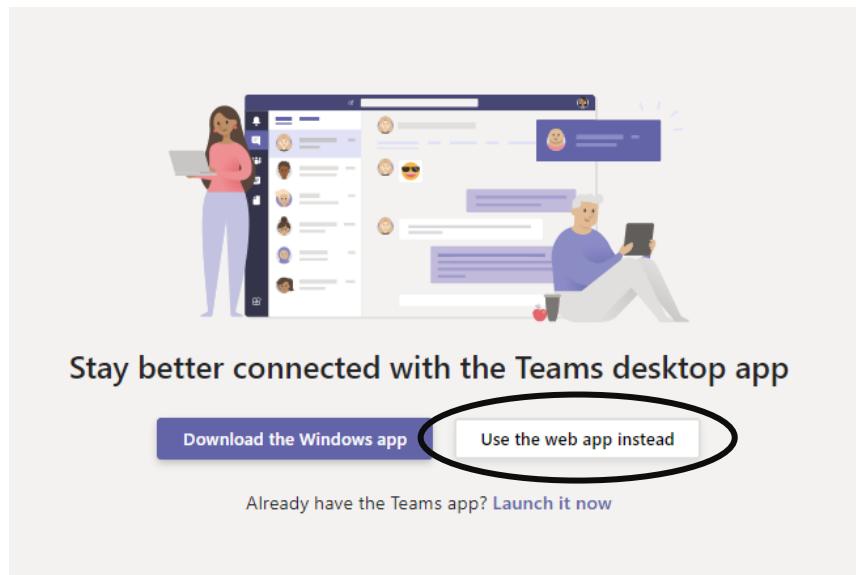


Microsoft Teams – Student

In a web browser go to link below.

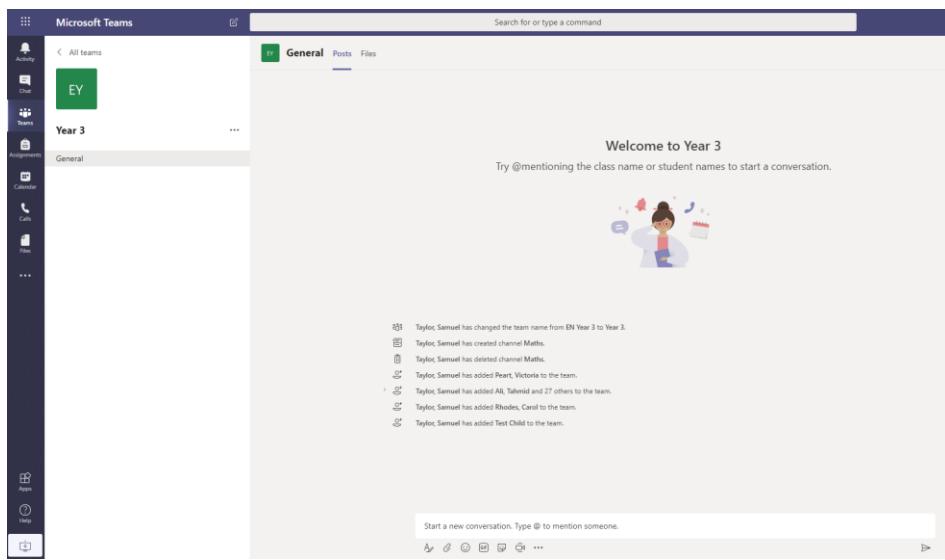
<http://endeavouracademy.org.uk/teams>

Once the webpage has loaded you should see this page below. Click on Use the web app instead.



Now you will be asked to login. Use the Office 365 login from the login details sheet.

After you have signed in you will be taken to your class team.



From here you will be able to read and send messages to your teacher.

To send a message to your teacher use the message box at the bottom of the page.

Start a new conversation. Type @ to mention someone.



Once you have completed a piece of work you will be able to attach it and send it back to your teacher.

Use the paperclip below the message box to attach your work to the message and press send.

