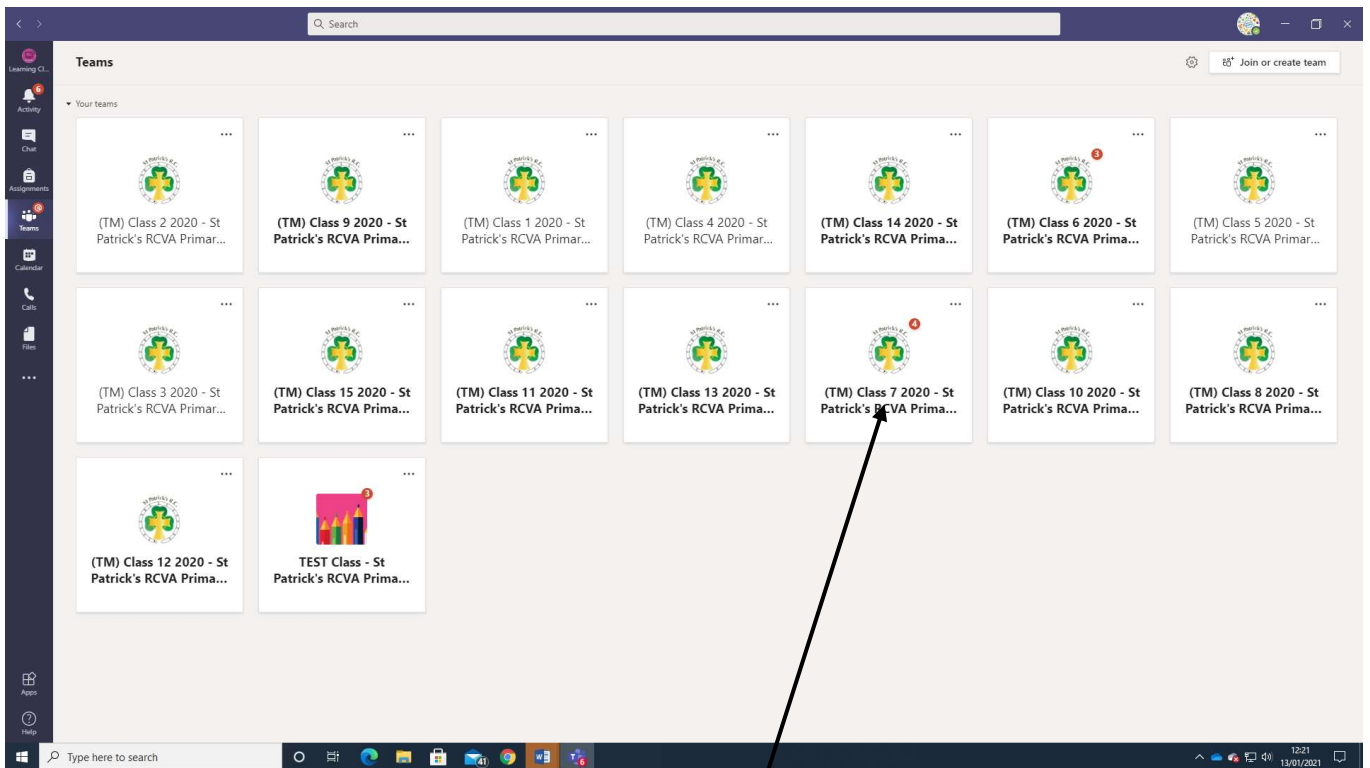
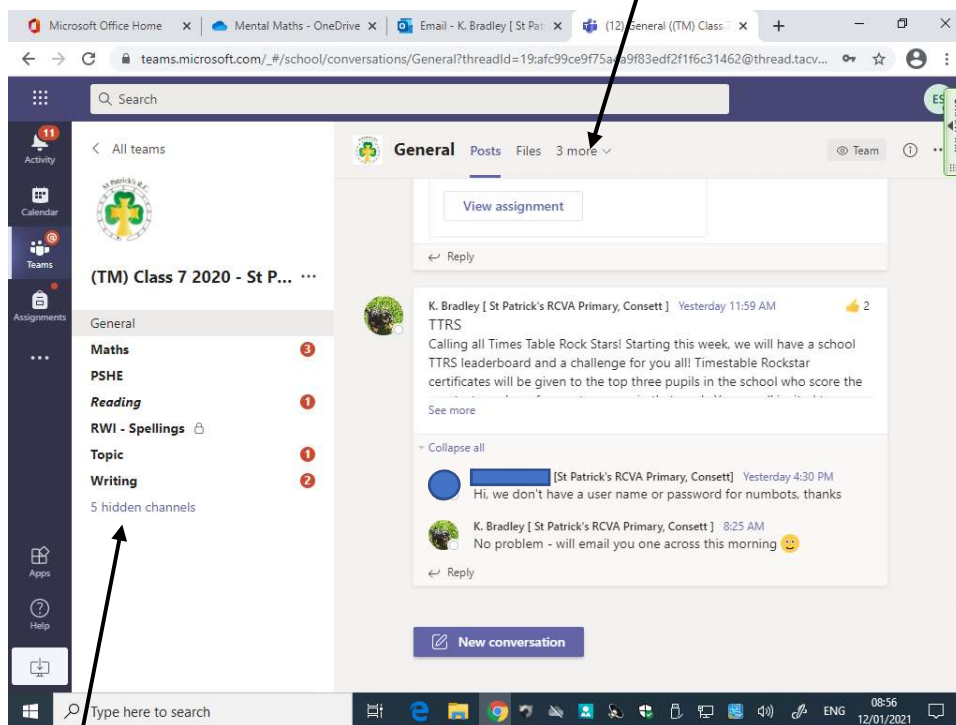


