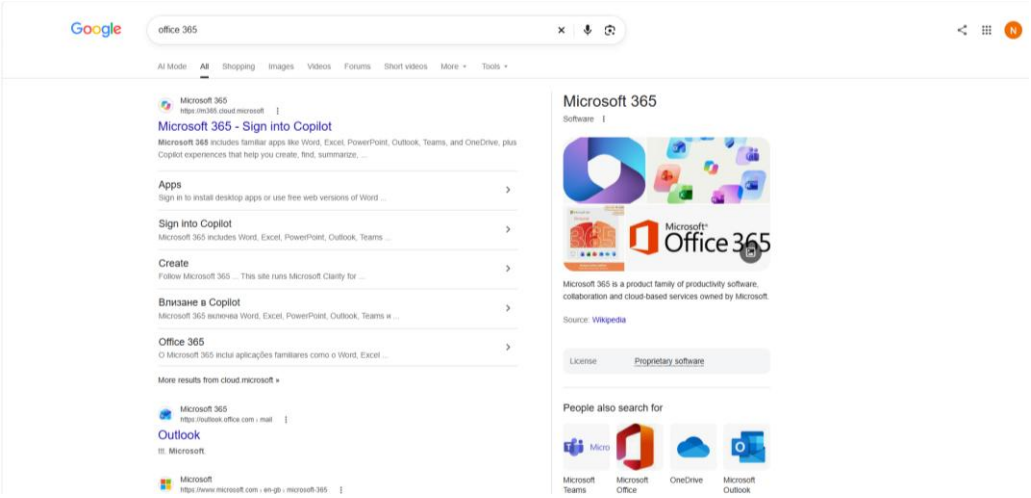
Accessing schoolwork using TEAMS

1. Log into your Office 365 account, by typing in **Office 365** into google.



2. Click on **Microsoft 365 – Sign into copilot**, and a sign in page will appear.

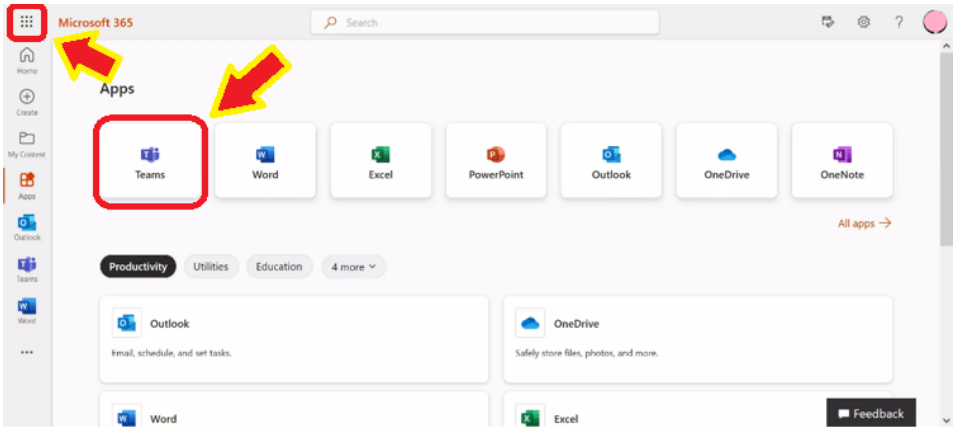


Log in by using your username that you log into the computer at school with.

