

## MS Teams - How to Login

Using Google Chrome go to [www.office.com](http://www.office.com)  
(or download Ms Teams from App Store, Play Store or online)



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

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



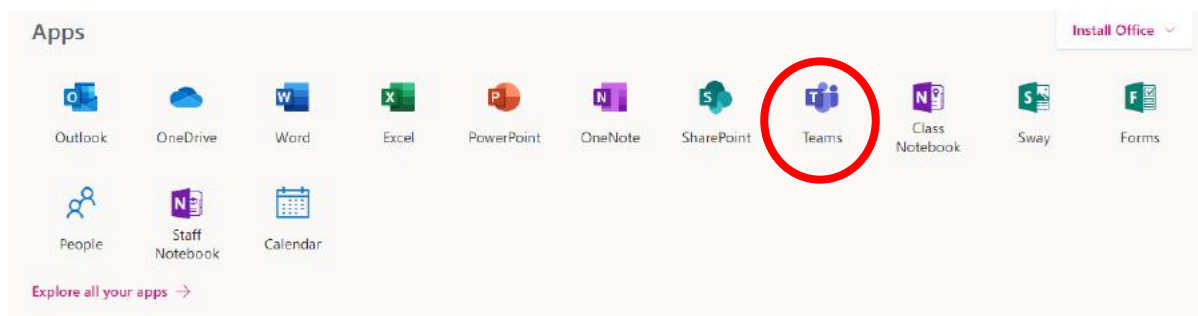
Enter password

Password

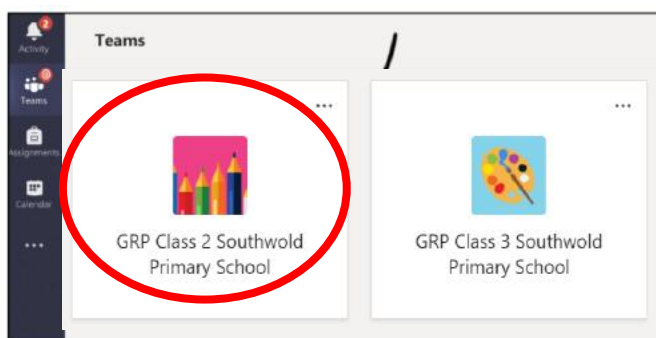
[Forgot my password](#)

Sign in

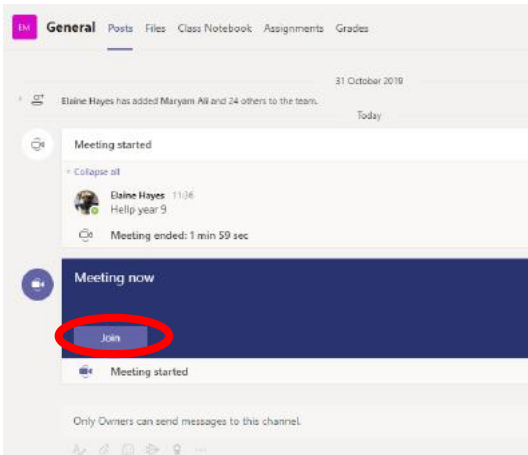
Click on the Teams icon



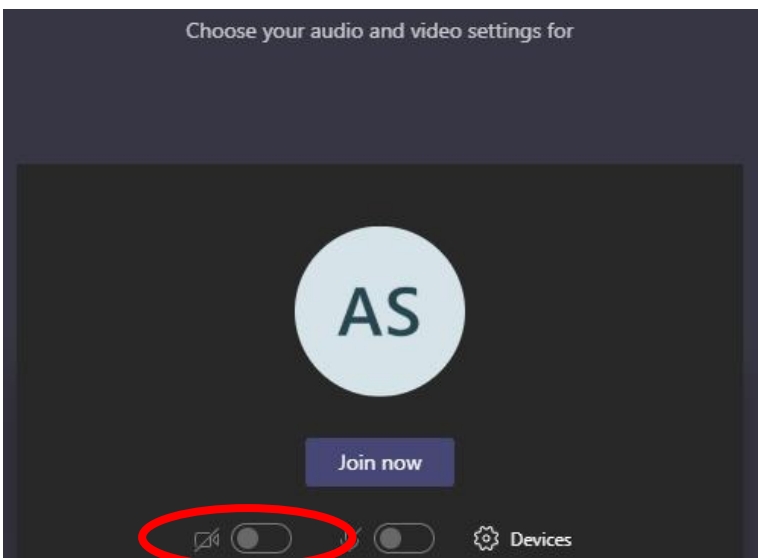
You should now see your Class Teams icon. Click the icon to open.