# How to use Teams

1. Log into Teams using the log in details you were sent.
2. Once you have logged in, a page with all the classes will appear.



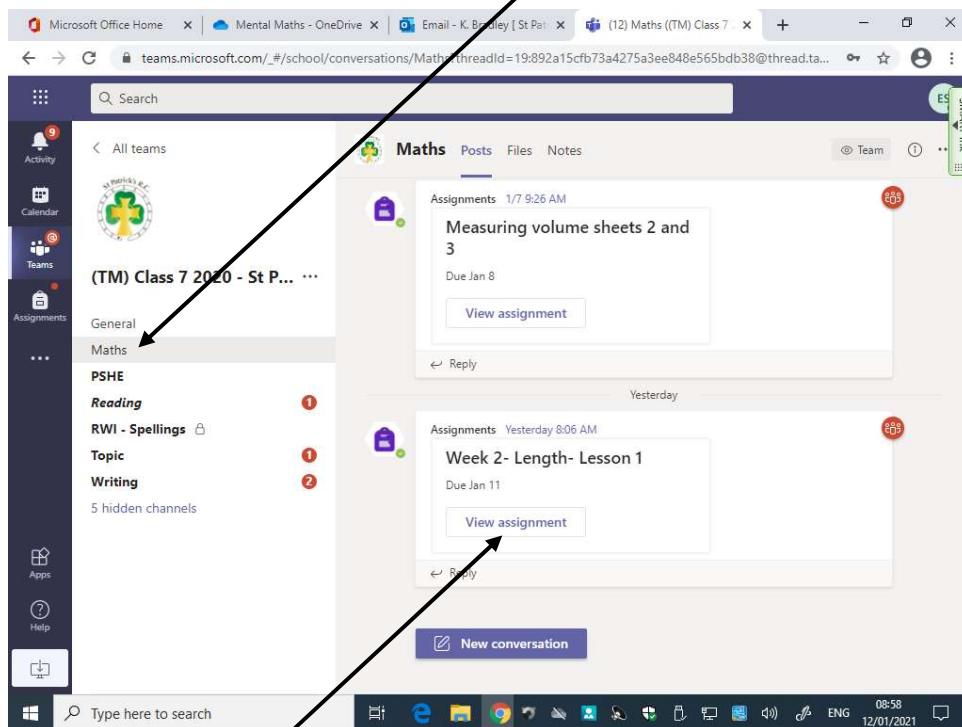
3. Click on your class (this example is for Class 7)
4. Then you will be taken to your class home page



