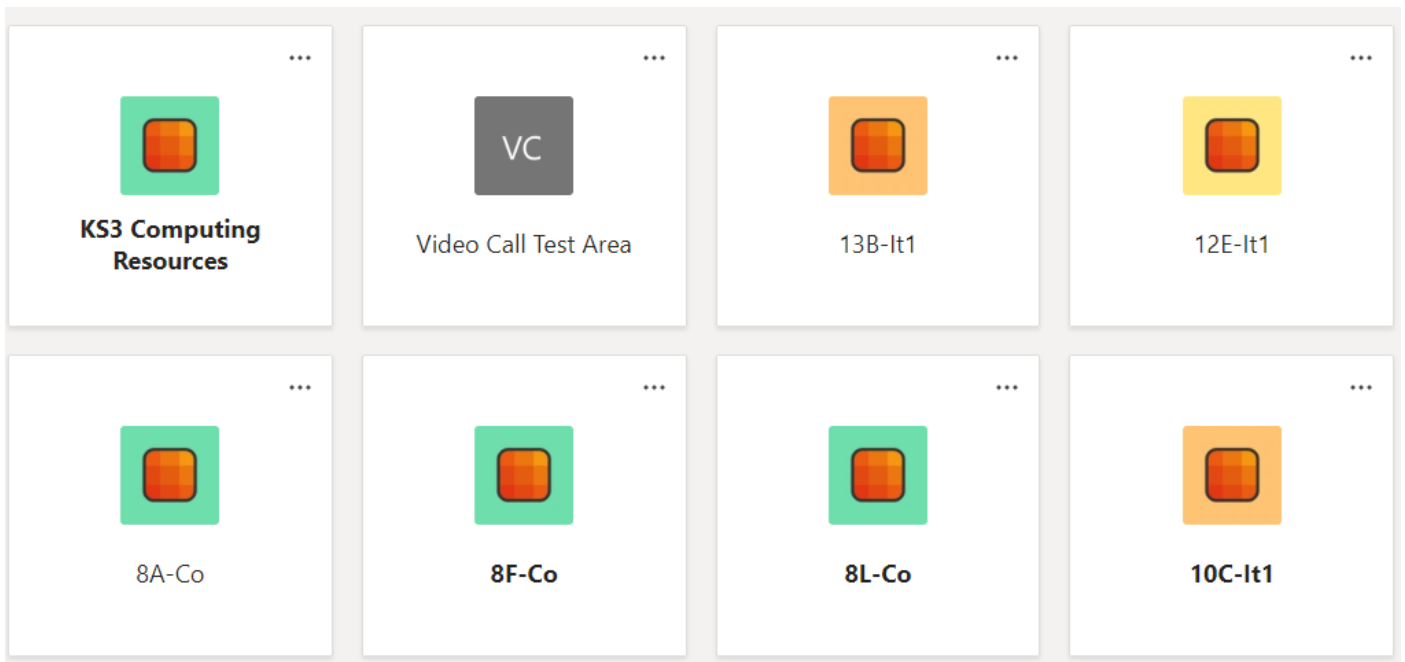
You will then be directed to the login page - this is your email address and normal password.



