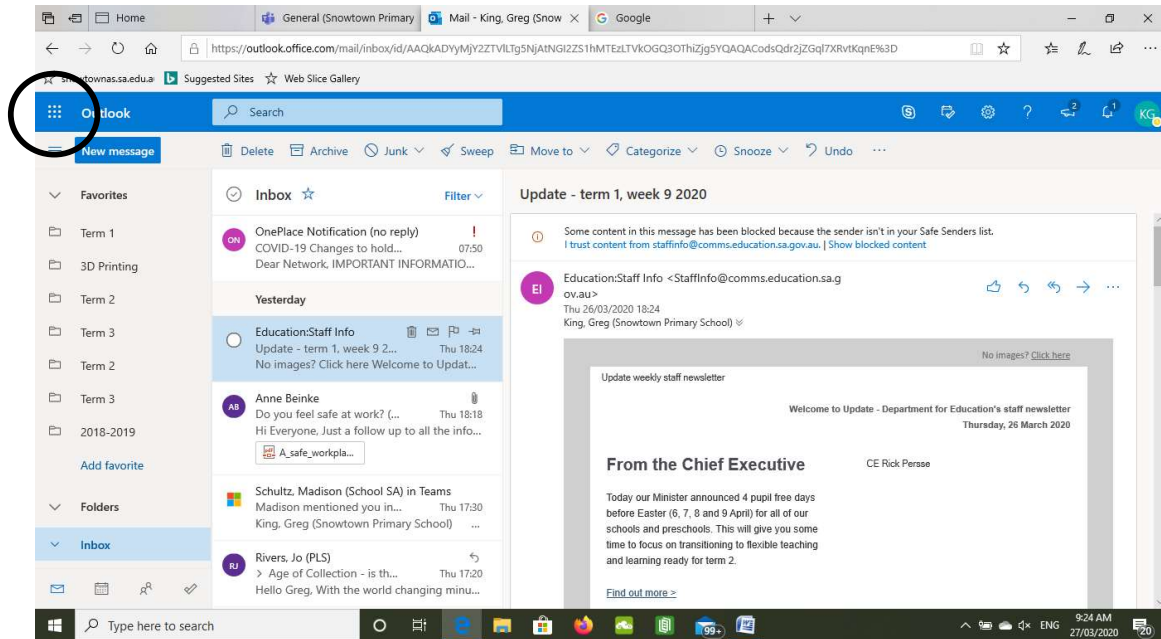
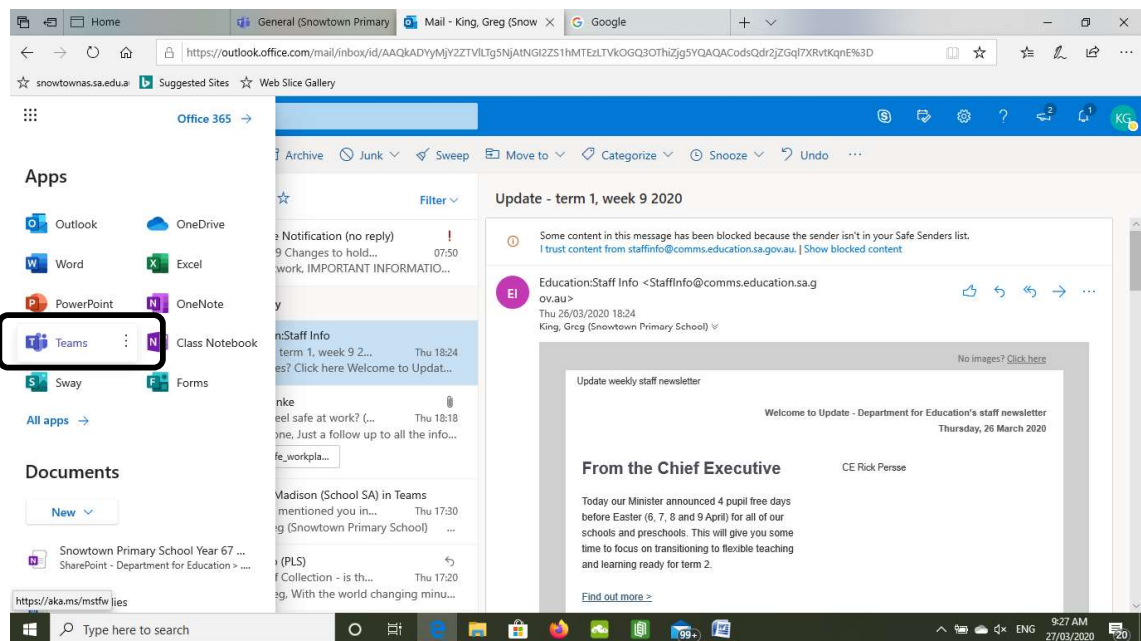


