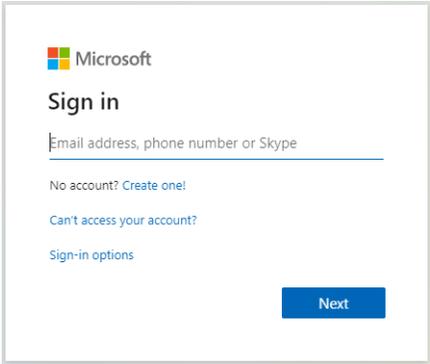
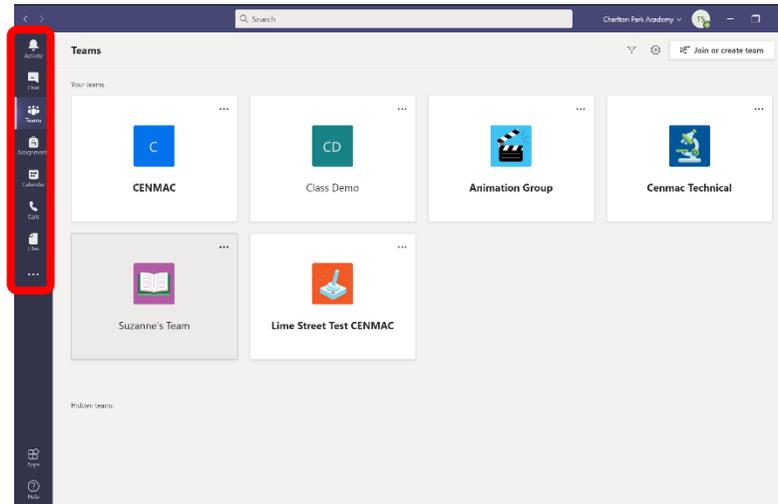


	Task	Tips
1.	I can open Microsoft Teams.	<p data-bbox="1140 347 1805 400">Find this icon on your desktop.</p>  <p data-bbox="1003 727 1942 780">Double click on it to open Microsoft Teams.</p>
2.	I can log in to Microsoft Teams.	<p data-bbox="826 858 2119 975">When you have double clicked on the icon, this window will appear.</p>  <p data-bbox="822 1362 2125 1474">Enter you email address and then your password to log in to Microsoft Teams.</p>

3. I can find my way around Microsoft Teams.

Once you have logged in to Microsoft Teams, you will see lots of different areas.



For now, let's focus on the 'sidebar'.

4. I can use the sidebar.



Click on the '**Activity**' icon to see your notifications. For example, if your teacher has posted something in one of your classrooms, you will see it here.

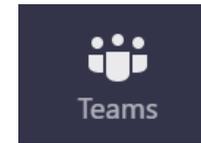
Click on the '**Chat**' icon to send private or group messages to your classmates and teachers.

The '**Teams**' icon is where you will find your different classrooms.

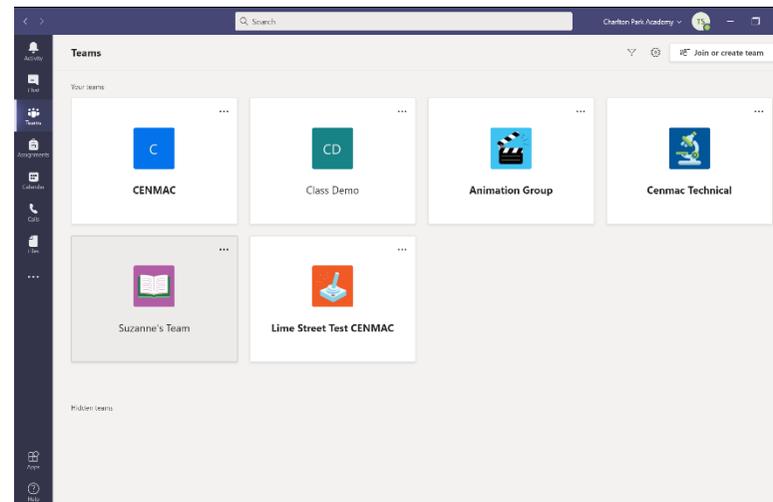
Don't worry about the rest of the icons for now!

