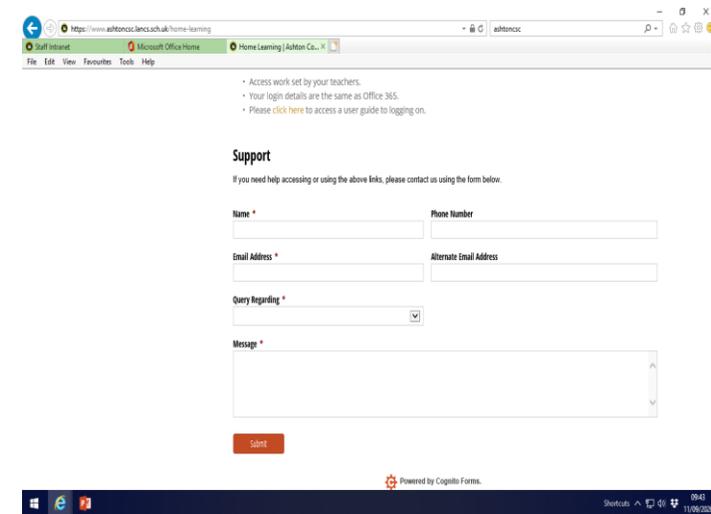


# Logging in to Microsoft Teams

Go to [www.teams.microsoft.com](https://www.teams.microsoft.com) OR download the app (the app works better if you are using a mobile/tablet)

Log in using your school email address and password (the same way you log in to SMHW)

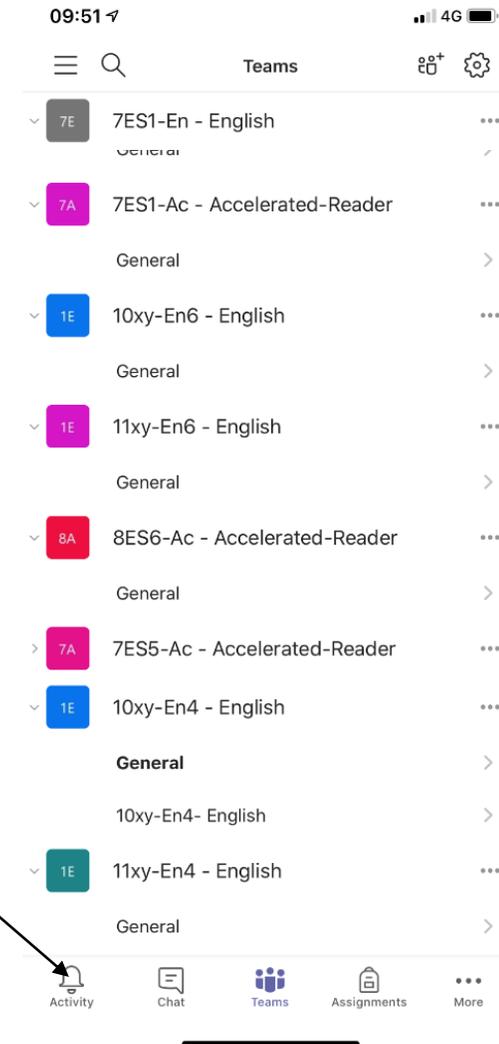
If you do not know your username and password please click on the home learning tab and fill in this form. ( It is at the bottom of the page)



The screenshot shows a web browser window with the URL <https://www.adfhoroc.barns.co.uk/home-learning>. The page content includes a navigation bar with 'Home Learning | Adfhoroc Ca...' and a list of links: 'Access work set by your teachers.', 'Your login details are the same as Office 365.', and 'Please click here to access a user guide to logging on.' Below this is a 'Support' section with the text 'If you need help accessing or using the above links, please contact us using the form below.' The form contains the following fields: 'Name \*', 'Phone Number', 'Email Address \*', 'Alternate Email Address', 'Query Regarding \*' (with a dropdown menu), and 'Message \*' (with a text area). A 'Submit' button is located at the bottom of the form. The footer of the page indicates 'Powered by Cognito Forms.' The Windows taskbar at the bottom shows the system tray with the date '11/06/2020' and time '09:41'.

