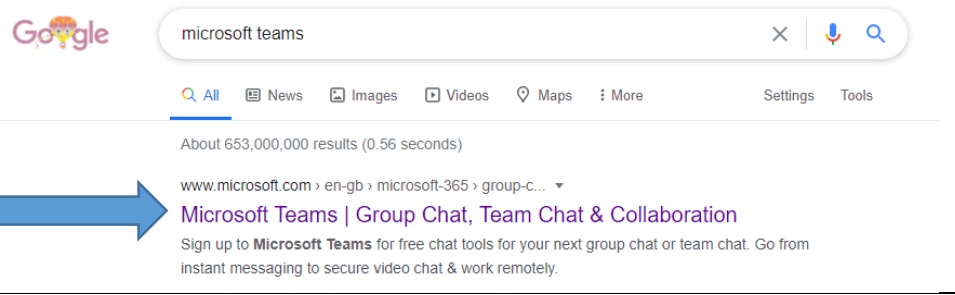
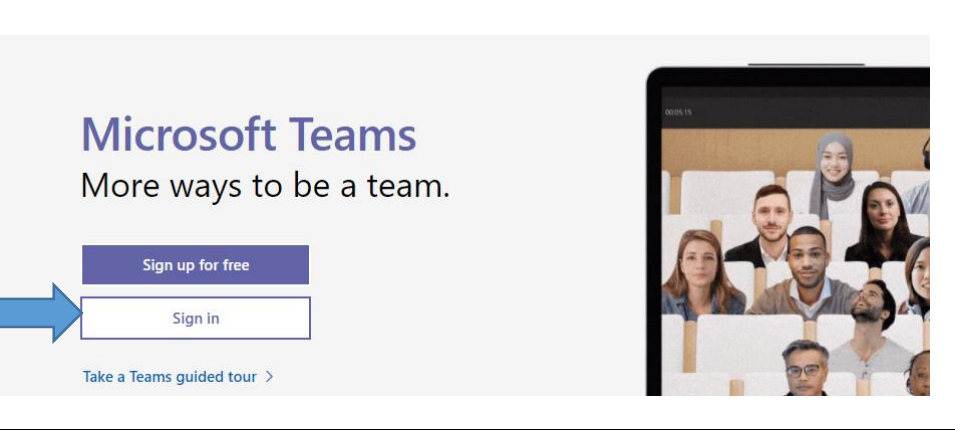
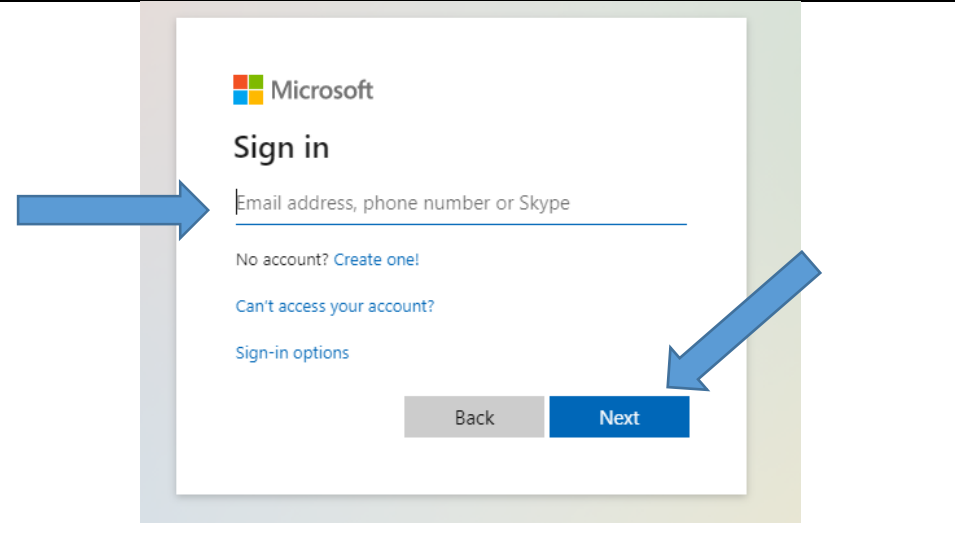
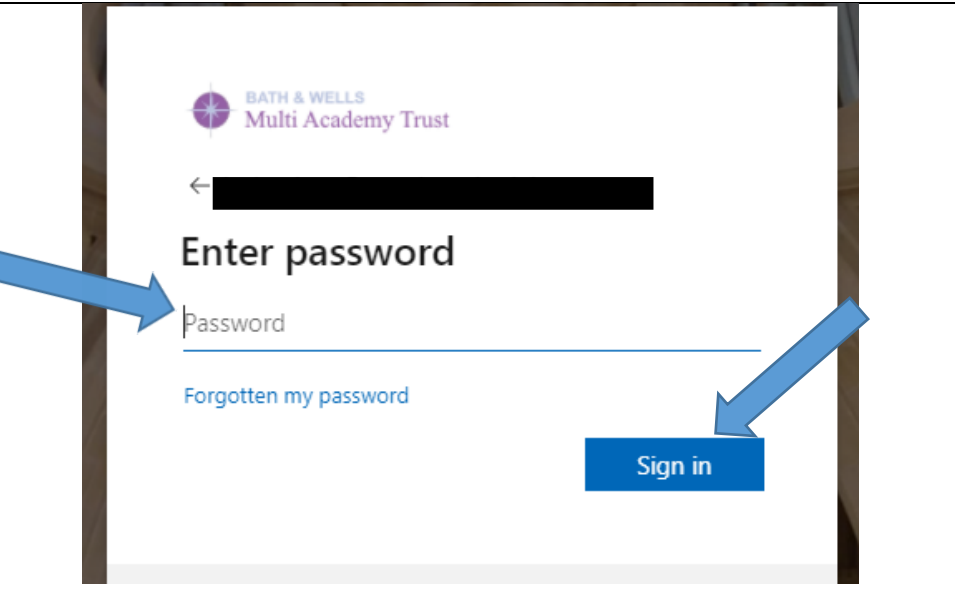


