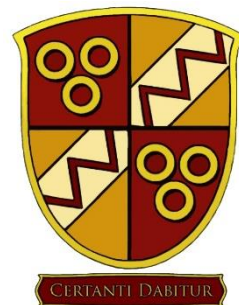

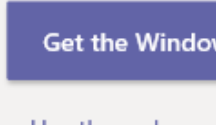



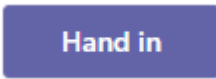
Quick Guide to Microsoft Teams



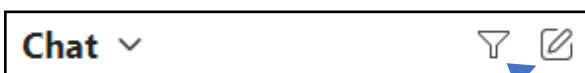
Logging into Teams


- Go to office.com and click the 'sign in' button.
- Your username is your school email address, e.g.
surnamefo22x@oldershaw.wirral.sch.uk
- You will be forwarded to the 'RM Unify' website.
Enter your password.
- Click the Teams icon. 
- Click 'Use the web app instead'. 

View and hand-in assignments

- Click 'Teams'.
- Click on any one of your classes.
- Click 'Assignments' at the top.
- Click any assignment found under '**Assigned**'.
- Read the assignment instructions.
- Some assignments may come with one or more file attachments (found under the heading **Reference materials**). Click the file name to open it.
- If you edit the file, any changes you make are automatically saved.
- When you are finished editing a file attachment, click the 'Close' button to go back to the assignment.
- You can upload other files or photos of your work saved on your computer. Just click  **Add work** then click 'Upload from this device' to browse for the file you want to attach to the assignment.
- After you having completed the assignment, you must click the  button to let your teacher know you have finished the work.
- After clicking 'Hand in', click '**< Back**' to go back to your assignments.
- Assignments that have been handed-in now appear under '**Completed**'. When you click any assignment found under 'Completed' you will see feedback that your teacher has made. You also have the chance to undo the hand-in so you can make improvements to your work, before handing in again.
- Watch this video at home for more guidance on assignments:
www.youtube.com/watch?v=NGuv9wHCWYE

Get help using

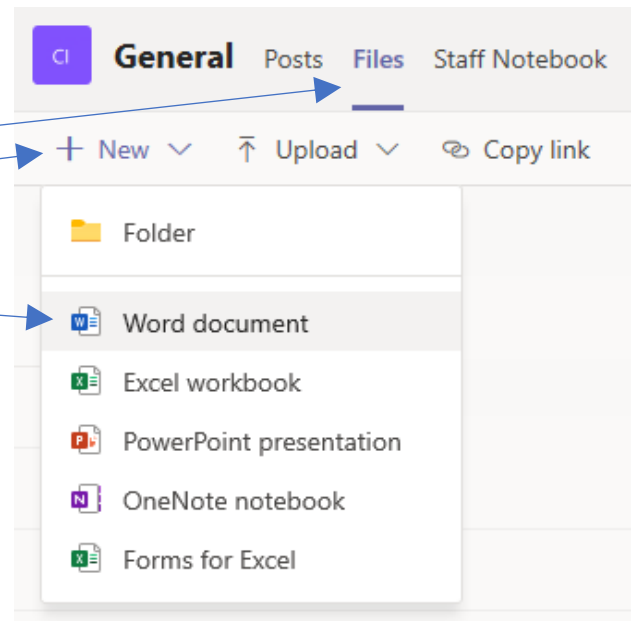
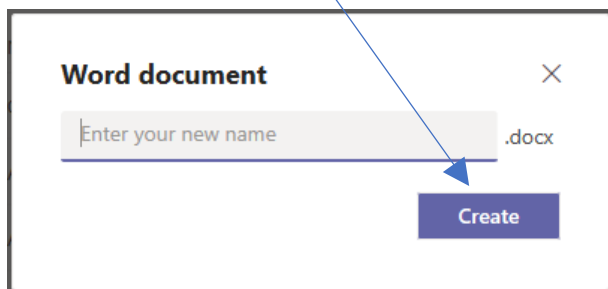


- Click 'Chat'.
- Click the 'New Chat' button.
- Search for your teacher's surname.
- Click the name when search finds it.
- Type a new message.
- Click the send button  .

