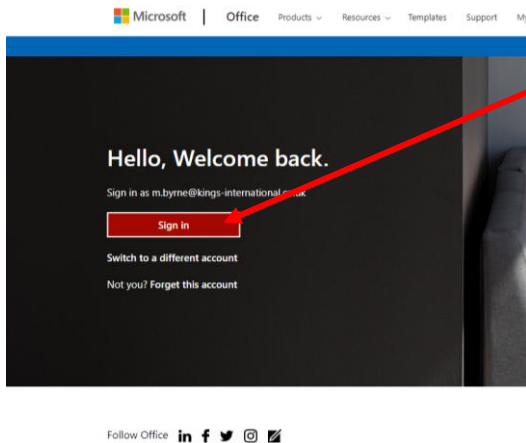


An Introduction to Using Microsoft Teams

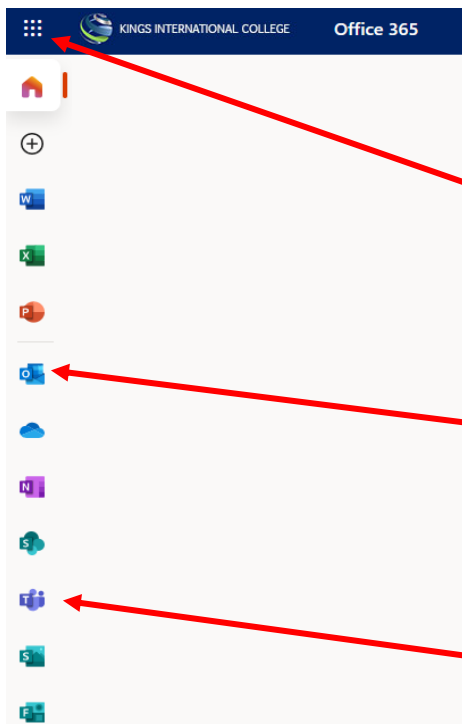
Step 1: Logging in to Microsoft Office365

Visit the Office 365 website to **sign in** to your school account.
Go to [Office 365 Login | Microsoft Office](#)



To sign in students should use their school email
eg 20BloggsJ@Kings-international.co.uk
and email password (this may differ from the password students use to access the school network on site).

Step 2: Using the Office365 menu



The menu of apps in Office 365 can be found at all times by clicking on the “waffle” in the top left of the screen.

To access emails & events in their calendar students should click on the “Outlook” icon.

Alternatively, lessons in Teams can be accessed by going straight to the “Teams” app.

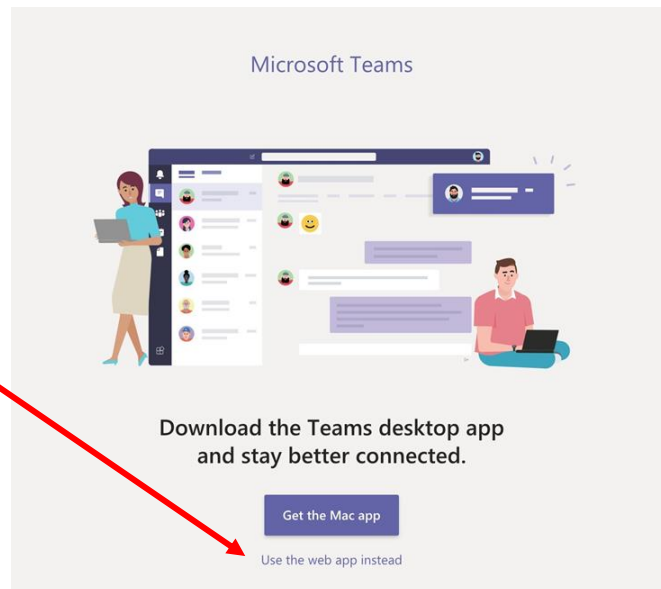
This menu is the quickest way to access all the most frequently use apps in Office 365

Step 3: Opening “Teams”

If you wish, you can download and install the Teams app to your device (laptop or mobile) using this link