How to use Microsoft Teams on a PC/Laptop.

<p>Step 1.</p> <p>Search for Microsoft teams on the internet.</p> <p>Click on the link.</p>	 <p>A Google search for 'microsoft teams' is shown. The search bar contains 'microsoft teams'. Below the search bar, the results show 'About 653,000,000 results (0.56 seconds)'. The first result is from 'www.microsoft.com' and is titled 'Microsoft Teams Group Chat, Team Chat & Collaboration'. A blue arrow points from the text 'Click on the link.' to this search result.</p>
<p>Step 2.</p> <p>Click 'Sign in'.</p>	 <p>The Microsoft Teams sign-in page is shown. It features the Microsoft Teams logo and the text 'More ways to be a team.'. There are two buttons: 'Sign up for free' and 'Sign in'. A blue arrow points from the text 'Click 'Sign in'.' to the 'Sign in' button.</p>
<p>Step 3.</p> <p>Type in your email address (this must be your x.xx@standrewsbath.bwmat.org email address you should have received from the office).</p> <p>Then click 'next'.</p>	 <p>The Microsoft sign-in page is shown. It has the Microsoft logo and the text 'Sign in'. There is an input field for 'Email address, phone number or Skype'. Below the input field are links for 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom are 'Back' and 'Next' buttons. A blue arrow points from the text 'Type in your email address' to the input field, and another blue arrow points from the text 'Then click 'next'.' to the 'Next' button.</p>
<p>Step 4.</p> <p>Enter your password. (You should have received your password via an email from the office.)</p> <p>Note – this is case sensitive, so check for capital letters and numbers within your password if it doesn't work.</p> <p>Then click 'Sign in'</p>	 <p>The password entry page for BATH & WELLS Multi Academy Trust is shown. It has the trust's logo and a back arrow. Below is a password input field with the text 'Enter password' above it and 'Password' inside the field. There is a link for 'Forgotten my password' and a 'Sign in' button. A blue arrow points from the text 'Enter your password.' to the password input field, and another blue arrow points from the text 'Then click 'Sign in'' to the 'Sign in' button.</p>

How to use Microsoft Teams on a PC/Laptop.

