Welcome to MS Teams

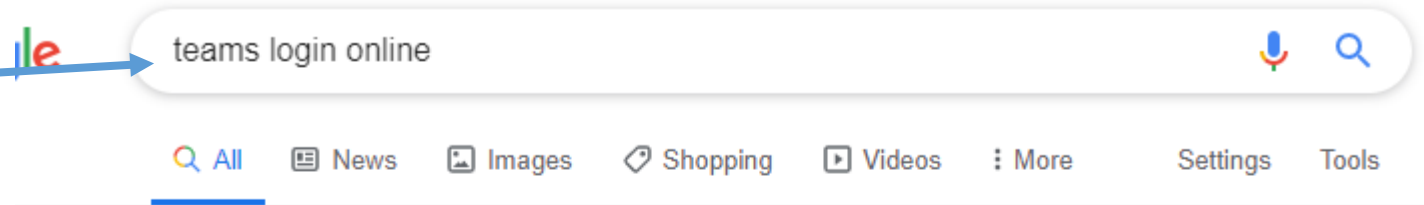Easier   Smarter   Together

Logging on

Using Google Chrome search **TEAMS LOGIN ONLINE.**

Select this option from the search list.

There is also an app available to download for your phone.

lle	teams login online 🎤 🔍

🔍 All   📰 News   🖼 Images   🏷 Shopping   ▶ Videos   ⋮ More   Settings   Tools

About 11,180,000,000 results (0.66 seconds)

support.office.com › en-gb › article › sign-in-to-teams-ea4b1443-d11... ▾

Sign in to Teams - Office Support

On the **web**, go to https://**teams**.microsoft.com. **Sign in** with your Office 365 username and password. Notes: **Teams** is a part of Office 365, so you need an Office ...

products.office.com › en-gb › microsoft-teams › group-chat-software ▾

Microsoft Teams Group Chat Software & Collaboration Tool

Microsoft **Teams** is a teamwork hub and Office 365 **team** app that fuses group chat ... Microsoft **Teams**. Unleash the power of your **team**. **Sign in** · Sign up for free ... Host audio, video, and **web** conferences with anyone inside or outside your ...

Signing in

Click sign in (you already have an account through school, you do not need to click sign up for free).