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/>

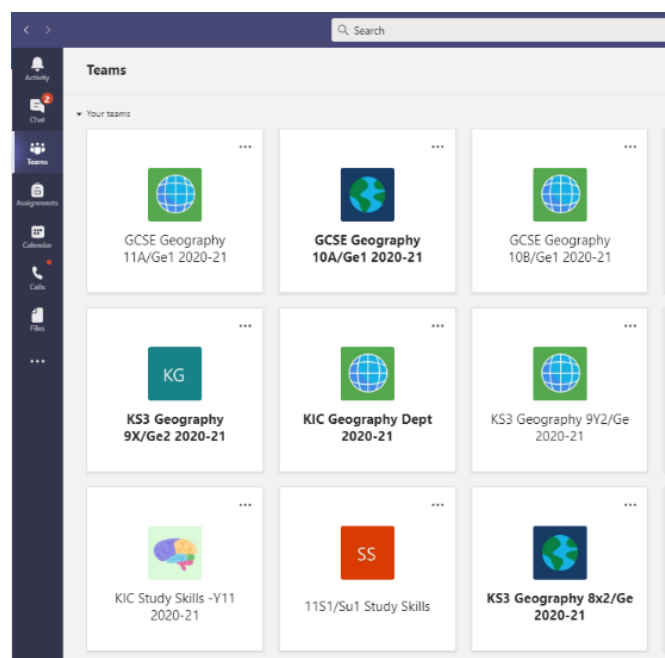
Otherwise, just click
“Use the web app instead”



