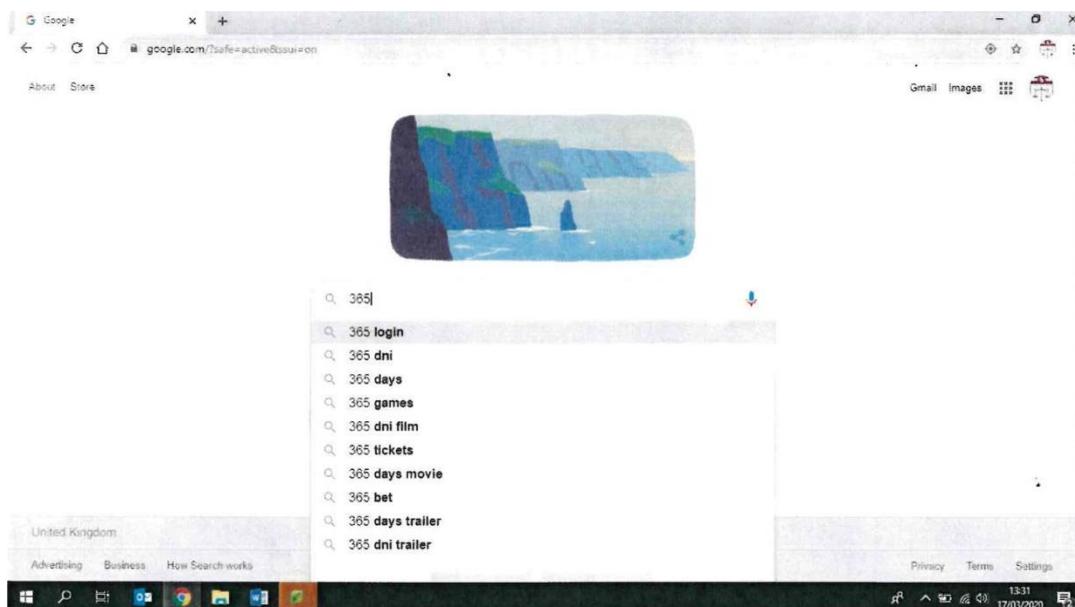




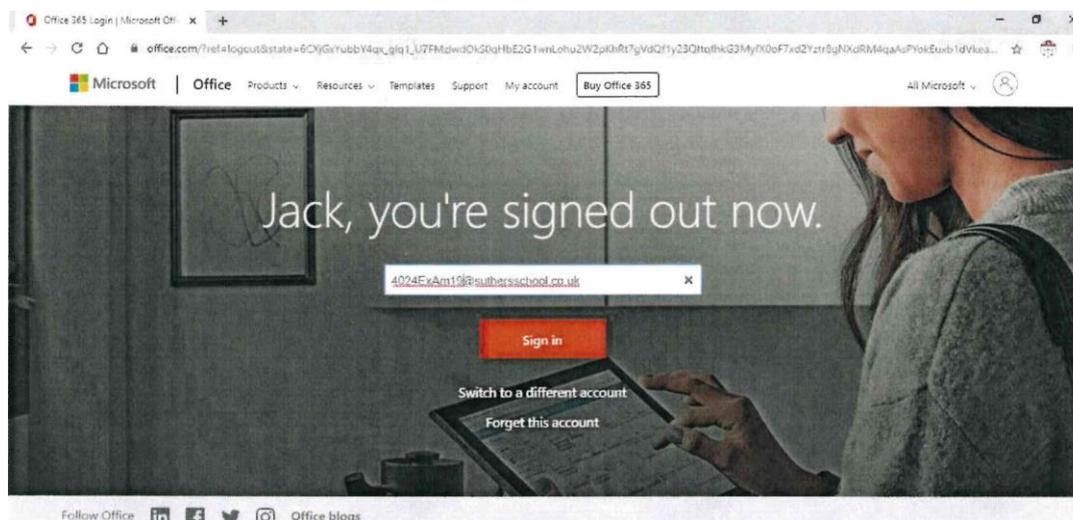
# Accessing Microsoft Teams

## 1. Google 365 Login

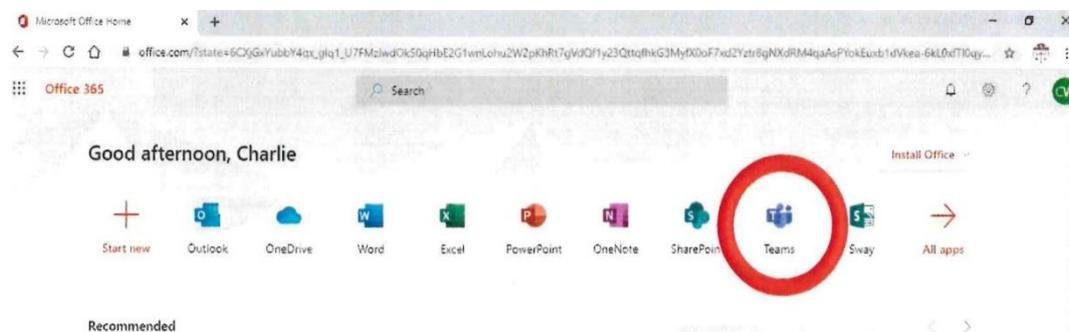


