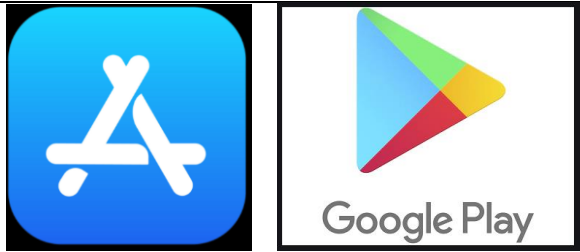

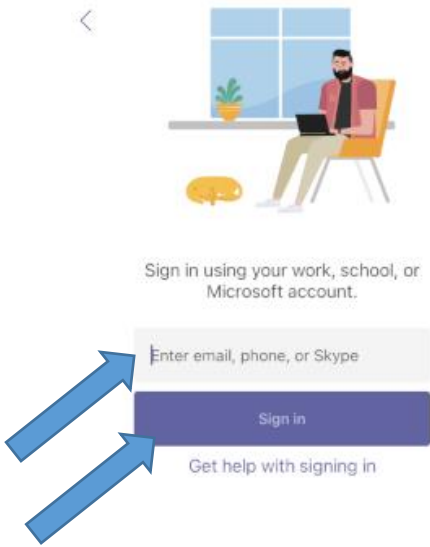


# How to use Microsoft Teams on a phone/tablet.

<p><b>Step 1.</b></p> <p>Click on the 'App store' on an iPad/iPhone, Click on 'Google Play' on an Android device.</p>	 <p>App Store (Apple)      App store (Android)</p>
<p><b>Step 2.</b></p> <p>Search for Microsoft Teams and click 'download/get'.</p>	
<p><b>Step 3.</b></p> <p>Once downloaded, <b>open the app.</b> (The symbol looks like this).</p>	
<p><b>Step 4.</b></p> <p><b>Type in your email address</b> (this must be your <a href="mailto:x.xxxxx@standrewsbath.bwmat.org">x.xxxxx@standrewsbath.bwmat.org</a> email address you should have received from the office).</p> <p><b>Then click 'sign in'.</b></p>	

# How to use Microsoft Teams on a phone/tablet.

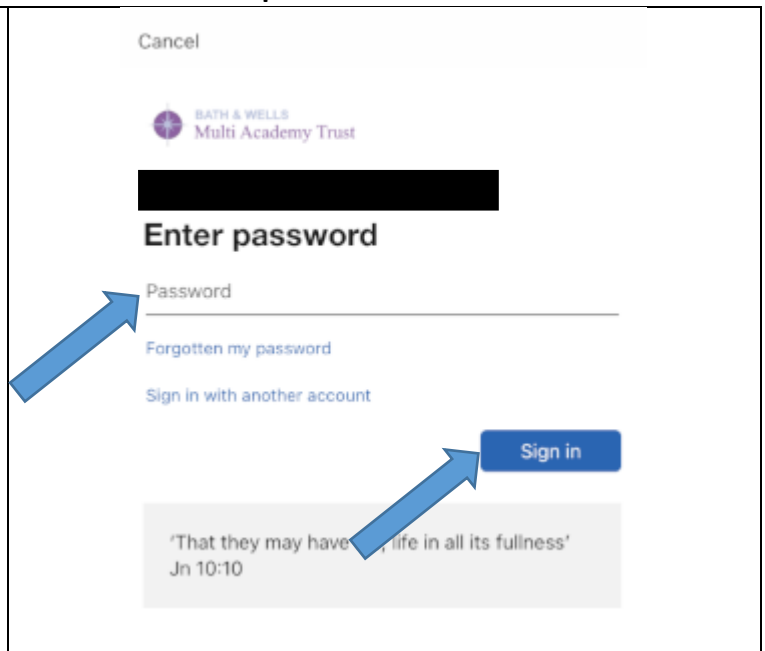
## Step 5.

### Enter your password.

(You should have received your password via an email from the office.)

Note – this is case sensitive, so check for capital letters and numbers within your password if it doesn't work.

### Then click 'Sign in'



## Step 6.

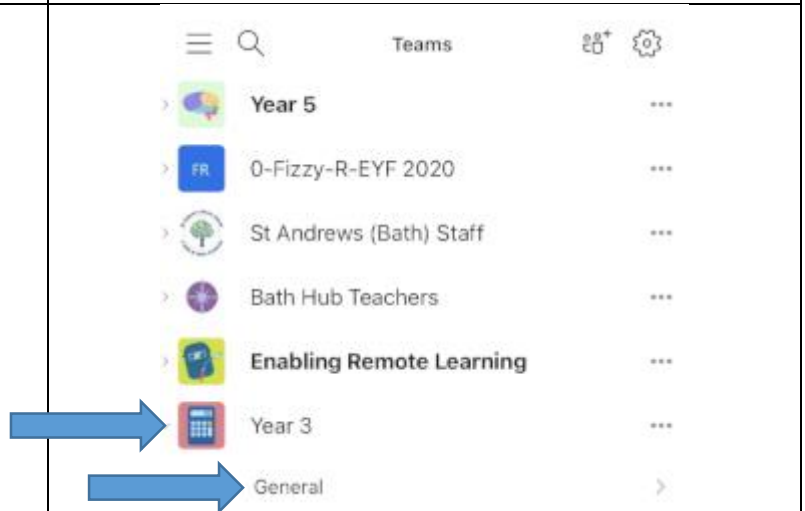
Click on the 'Teams' button near the bottom of the screen.



## Step 7.

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

Click again, on General.