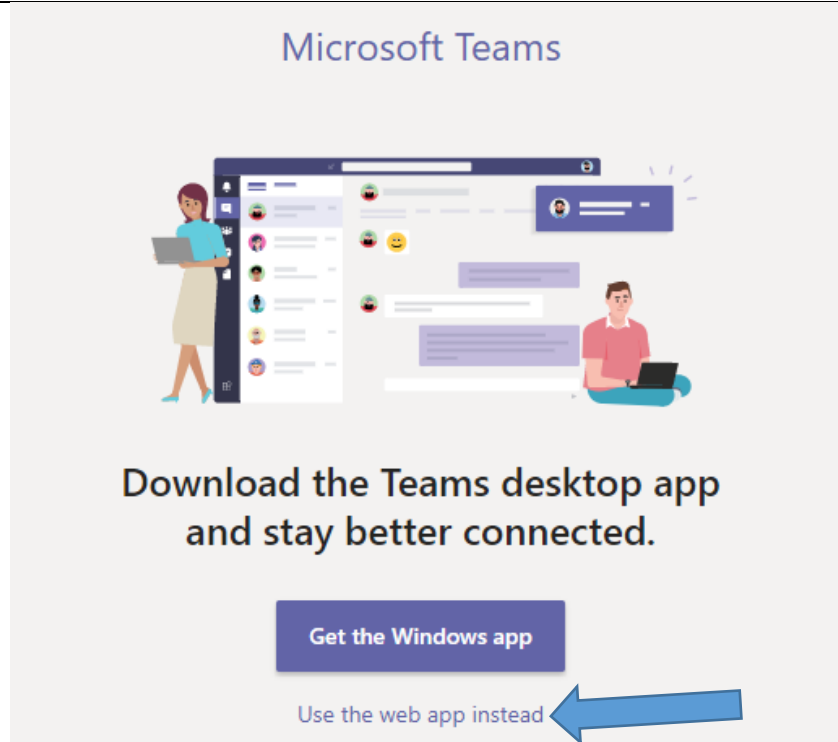
Step 5.

You may receive the following message.

To access Teams online click 'Use the web app instead.'

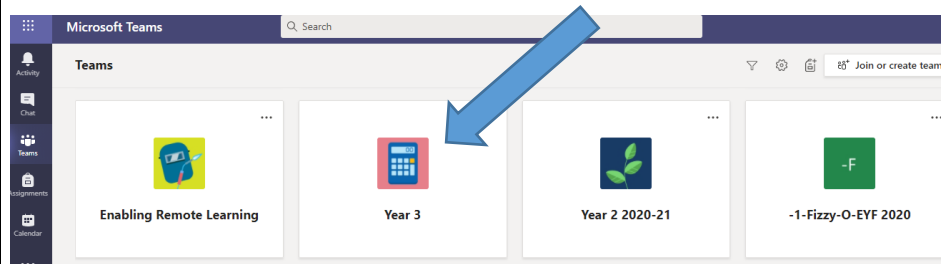
You may decide to download the Windows App.

This will mean you won't have to search for Teams on the internet each time you wish to login. To do this, click 'Get the Windows app', follow the instructions, and then enter your email address/password to login again.



Step 6.

Click on your child's class Team. They will be clearly labelled by Year group.

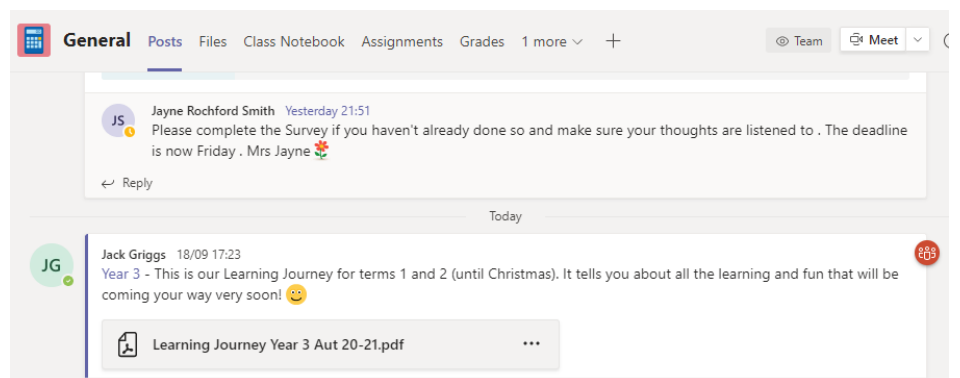


Step 7.