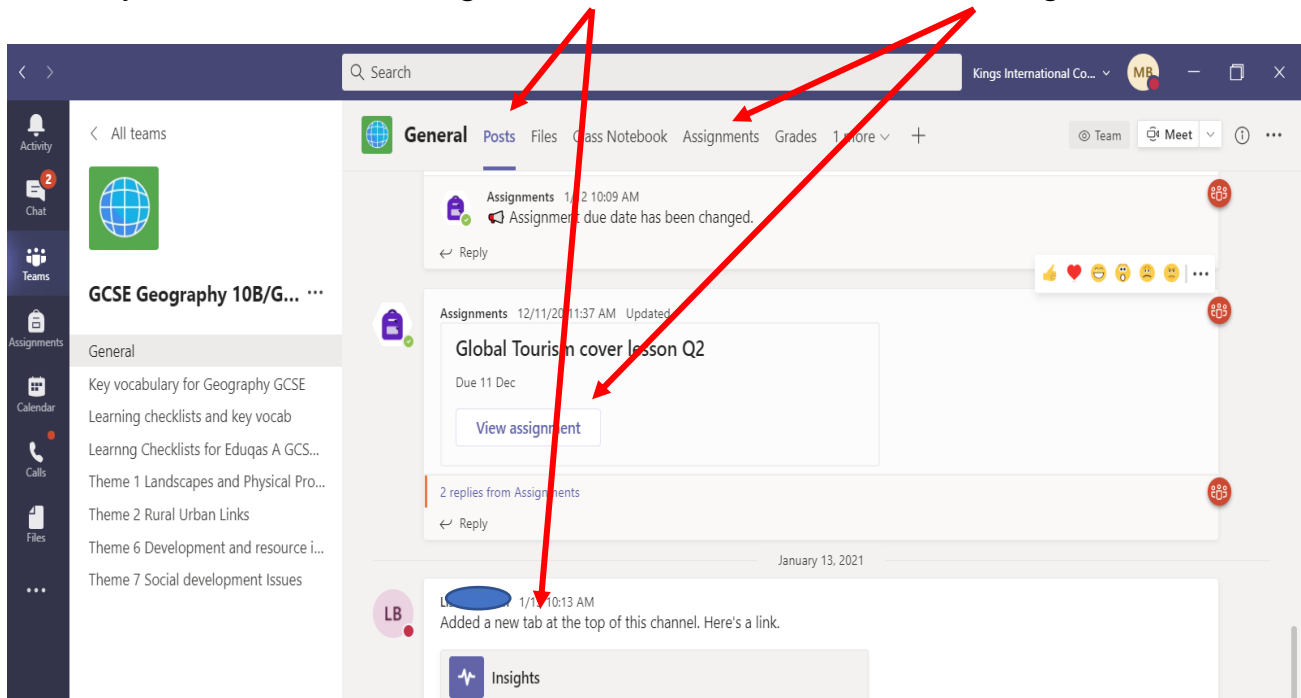
Step 4: Navigating the Teams home page

Once logged in, you’ll see your Teams home page. Here you can see/select your class, check your calendar for invitations to join lessons, find assignments, view files, submit work and see feedback from teachers.

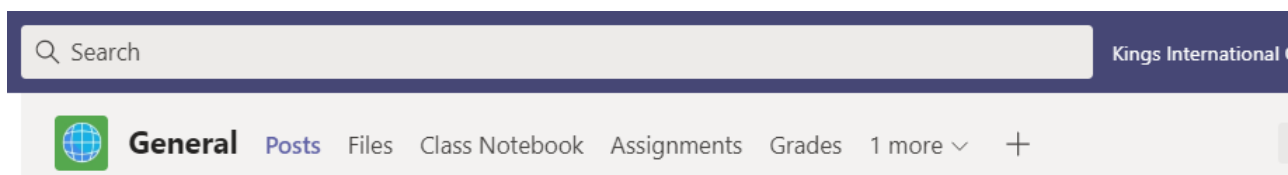
In the very top right corner you can adjust your settings. Click the icon with your initials, then go to settings “cog” icon.