# Using Teams on a mobile phone or tablet.

All the different areas are along the bottom.  
Chat – You will be able to send messages here.  
Teams – This is where you will find all your different classes.  
Assignments – This is where any work that your teachers have set you will be held.  
More – This is explained on the next slide. ( This is where you join lessons.

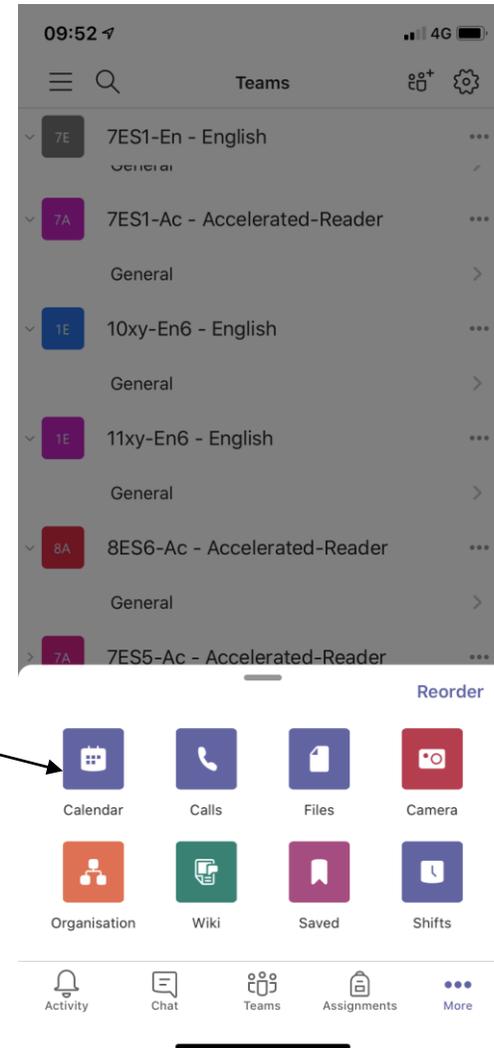


# Starting a meeting from a phone or tablet.

You need to go into calendar to start a meeting.

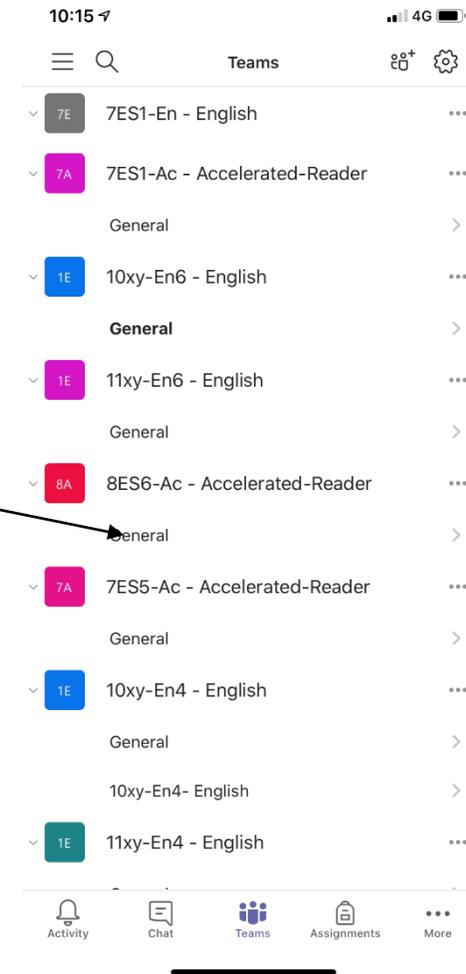
When the lesson has started there will be a join button for you to use. Make sure you turn off your camera and sound.

You will only be able to see your lessons.



