

LOGGING ONTO MICROSOFT TEAMS



Before you log onto Microsoft Teams, you will need your full school email address, and the password that you use to log onto the computers in school.

In school:

Log onto a school computer, using you login and password.

Once you have logged in, a Teams icon will appear on your taskbar.



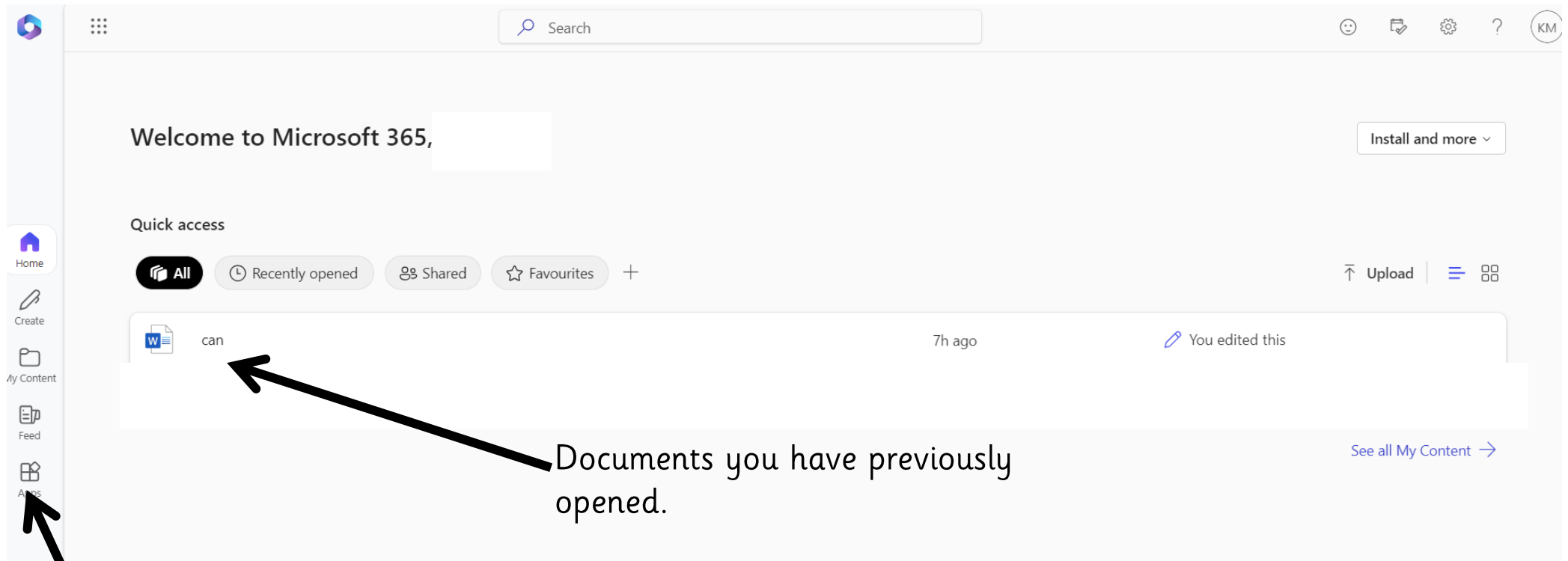
If for some reason this does not happen, type Office 365 login into Google, and log in. You will need your FULL email address and login.

Outside School:

If you have the Teams App on your device, log in using your full school email address and the password you use for school computers.

yourname@westacre.worcs.sch.uk

If you do not have the app, type Office 365 login into the search engine, and log in. You will need your FULL email address and login.



Select Apps

Documents you have previously opened.

Home

Create

My Content

Feed

Apps

Apps

Get more Apps

Copilot

Teams

Word

Excel

PowerPoint

Outlook

OneDrive

All apps →

Explore by category

Productivity

Utilities

Education

Communication

Content management

Project management

Developer tools

Employee Experience

OneNote

Create a digital notebook.

Forms

Customise surveys and quizzes, get real-time results.

Calendar

Manage and share your schedule.

Sway

Create interactive reports and presentations.

Engage

Connect with co-workers and classmates, share information, and organise around projects.