5. I can view all my different classrooms.

The most important part for you to worry about is the 'Teams' icon.



If you have been added to more than one classroom or 'team' you will see all of them listed like this:

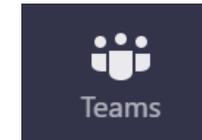


6. I can go into one of my classrooms.

Click on one of your classrooms or 'teams' to go into it.

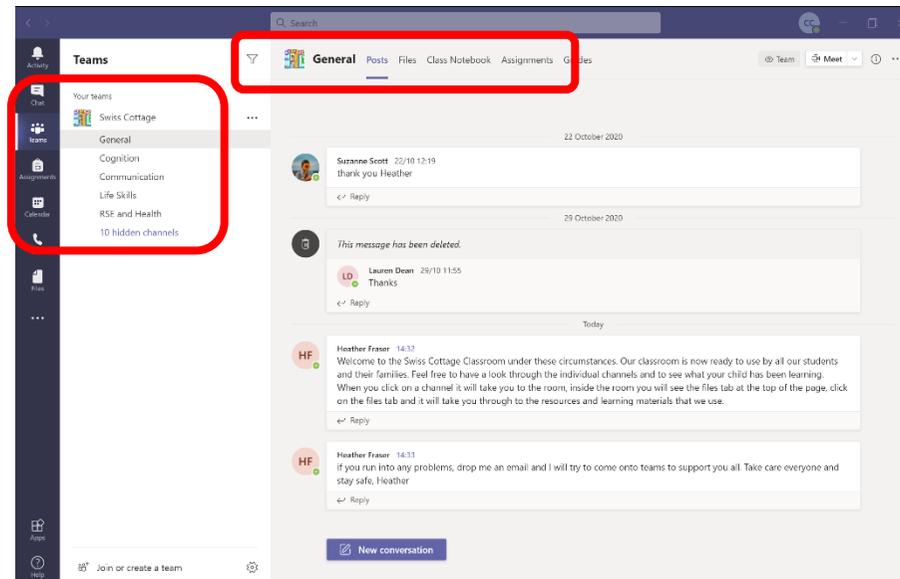


If you have only been added to one classroom, clicking on the Teams icon on the sidebar will take you straight there.



7. I know what my virtual classroom looks like.

When you are in your classroom, it will look like this.



The most important parts for you to know about are the 'channels' on the left and the toolbar at the top.

8. I can use the toolbar in my classroom.

Along the top there is a toolbar with a number of different tabs.



Posts is where your teacher or classmates can post important messages for the whole class to see.

Files is where any relevant documents will be kept.

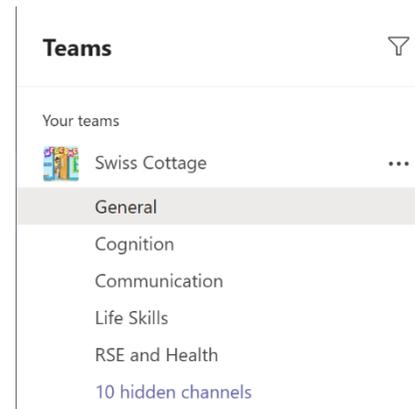
Sometimes your teacher will set classwork and put it in the **Assignments** tab.

Sometimes your teacher will put the results of any work you have completed in the **Grades** tab.

