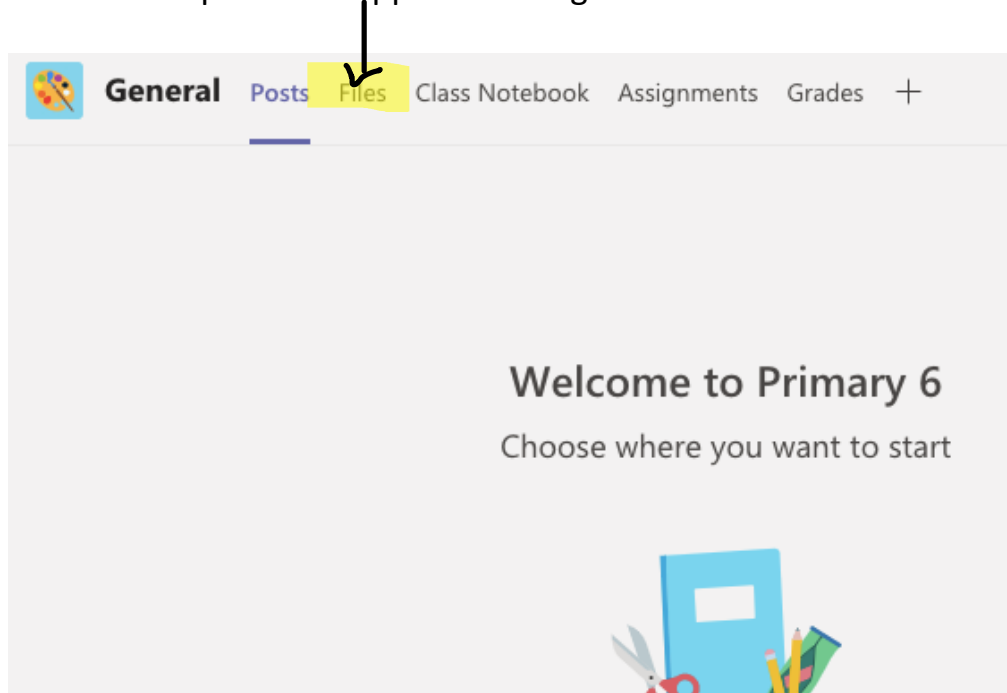


Microsoft Teams- How to Guide

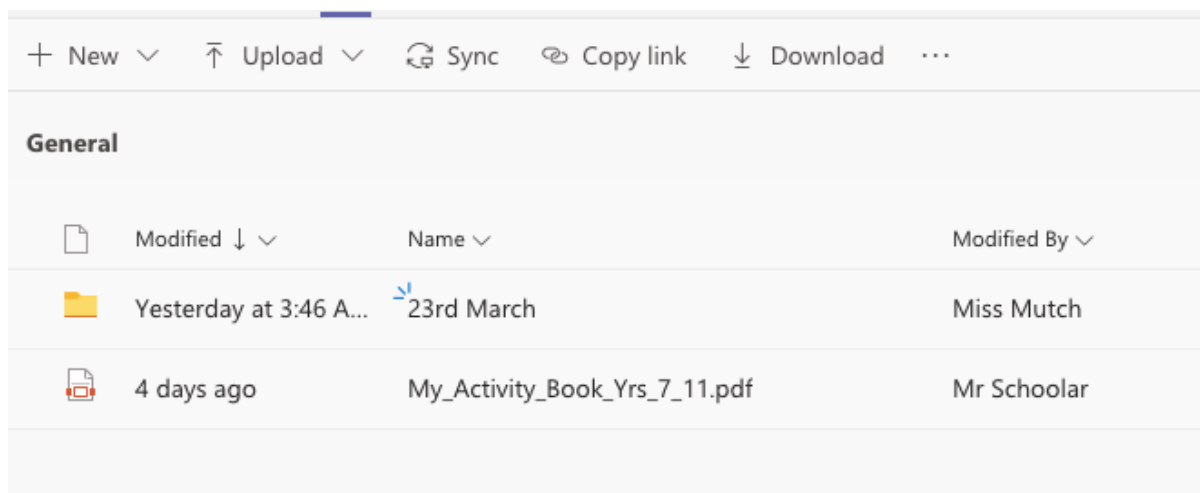
Remember that these groups are accessed by the class teachers and any unsuitable messages or activity will be seen and acted upon.

