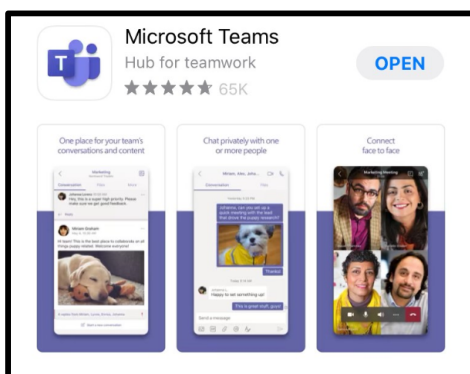


Downloading and Using Microsoft Teams:
Instructions for Students & Parents

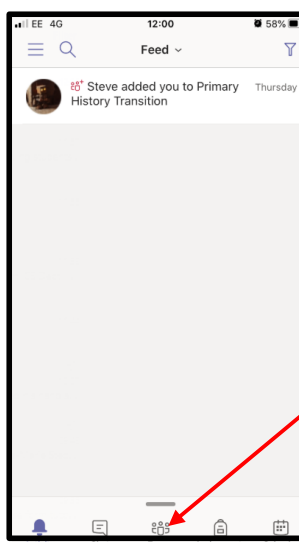
1. Go onto the App Store (iPhone) or Google Play (Android).
2. Search for and download 'Microsoft Teams':



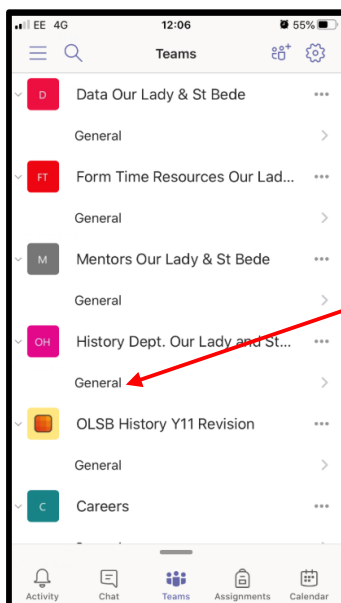
3. Once Teams has been downloaded, open the app. If it also asks to install "Intune Company Portal" (Android) or "Microsoft Authenticator" (iPhone) these are fine to also install, you don't need to do anything more with them. Teams will ask you whether you want to sign in or sign up for free. **You need to click 'Sign In'.**



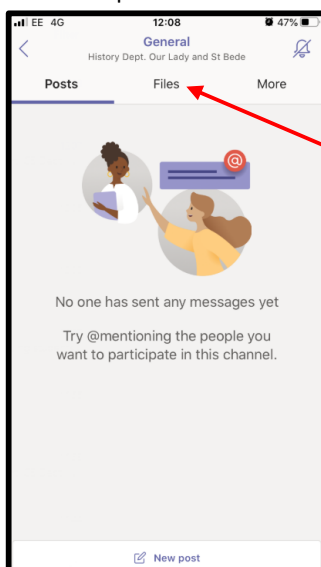
4. To sign in, you need to type in your e-mail address. This is your **ST MICHAEL'S** email address, using your surname and first initial, ending with **@stmichaelsstudent.bhcet.org.uk**. For example, if your name is John Smith, your email address would be **smithj@stmichaelsstudent.bhcet.org.uk**
5. The app will then ask you for your 'credentials'. This is the username and password you would use to log into any computer at school.
6. Once you are logged in, you will be on a home screen that automatically puts you on the 'Activity' tab. You need to click 'Teams' in the middle at the bottom of the screen.



