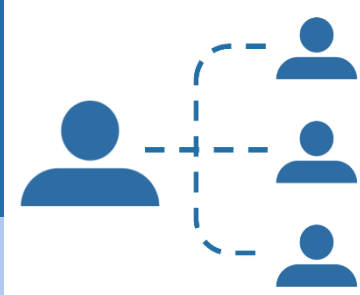


A student's guide to

USING MICROSOFT TEAMS



Teams is a way that teachers can share work with you. It also allows you to submit work to your teachers for feedback.

You can access it in a web browser, or by downloading the app on your computer, smartphone or tablet.



How do I log in?



1. Download the app or go to teams.microsoft.com in a browser.
2. Your username is a two-digit number (depending on your year group), followed by your last name and first initial, ending with '@thesnaithschool.org.uk'. The year group digits are: 27 for Y7, 26 for Y8, 25 for Y9, 24 for Y10 and 23 for Year 11

So, Joe Smith in Y8 would have this username:

26SmithJ@thesnaithschool.org.uk

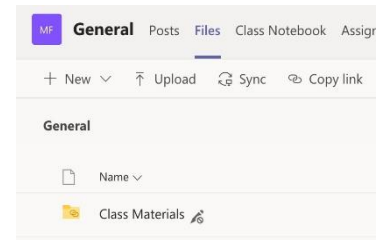
3. Your password is the same password you use to log into school computers.
4. Once logged in, you should see all of your classes that are using Teams. Click on one to go to that class's resources.

How do I access any files?

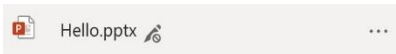


At the top of the class's page, you have different buttons to access the different areas of the Team.

If you click on 'Files, this will allow you to access any Word/Powerpoint documents, or any other resources that have been uploaded for your class.



Click on the three dots next to a document for the option to download.

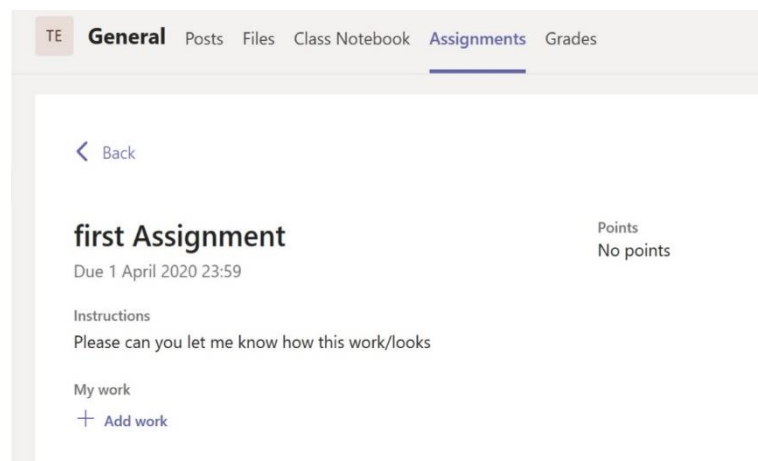


How do I access assignments?



Assignments are the tasks that will be sent to your teachers for feedback.

To access an assignment on Teams, click on the 'Assignments' tab. From here you will see the instructions for the assignment and the deadline.

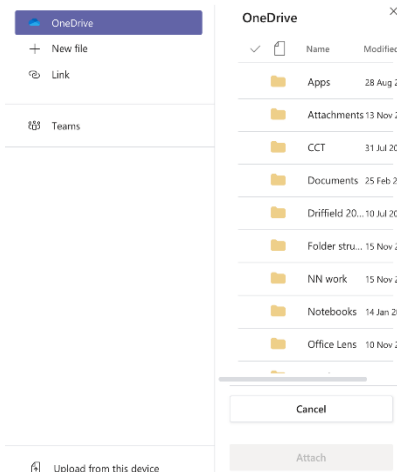


How do I submit my work?



Click on '+ Add work' to upload your assignment. You can upload photos or documents from your computer/device by clicking 'Upload from this device'.

Once you have uploaded your work click the 'Hand in' button so that your teacher can view your work and give feedback.



Help and Support



If you need support with accessing Microsoft Teams, or with the work for a certain subject, just email that subject's support email.

These addresses are on the online platform.