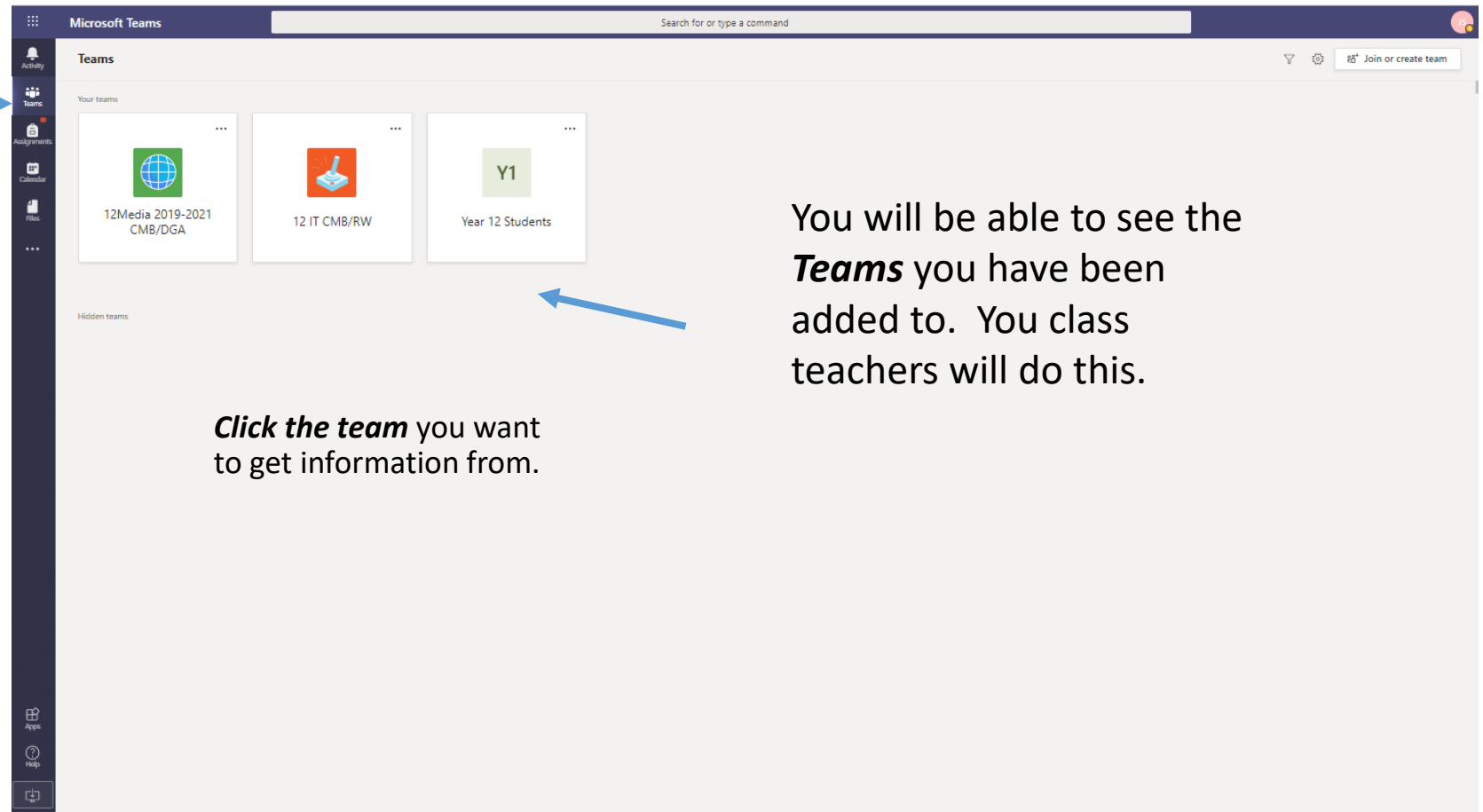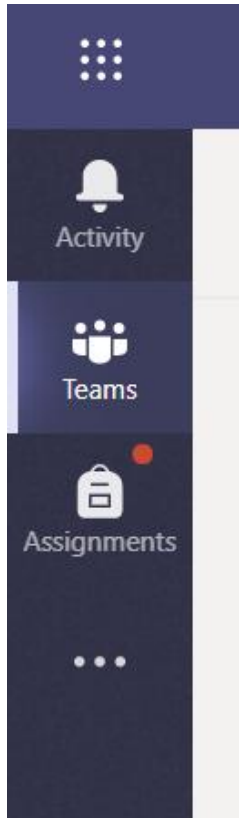To sign in your will use your *school email address and password.*

Email address example
(*18datborrill@clrchs.mobi*)
(the number from your login, first 3 intials from your firstname,surname@clrchs.mobi)

Microsoft Teams
Unleash the power of your team.