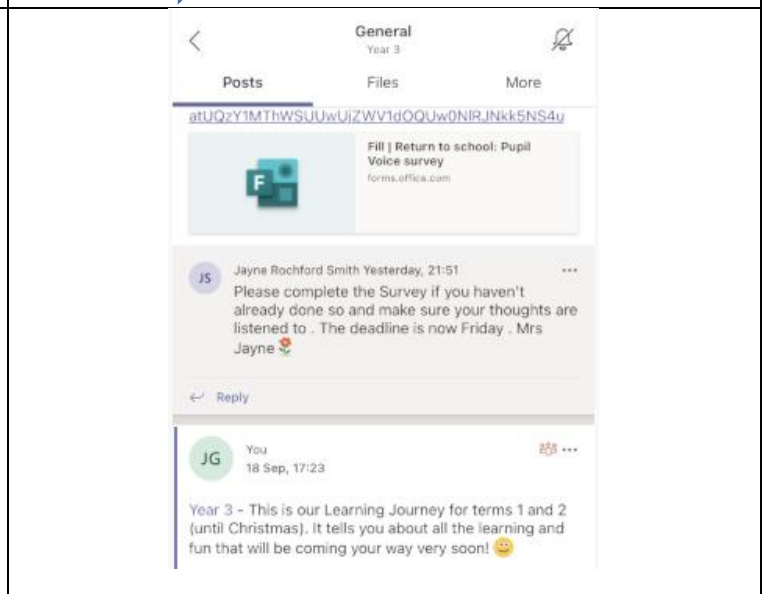


## Step 8.

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).

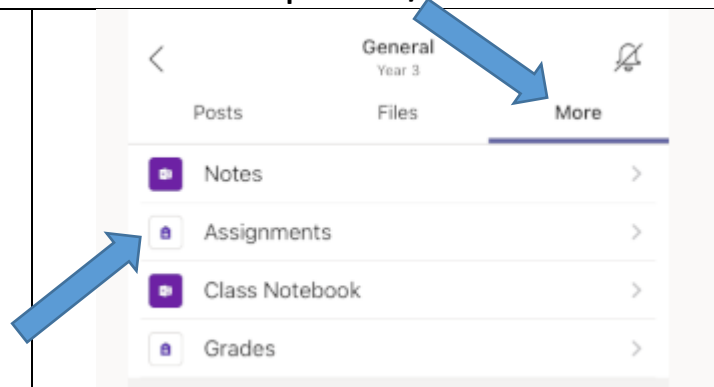
Scroll up to view older posts.



# How to use Microsoft Teams on a phone/tablet.

## Step 9.

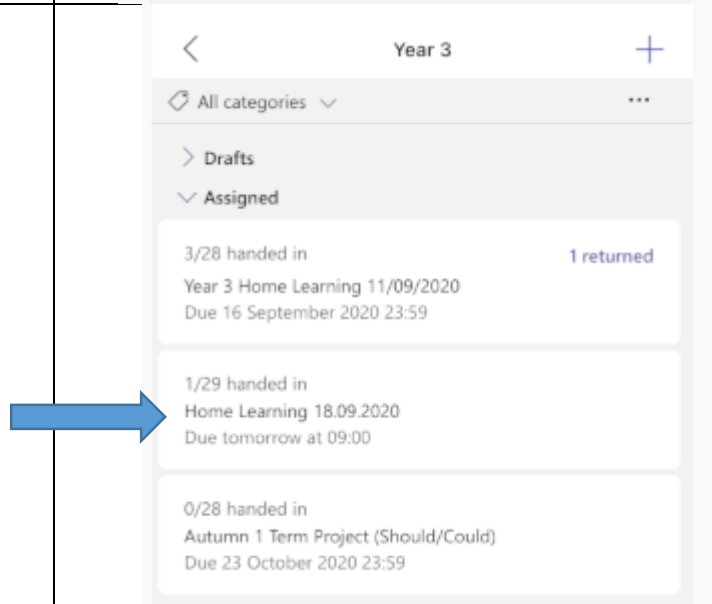
To view home learning set -  
**Click 'more' on the top right.**  
**Then click 'assignments.'**



## Step 10.

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

**Click on the assignment you wish to view.**

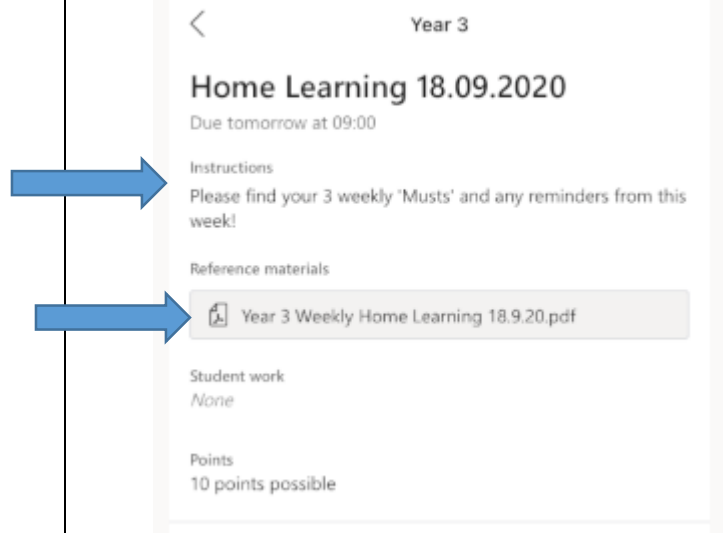


## Step 11.

**Read the instructions for your assignment.**

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

Click on the 'back arrow' to view other assignments and to return to the posts section.



## 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.

