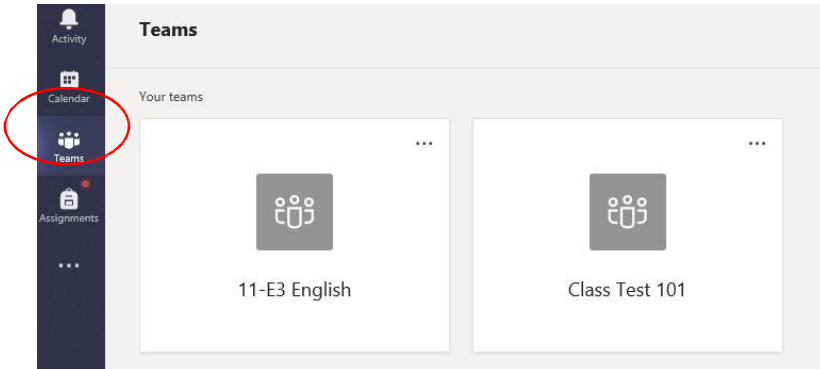**Accessing Teams**

Login to Office365 (www.Office356.com) using your log in for the school computer and that password. You should see the screen below. Select **Teams**


Select the **Teams** App from the left toolbar to view all of your current teams. If your teacher has added you to a team, it will appear here. You will also receive an email notifying you that you are part of a team.

Each team will contain resource files available to you. To access these, open a team and select **Files** from the menu. You can then browse through any class materials
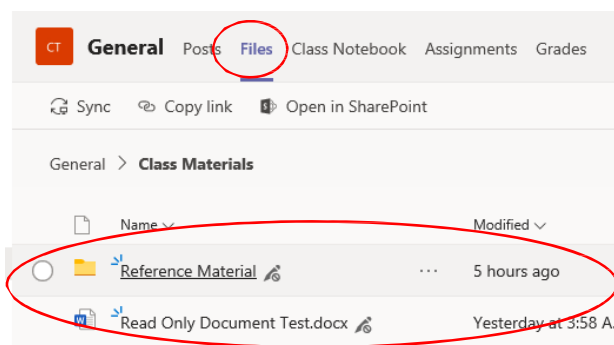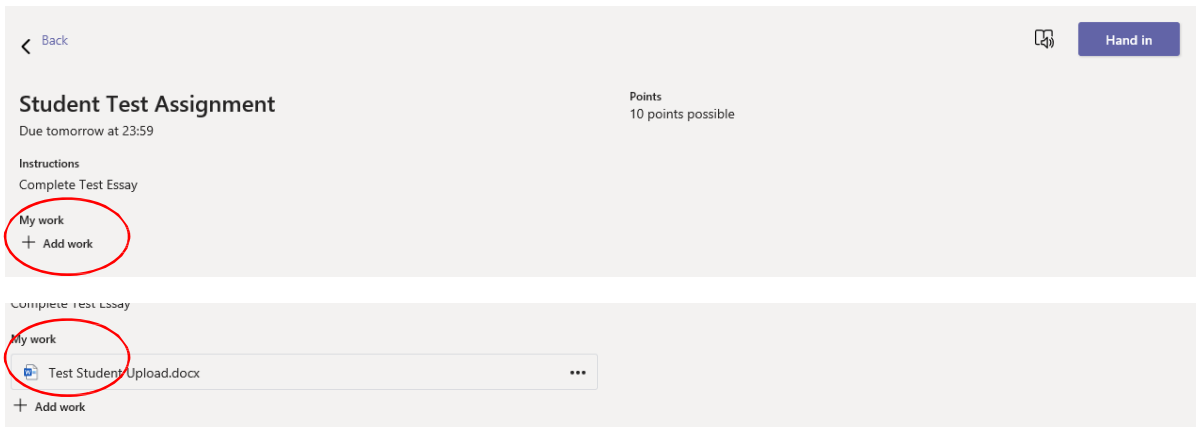

Selecting the **Assignments** App from the toolbar will give you access to your current and previous assignments.
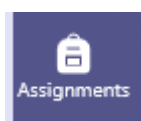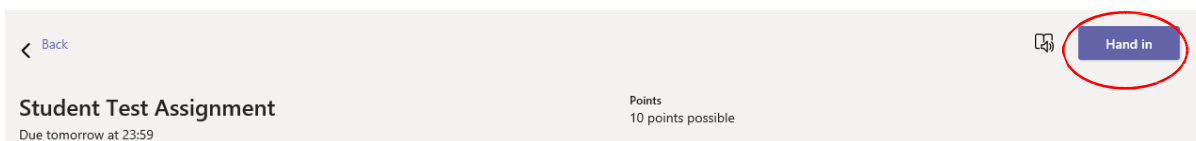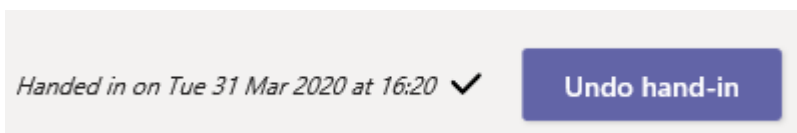

Select a class from the list

Open an assigned assignment to view the details, including Instructions, due date and available points. To hand in an assignment attach your file via the **Add work** option
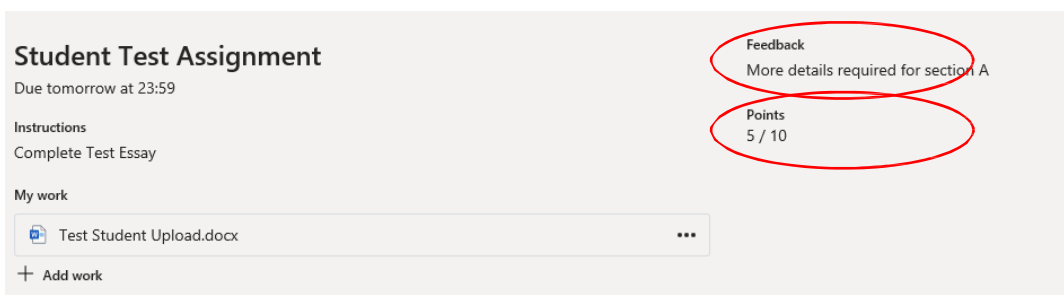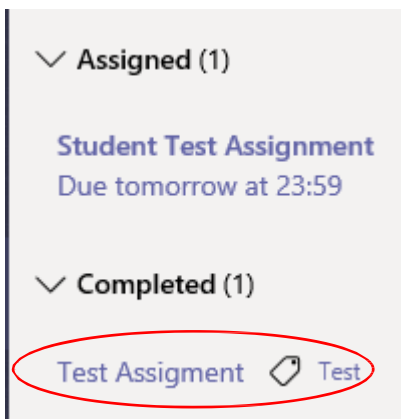

Then press the **Hand in** button to submit your work to the teacher.

Once this completes the **Hand in** will, update and you will be given the option to **Undo hand in**

Once the teacher has graded your work, it will appear in your completed assignments, show points, and any feedback where applicable.

Joining a Teams Meeting:

If you teacher sets up a Teams Meeting for your group, you will receive a email notification with a link to the meeting that you can click on at the time of the meeting and it will take you straight there. Your teacher will admit you to the meeting.