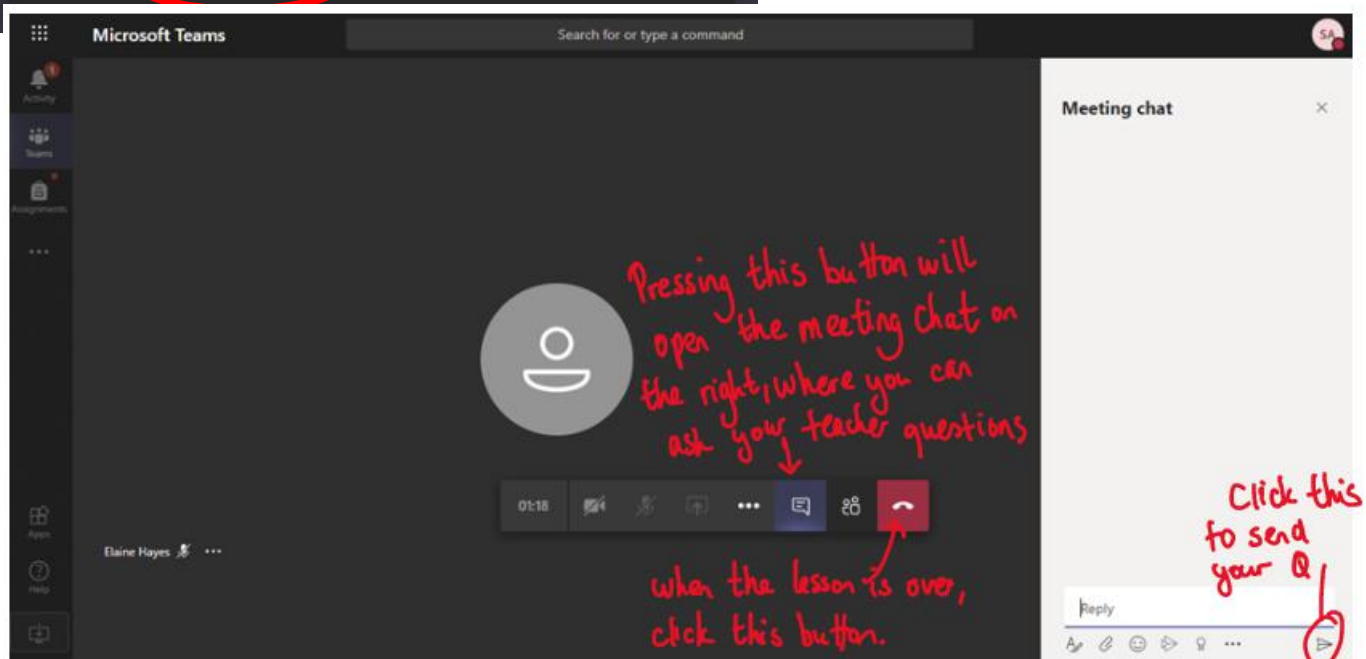
## Teams - Joining a Virtual Classroom - Pupil



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.

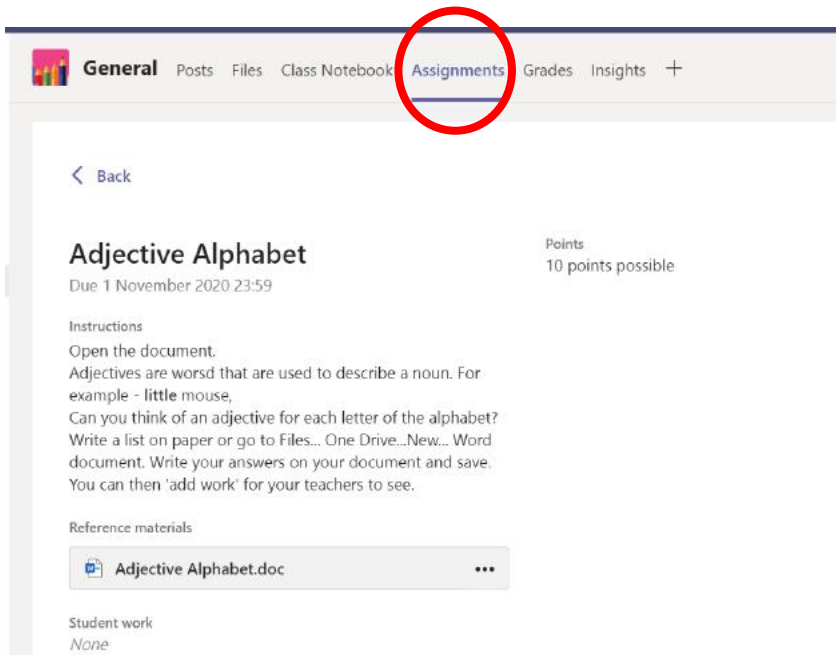


The red circle is the camera function. Make sure that it is on. Your teacher may have told you to keep your microphone on or off - in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat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

