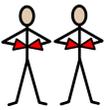




I can use Microsoft Teams



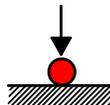
Microsoft Teams can be used on a computer, laptop, tablet, or a smart phone. We

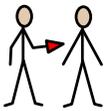
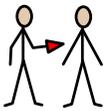
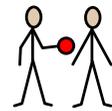
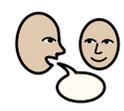


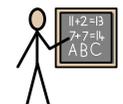
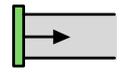
use Teams when we need to work from home. You can find your school work



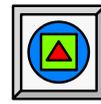
and activities from school, and send messages to your teacher, and friends.

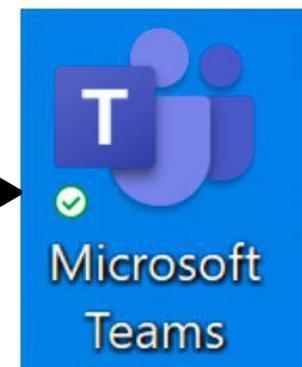
 Here  are some  tips  to  help  you  find  your  work  and  activities  to  do  while  you

 are  working from home.  If  you  have  any  problems  finding  your  work  and  activities  contact

 your  teacher.  Let's  get  started.

1

 Find  Microsoft Teams  icon  on  the  screen  and  double click.



2



Login

Microsoft
Sign in
Email address, phone number or Skype
No account? [Create one!](#)
[Can't access your account?](#)
[Sign-in options](#)
Next

Type

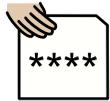
in your

email address

Click

next

3



password

Type

in your

password.

click

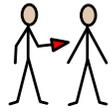
Sign in

Microsoft
Enter password
Password
 Keep me signed in
[Forgotten your password?](#)
[Other ways to sign in](#)
Sign in

4



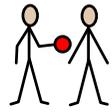
When



you



log in

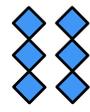


your

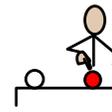


screen

will



look like



this:

These icons move to

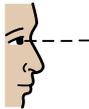


different areas in Teams,

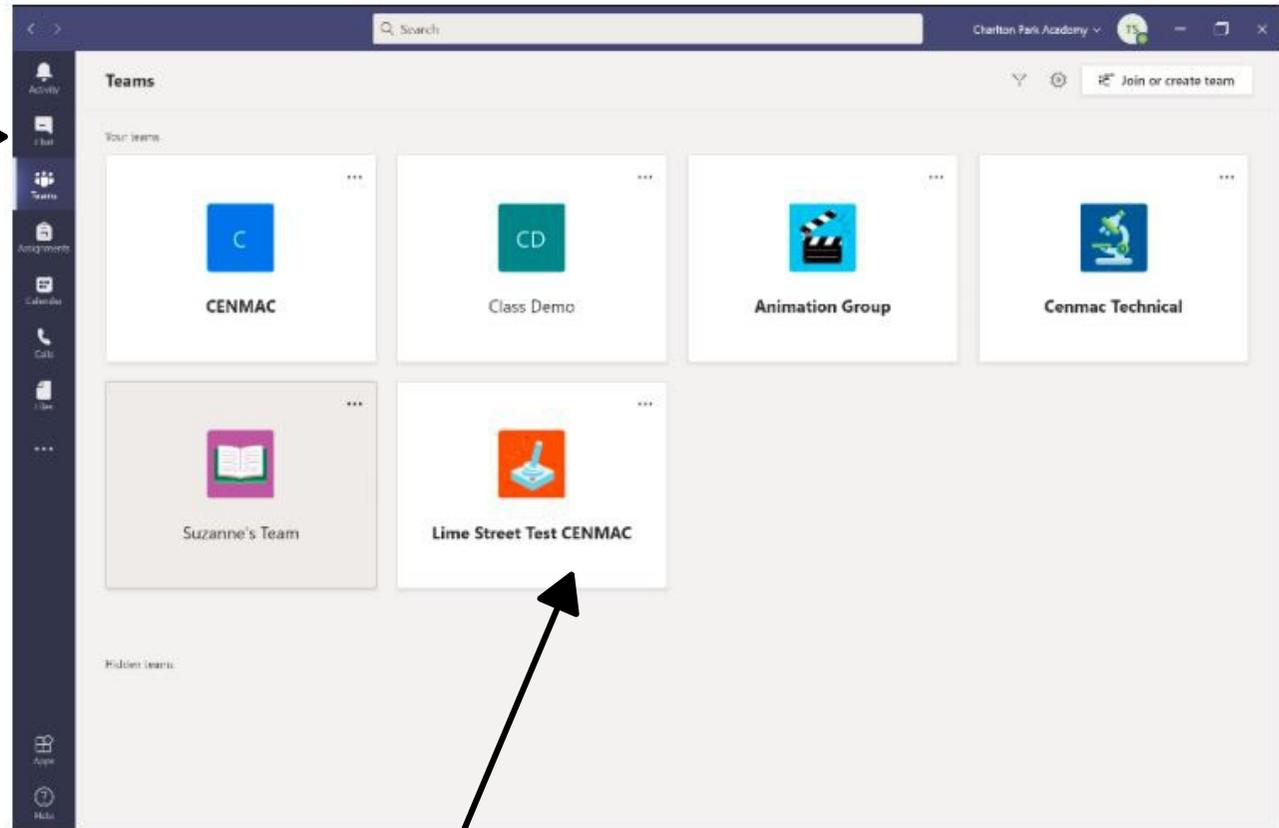




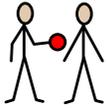
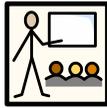
have a look on the

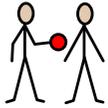



next page.

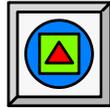
Your classroom will look like this with your class name.





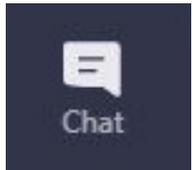
5



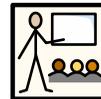
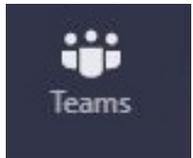
What the icons do:



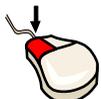
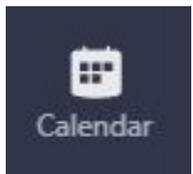
Click on Activity to see what has been added to your Microsoft Teams classroom.



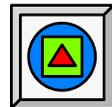
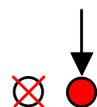
Click on Chat to send a message to your teacher, a friend or everyone in your class.



Click on Teams to find your classroom.



Click on Calendar to find planned lessons and meetings

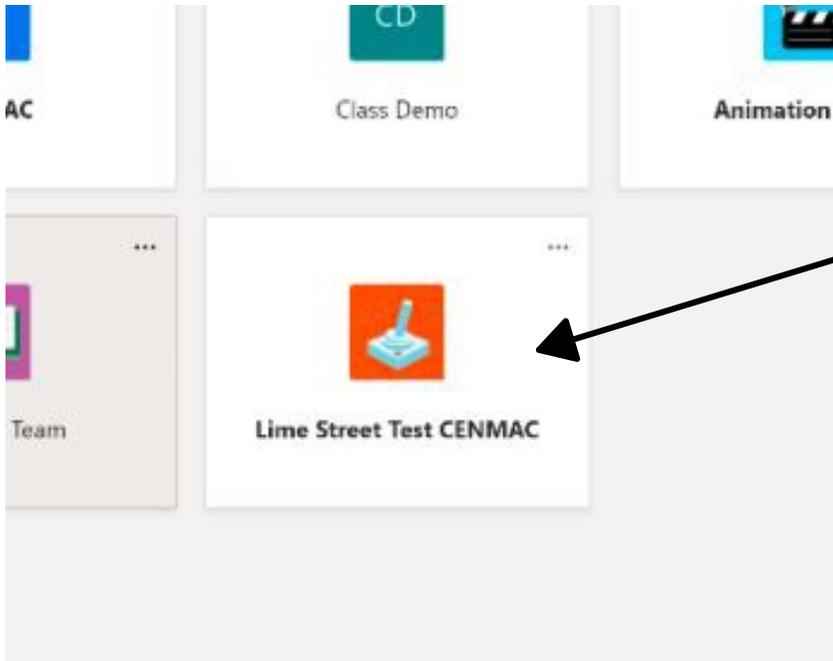


Don't worry about the other icons at the moment, these are the ones you are going to need.