# Class resources, assignments etc on a mobile phone or tablet.

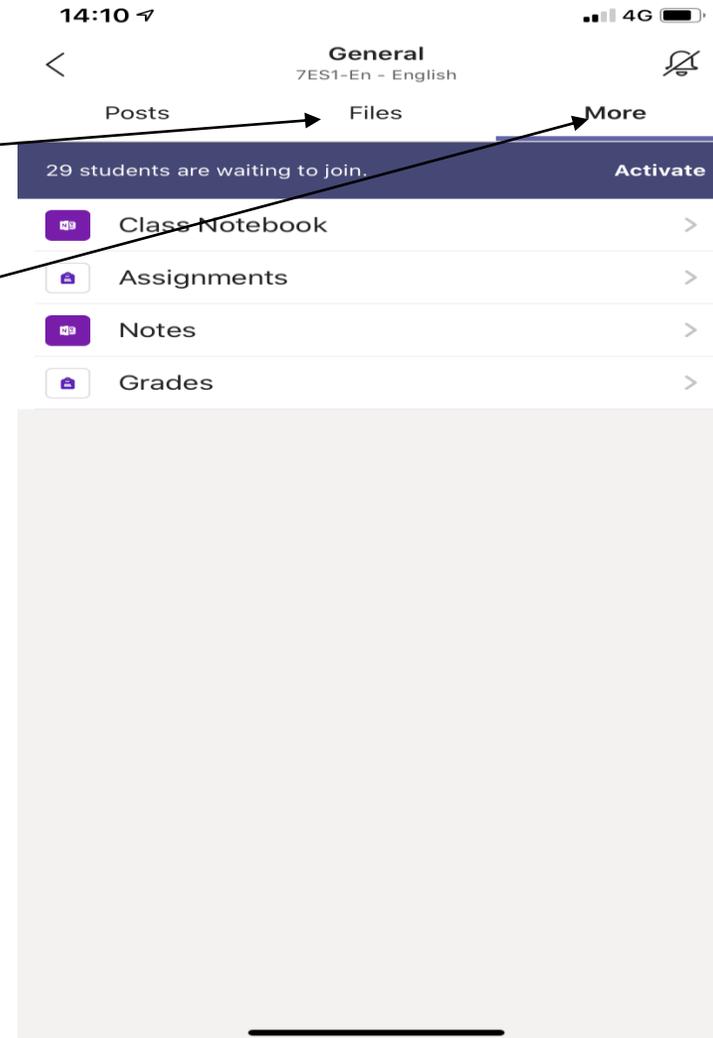
Each class has its own area to store materials etc.  
You need to click on general.



# Class resources, assignments etc on a mobile phone or tablet.

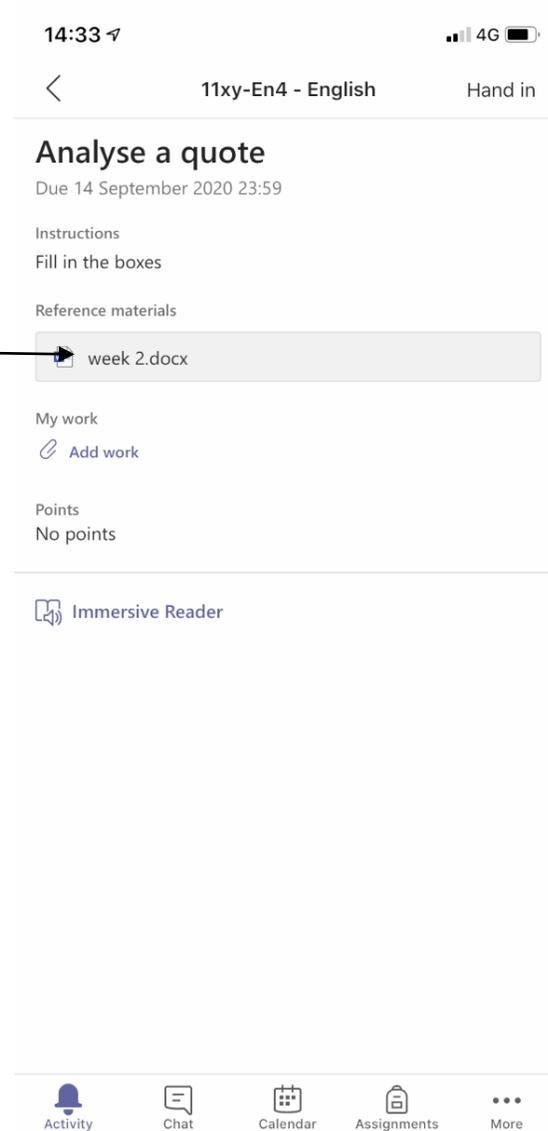
Files is where your teacher will upload resources and PowerPoints. If they are in the class materials folder you will not be able to edit them.