Stream

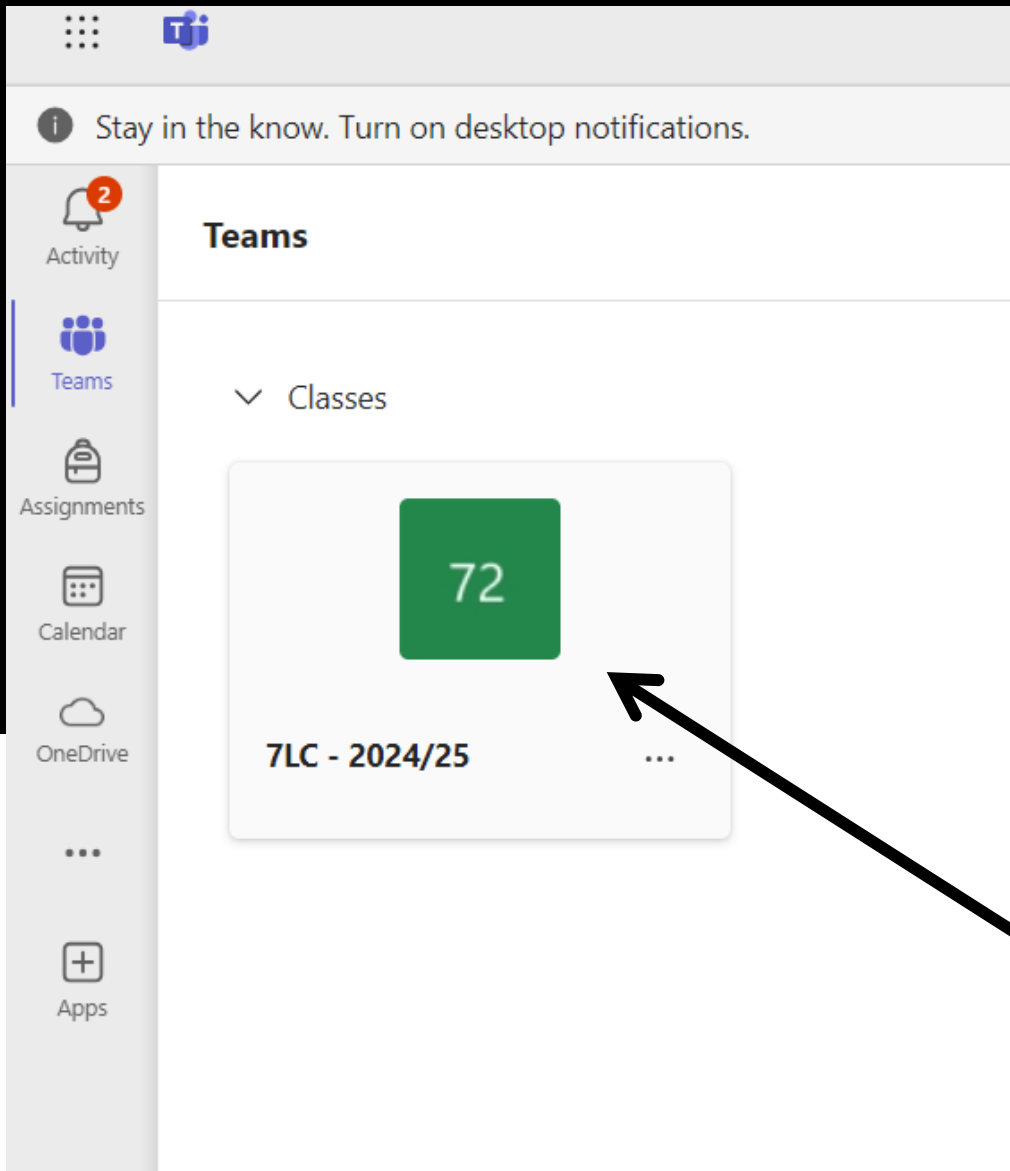
Share videos of classes, meetings, presentations, and training sessions.

Visio

Simplify and communicate complex information visually.

To Do

List and manage your tasks.



Your allocated class will now appear. If you have a Pupil Voice role, you may also have other 'Teams' allocated.

