

# Microsoft Teams

## Accessing Microsoft Teams

Microsoft Teams is available on a number of platforms:

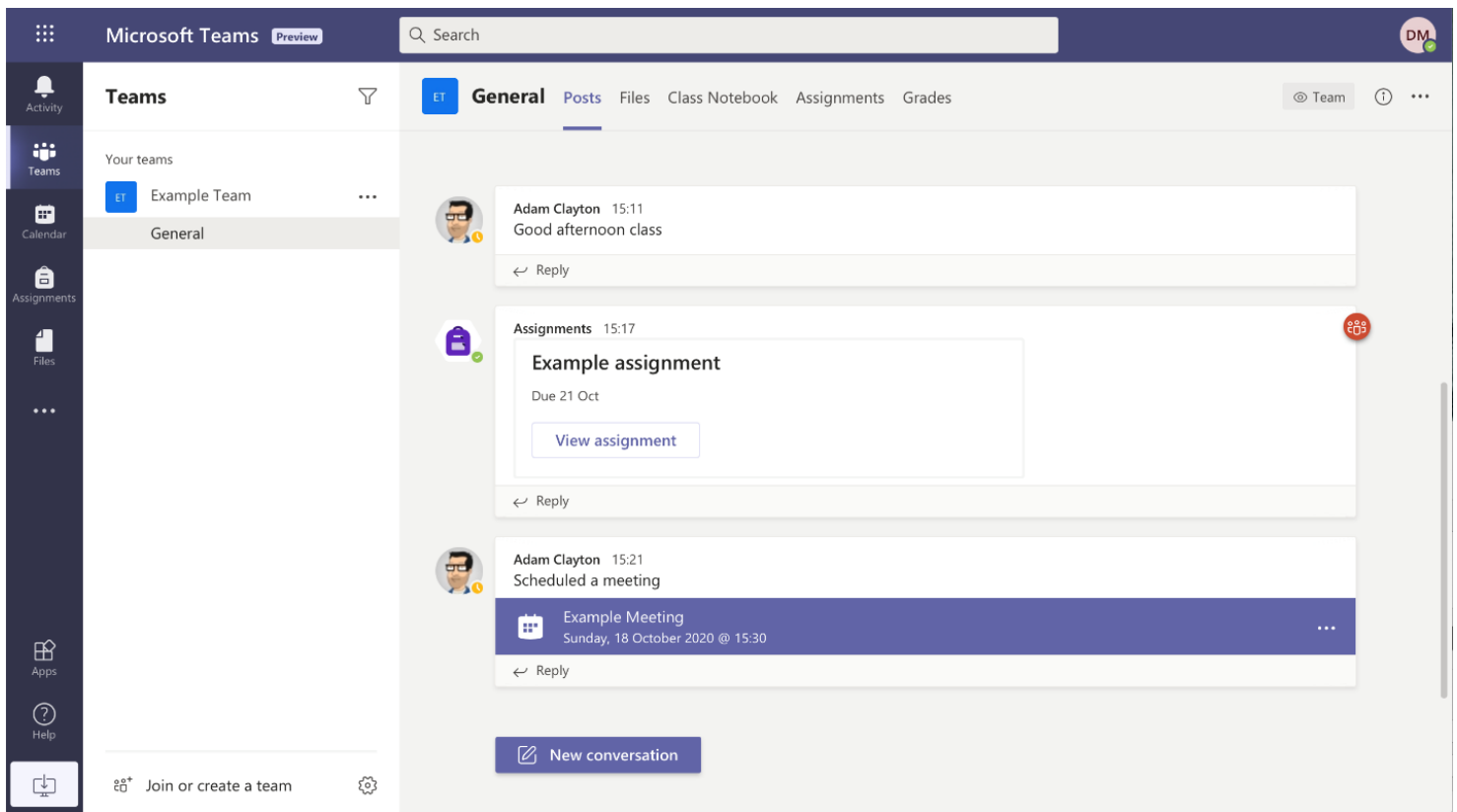
- Internet: Microsoft Teams is available using Office 365 on a web browser at [teams.microsoft.com](https://teams.microsoft.com)
- Desktop app: On a laptop or computer, you can download the Teams desktop app at <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- Tablet app: Teams is available on iPads/Android tablets through the App Store/Play Store.