More – this is where teachers will set you work to complete.



# Completing assignments on a mobile phone or tablet.

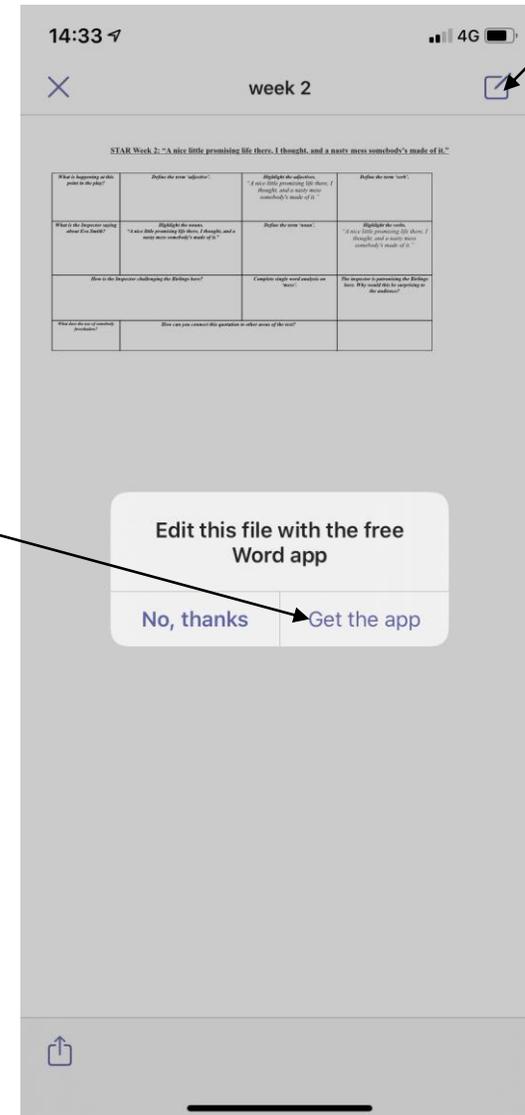
Click on the assignment you have been set



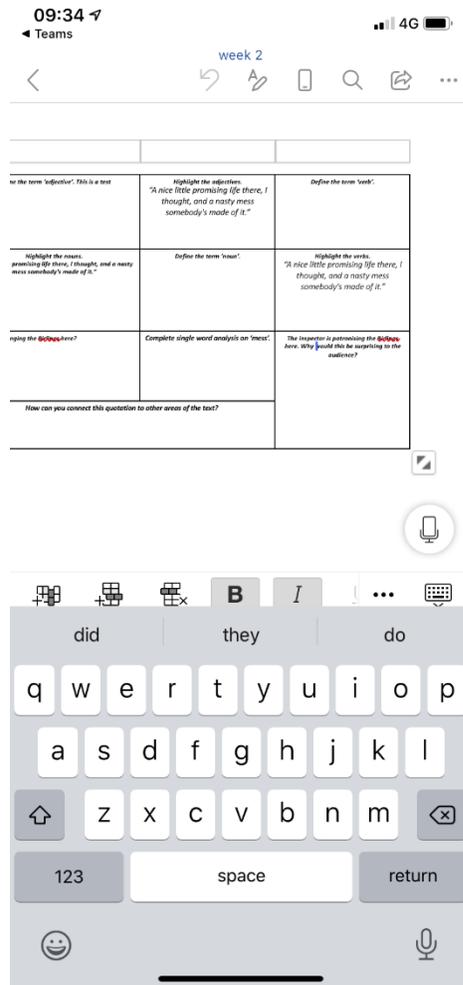
# Completing assignments on a mobile phone or tablet.