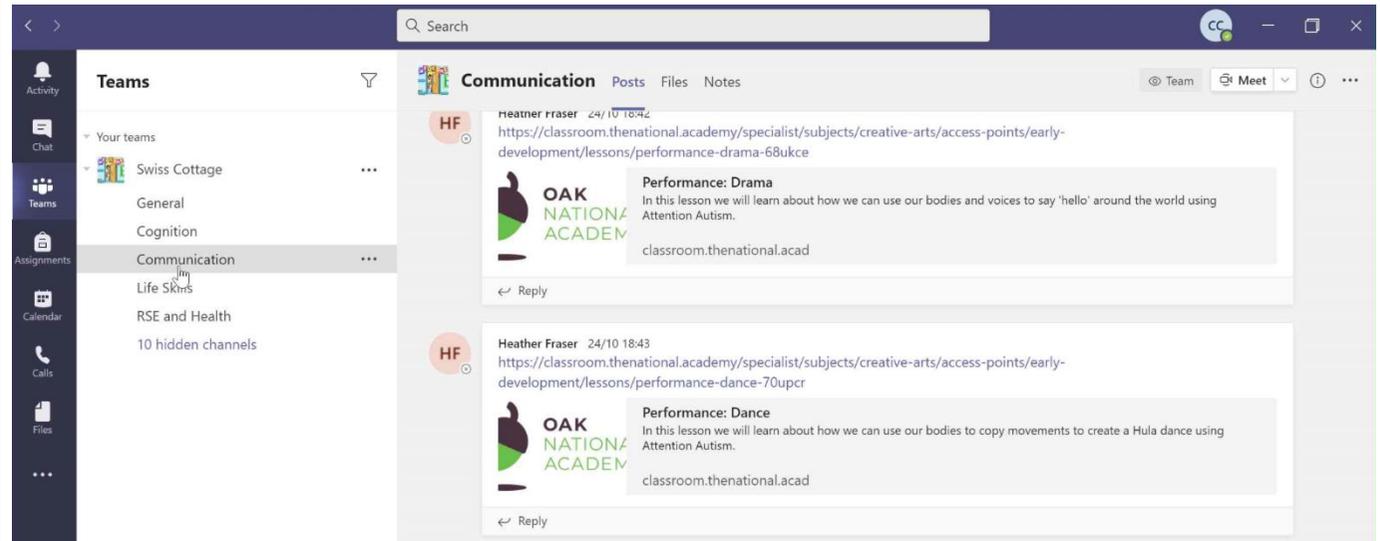
Don't worry about the Class Notebook for now. The most important tabs are **Posts** and **Files**!

9. I can go to different lessons or topics in my classroom.

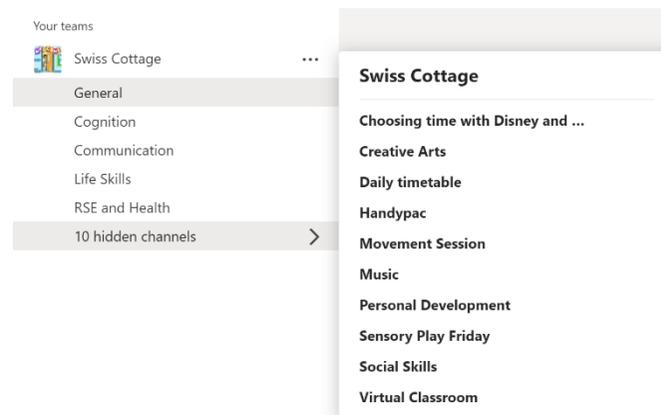
On the left, you will see different lessons/topics called 'channels'



Click on a lesson/topic. Each lesson/topic will have its own toolbar like above, with its own **Posts** and **Files** that are relevant to the topic