Sign in   Sign up for free

See plans and pricing >
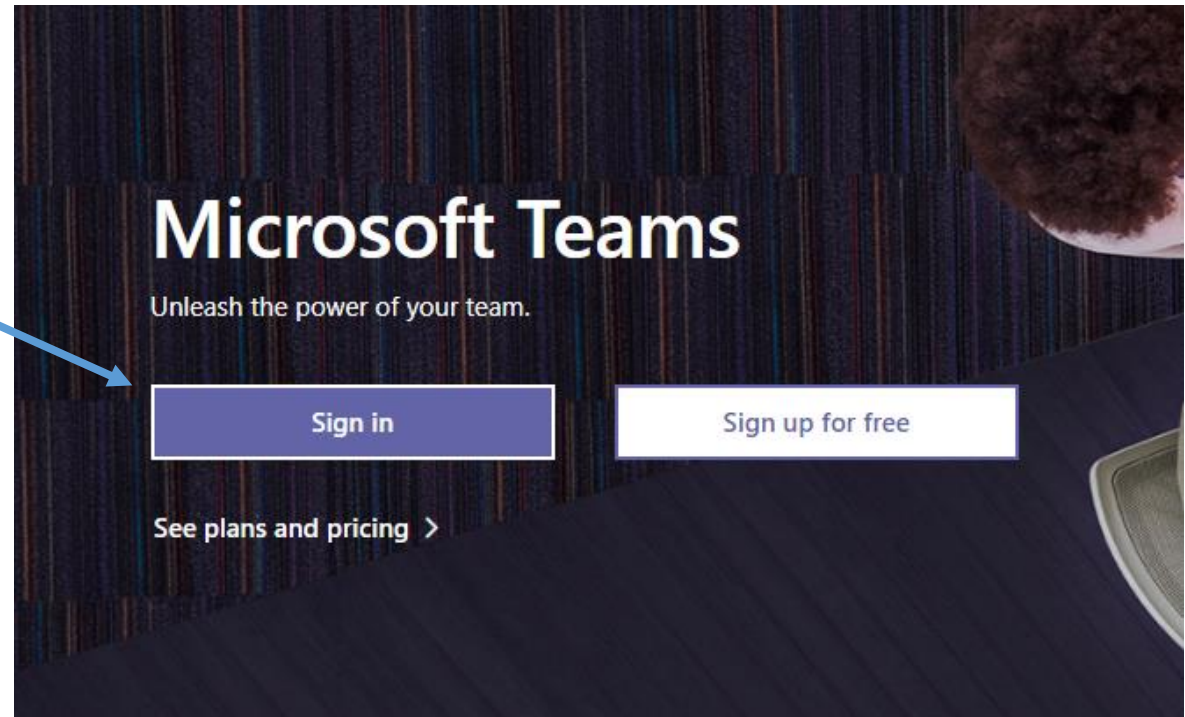
In teams

When you've signed in *click on Teams* from the left hand side menu.

You will be able to see the *Teams* you have been added to. You class teachers will do this.

Click the team you want to get information from.

Inside your Team

You have access to all the tabs that are shown here. Your teacher may had information, files for you to open, notes in the class note book or an assignment for you to work on and hand in.

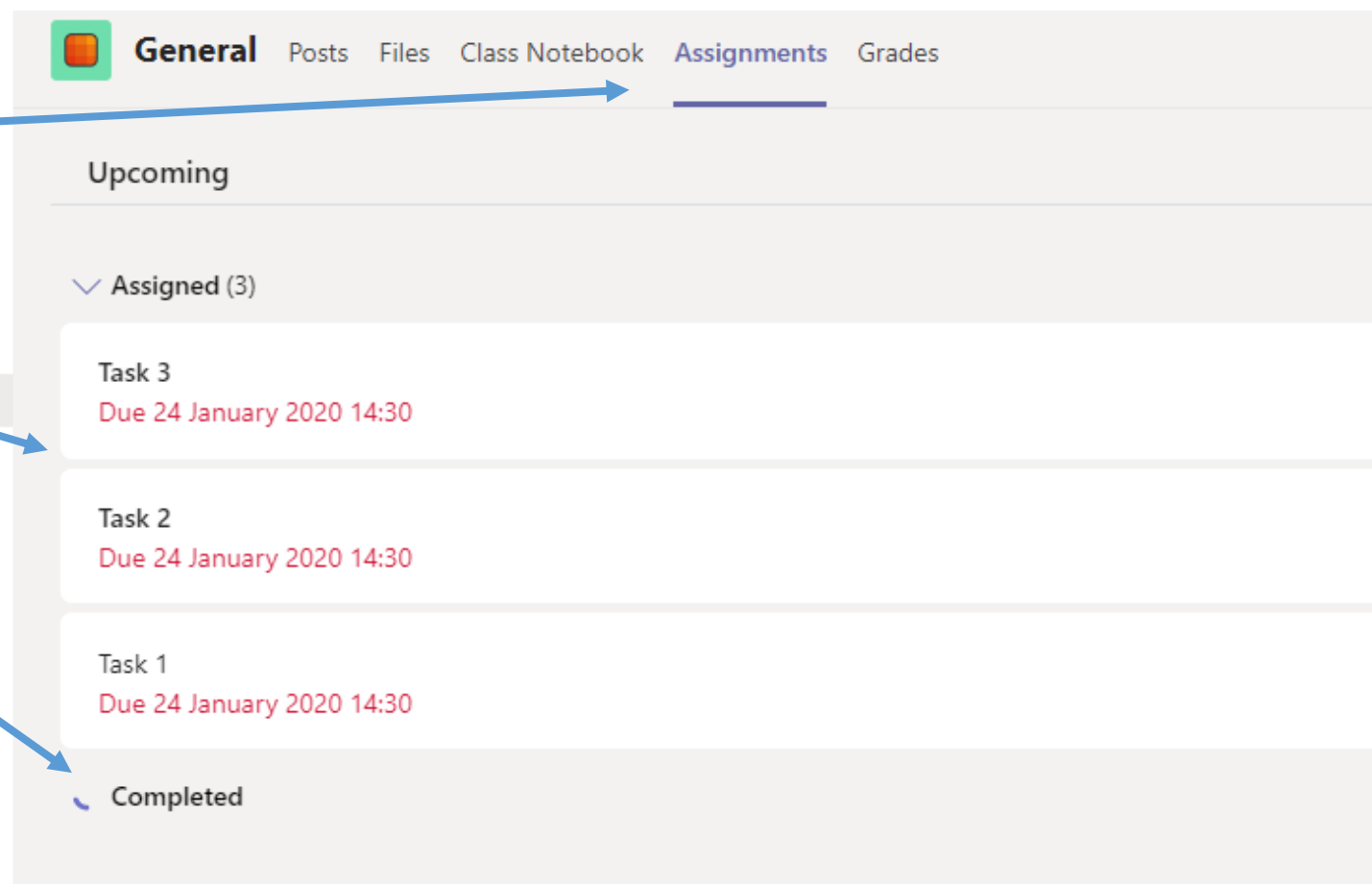This is where you can access learning materials & assignments set by your teacher