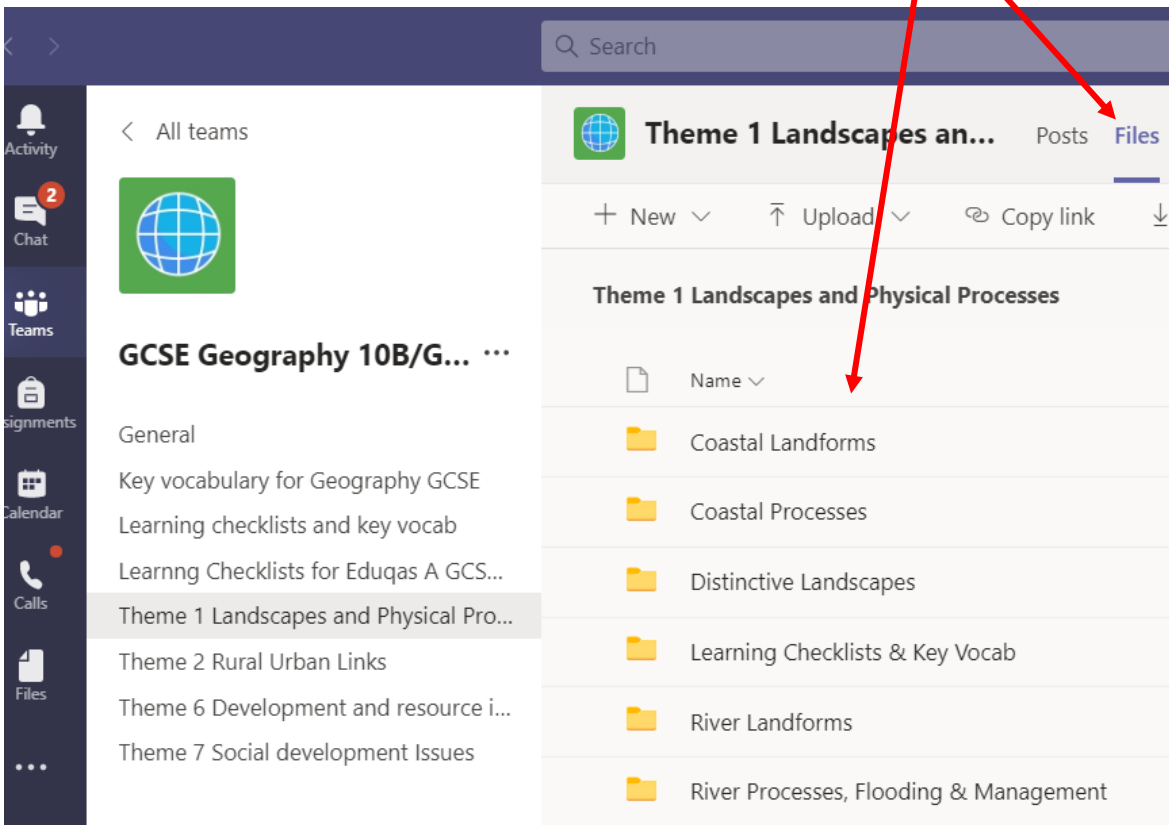
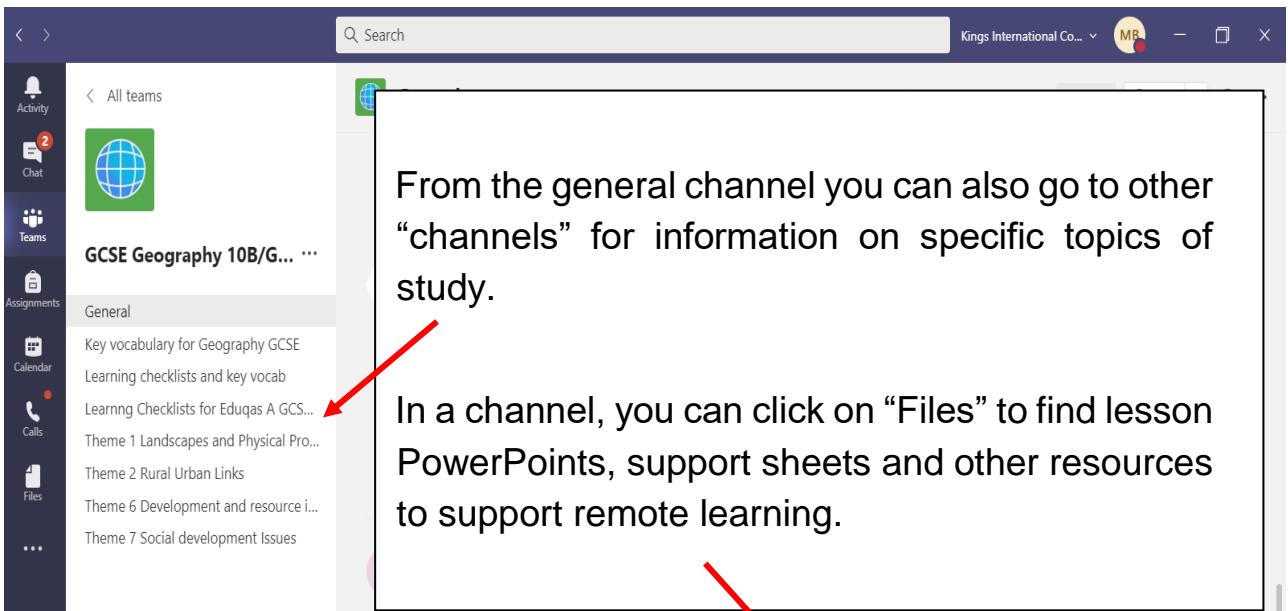
Step 4: Clicking on your class Team takes you in to the “General” channel where you can view messages in “Posts” and work set in “Assignments”.



Where to find things.....



