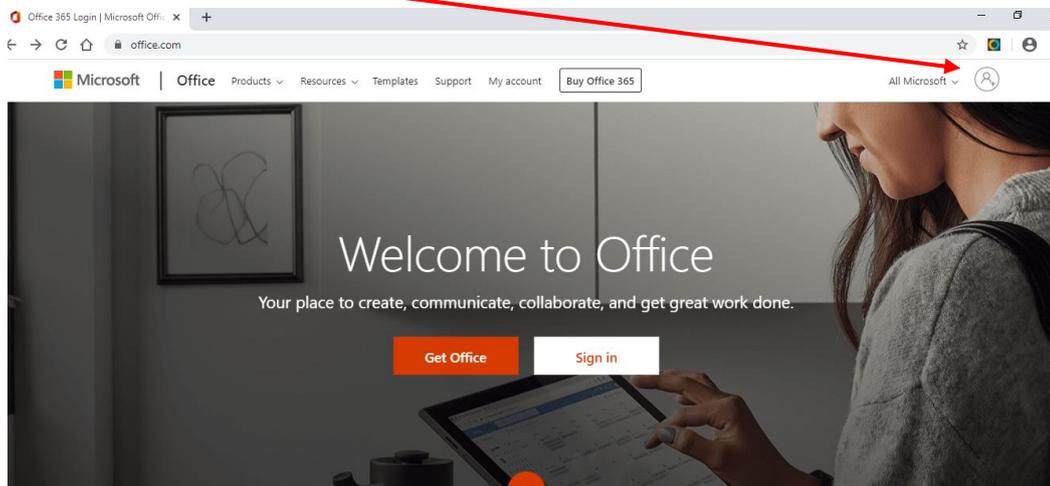


## Using Microsoft Teams during school closure

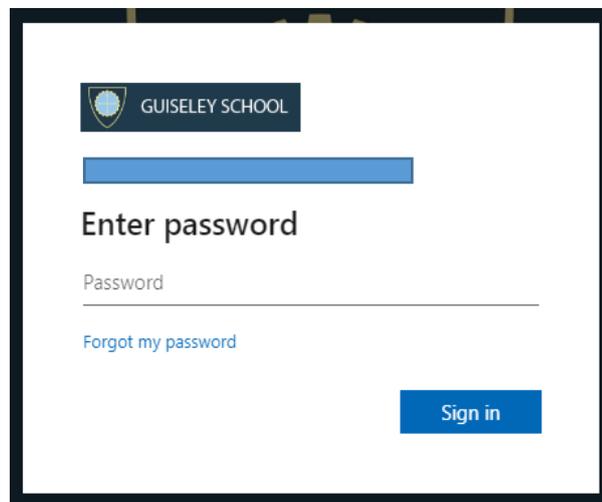
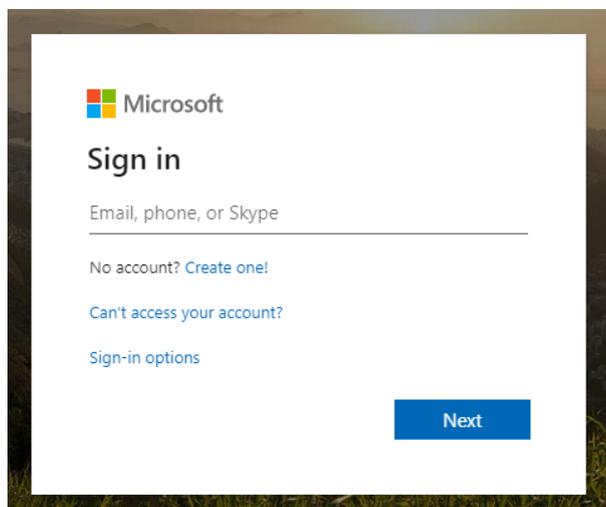
Your teachers will regularly set work for you on Microsoft Teams. This will be done in individual classes. You can then use Microsoft Teams to ask questions about the work and receive responses. You can access Teams on a computer, phone or tablet.

On a computer, to access teams through [www.office.com](http://www.office.com) type in the web address into your chosen browser and you should see this page.

Click sign in.

