

# TEAMS Guide

2022 - 2023



**#TeamWoodhey**

# What is Microsoft Teams?

- Microsoft Teams is the location where you can find resources from your teachers to support your learning.
- You can access Teams from a web browser, a desktop app or an app on your mobile phone.



# How do I log into Microsoft Teams?

- If working at school, Teams should automatically open on your desktop PC. If not, just search for it!
- If working at home, you can:
  - Download the app for your home computer
  - Access Teams via your Office 365 account (search for 'outlook' on your web browser or visit the Woodhey High School website and then click 'Outlook' in the Useful Links at the bottom).



  
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**USEFUL LINKS**  
Class Charts  
Outlook  
Parentpay  
Insight  
CEOP

**SOCIAL MEDIA**  
Twitter



# How do I log into Microsoft Teams?

- Remember, your school email is as follows:

• 19mousem@woodhey.set.org

The year  
you started  
Woodhey

The first 5  
letters of  
your  
surname  
and your  
first initial

The school  
address

If you have forgotten your password,  
please ask your parent or carer to  
email:

**passwordreset@woodhey.set.org**

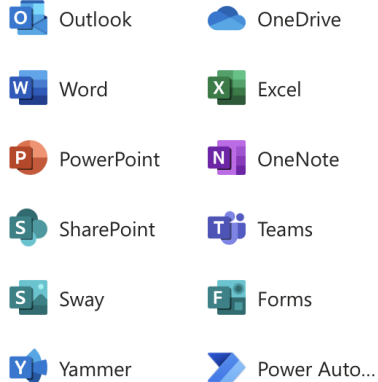


# How do I log into Microsoft Teams?

- If you are accessing Teams through your email account, click the 9 dots in the top left of your email.
- You should then see a pop-up screen appear. Just click 'Teams'.

Microsoft 365 →

## Apps



All apps →

## Documents



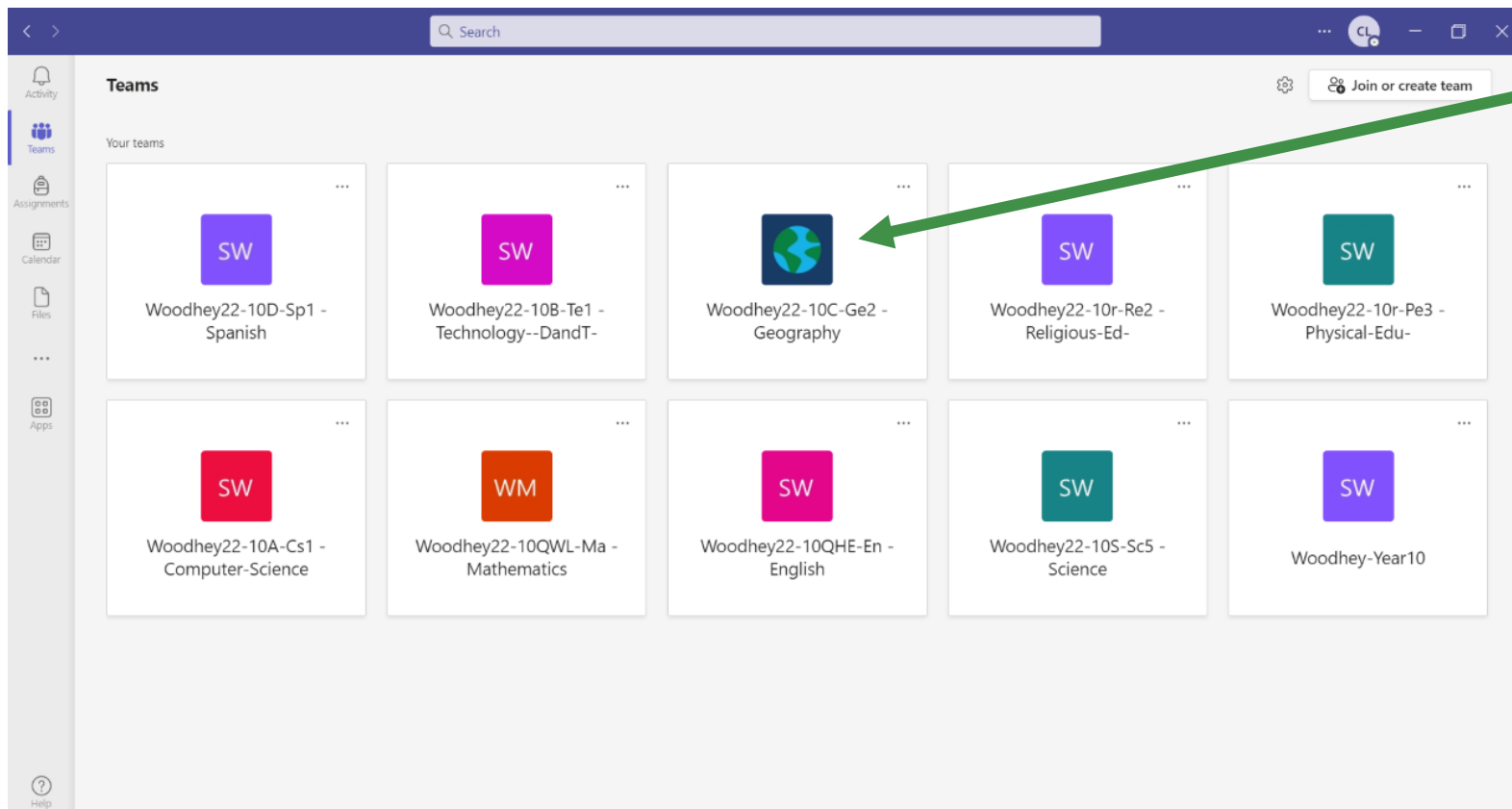
We can't show your recent docs right now.