Accessing files:

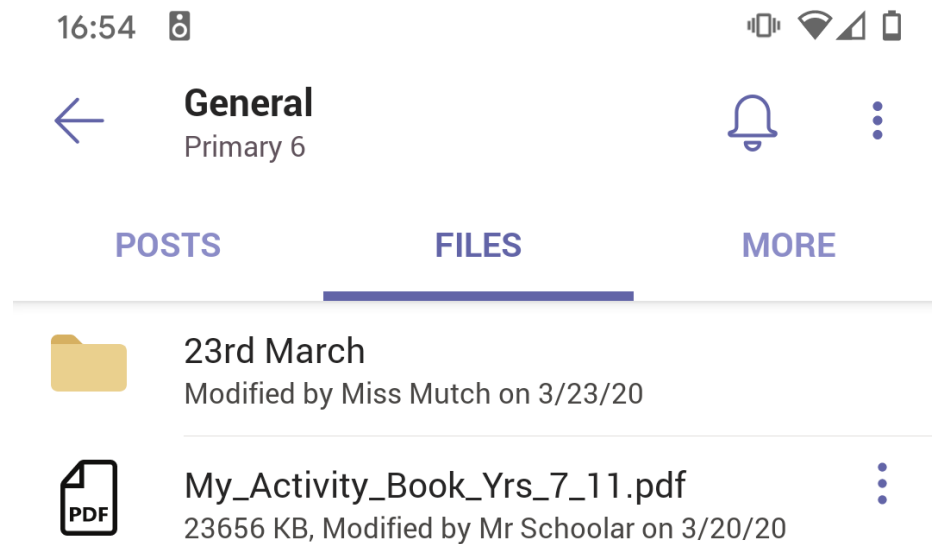
Along the top of the page there will be several tabs for different purposes. Teachers may add work to 'Files' such as weekly programmes and any other materials required to support learning in tasks.



Within 'Files' you will be able to find a variety of tasks. This can be very slow however so be patient or try again at another time.



The above images show what it will look like on a computer or laptop.



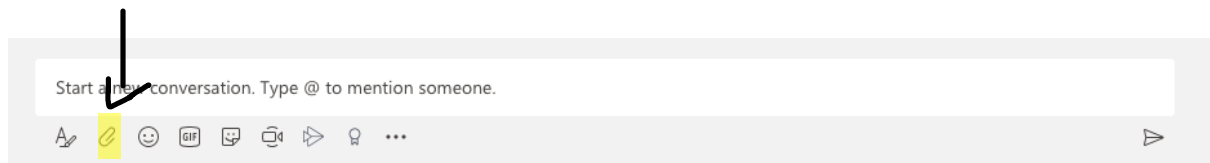
The image above shows you where you will find 'Files' on a tablet or phone.

Adding to the 'conversation' and uploading your learning:

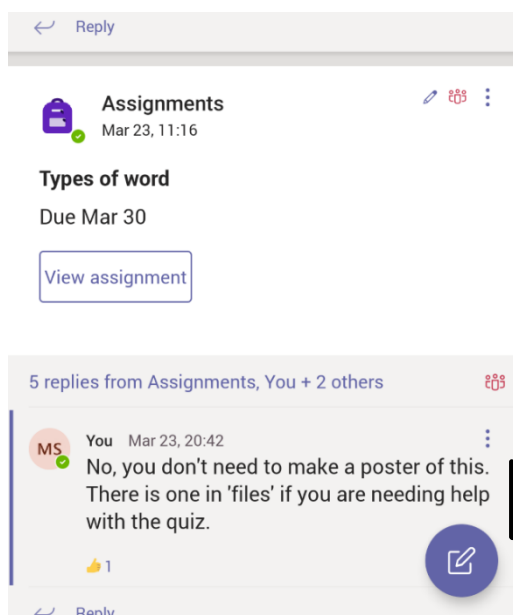
At the bottom of the page, there is a space which says "Start a new conversation. Type @ to mention someone."

To ask the teacher something or to tell us what you have been doing/share learning type in here. To tag a person use @ before their name. For example: @Mr Scholar will notify Mr Scholar of your message.

To add an image, use the paper clip to add. If you take a picture on your phone you may need to email this to yourself before attaching (using a phone or tablet will be easier for this function).



To do this on a phone/tablet click on the picture of the pencil in the bottom right corner. It will then bring up to box above.



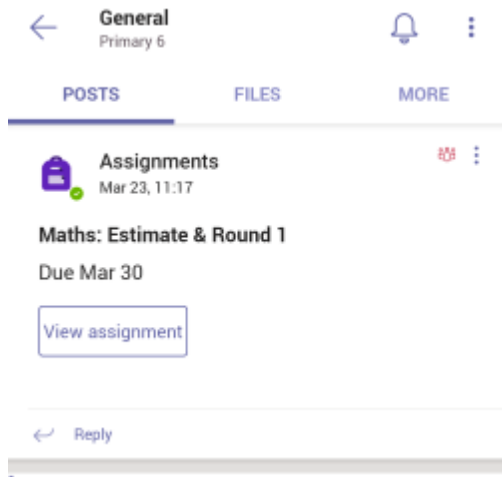
To join a conversation, simply click 'reply' under the last message. Again, use the paper clip to attach pictures.



Assignments:

If set an assignment, there are two ways to access these.

1. It will appear on the main page timeline, simply click on it to access.
2. Click the assignments tab above.



Click on view assignment to complete.