Click on this symbol. Once you have downloaded the App it will open in word.

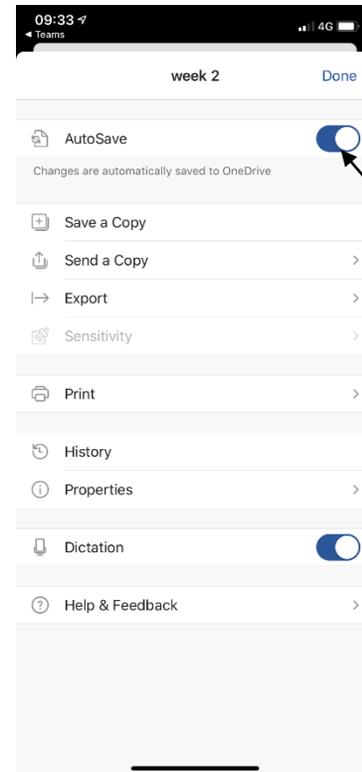
This may appear. Click get the app and then sign in using your school email and password



# Saving your assignment on a phone or tablet.

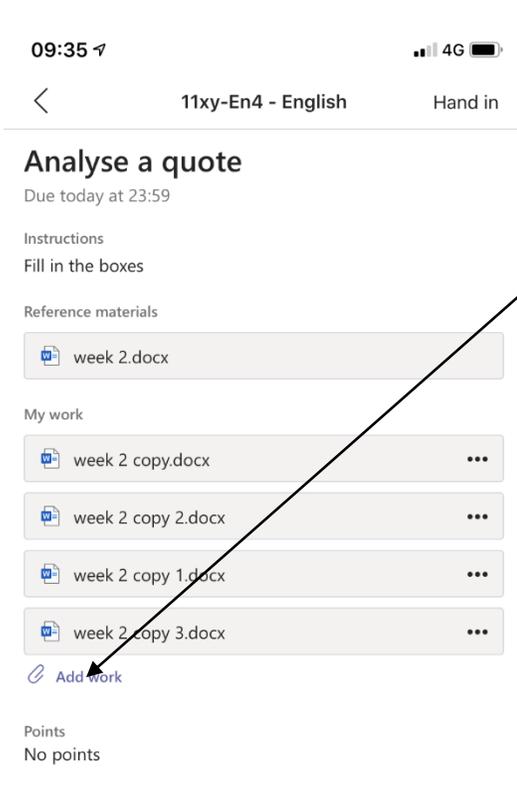


Step one -Click on the dots to save your work .

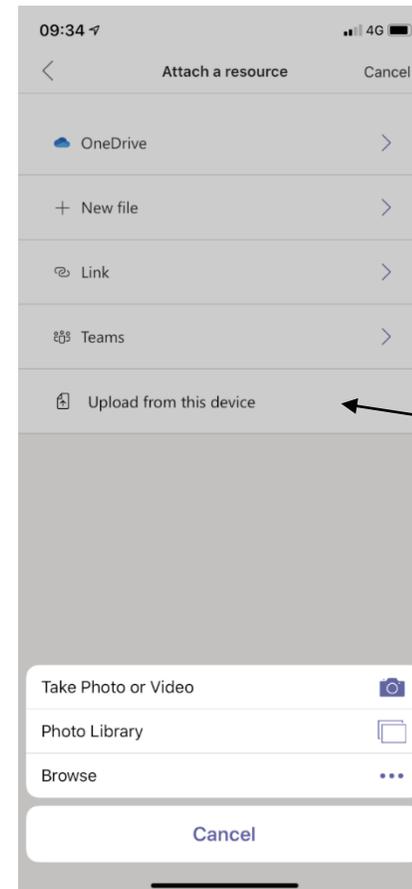


Step two-Make sure you have auto save on.  
Once you have done this click done. When you get back to your word document click the back arrow.