You will now be able to view any recent posts or messages by your class teacher.

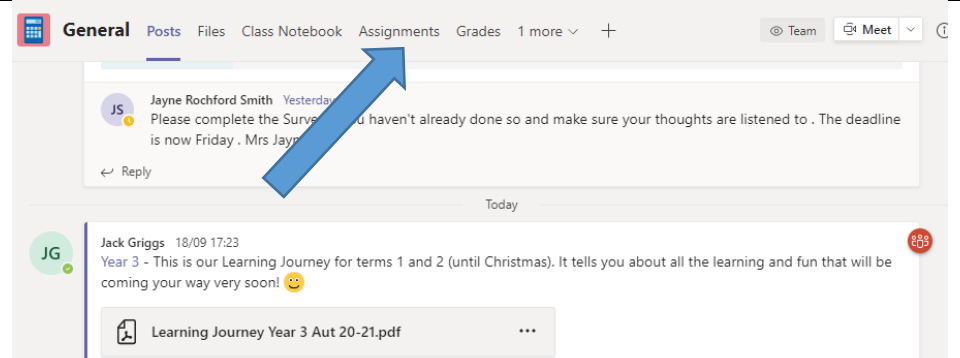
Click reply, if you wish to send a message (Please note this will be visible for all parents/children in the class to see).

Scroll up to view older posts using the scroll bar on the right hand side.



Step 8.

To view any home learning set, click on the 'assignments' tab near the top.

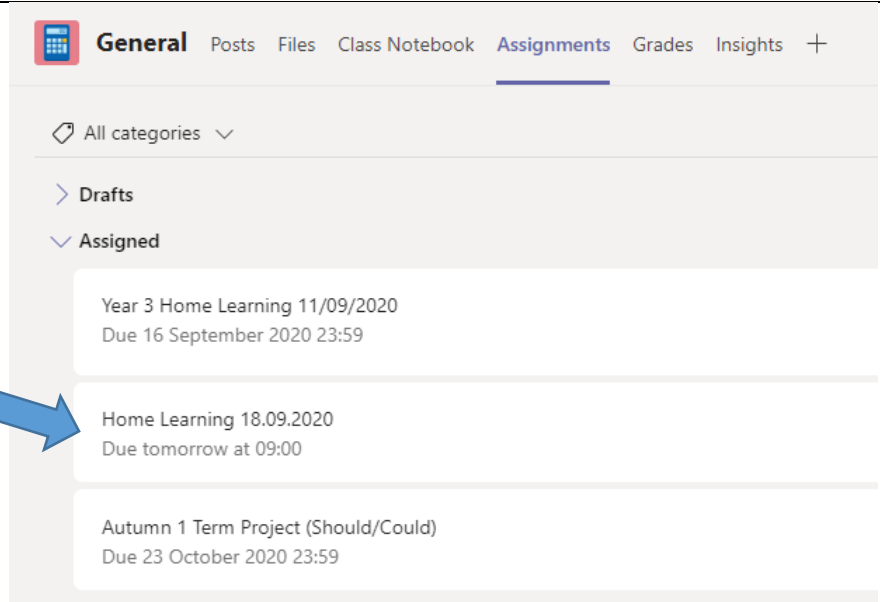


How to use Microsoft Teams on a PC/Laptop.

Step 9.

All homework set by your class teacher can be accessed here.

Click on the assignment you wish to view.



The screenshot shows the Microsoft Teams interface for a class group named 'General'. The 'Assignments' tab is selected, showing a list of assignments under the 'Assigned' category. A blue arrow points to the 'Home Learning 18.09.2020' assignment, which is due tomorrow at 09:00.