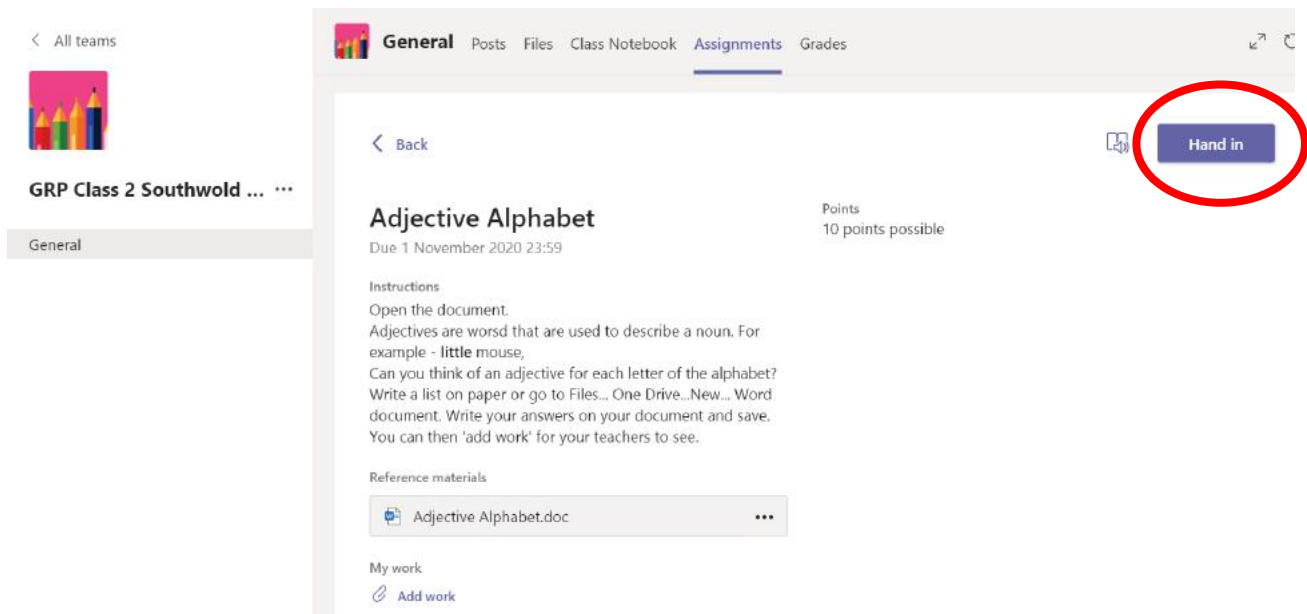


## Teams - Uploading an assignment

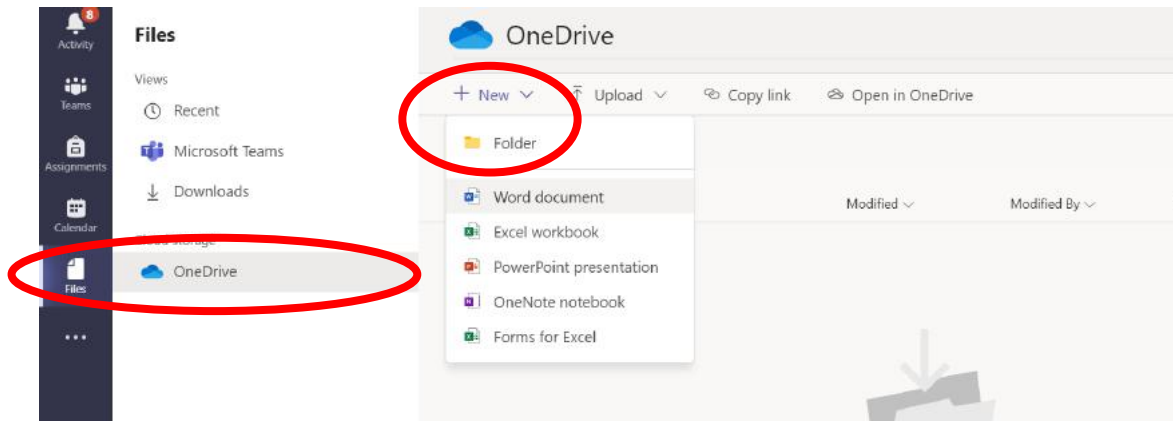
All class work can be accessed on MS Teams - Files or Assignments.