# Sending your assignment to your teacher if using a phone or tablet.

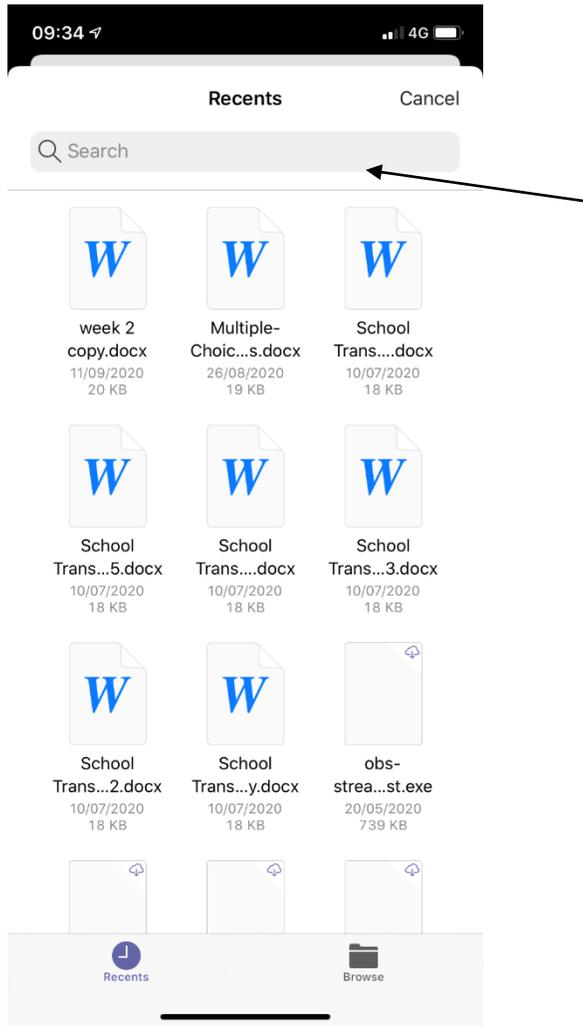


Step one- Click add work

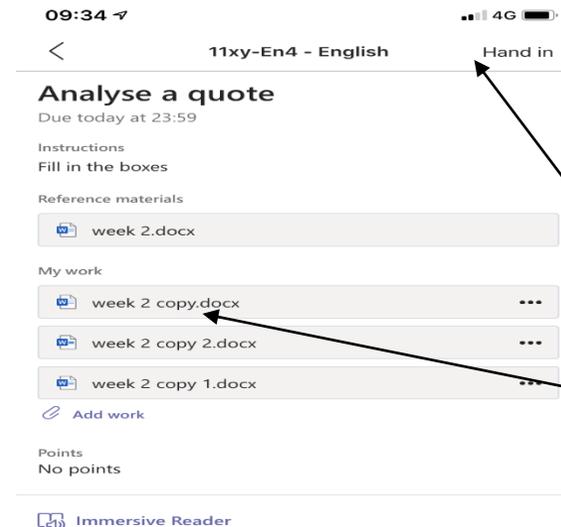


Step Two - Click on upload from this device.

# Sending your assignment to your teacher if using a phone or tablet.

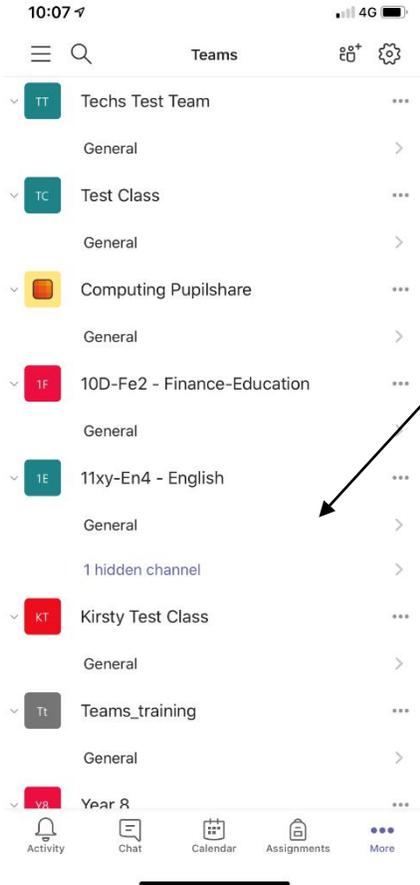


Step Three- Search for your file and then click on it. It will be start to upload and will tell your when it has finished.