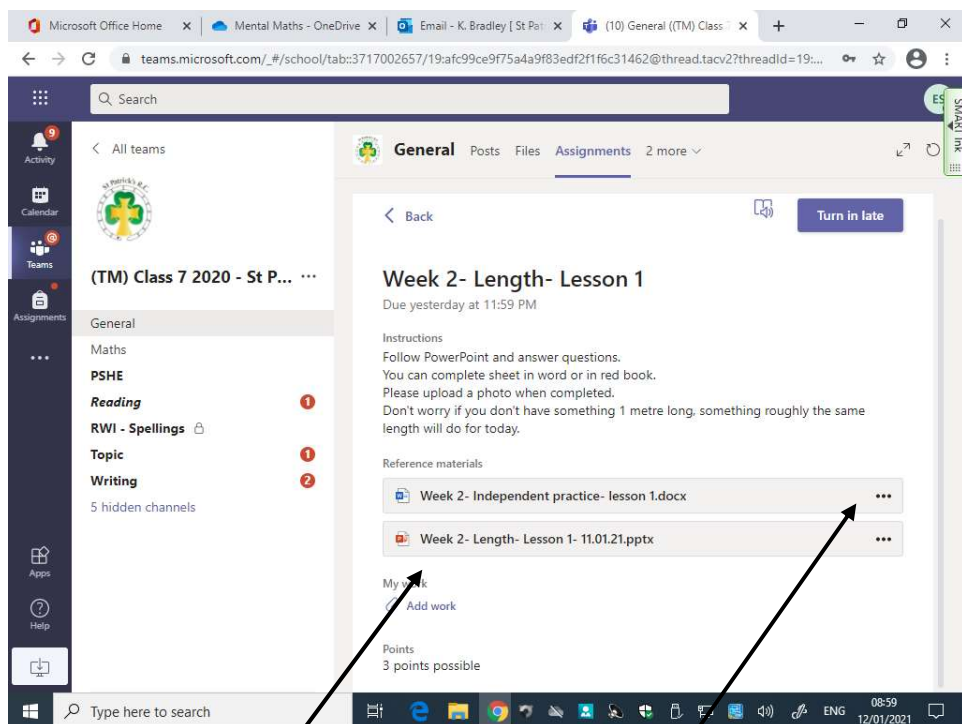
5. On the left-hand side are the subjects – the red circles show that an assignment has been set (the dot disappears after being clicked).