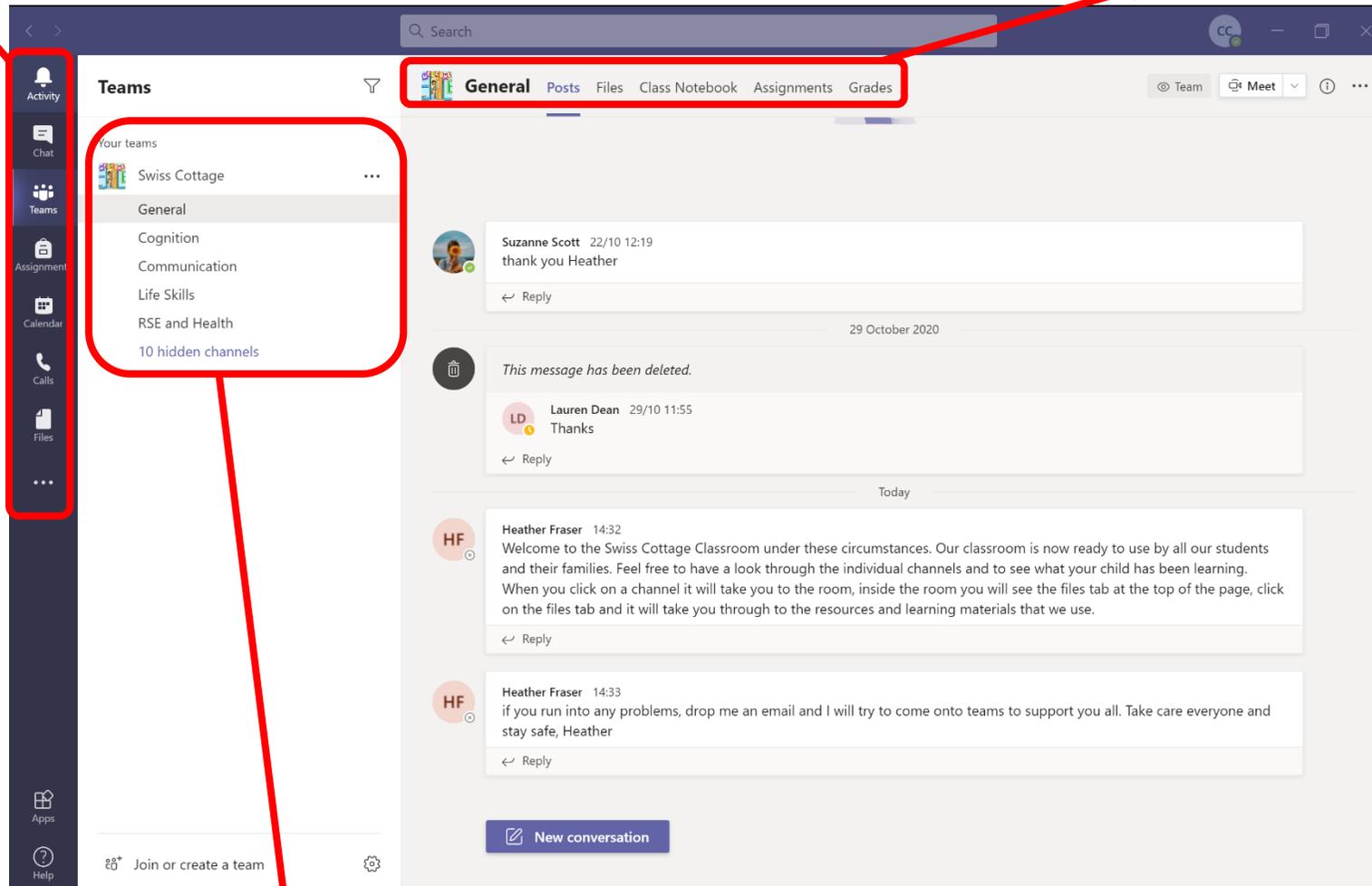
If can't see the lesson/topic you are looking for, it will be under **hidden channels**.



The **sidebar** is how you navigate to other areas of Microsoft Teams. The **Teams** icon is the most important one for you, as this is where you will find your classroom.

This is your classroom!

The **toolbar** at the top is where you or your teacher can see and **post** important messages to the whole class. You can also see any relevant **files**, your **assignments** and your **grades** here. Each **lesson/topic** will have its own toolbar.



This is where you will find the different **lessons/topics** or 'channels' within your classroom. Each lesson/topic will have its own toolbar with different **Posts** and **Files**.