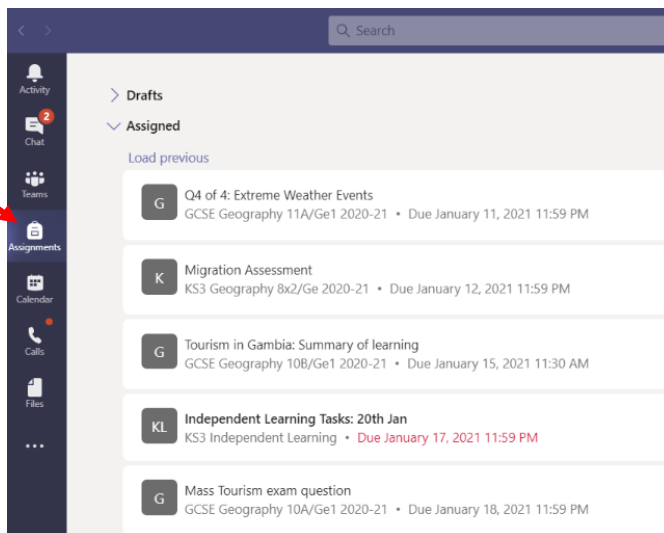
- Under the main '**Posts**' tab you'll be able to see any messages from your teacher as well as notifications of assignments that have been set.
- In the '**Files**' tab you'll be able to see any resources available to you
- '**Notebook**' is a tool for collaborating with class mates.
- '**Assignments**' is where you can view and access all assignments that have been set.
- '**Grades**' is where you'll see feedback from your teacher on assignments that have been handed in.



Finding Assignments

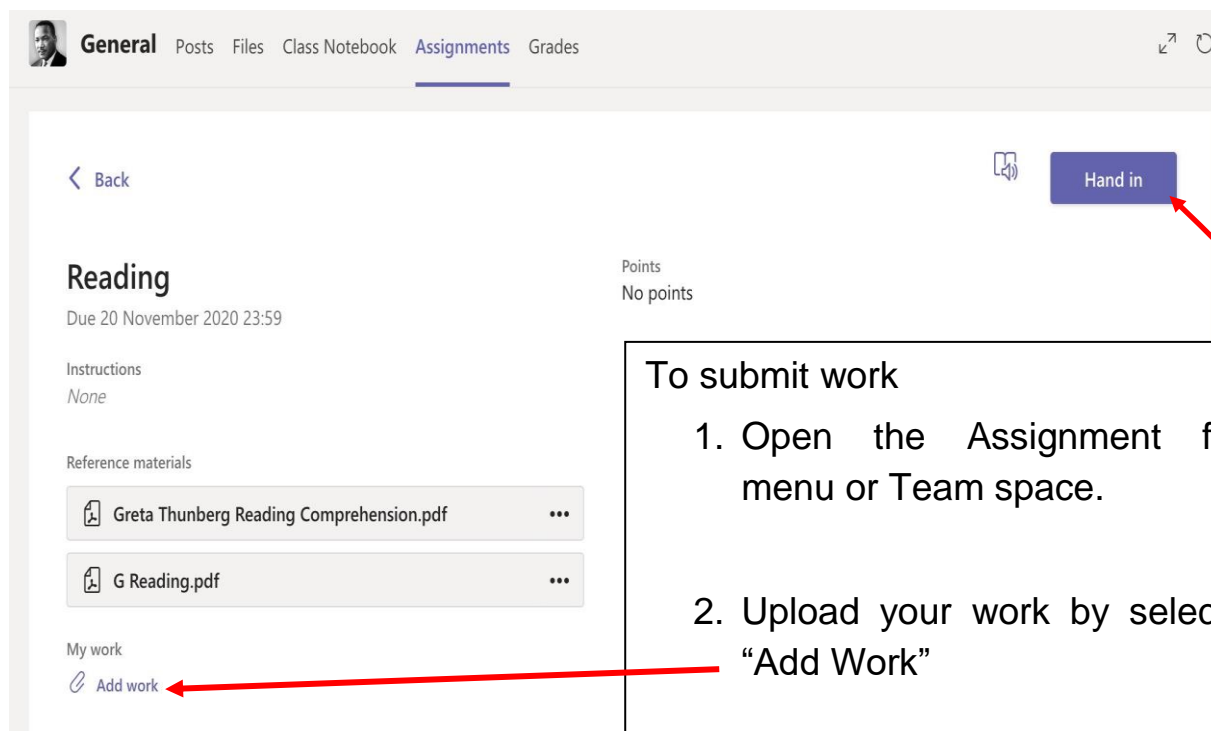
As well as checking in each Team to see what assignments you have been set, you can organise your work by using the Assignments icon in the left hand menu within Teams.

