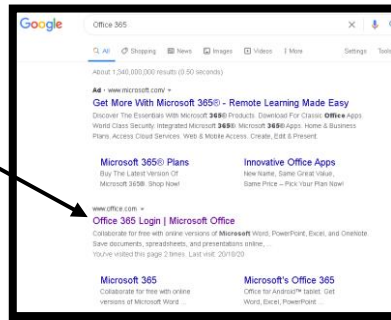
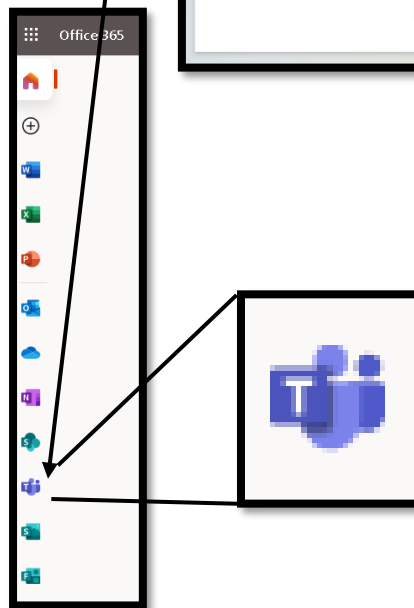
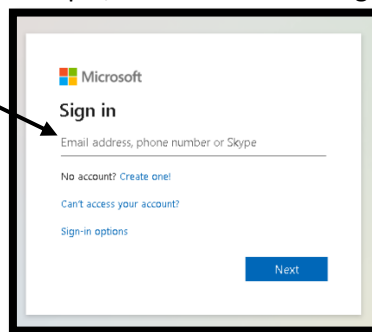


How to use Teams

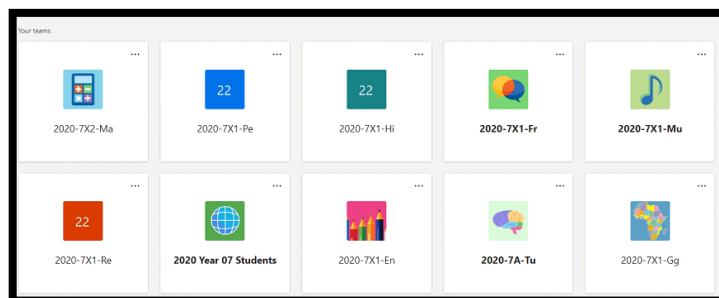
1. Open Google and type in "Office 365"
2. Choose Office 365 Login



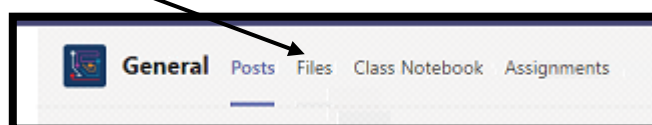
3. Click Sign in
4. In this sign in page you will put in your email address, which is your username for the computers then @framdurham.com. For example, John Baker would sign in with J.Baker@framdurham.com
5. Click Next
6. Then put in your password. This is the same as the one you use to log in at school.
7. Teams is this button on your screen



8. Your subjects will appear like this. Click the subject you want to look at.



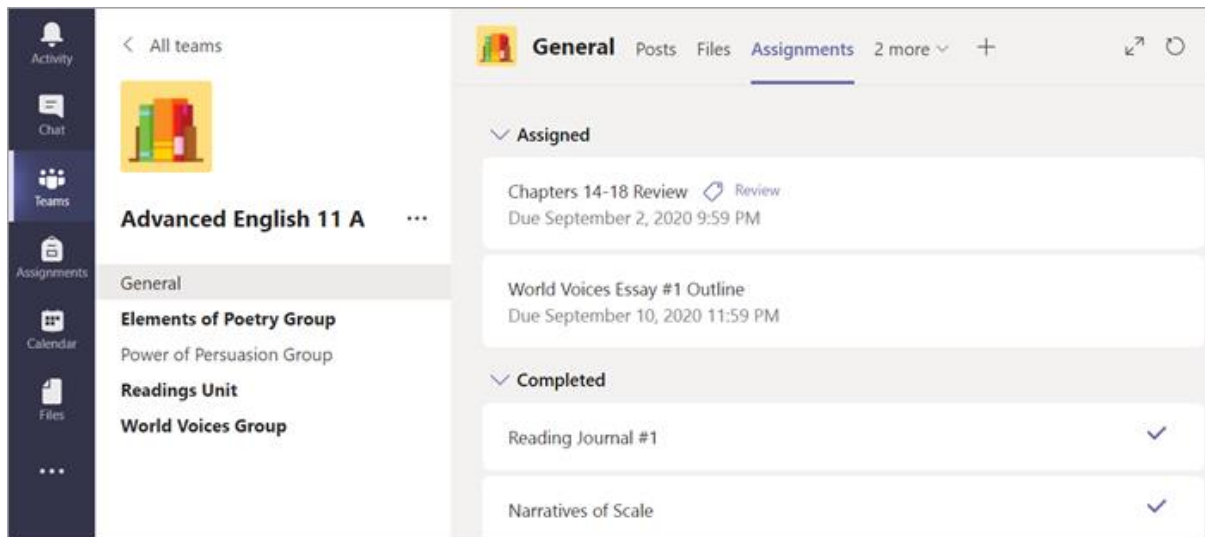
9. Choose the files to view class materials.



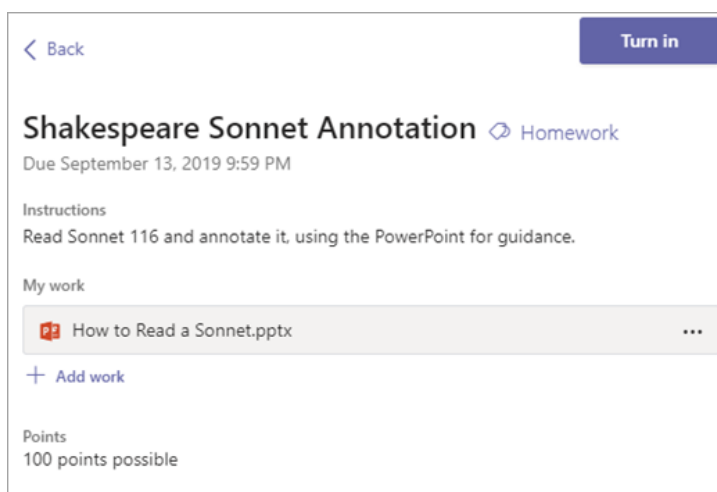
Where do I find the work, my teacher has set me and how do I submit an assignment/Isolation work or homework in Microsoft Teams

Microsoft Teams for Education

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.



3. If your teacher specified a document for you to turn in or you have a photograph of your work to attach to this assignment, select **+Add work** and upload your file.



4. Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:
 - **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
 - **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
 - **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
 - **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.