## 2. Enter school email/chrome book username and personal password

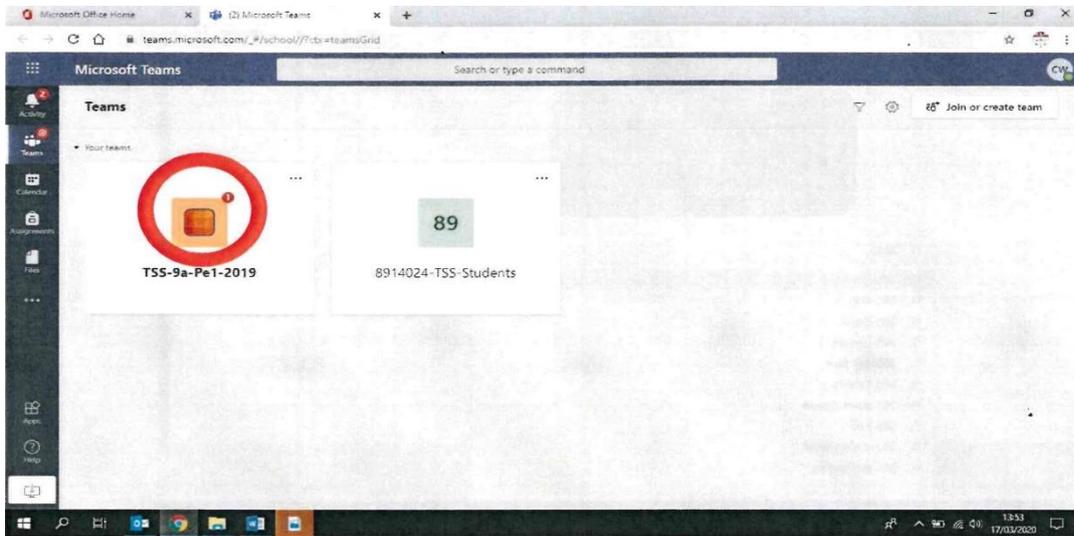
If you are struggling to log in, please contact [mwillson@suthersschool.co.uk](mailto:mwillson@suthersschool.co.uk)