Here you can check what work is due next and what might be overdue.



Submitting work in Assignments

Students can complete work in any format (handwritten in an exercise book, typed in Word, as a PowerPoint etc and still submit it to Teams Assignments).



To submit work

1. Open the Assignment from menu or Team space.
2. Upload your work by selecting "Add Work"
3. Once you have "added work" don't forget to click the "Hand in" button

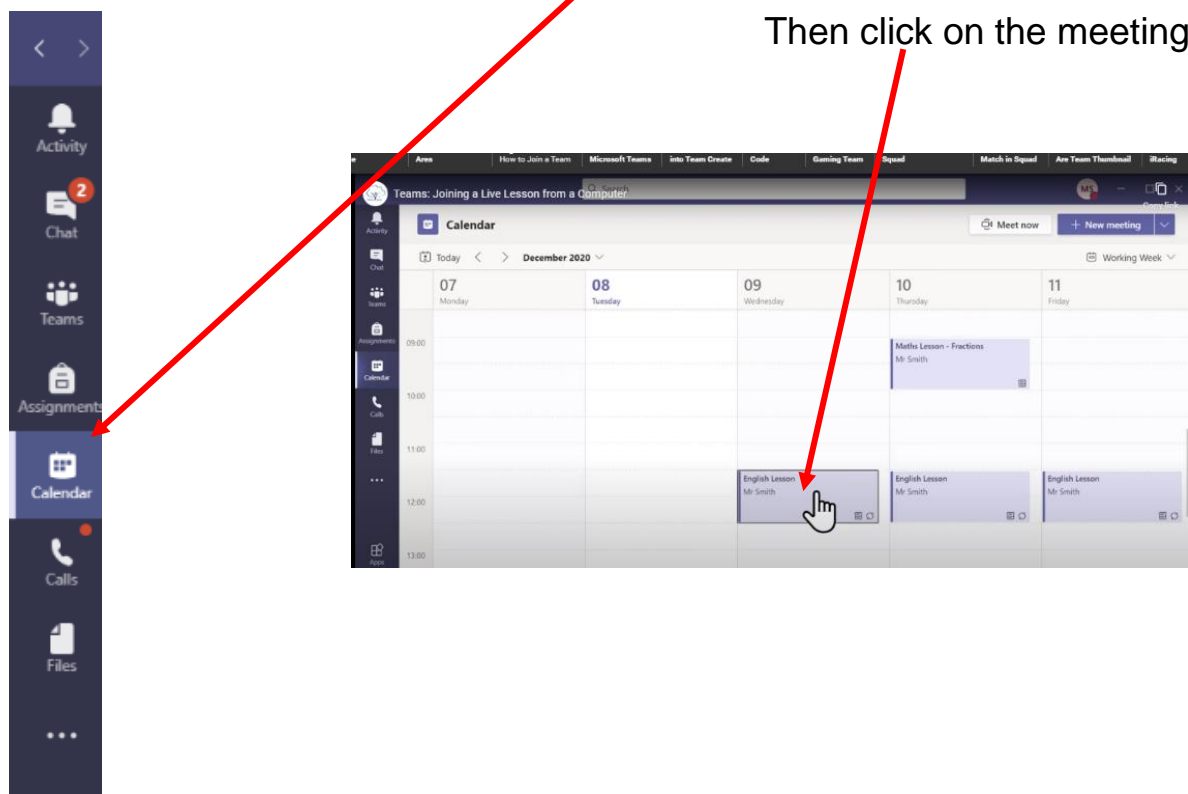
This link will take you to a very useful video that helps understand more about assignments <https://youtu.be/NGuv9wHCWYE>

How to Join a meeting in Teams

You can join Teams meetings by

1. Links in email invitations
2. Links in Team Channels
3. Links in Teams & Office365 Calendar

To access Teams lessons via your calendar, select Calendar in the Teams menu...



This short video shows this and also how to join using the links in “Posts” in the Teams “Channels” explains <https://youtu.be/ltoHlyacJy8>