< All teams

72

7LC - 2024/25

Home page

Class Notebook

Classwork

Assignments

Grades

Reflect

▼ Main Channels

General

Assignments

Forthcoming Past due Completed

27 Sept Friday

• Homework Due 27.09.24 - PSHE

Due at 08:30

You can use the message board to send a message to your teacher. You should not use this to message classmates.

Select Assignments if your class teacher has set you any work.



Assignments

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Homework Due 27.09.24 - PSHE

Due 27 September 2024 08:30

Instructions

This week's homework is all about Careers.

My work



Blank.pptx

...



Blank.docx

..



Due 27.09.24 - PSHE_LC.docx

...



Attach



New

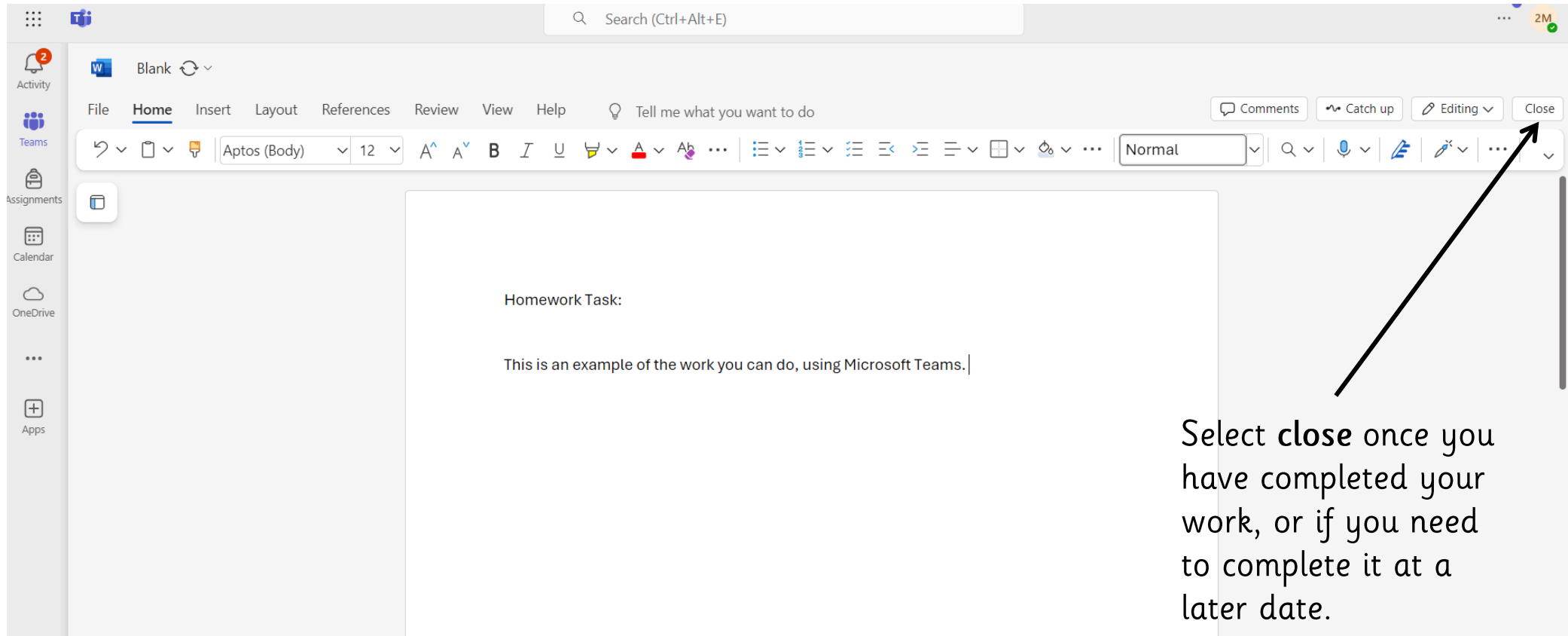
Points

No poin

When you select the homework you want to complete, you will see that your teacher has attached the task.

Your teacher will also attach a blank Powerpoint presentation and a blank Word document. You can choose to present your work using either format.