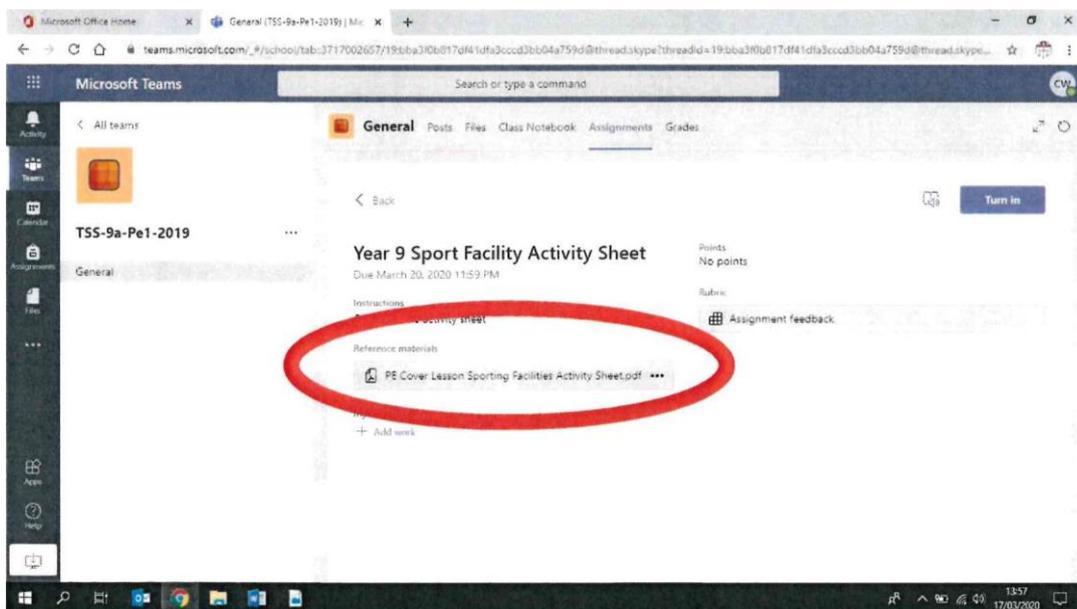
## 3. Student work can be found in Teams.



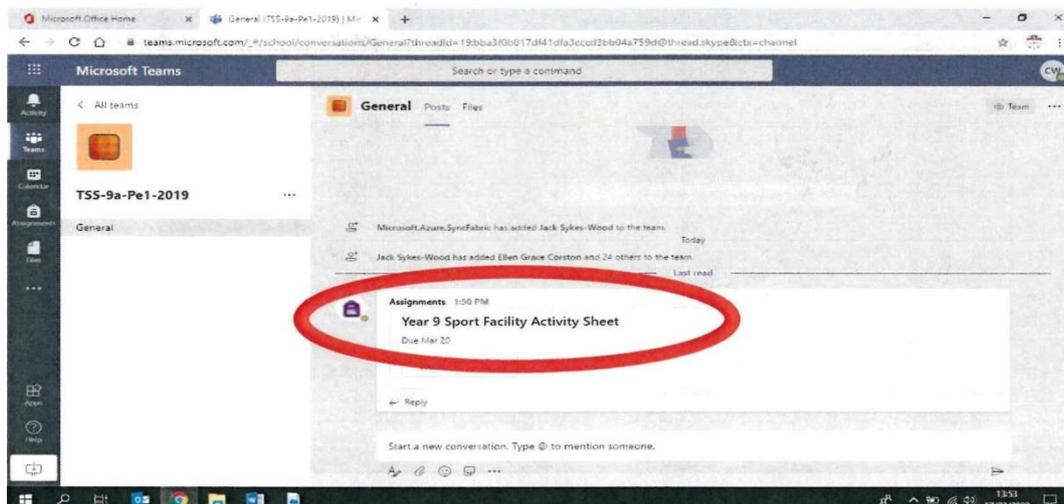
4. All lessons will be in the Team area. Example below is TSS-9A PE. By clicking on the subject, this will take you into the department area