GETTING ON TO TEAMS

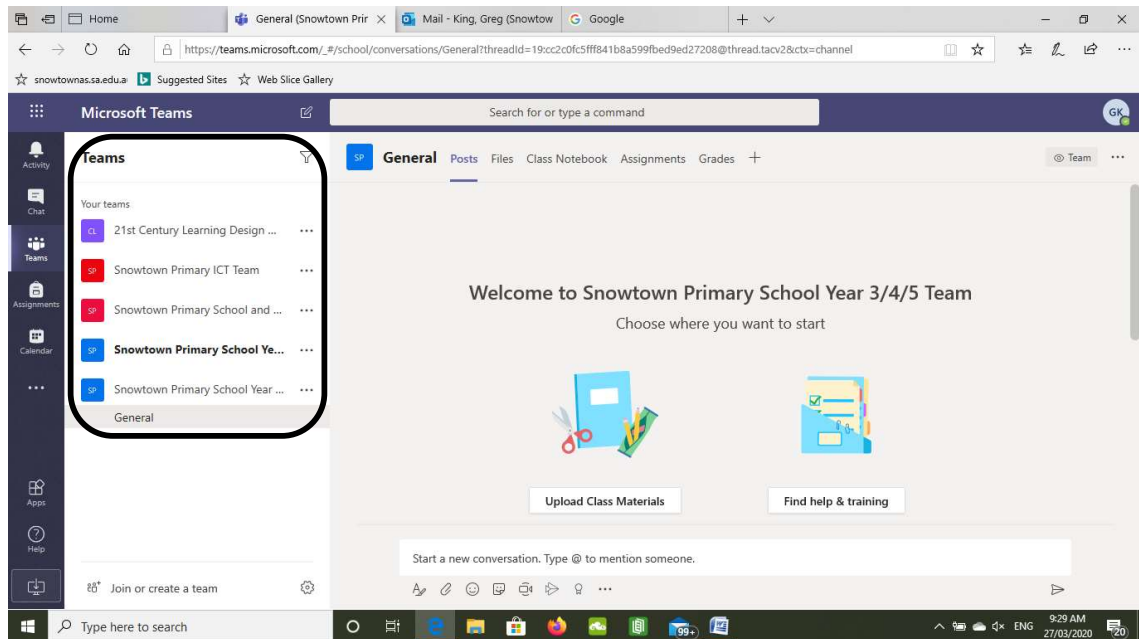
1. Once you have been able to log in to your Email account, it is really easy to log on to Teams. Look at the blue bar that runs across the top of your email screen. At the left end of it is the word **OUTLOOK** and to the left of that you will see **9 dots** (see the screen shot).