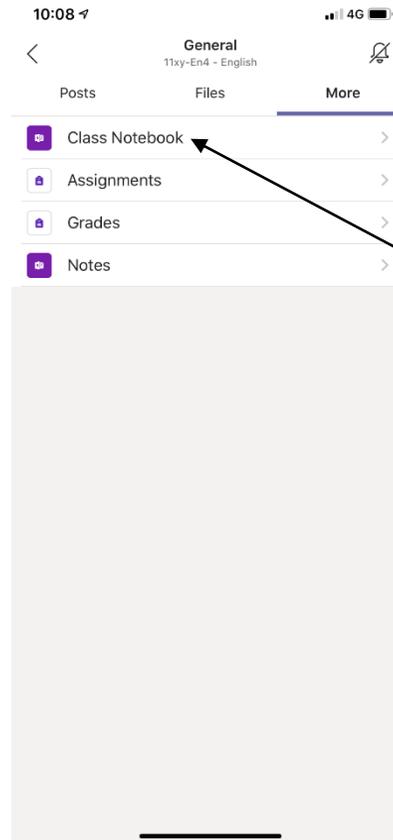


Step Four -The document should appear in my work. Click hand in. ( make sure you do this last bit or your teacher wont receive it)

# Using class notebook.

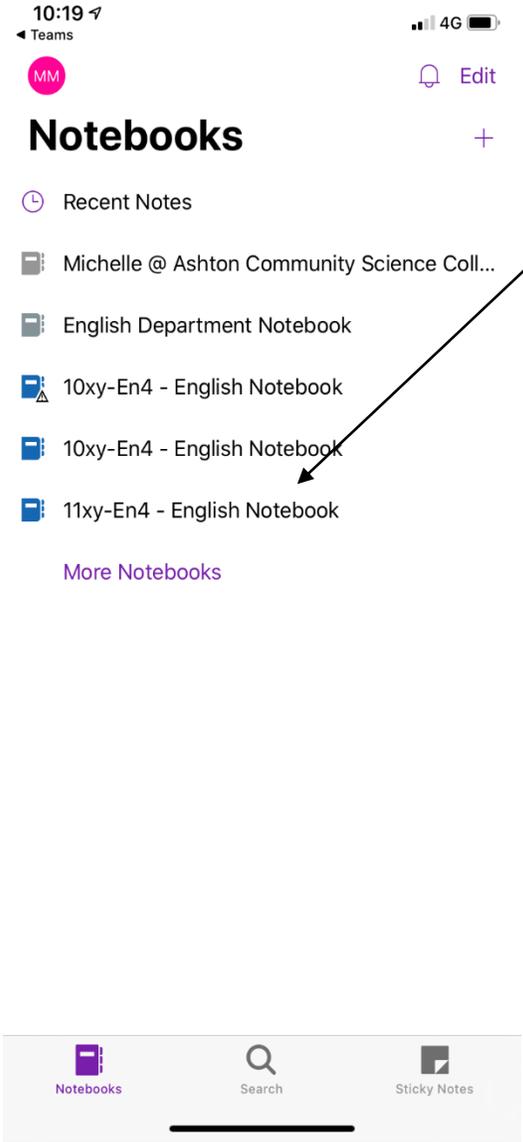


Step One- Go into the teams area and find your class. Click on general

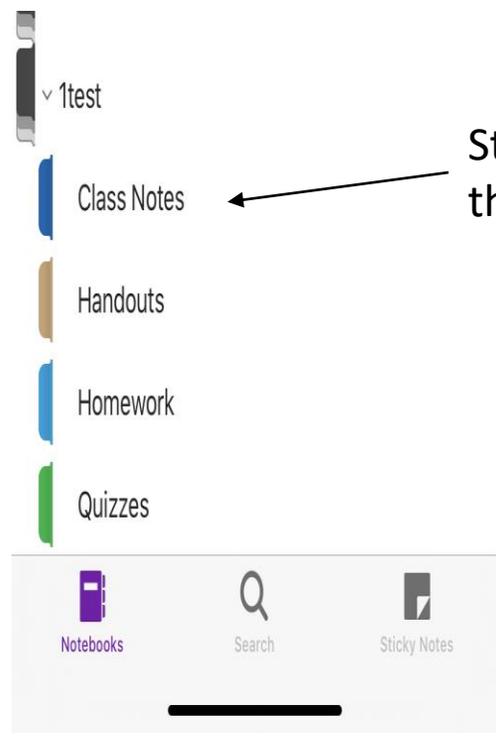
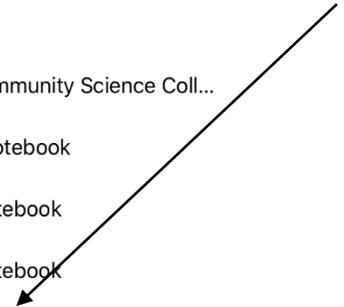


Step Two-Click on class notebook. It may ask you to download the one note app. If it does do this and log in using your school username and Password.

