

## Using Microsoft Teams – the basics

1. Open either 'chrome' (NOT safari on mac) or 'edge' internet browser
2. Type in office.com and go to sign in.

Enter password

Password

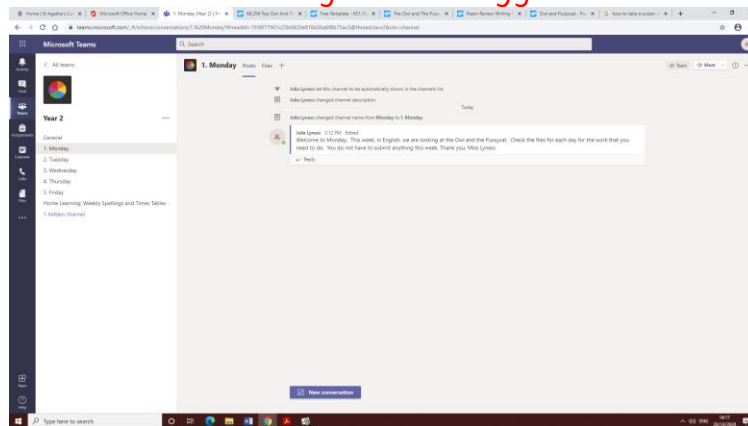
[Forgot my password](#)

[Sign in with another account](#)

Sign in

3. Log in with your username followed by @stagathas.school with no spaces. [username.314@stagathas.school](#) and your 8 digit password (in your red home learning book). Please note some passwords need to be followed by 2 hashtags ##.
4. Click on the purple icon for teams (on the left). Use the web browser.
5. Go to your class folder: e.g 3SWIF.

Well done you have logged in!



6. Look at the channels on the left. There will be a new channel for every day and all of your work will be in that channel.
7. A list of assignments will show up in your feed.
8. Click on view assignments.
9. Read the instructions, if there are any, as these will tell you what you need to do with the attached documents.
10. Open reference materials as asked to do in the instructions section – this is where your work will be.
11. Under the instructions, you'll find My work. To upload your work, click Add work – Upload from device (bottom left) – click Done – click Turn in.
12. You can work from the screen into your home learning book or onto paper so you should not need to print. If you are working on a device you can just upload or take a photo and upload that.
13. If you are not in school on any given day because you are isolating, you will find the daily lessons uploaded a day at a time and not the entire week at once.

14. We will let you know if anything needs to be submitted or uploaded.
15. The learning for the day should be completed by 3:30pm. You can submit work after this time but there is no guarantee that this will be looked at on that day.
16. Do what you can.
17. Well done!