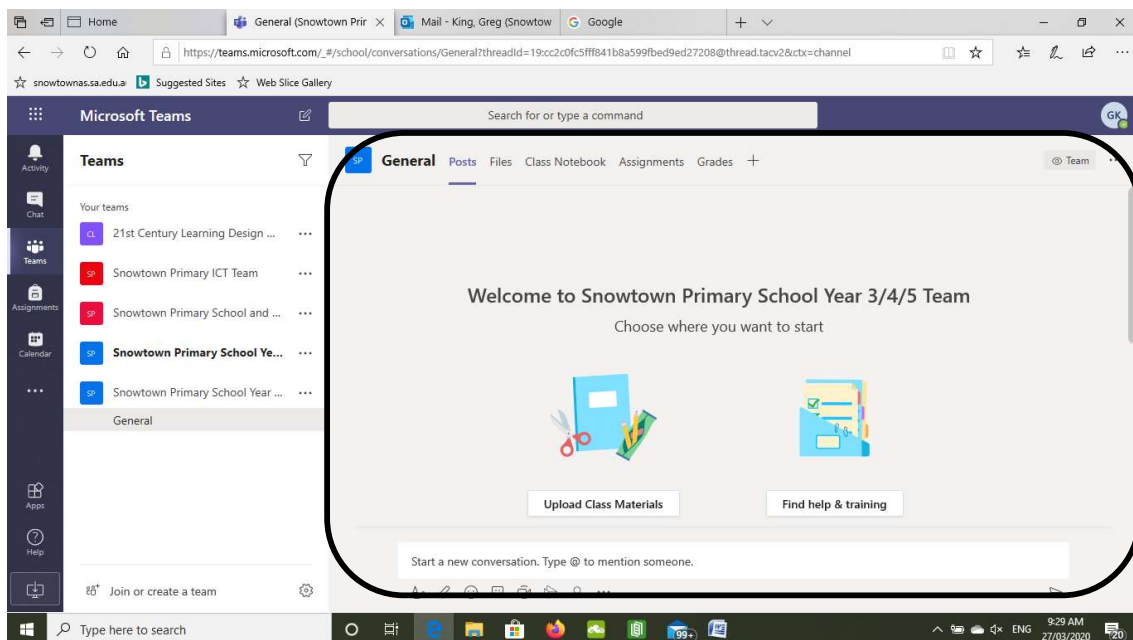
2. If you click on these dots, you will see that a range of other apps are displayed. From the apps there, choose **TEAMS**.



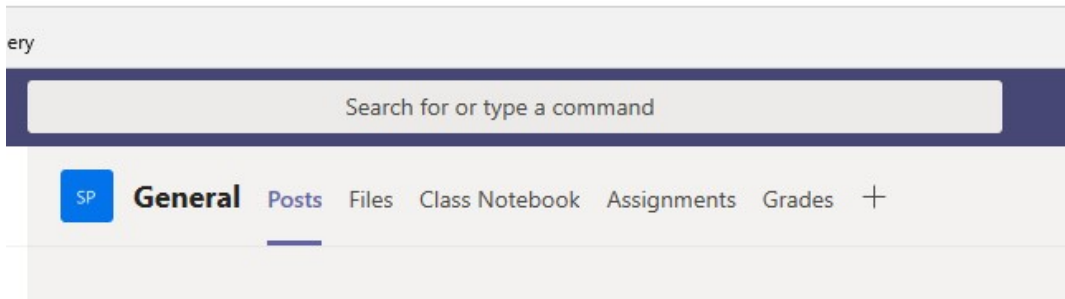
3. You will then be taken to the TEAMS page. The Teams that you are a member of are in the left hand column. You can see from the screen shot that I have a number of Teams that I belong to, but you will only have the one that you are a member of.