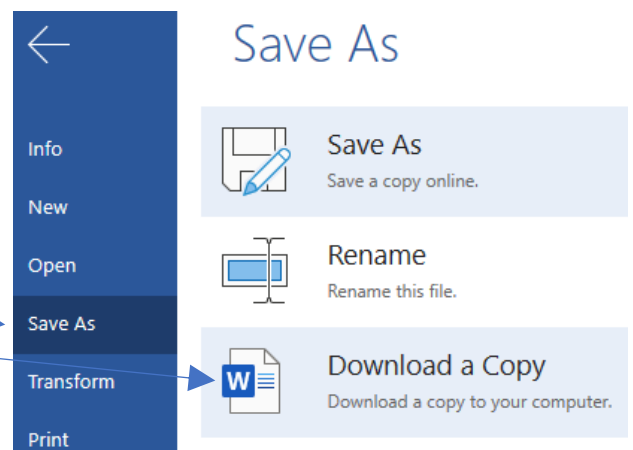
Creating files in Teams

If you are not able to create files using software installed on your home computer, you can create files in Teams:


- Click 'Teams'.
- Click a team.
- Click 'Files' at the top.
- Click **+ New**.
- Click the type of document you want to create.
- Enter a name for your file and click 'Create'.

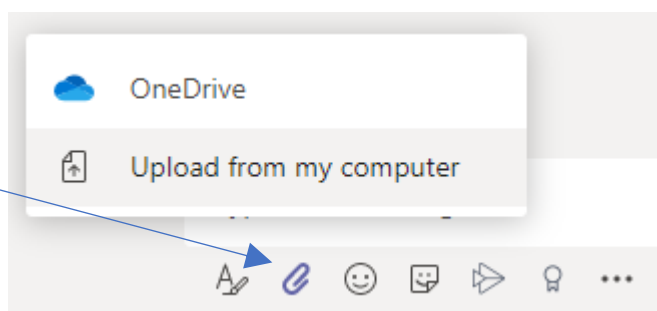


- Edit your document.
- When you are ready to save, click 'File' at the top.
- Click 'Save As'.
- Click 'Download a Copy'.



Sending files to your teacher

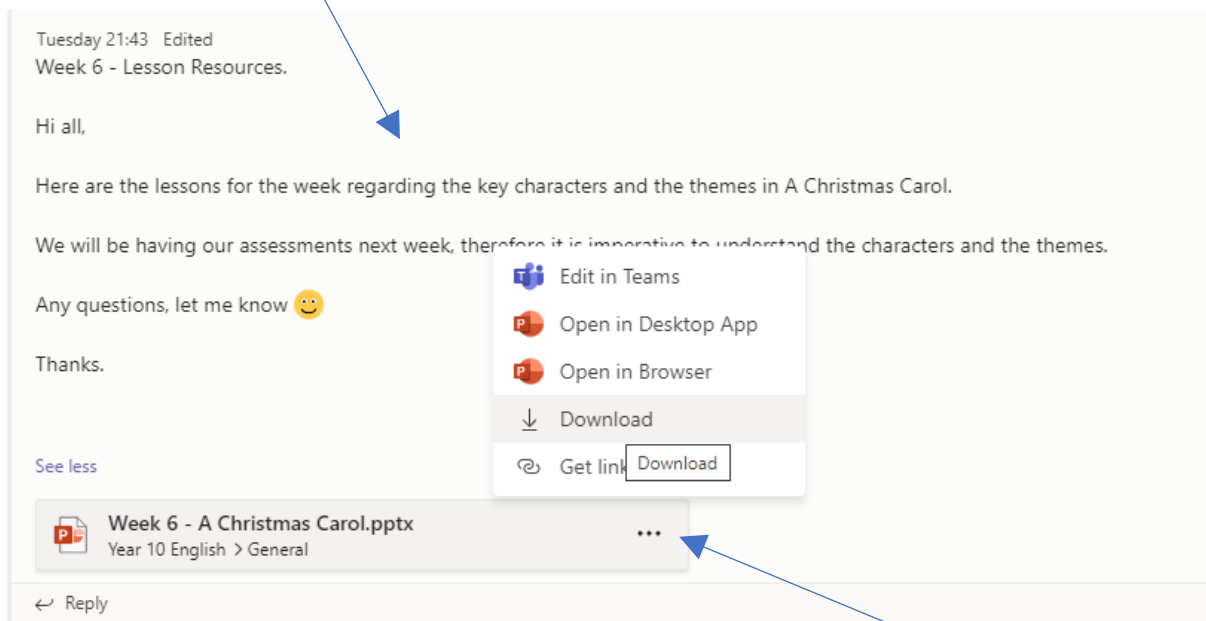
- Start a 'Chat' with your teacher.
- At the bottom of the chat, click the paper clip icon.
- Then click 'Upload from my computer'.
- Browse for the file you want to send.
- Select the file, click the 'Open' button and wait for the file to upload.
- Type a message if needed.
- Click the send button .