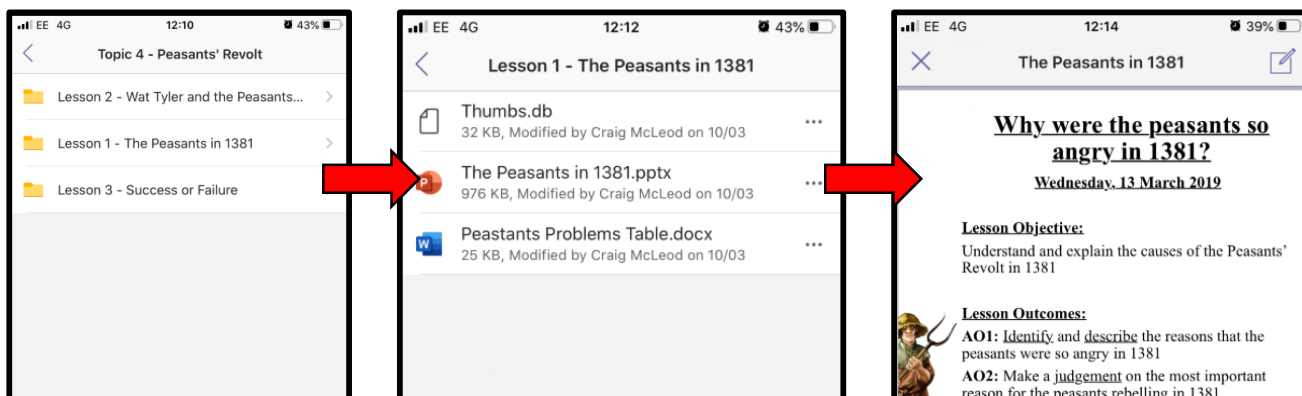
7. From this page, you can see a list of every 'Team' you are a member of. Eventually, you will be able to see every class you are in. To access the Team, you need to click the word 'General' underneath the name of the team. So, for example, if I wanted to access the History Department Team, I would click the word 'General' below 'History Dept. Our Lady and St Bede':



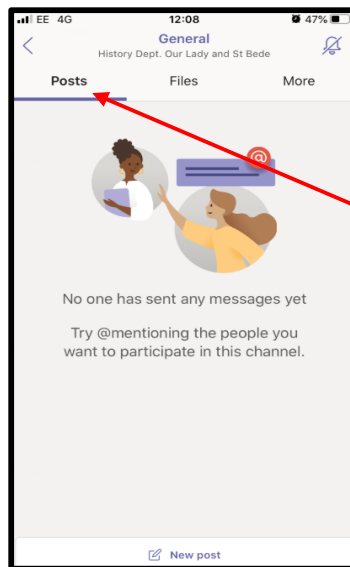
8. The first thing you will see when you have accessed one of your Teams is the 'Posts' section. We will come back to this later. For now, you need to click the 'Files' tab at the top:



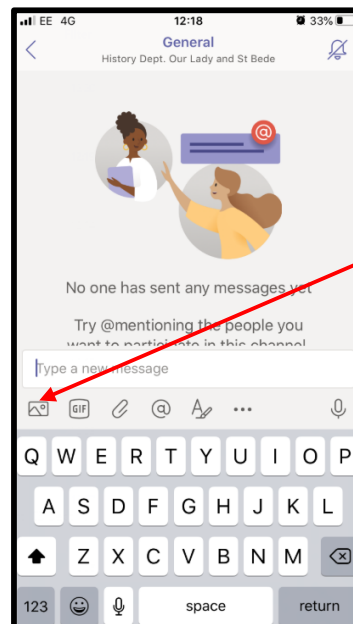
9. In the 'Files' section, you will be able to access the resources you will need for you lesson – this includes and PowerPoints, worksheets, video clips, etc. that your teacher has uploaded for you. In this example for Year 7, students would click on 'Lesson 1', then they could open the PowerPoint and worksheet on their phone/tablet and follow the instructions on the PowerPoint in order to do the work in their exercise book:



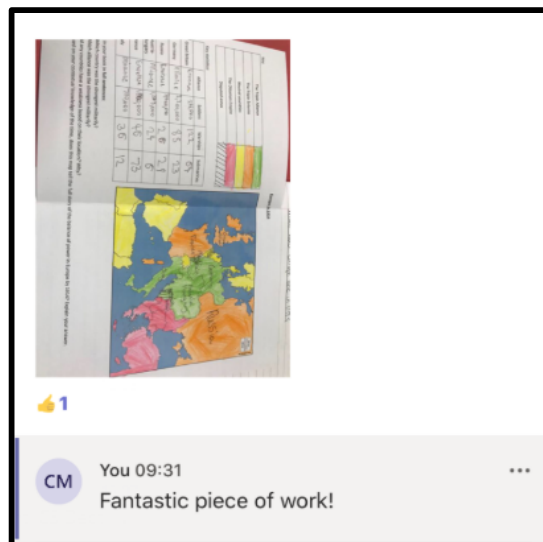
10. Once you have completed a piece of work in your exercise book, you need to go back to the 'Posts' section of the Team. This is where you are going to upload the work you have done so your teacher can comment on it. To do this, the first thing you need to do is come out of the Teams app and take a photograph of the work you have done. Then you go back into the Teams app and make sure you are on the 'Posts' tab of the Team you want to post your work in:



11. Now press 'New post' at the bottom of the screen, and press the button to upload a photo:

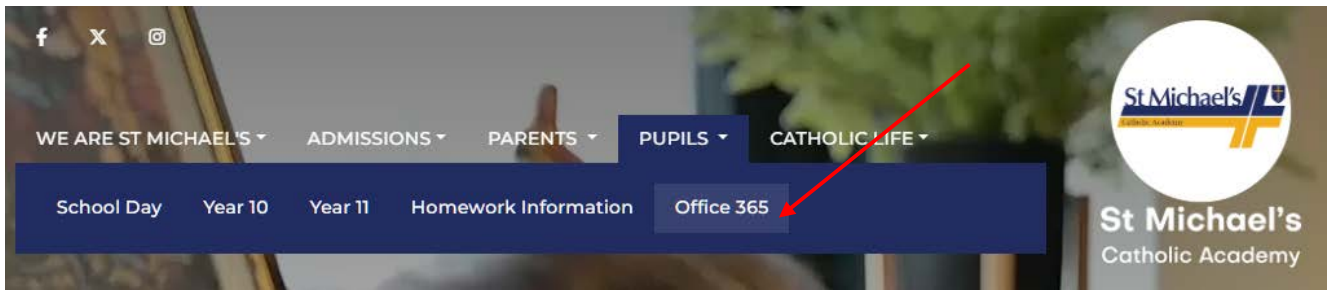


12. Once you have attached your photo, press send and you're done! At this point your teacher can see what work you have done and comment on it to give you feedback:

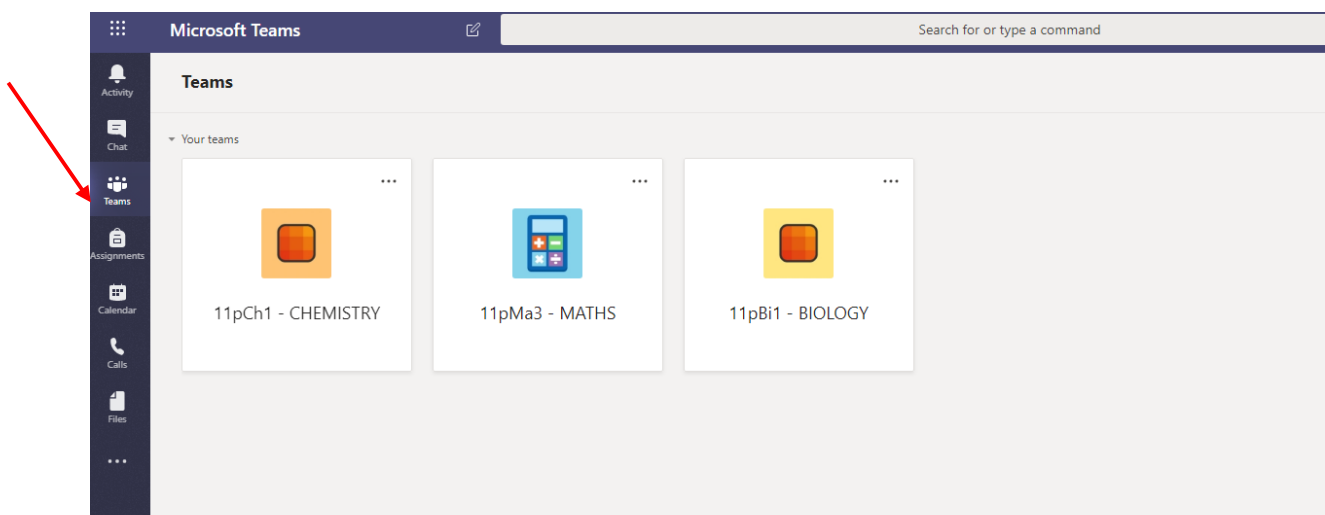
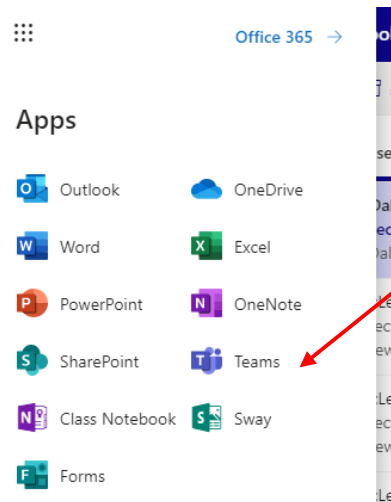
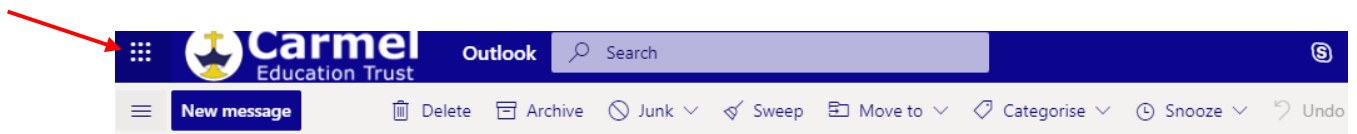