Complete your homework. Teams is great, as you don't need to remember to save your document, it is done automatically for you.



The screenshot displays the Microsoft Teams application interface. On the left is a vertical sidebar with icons for Activity, Teams, Assignments, Calendar, OneDrive, and Apps. The main area shows a document editor with a ribbon at the top containing tabs for File, Home, Insert, Layout, References, Review, View, and Help. The 'Home' tab is active, showing various formatting options like font face (Aptos), size (12), bold, italic, underline, and alignment. The document content includes the text 'Homework Task:' followed by a line break and 'This is an example of the work you can do, using Microsoft Teams.' In the top right corner of the document editor, there are buttons for 'Comments', 'Catch up', 'Editing', and 'Close'. A black arrow points from the text below to the 'Close' button.

Select **close** once you have completed your work, or if you need to complete it at a later date.



Assignments



< Back



⌚ Not handed in

Hand in

Homework Due 27.09.24 - PSHE

Due 27 September 2024 08:30

Instructions

This week's homework is all about Careers.

My work



Blank.pptx



Blank.docx



Due 27.09.24 - PSHE_LC.docx



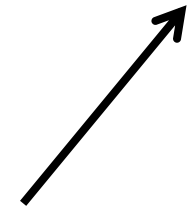
Attach



New

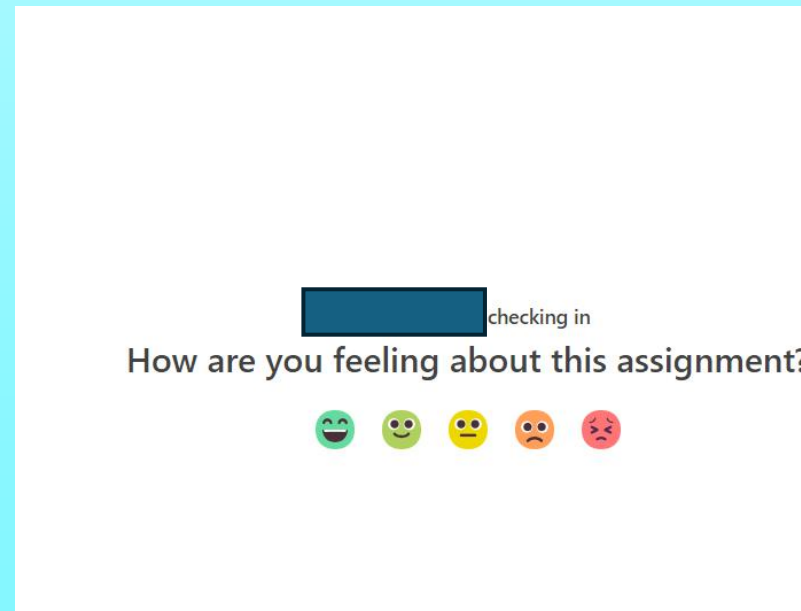
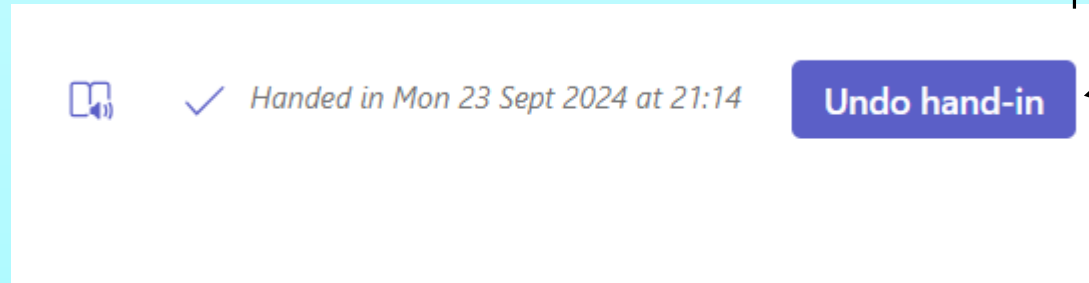
Points

No points



Once you have completed your task, select **Hand In**. This will send the finished document directly to your teacher.

Your page will now look like this.



Don't forget to let your teacher know how you found the task.