6

To find your work and activities click on the Teams icon. then you will

see a screen like this.

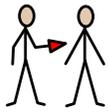


Find your class name and click on your classroom.

7



When



you

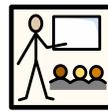


click

on



your



classroom



you

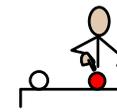


screen

will



look like



this:

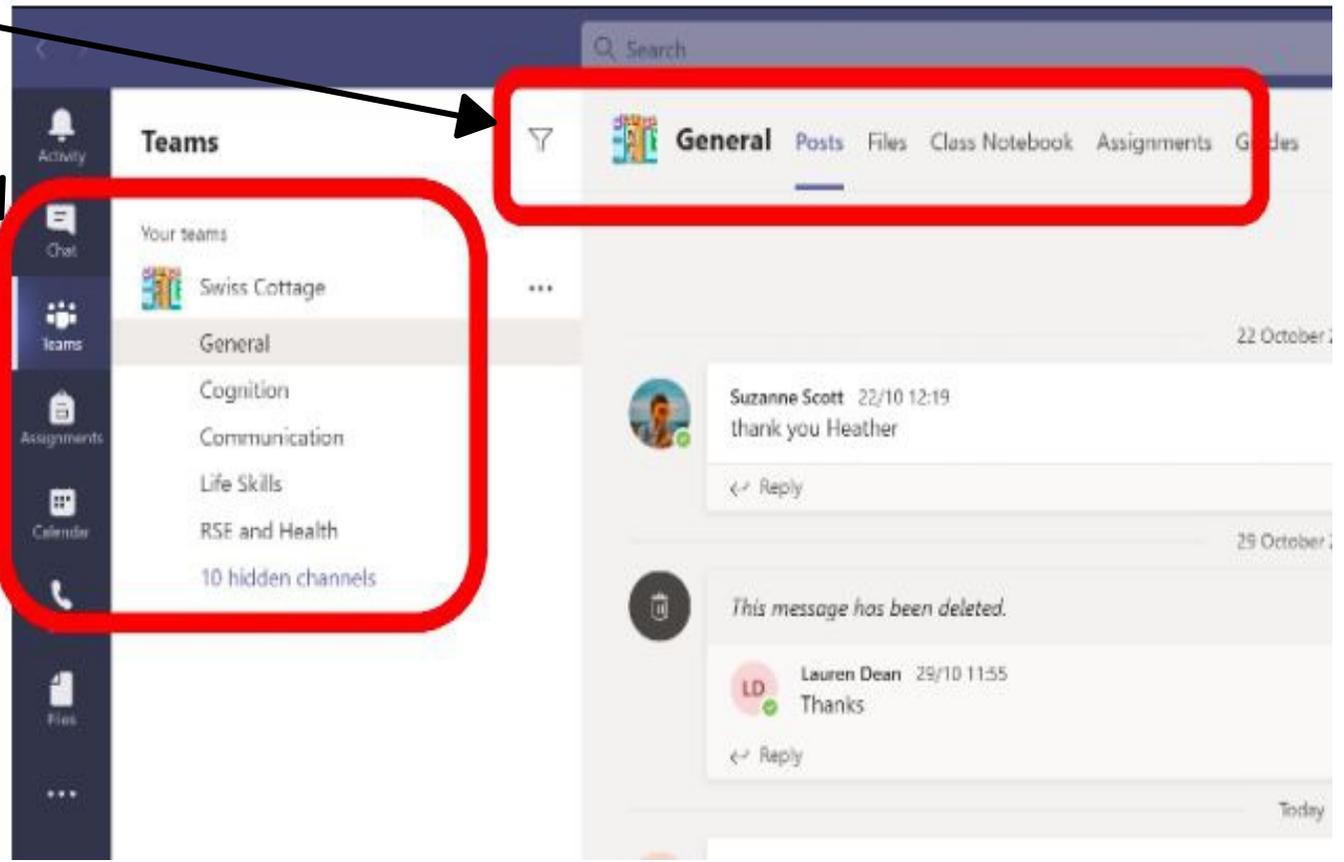
2  are

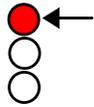
These two areas are

  important. You will be

 using **Posts** and **Files** the

 most.