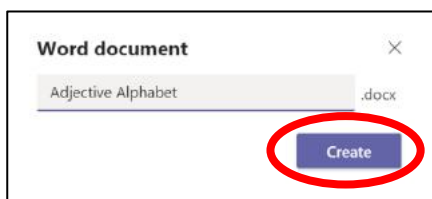
You can hand in work using MS Teams - take a photograph, 'Add Work' and 'Hand In'.



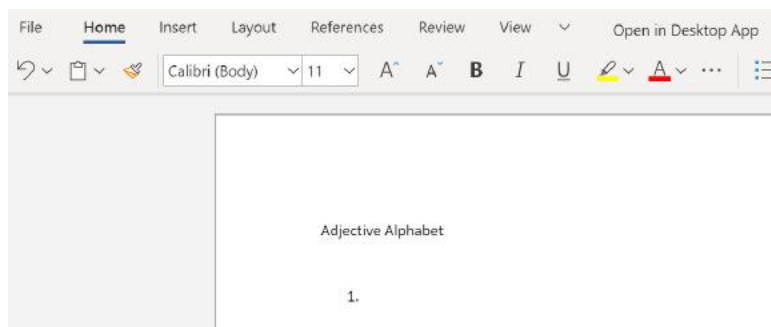
Or you can go to Files... One Drive... New... Word Document



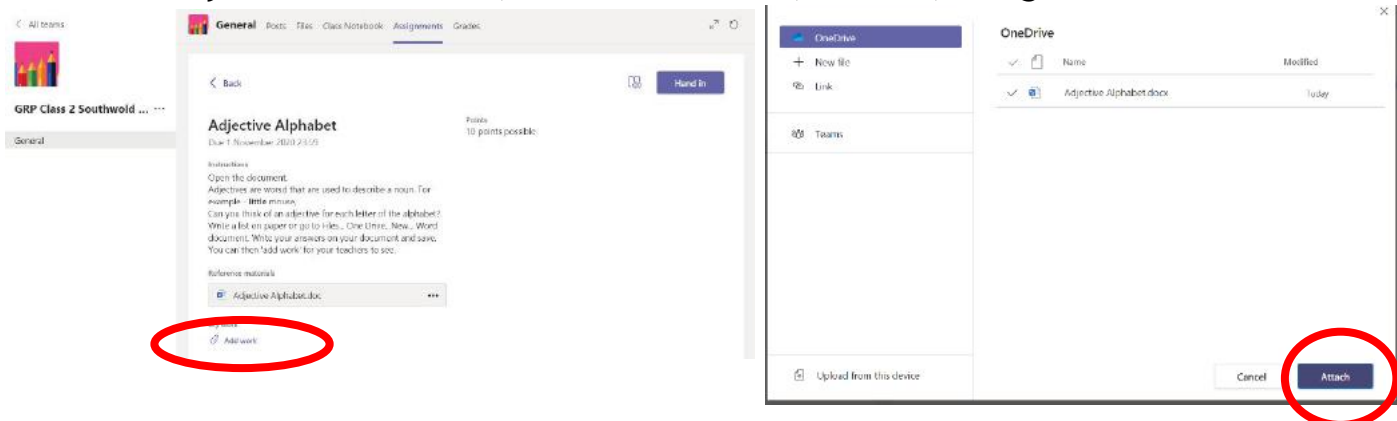
Give your document a name and then click 'create'.



Write your answers on your page.



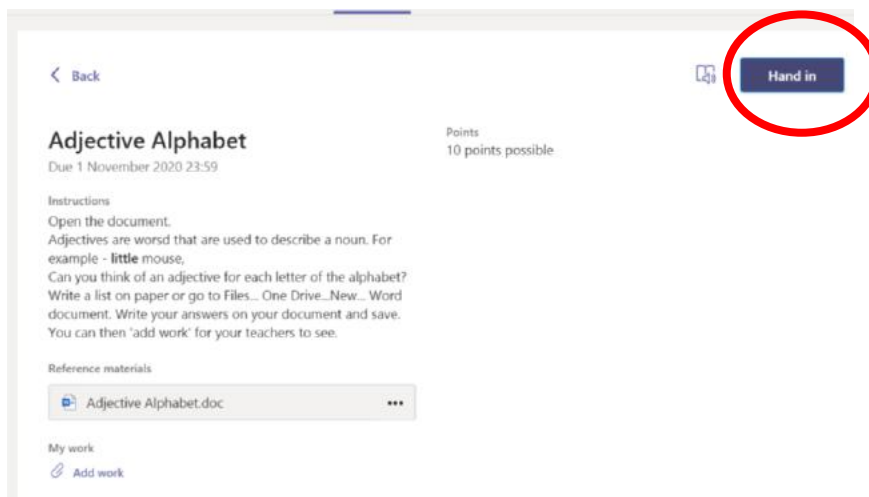
When you have finished, return to Teams, Class 2, Assignments...