Desktop Version

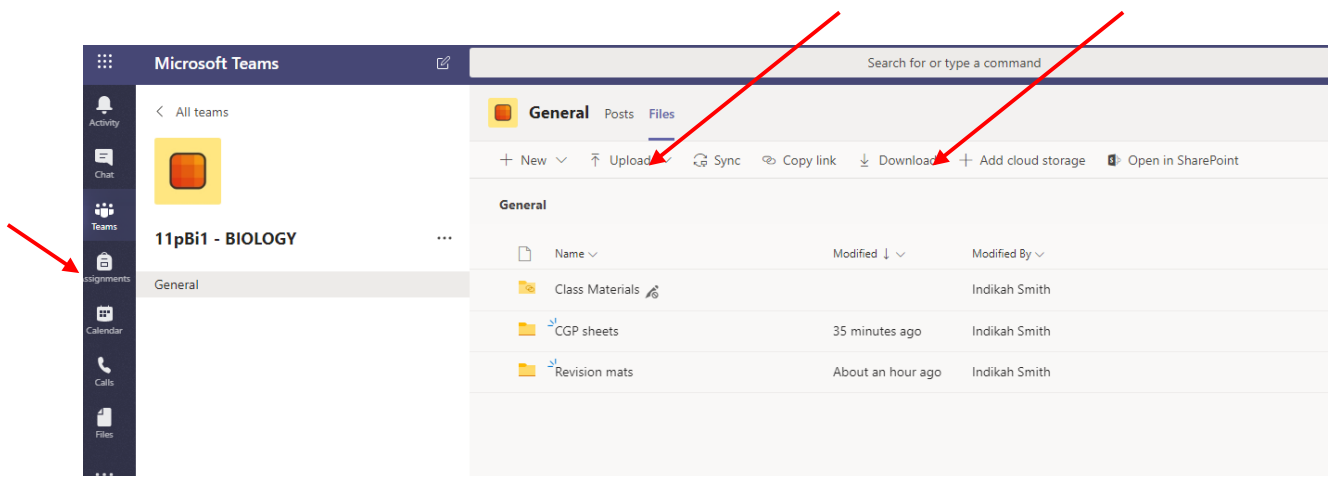
1. Go onto the school website (stmichaels.bhcet.org.uk) and click on 'Office 365' in the PUPILS menu at the top of the page:



2. (If you are at home) You will need to log in using the username and password you would ordinarily use to log into any computer at school. You will be automatically directed to your email inbox.
3. Click on the square of nine dots in the top right hand corner of the screen, and choose 'Teams':



4. You will then see the icons for the classes you have been added into. Within these classes you can view work and files added by your teacher, as well as hand in your own work and complete assignments.



5. This is an example of folders within one of your classes. In here you can browse through the revision materials and any other files added by your class teacher
 - a. You can also upload your own work in here by selecting the 'Upload' option.
 - b. If you would like the option to download any of these materials to your own PC at home or school you can also do so by selecting the download button.
 - c. You can also select the 'assignments' tab down the left hand side where your teacher will add in any assignments that are due.