

Open Microsoft Teams

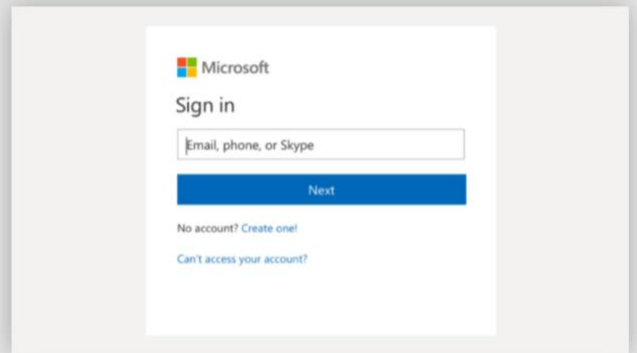
You can use Teams from most web browsers or by downloading the app.

- To download the Teams app on mobile or desktop, visit aka.ms/getteams.
- To use Teams on a browser, visit office.com and click on the Teams icon, or visit teams.microsoft.com.

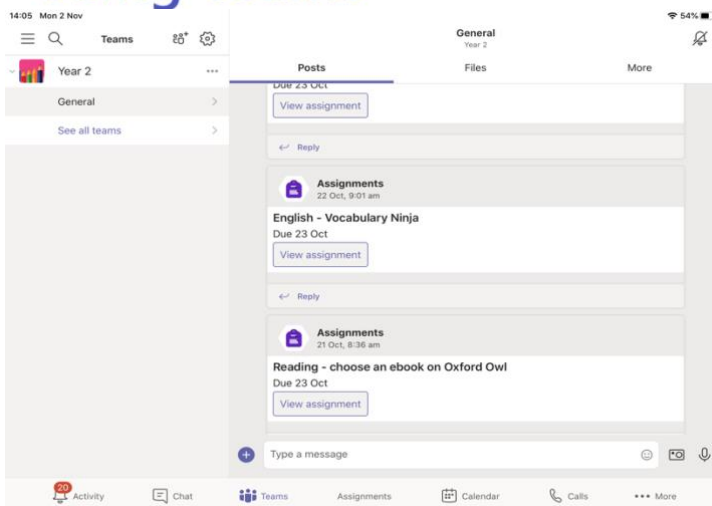
Sign In

Your student can sign in with their school email and password.

This should be your initial.surname@moor-park.blackpool.sch.uk
Password: Moorpark1



Using Teams



Do and submit assignments

1. Navigate to your desired channel for your student's class team and select **assignments**.
2. Their **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.
3. Select **+Add work** and upload the file, then select the **Turn in** button to turn in an assignment before its deadline.

Note: Make sure that your student's file is attached prior to submitting. For more help visit the [assignment support page](#).

Connect with your class and teacher

1. To make sure your student is collaborating and to view Team messages, go to the Team and channel you would like to see.
2. Any messages the teacher or other students have left will appear in the large conversation space on the right.
3. If your student has a question, they can reply directly to a message by clicking **Reply** below the message box.
4. When they're ready to send just hit enter, they can also click on the arrow icon on the right.