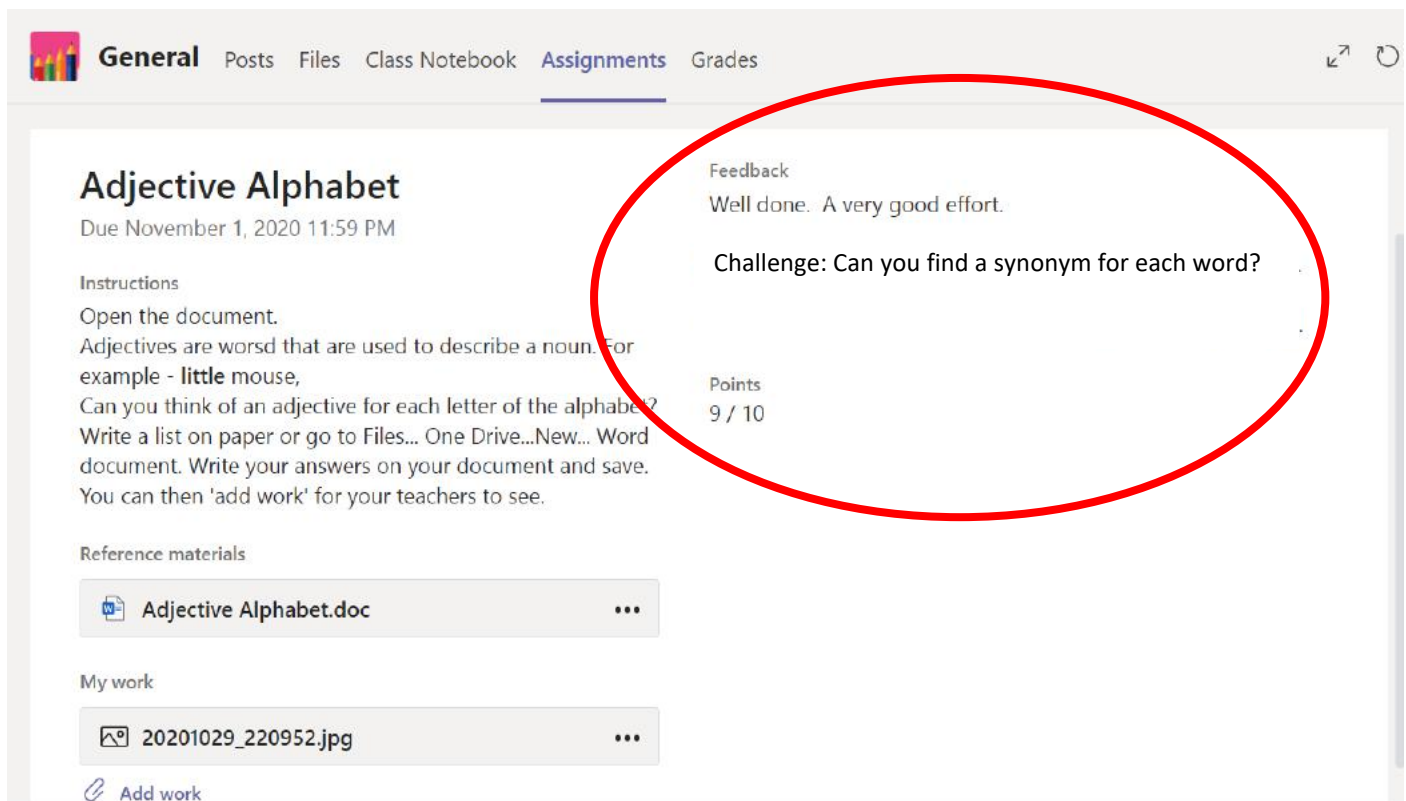
Click on 'Add work'

Choose your file and click 'Attach'

## Click 'Hand in'



Your teacher can set assignments 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.



This piece of work has been looked at by this pupils' teacher and has 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 if asked to do so.