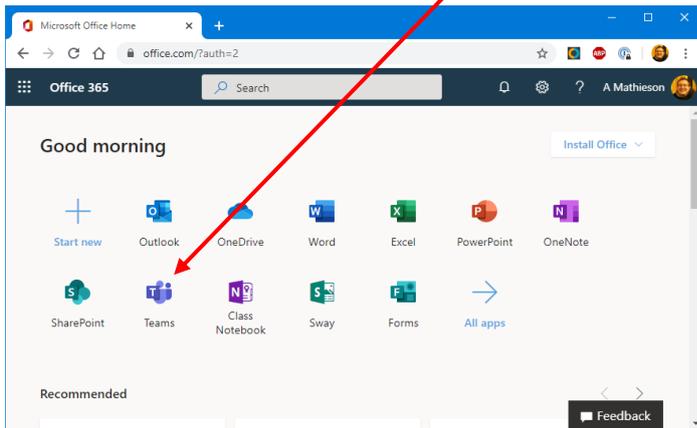


## Sign In Screen



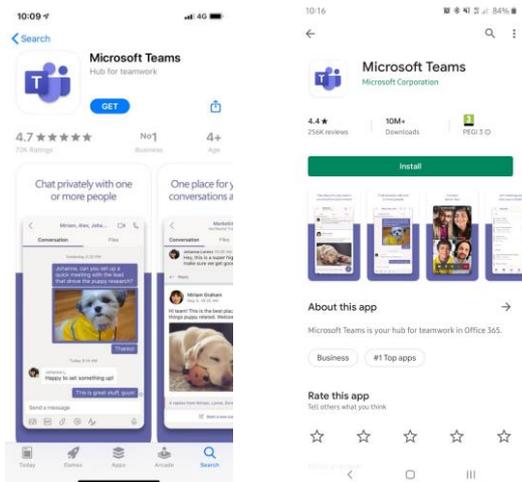
After clicking on the sign in link, students will need to enter their **SCHOOL USERNAME** (followed by **@guiseleyschool.org.uk**) and their **SCHOOL PASSWORD**.

1. On the Office 365 homepage, click on the Teams icon.

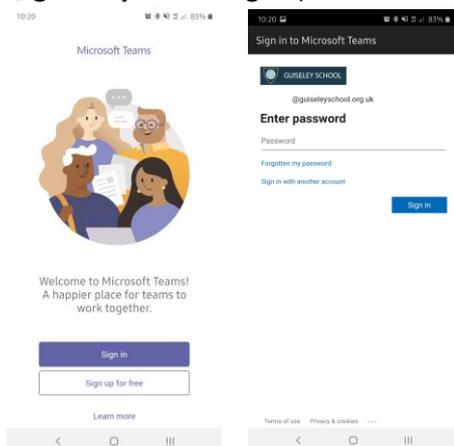


On a phone or tablet, you will need to download the Microsoft Teams app from the Apple App Store or Google Play Store (depending on your device):