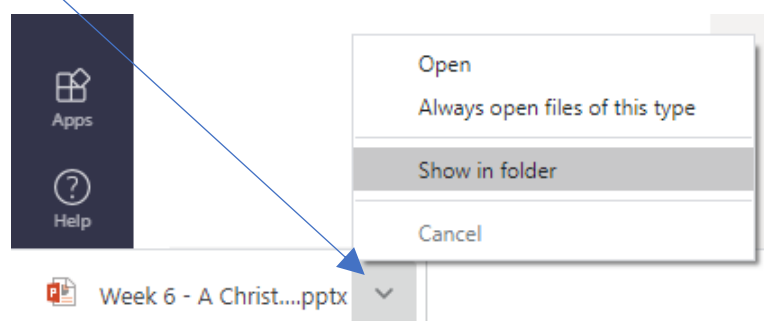
IMPORTANT: If you are self-isolating, you will find your classwork in the 'Posts' section of your teams – DON'T FALL BEHIND, GET ON TEAMS!

Downloading classwork files from 'Posts'

- Click 'Teams'.
- Click a team.
- Click 'Posts' at the top.
- Look for the current week's classwork post and read the instructions, for example:



- To download any files that go with the classwork, click the ellipsis **...**.
- Click 'Download'.
- Opening the file will differ depending on the web browser you are using. For example, if you are using Google Chrome, you will see the downloaded file appear at the bottom of the window. Click the dropdown arrow and choose 'Open' or 'Show in folder'.

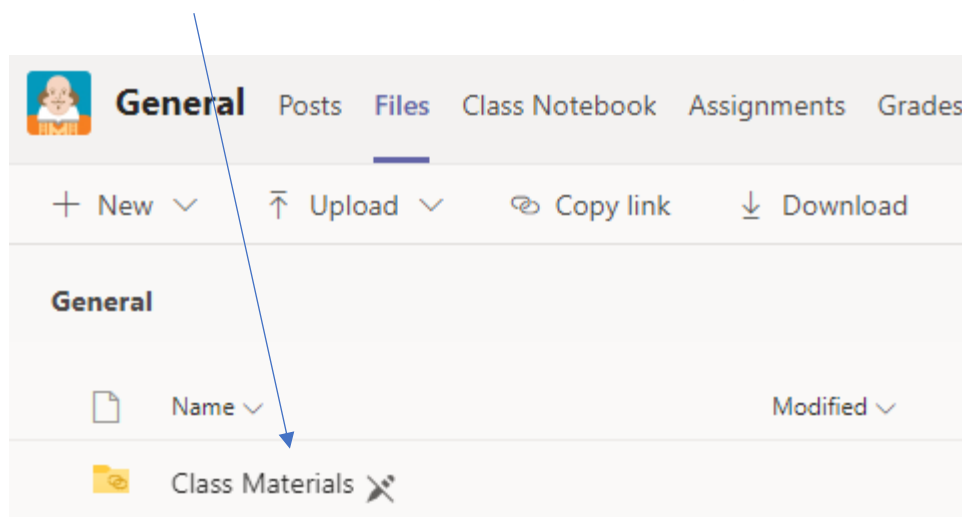


- If you need to send the downloaded file back to your teacher, follow the **'Sending files to your teacher'** instructions on the previous page.