# Using class notebook.



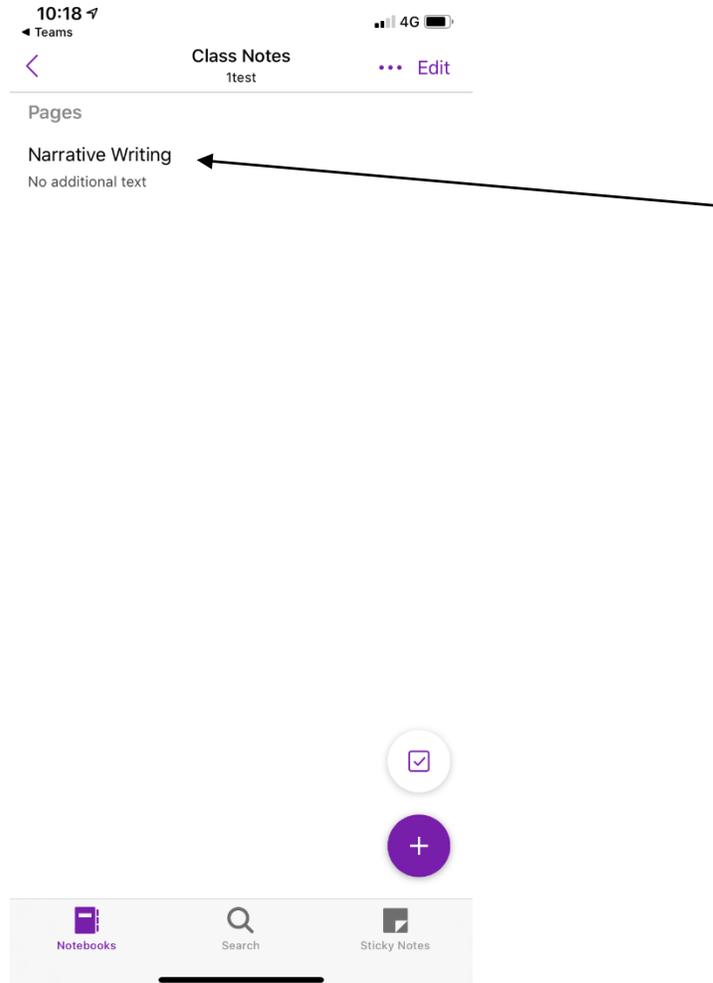
Step Three- Click on the class .



Step Four - Click on the class notes. Sometimes this might be the name of the of the task.



# Using class notebook.



Step Five- You don't need to click edit. Double click on the title and it will take you to the document. Start to type. It will save automatically. You will also be able to see any comment your teacher makes straight away.