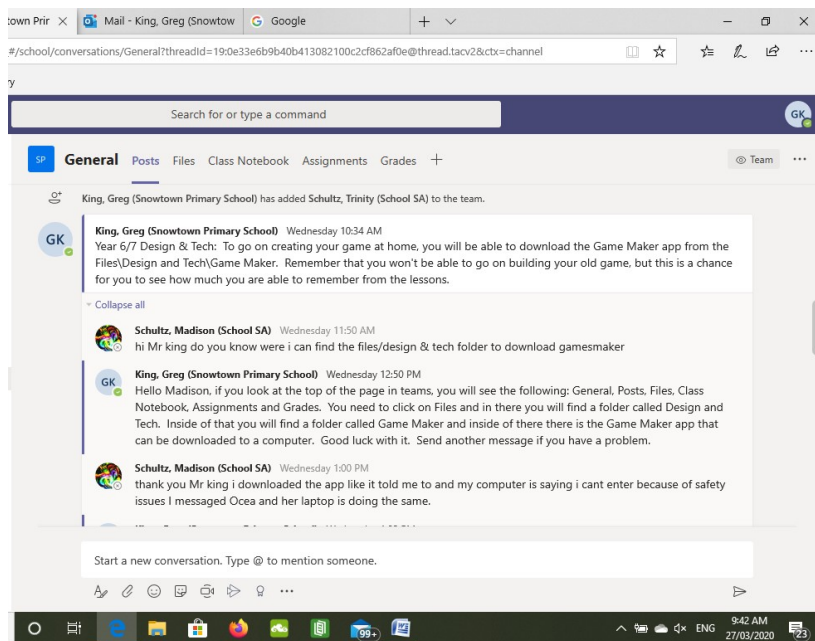
4. When you **click on your Team**, you will see information that your Team can access appear in the right hand column.



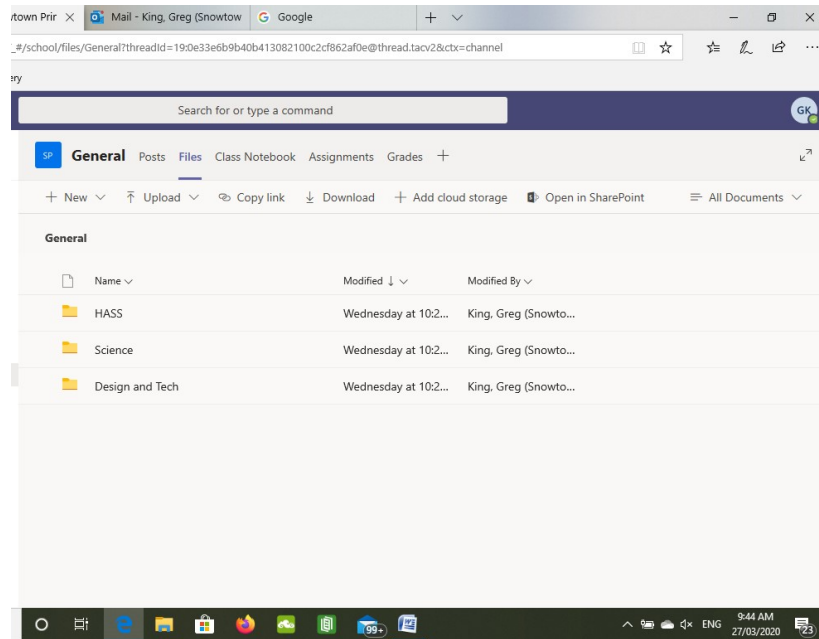
5. If you look at the top of this column, you will see the following words:



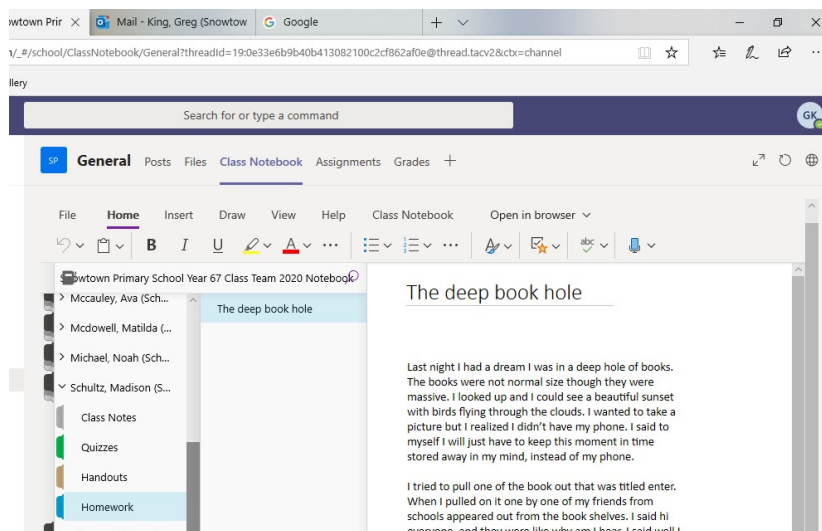
- i. **POSTS:** These are where you can put up a question or hold a conversation about a piece of work you are doing. Members of the Team can reply to your post, providing help or suggestions.