6. Choose which subject you want to do first and click on it.

7. This page will appear (I clicked maths as an example).



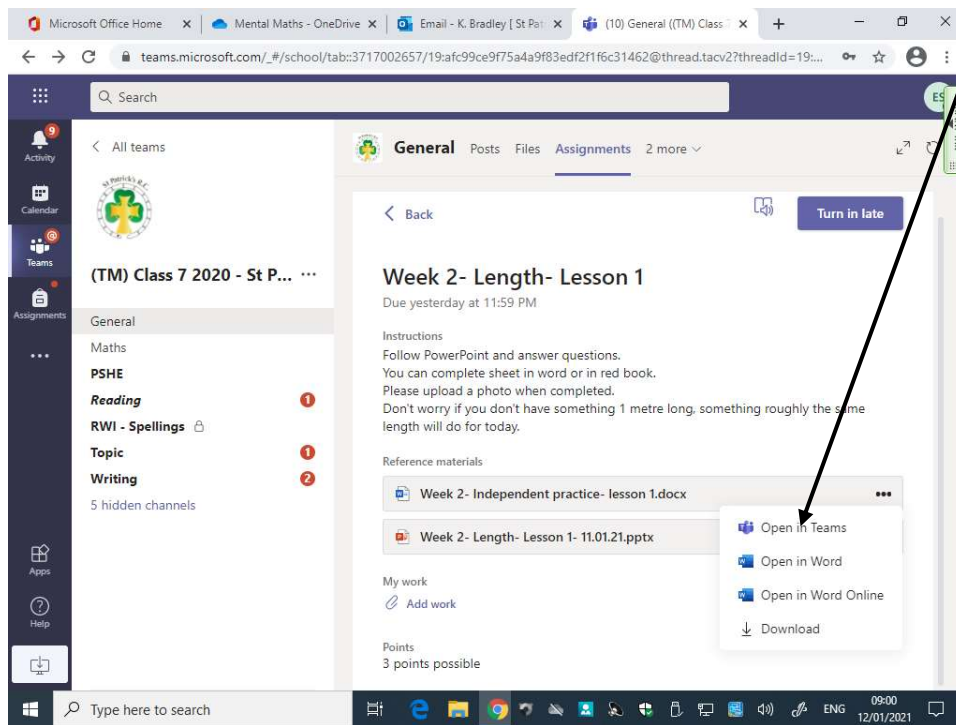
8. Click view assignment



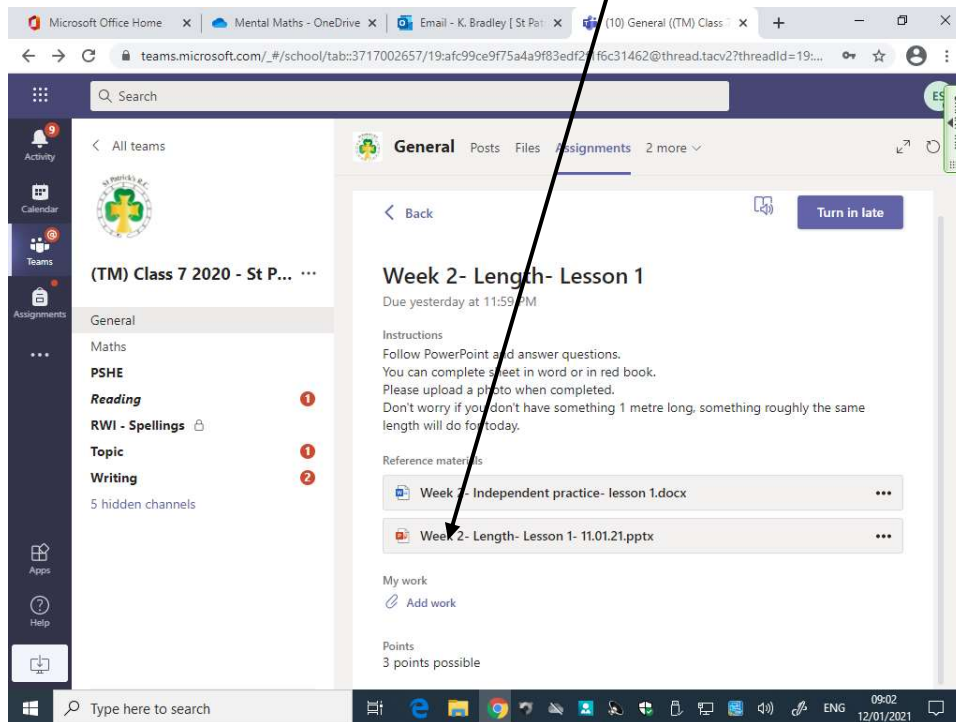
9. Here you can see the resources that you will need for the subject.

10. Click the three dots next to the name. This will then give you options of how to view the document.

11. You can open in Teams and edit it that way or you can open in Word.  
This will open the document or PowerPoint on your computer.