Along the top of the screen



General Posts Files Class Notebook Assignments Grades

Posts is where you will see messages from your teacher and class friends.

Files is where documents will be kept.

Assignments is where your teacher may put your class work and activities

Your teacher may put feedback about your work in **Grades**

9

Finding your subject

Teams



Your teams



Swiss Cottage



General

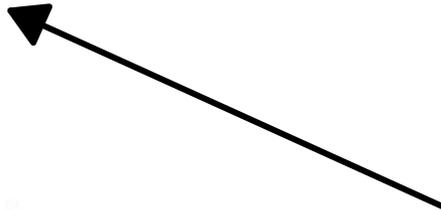
Cognition

Communication

Life Skills

RSE and Health

10 hidden channels



On the left of the screen you will see

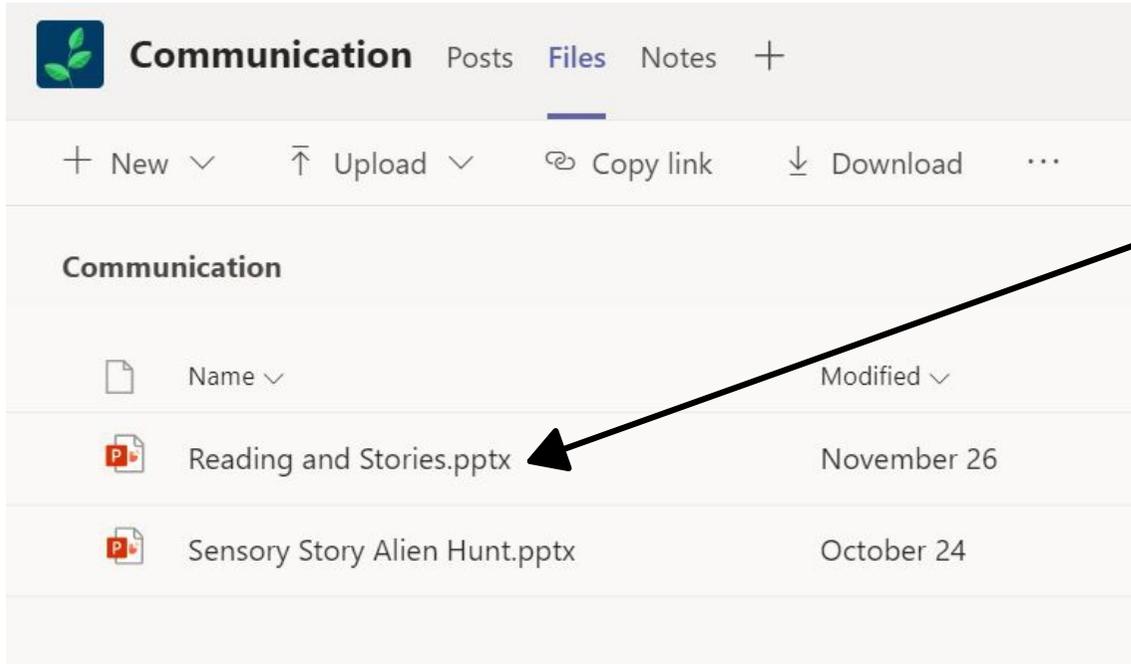
different lessons and activities

Click on the lesson or activity, and select **Files** to

find your work or activity documents.

10

Finding your work and activities



Click on **Files** and a list like this

? will open with your work and

activities, click on the work or activity

to get started.