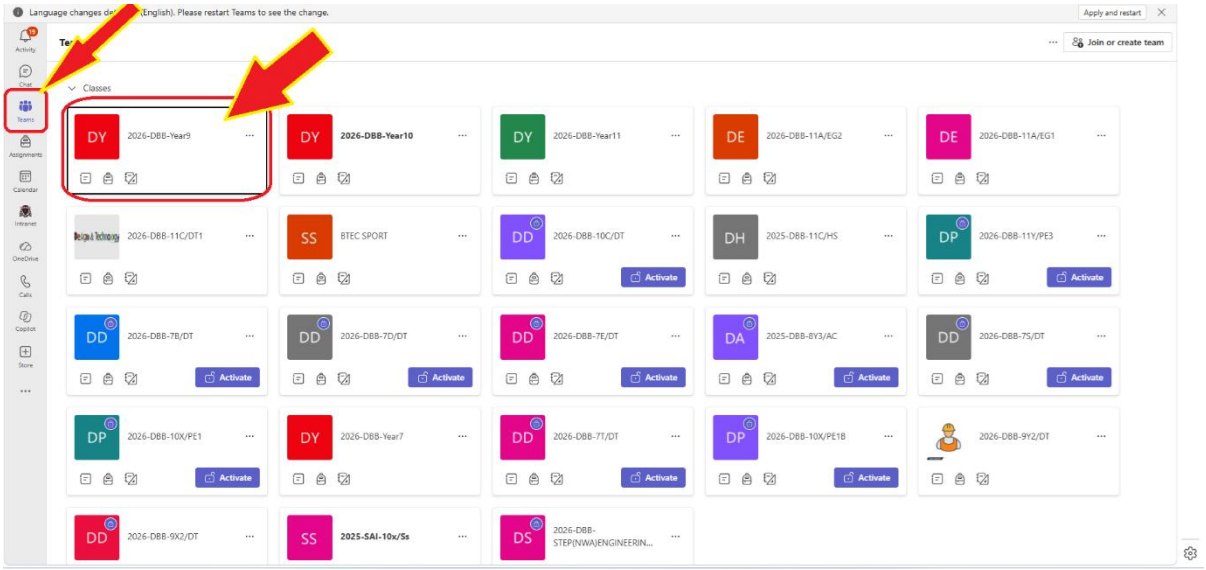
For example: 15jamessmith@st-bedes.org

3. **Once logged in…**

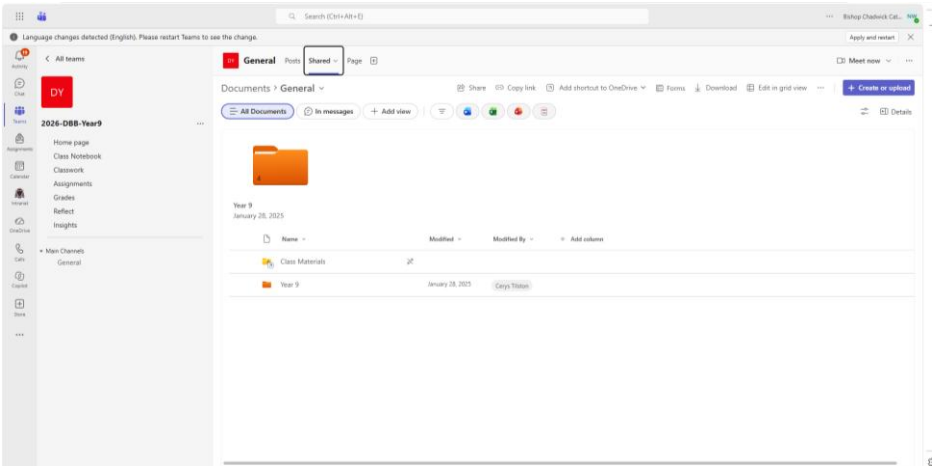
   Click on the 9 dots in the top left hand corner of the screen and then select and click on the TEAMS app.



4. Click on **TEAMS** on the left-hand menu. This will bring up lots of tiles with your classes on. Find the tile that is called **2026-DBB-YearX** and click on your year group.



5. Then click on **SHARED** at the top of the screen. The image below should appear and then click on your year group folder. Eg Year 9



6. Click on the correct **Cycle folder**, then chose the subject to work from.

Cycle 1 – September to December
Cycle 2 – January to March
Cycle 3 – April to July

All subjects have the powerpoints and lesson material for all lessons. Work through the lesson powerpoint making notes and answer the questions.