General Posts Files Class Notebook Assignments Grades Insights +

All categories ▾

> Drafts

▾ Assigned

Year 3 Home Learning 11/09/2020
Due 16 September 2020 23:59

Home Learning 18.09.2020
Due tomorrow at 09:00

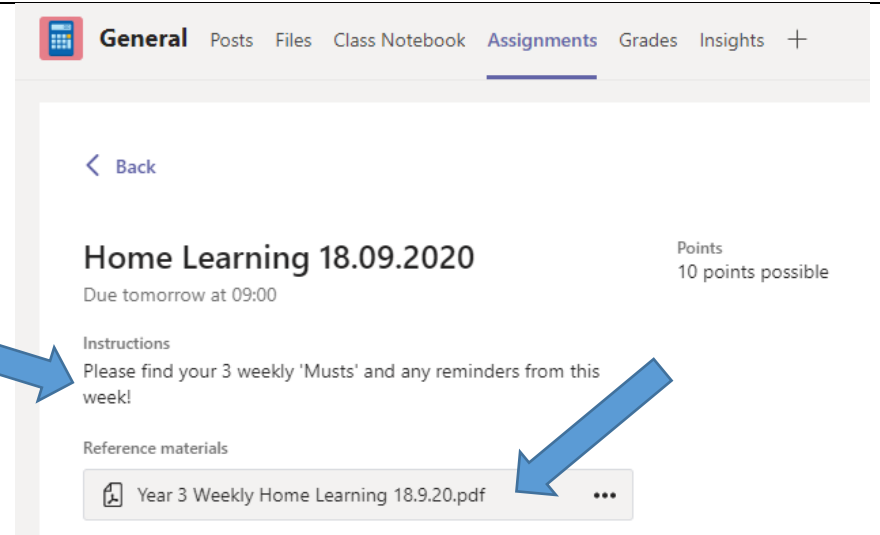
Autumn 1 Term Project (Should/Could)
Due 23 October 2020 23:59

Step 10.

Read the instructions for your assignment.

For weekly homework (spellings etc.) **click on the 'PDF attachment' to view.**

Click 'back' to view other assignments or click 'posts' to go back to see messages from your class teacher.



The screenshot shows the details for the 'Home Learning 18.09.2020' assignment. It includes a 'Back' button, the assignment title, due date, and instructions. A blue arrow points to the 'Back' button, and another blue arrow points to the PDF attachment 'Year 3 Weekly Home Learning 18.9.20.pdf'.

General Posts Files Class Notebook Assignments Grades Insights +

< Back

Home Learning 18.09.2020 Points
Due tomorrow at 09:00 10 points possible

Instructions
Please find your 3 weekly 'Musts' and any reminders from this week!

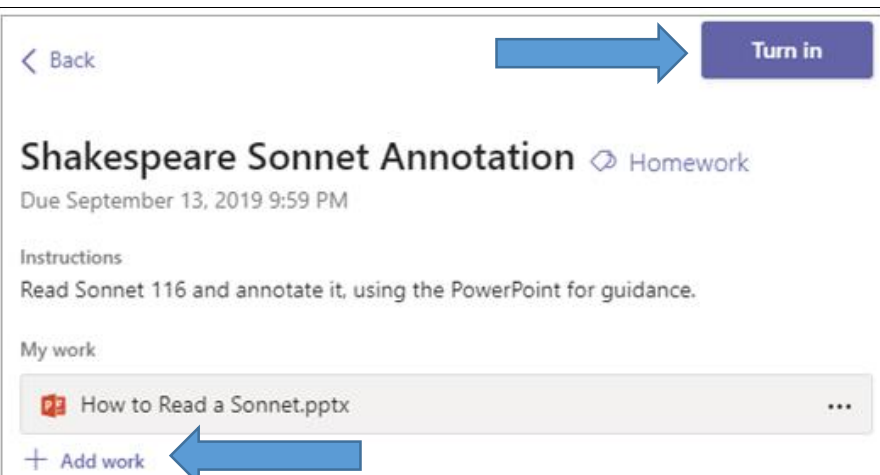
Reference materials

Year 3 Weekly Home Learning 18.9.20.pdf

How to submit work on assignments.

Step 1. **Click 'Add work'** and **upload** your document/photo.

Step 2. **Click 'Turn in'**. Your teacher will now be able to view your home learning.



The screenshot shows the submission page for the 'Shakespeare Sonnet Annotation' assignment. It includes a 'Turn in' button, the assignment title, due date, instructions, and a list of submitted work. A blue arrow points to the 'Turn in' button, and another blue arrow points to the 'Add work' button.

< Back Turn in

Shakespeare Sonnet Annotation Homework
Due September 13, 2019 9:59 PM

Instructions
Read Sonnet 116 and annotate it, using the PowerPoint for guidance.

My work

How to Read a Sonnet.pptx

+ Add work