## Logging into Microsoft Teams

However you want to use Microsoft Teams, you will need to log in with your school Microsoft account. Students' accounts have been linked to their class teams, so using any account other than the one provided by school will not work. Your Teams log in is based on the details you use to log in to the computers at school. If, for example, you log in with joe.bloggs and password1, then your Teams log in details will be:

- Username: joe.bloggs@welholmeacademy.com
- Password: password1

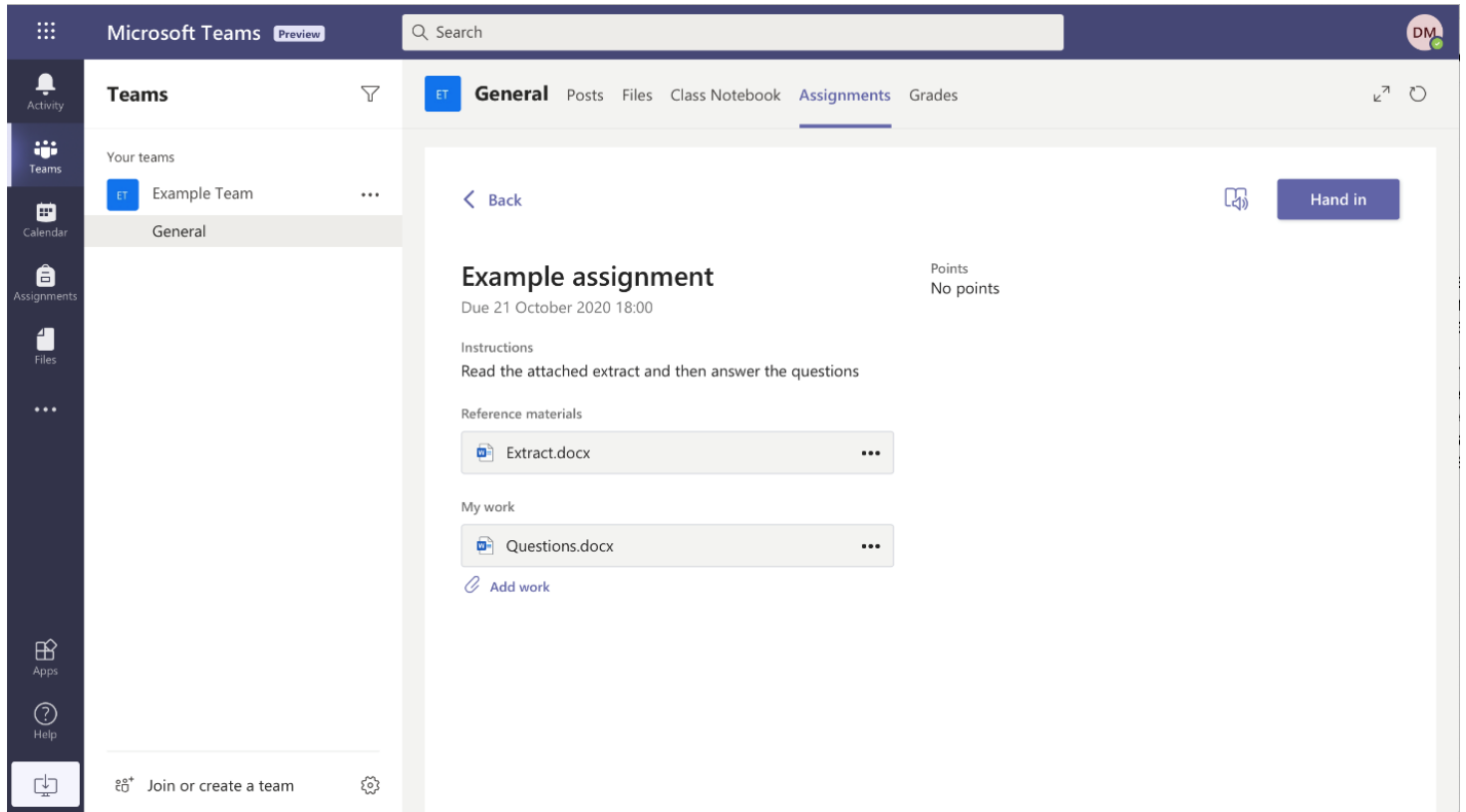
# Posts



Posts is a discussion board which can be used to send messages to your teacher. Use ‘Reply’ to respond to a message your teacher has already sent, or ‘New conversation’ to start a new thread. Remember that all messages can be seen by all members of the team.

Posts will also display notifications of new assignments or scheduled meetings.