1. Download the Microsoft Teams app from the App Store/Play Store.

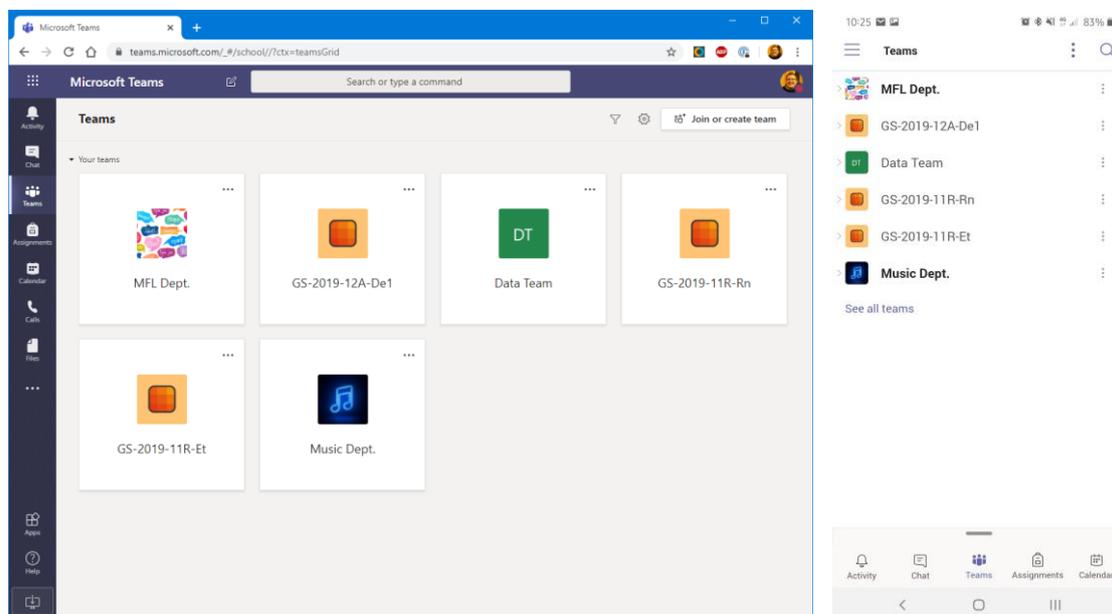


Open the Teams app, and click Sign in. Students will need to enter their **SCHOOL USERNAME** (followed by **@guiseleyschool.org.uk**) and their **SCHOOL PASSWORD**.

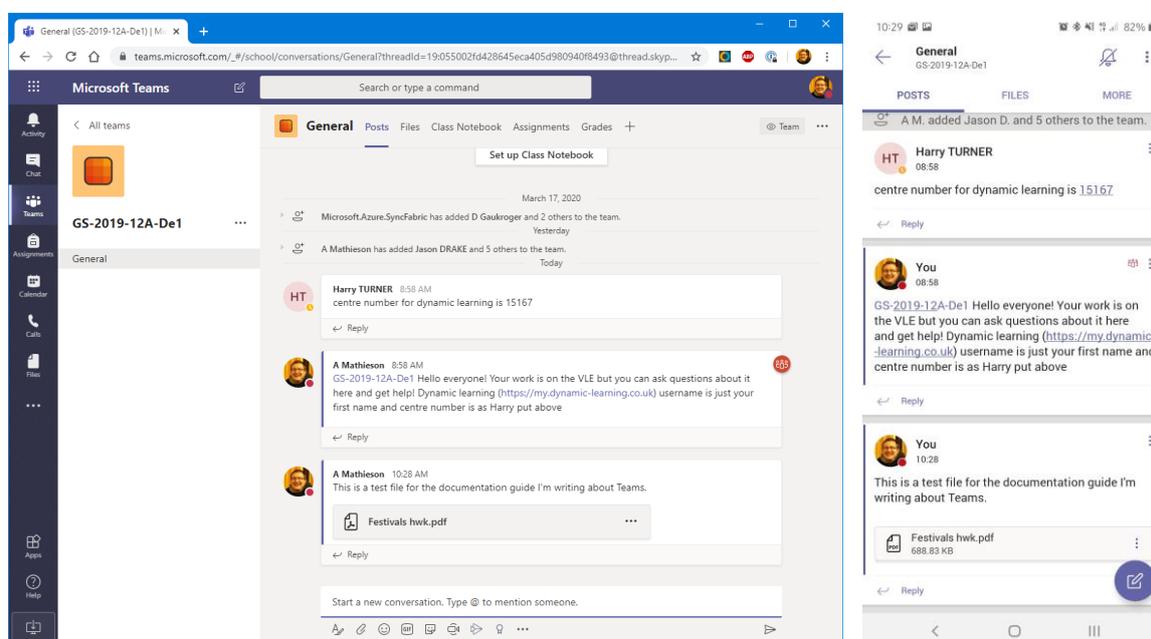


Once you have logged in to Teams, you should be taken to the Your Teams screen, but after this it will usually remember where you were last time. To get to the Your Teams screen, select the **Teams** button at the left (on a computer) or at the bottom (on a phone/tablet) of your screen.

The Your Teams screen looks like this:



Access a class team by clicking on it (on a computer) or by tapping it and choosing General (on a phone/tablet). You'll be taken to the Posts view, which is where you'll find files and conversations posted by teachers and fellow students.



If you want to send a message back to your teacher about a piece of work, for example to ask a question about it, click/tap the Reply button below that post. This will make sure that your teacher is notified of your message. Where possible, your teacher will get back to you. Of course, you can also use this feature to reply to students as well if you want to help each other with the tasks.

To submit a piece of work to your teacher, you should send this to them via school email. They won't reply to that email individually but instead post a whole-class feedback message in Teams.

There are many other features to Teams, including video-conferencing, and your teacher may decide to use these features. They will post a message about these in the team if they decide to do this.

If you need help using Teams, contact [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk) and someone will get back in touch with you.