Assignments- checking the work set

In your chosen team, on the tabs across the top *click Assignments*

You will then see a list of all your assignments and the date the work is due to be done by.

Any completed assignments will show under the completed tab.

Viewing your assignment

Select the assignment you want to work on.
You can then see any resources and
instructions your teacher has given you.

Click the assignment and the information
will be displayed.

Once you have completed your tasks/work
and you can hand it into your teacher for
marking/feedback.

< Back

Task 3
Due 24 January 2020 14:30

Points
No points
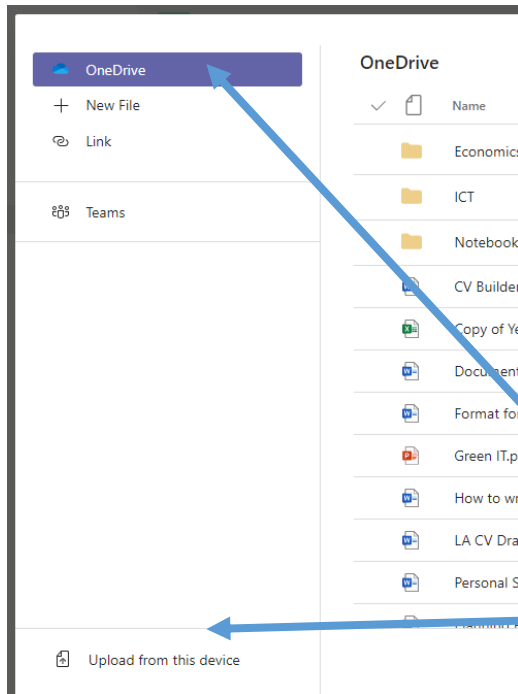
Instructions
Hand in all tasks list below:

Interview with client (Written up with answers)
Audio file for interview
Project presentation
Feasibiity Study
Prototype drawn designs
Prototype test table

My work
+ Add work

Handing in work for your teacher

To submit work so your teacher can see it and give you feedback, *click Add work*

You can choose where you want to upload your work from.