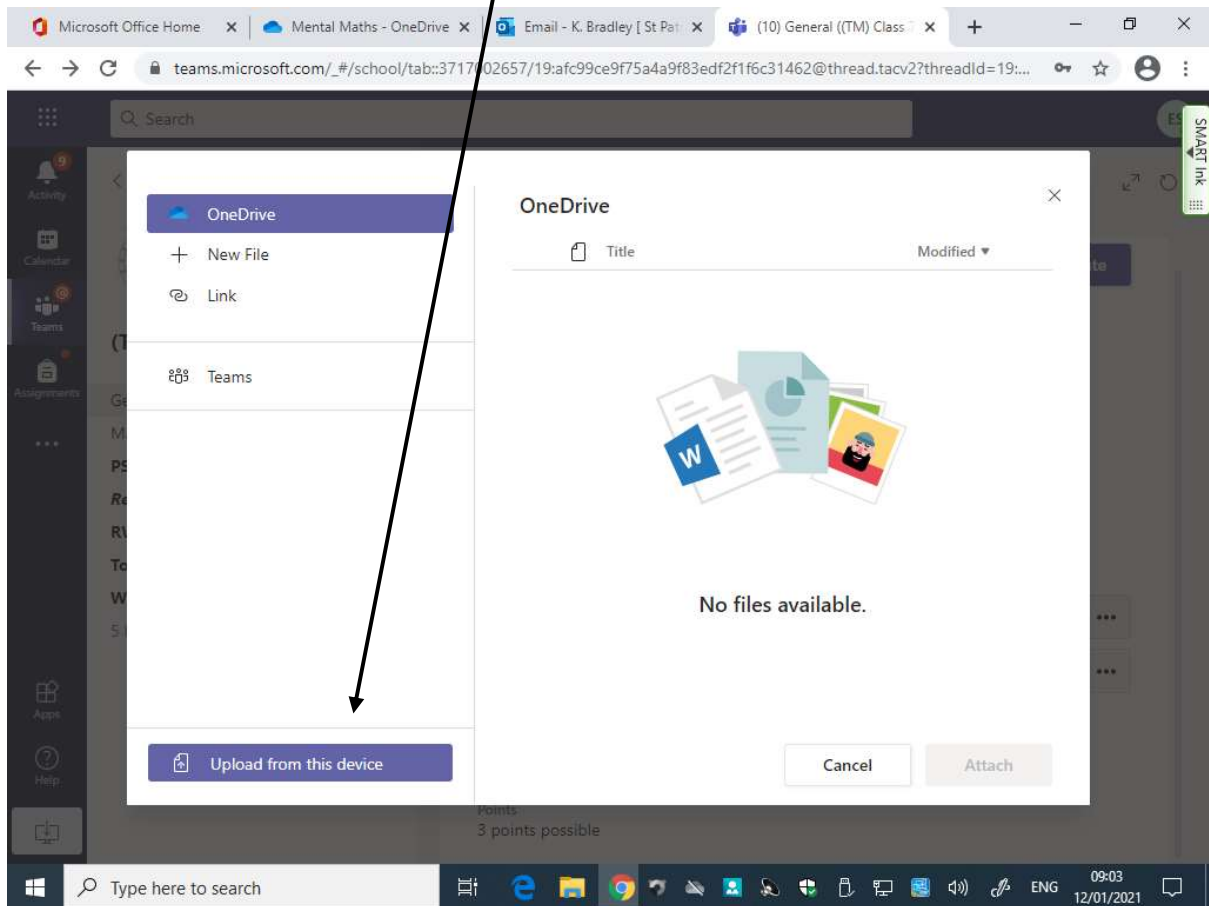


12. Once the work is completed, click on 'add work'



13. This screen will appear.

Click on upload from this device – you can then select the document to upload or a photo.



You can also take photos of any work that you do on paper and upload those.

**Good luck – remember that it will take time to get used to working this way – be patient and you'll get better!**