My Content →



# How do I access my work?

- You will see a list of your classes on your homepage. It will look like this:



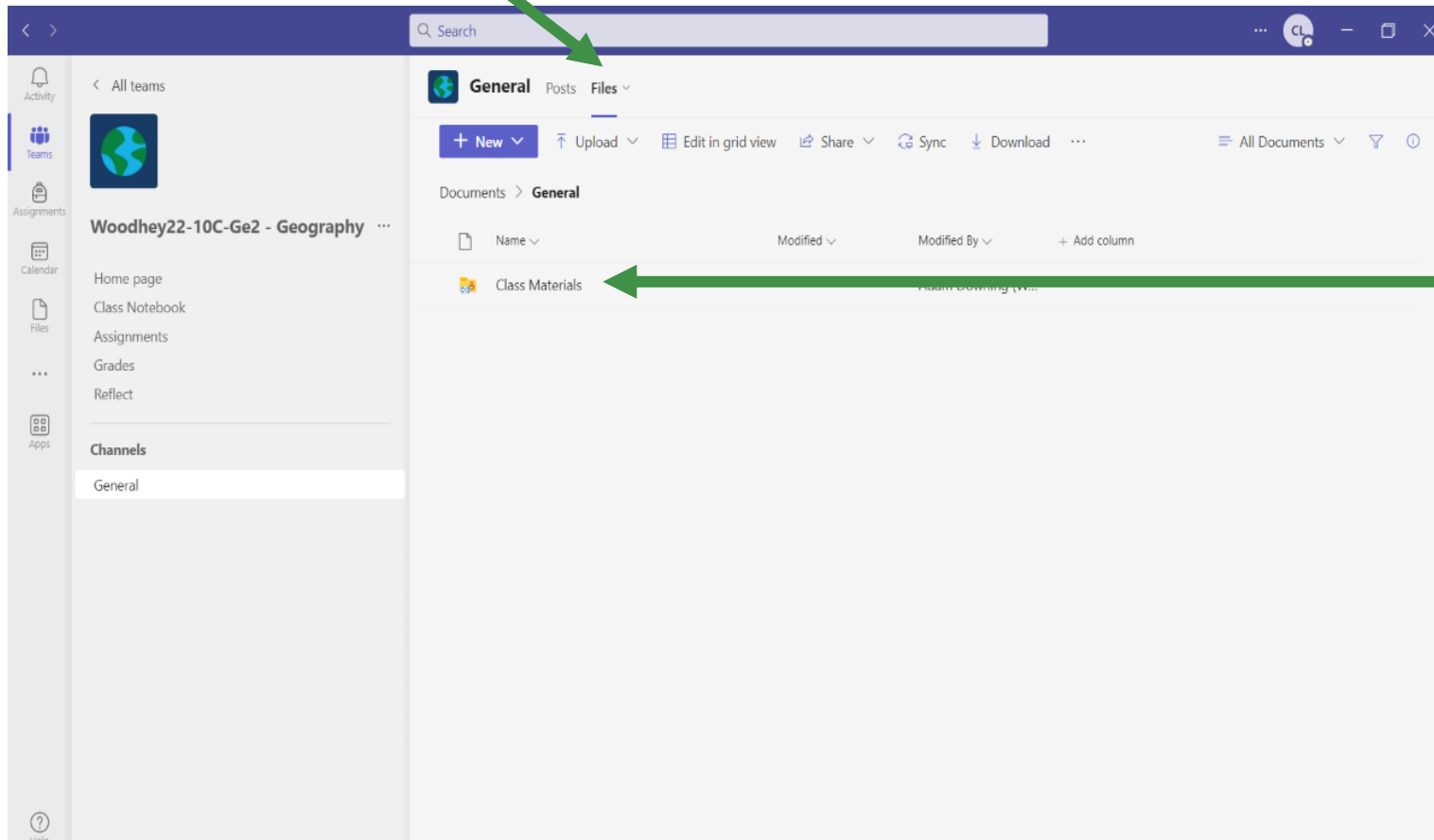
To choose a class, click the group tile.



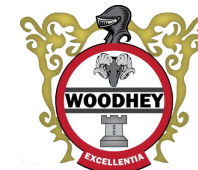


# How do I access my work?

- Click 'files'



Your work will be in 'Class Materials'. These files will be 'read-only' which means that you cannot edit the resources.

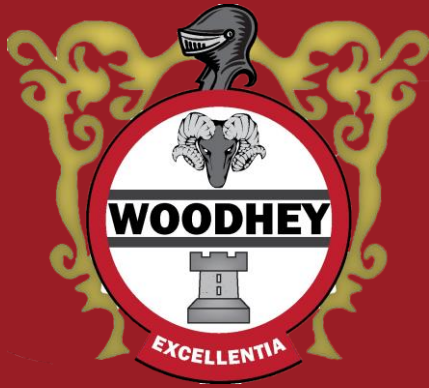


# Accessing work when the school is closed for remote education.

- When the school is closed for industrial action, the work you complete will be a little different to the work completed in school. For example, **you will not** have a 'live remote lesson' at the time when you should be in a particular subject.
- Instead, you should use the time to review previous learning by accessing your classes on Teams and looking for the topics that you have most recently been studying. You can create revision materials such as flash cards, posters or mind maps.
- You can also access lots of resources online by searching for BBC Bitesize, Oak National Academy, Sparx Maths or Sparx Reader for example.
- Reading for pleasure is always encouraged! Reading fiction, non-fiction and online news articles will be beneficial for building vocabulary!
- Year 10 students may wish to visit exam board websites where they can access past paper questions.
- It is also worth checking your homework on Class Charts to see if there are any pieces of outstanding work to complete!







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