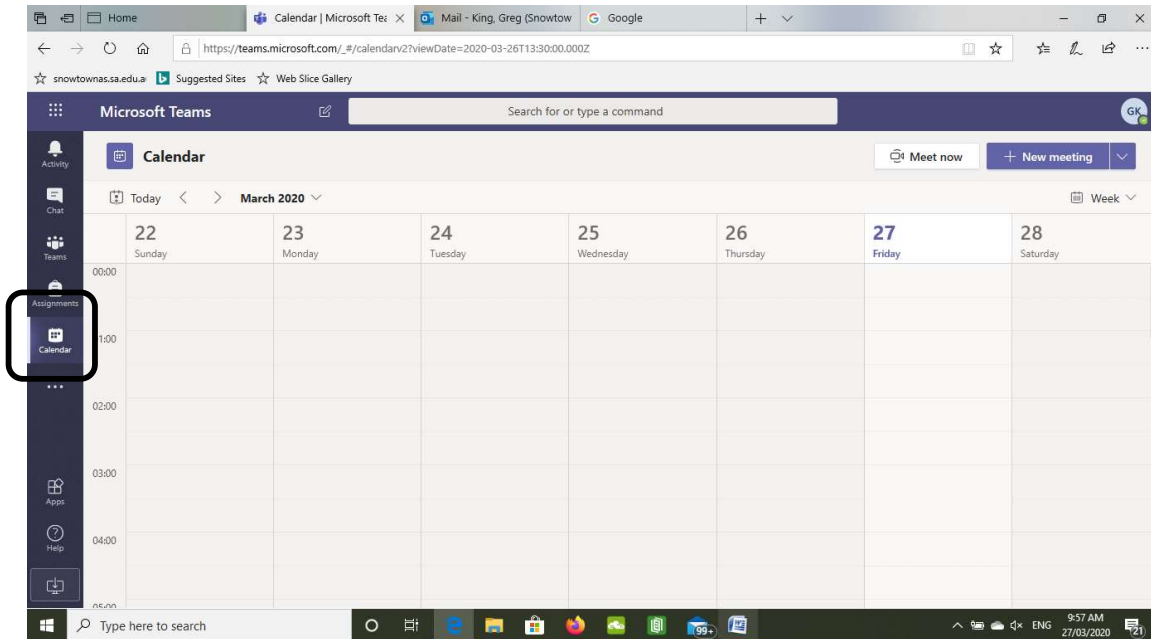
- ii. **FILES:** This is where your teacher may place information that they want you to download as part of your work. It will look like the file system on a computer. Your teacher might also set up folders for you to store your work on, but that will be something that they will let you know in the future.



- b. **CLASS NOTEBOOK:** This section is probably where they will get you to put the work that you are doing. There will be a section that has your name on it. In there, you will have 4 tabs, **Class Notes**, **Quizzes**, **Handouts** and **Homework**. You will find that you are able to add to each of the sections, but the Homework section would be a good place to add work that you have been asked to complete by your teacher. Your Teacher will be able to see what you put in your Homework section, but no-one else will be able to.



6. You will also have access to a **CALENDAR** in Teams. Your teacher may choose to use this to set up deadlines for your work that they have set. When they set up an event on the calendar and include your name, you will receive an email to tell you that something involving you has been added. This means that it is important that you check your emails regularly through the day.



7. A final hint for you would be to send an email to your teacher when you have finished a piece of work for them and put it into your Class Notebook/Homework section. They will then be able to read through and look at what you have done and provide feedback about things that have been done well but also let you know if you need to follow up on something. Good luck! The more you use Teams, the easier it will be to navigate and understand what you need to do.