

Scan a document to upload on an iphone

Open Notes and select a note or create a new one.

Tap the Camera button , then tap Scan Documents .

Place your document in view of the camera.

If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.

Tap Save or add additional scans to the document.

You can then attach/upload the files to the assignments in Teams

SMART TV

You can also view Teams from a SMART TV.

- Go to the internet browser on your TV
- Enter www.office.com in the address bar
- Enter your given login details to access your year group Teams page

TEAMS CAN BE ACCESSED FROM ANY INTERNET ACCESSIBLE DEVICE INCLUDING PHONES, GAMES CONSOLES AND SMART TVS.



1. Plug in a keyboard and mouse (if you have them) into the USB port
2. Go to My Games and Apps
3. Find and open Microsoft Edge
4. Type in www.office.com as you would to access Office 365
5. Login and you can access Teams, Office 365, Outlook and OneDrive
6. You can also use Kinect for audio

You can use your controller to navigate too



1. Press the PS4 Logo on the controller
2. Go to the library and find the internet browser (WWW)
3. Open the browser
4. Type in www.office.com as you would to access Office 365
5. Login and you can access Teams, Office 365, Outlook and OneDrive