# Assignments



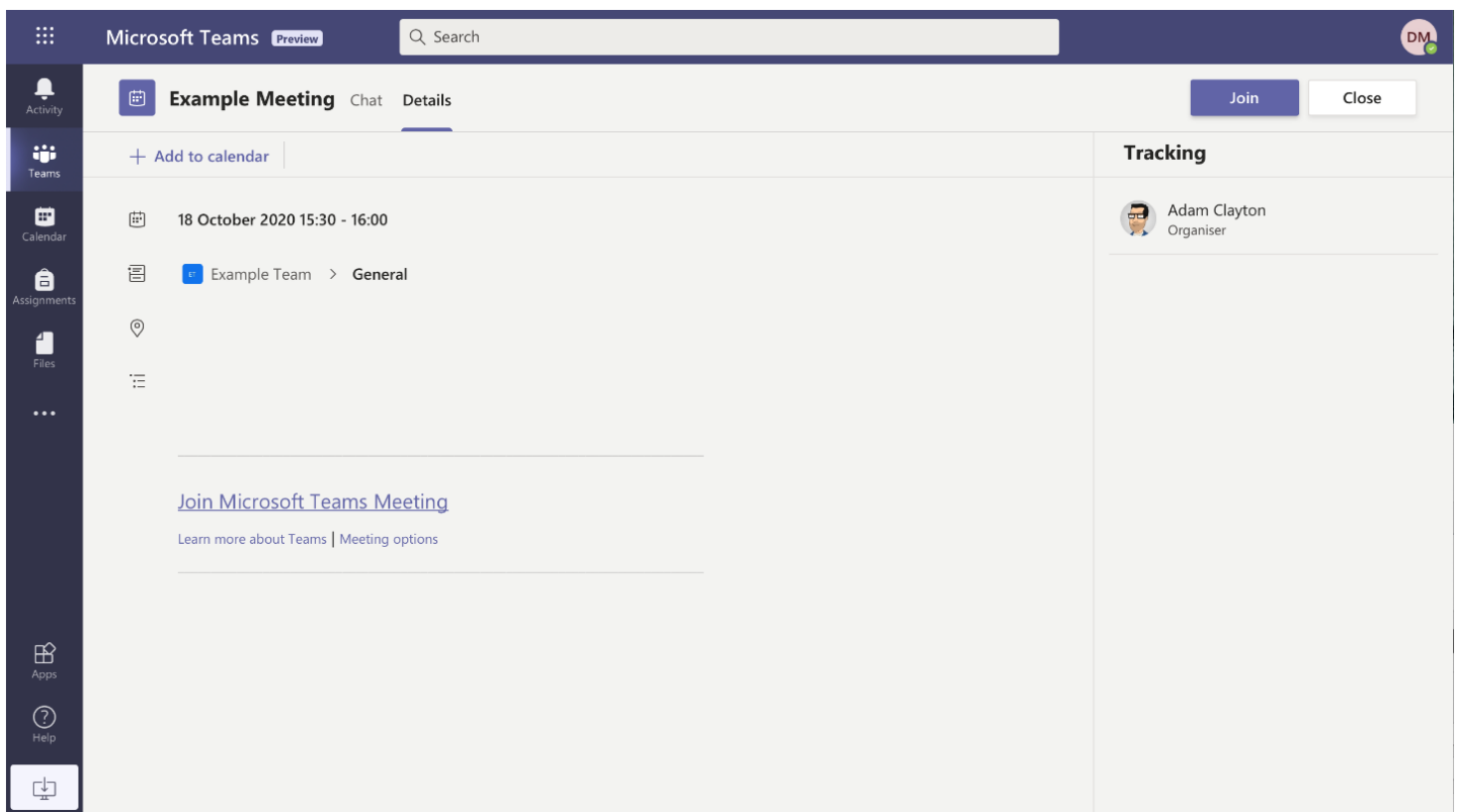
Any work a teacher has set will appear as an assignment. You can view your assignments by either clicking on the direct link in the ‘Posts’ conversation, or by using the ‘Assignments’ tab to view all assignments that have been set. Assignments will contain instructions, reference materials that cannot be edited (this may be in the form of a document or teacher input video) and an editable document for you to complete your work on. To open any attached materials, simply click on the name of the attached item. When you have finished your work, you just need to click the ‘Hand in’ button to return it to your teacher for marking.

To edit documents if you are using the Teams app on a tablet device, you will need to download the Word, Excel and PowerPoint apps, and log into them with your username and password. These apps will then sync with Teams. What this means is that if you open an editable

document in Teams and click on the edit button, it will open in the appropriate app, allow you to complete your work and then save automatically back to Teams.

When your teacher has marked your work, you will be able to use the 'Completed' tab within 'Assignments' to reopen the document and see any comments your teacher has made.

## Live Meetings



Teachers can also use live meetings to talk to you or deliver teaching input. Any scheduled meetings will appear as a new conversation within 'Posts' and also on the 'Calendar' tab. Just tap on the meeting and click 'Join' to join the meeting. You will be able to toggle video and audio on and off within the meeting toolbar.