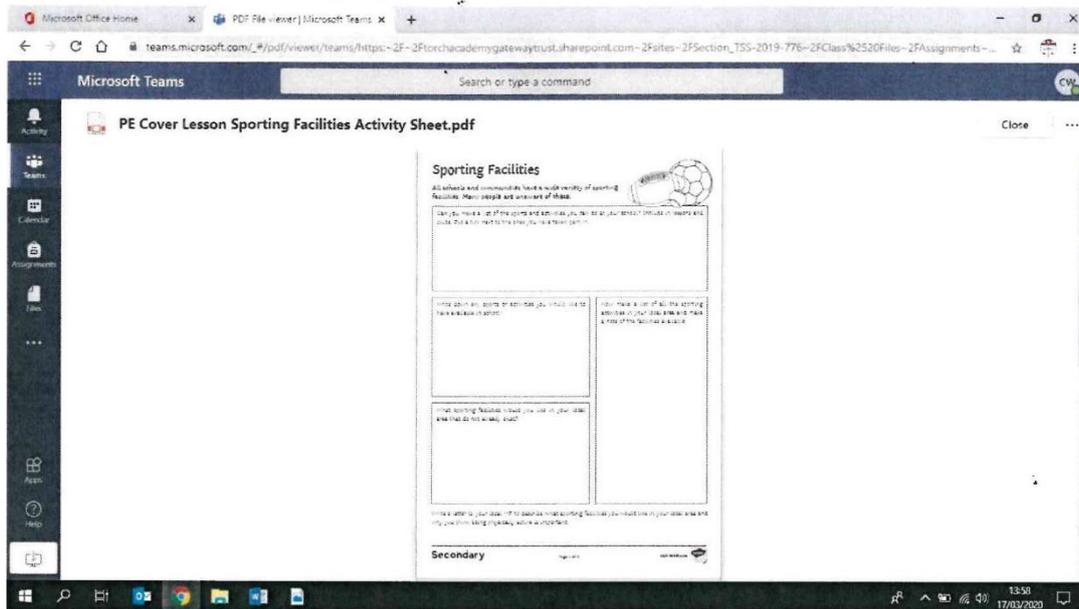
5. In the departmental areas you will find the work assigned from the classroom teacher



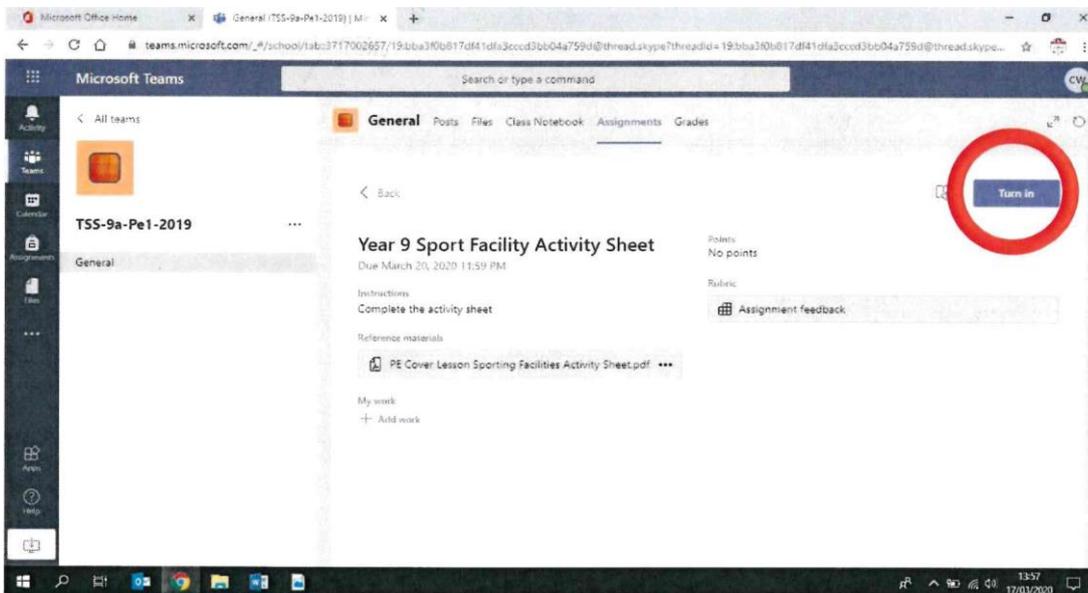
6. Click on the current assignment, checking the due date for when the work needs to be submitted. Any materials which needs to be completed will be in the reference area. Any work you do in these files will be automatically saved (Word or PowerPoint). Any additional work or PDF you wish to upload from your computer can be done with the 'Add work' tab.



7. By clicking on the reference material this will be open in a new window ready for you to complete. Once completed the work will save automatically in a Word or PowerPoint document.



8. Close the completed work and click “Turn in” so that your teacher is aware that it has been submitted



9. If you need to undo the work turned in so it can be updated, this can be done by clicking the button. At this point feedback will be available to you, from the teacher, once they have had an opportunity to mark. This will be located back in the main departmental area, next to where the work was set.