Click on the Teams icon

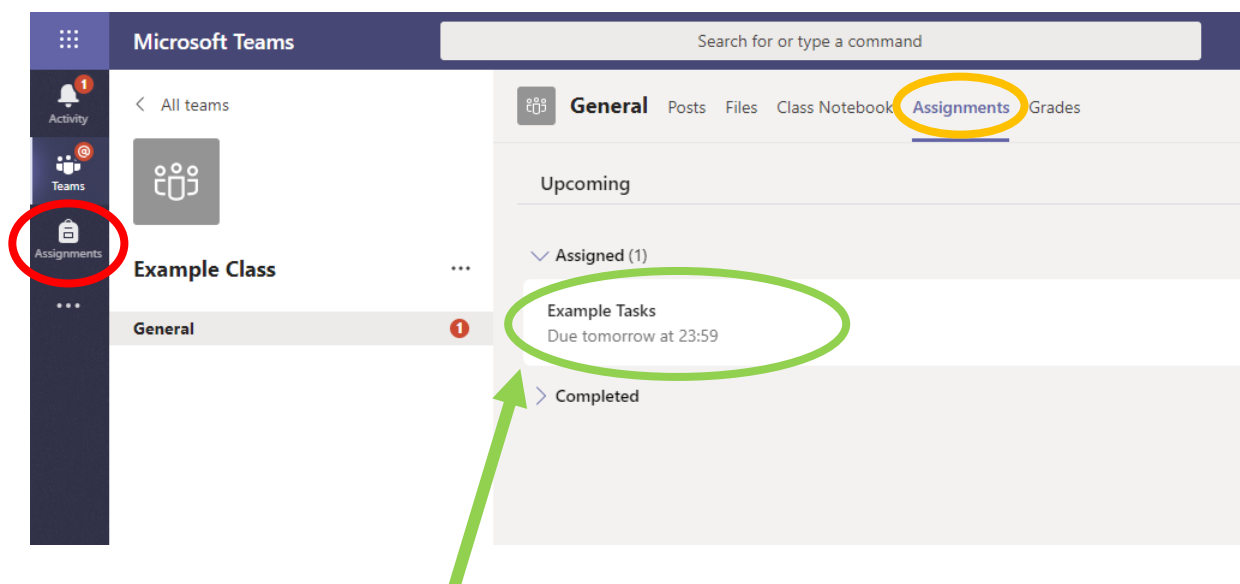


You should now see all the Teams if your teachers have already set them up for you, or you may have different codes to join your classes.



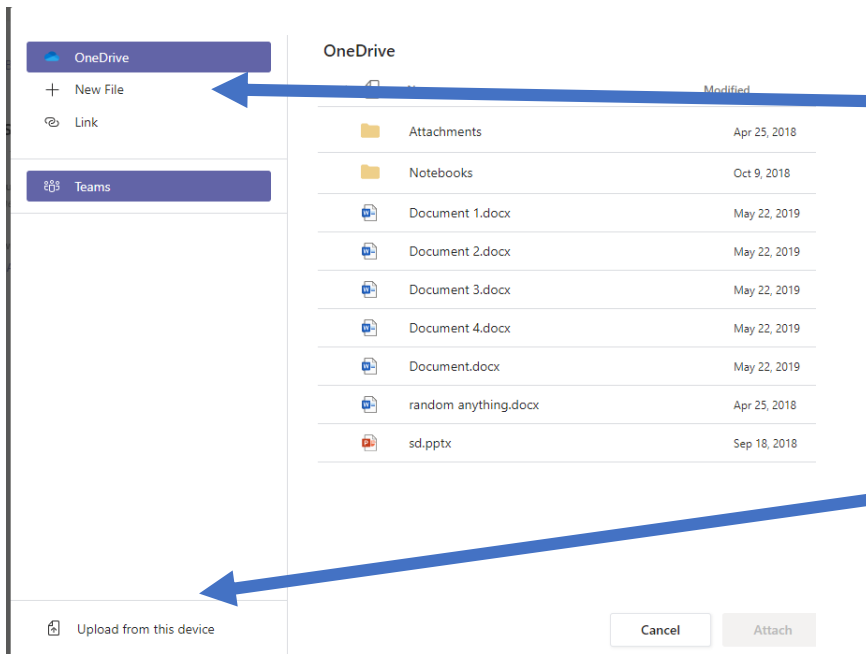
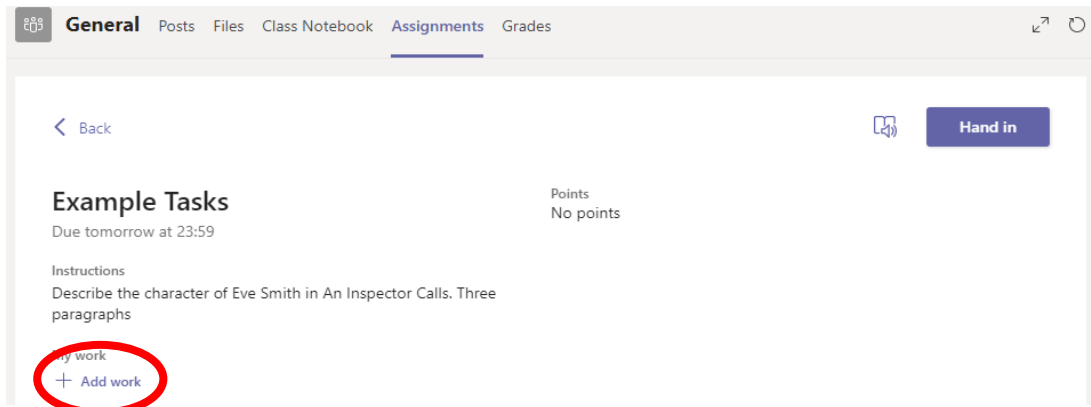
Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You can access this in two different ways. 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.



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.



Use this button to start a new file to complete your assignment.

Use this button to upload a file that you have saved on your computer.

Make sure you have the work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