OneDrive
This device

< Back

Final Deadline
Due 16 March 2020 10:30

Instructions
Print and hand in all your project. Task 1 - 7

Photocopy any drawn work for each member of your group.
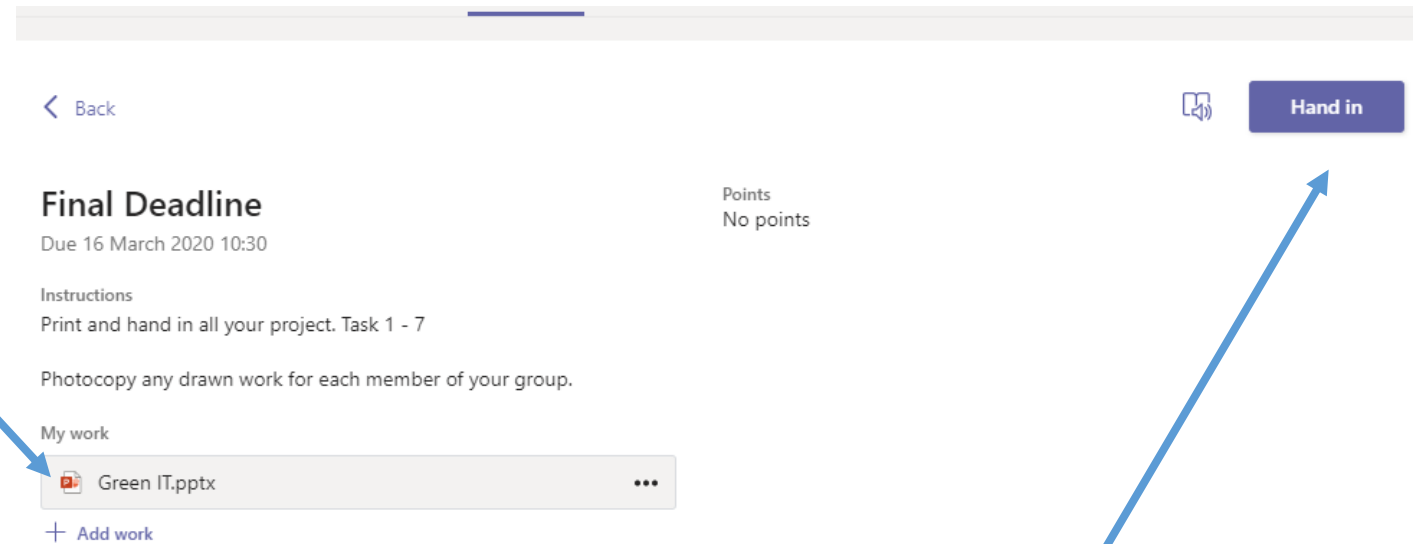
My work
+ Add work

Points
No points

Hand in

OneDrive

- OneDrive
- + New File
- Link
- Teams

OneDrive
- Name
- Economics
- ICT
- Notebooks
- CV Builder.
- Copy of Ye
- Document
- Format for
- Green IT.pp
- How to wri
- LA CV Draf
- Personal St

Upload from this device

Select the work to upload, you can select more than on document. When you've added everything *then click attach.*

Attach

Handing in

You can see your work added here

It should say undo hand-in if you have submitted it.

Undo hand-in

< Back

Hand in

Final Deadline
Due 16 March 2020 10:30

Points
No points

Instructions
Print and hand in all your project. Task 1 - 7

Photocopy any drawn work for each member of your group.

My work

Green IT.pptx   ...

+ Add work

If all you work is attached – *Click Hand in*

Getting feedback

Your teacher will give you feedback and send it back to you.

You will find your feedback here

Returned Mon, 10 Feb, 14:54 ↵   **Hand in again**

Feedback

Logan sort the presentation out please. Use capitals and line up the paragraphs.

Points
No points

Tip

When you open up your submitted work in teams, when your teacher has sent it back to you. You have to save any changed in your OneDrive or on your device. Teams will not save your changes in the assignment.