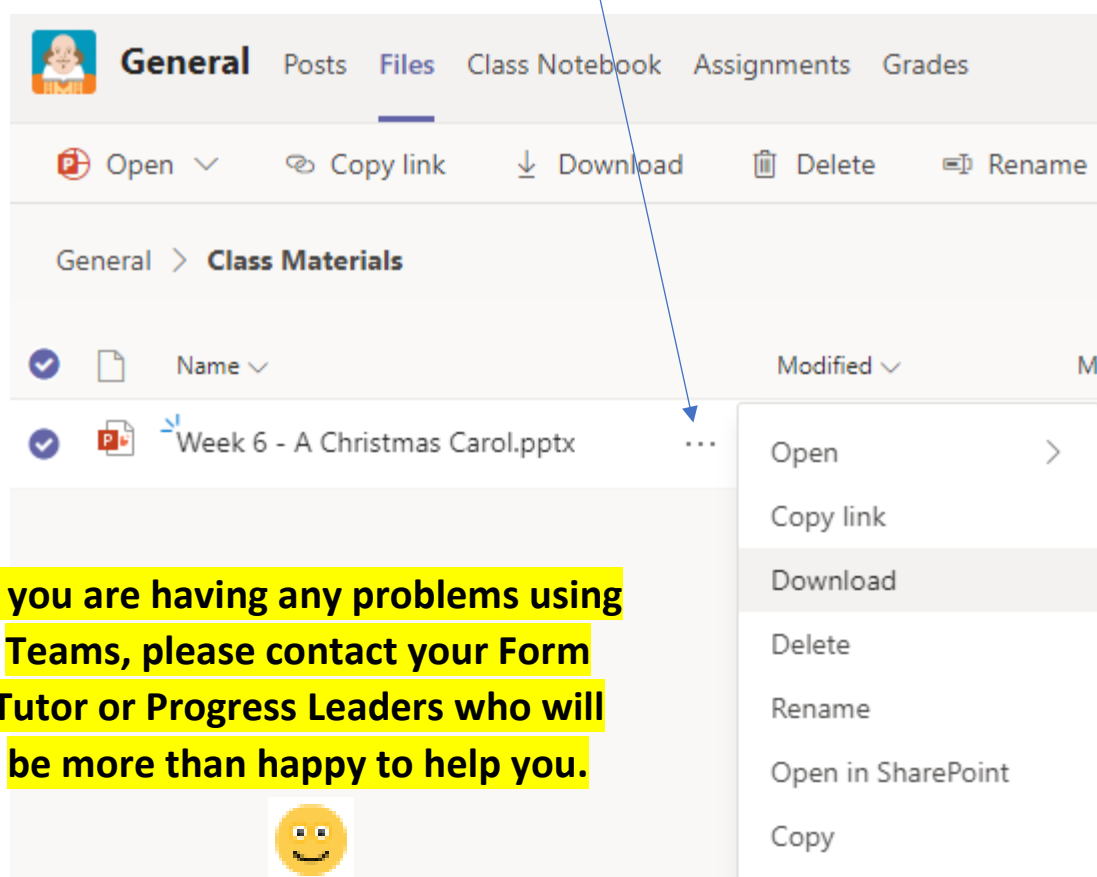
Downloading files from 'Files'

Most of the time, you will get your files from 'Assignments' and 'Posts'. However, your teacher may direct you to the 'Files' section of your team to download a file.

- Click 'Teams'.
- Click a team.
- Click 'Files' at the top.
- Click 'Class Materials' (where your teacher stores your team's files)



- To download a file, click the ellipsis **...**.
- Click 'Download'.



If you are having any problems using Teams, please contact your Form Tutor or Progress Leaders who will be more than happy to help you.