If you need to make changes and need to resubmit your work, re-add it to you assignment and ***Hand in again***

Grades

You can view your assignments and status in the **Grades** section on the top tab. This will give you an overview of all your assignments for that team.
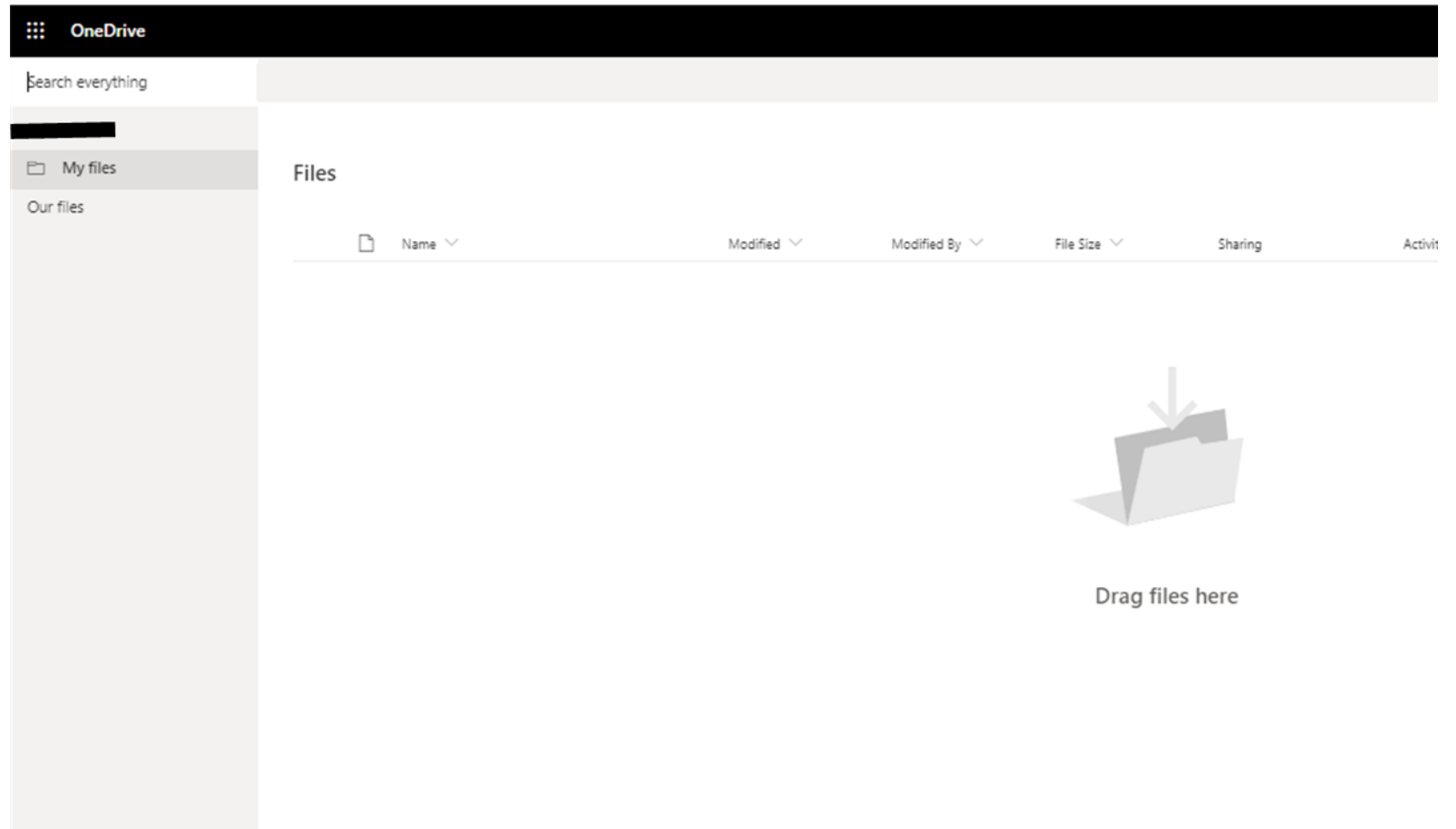
You can *click* on each assignment and it will take you into that assignment and give you more detailed information.
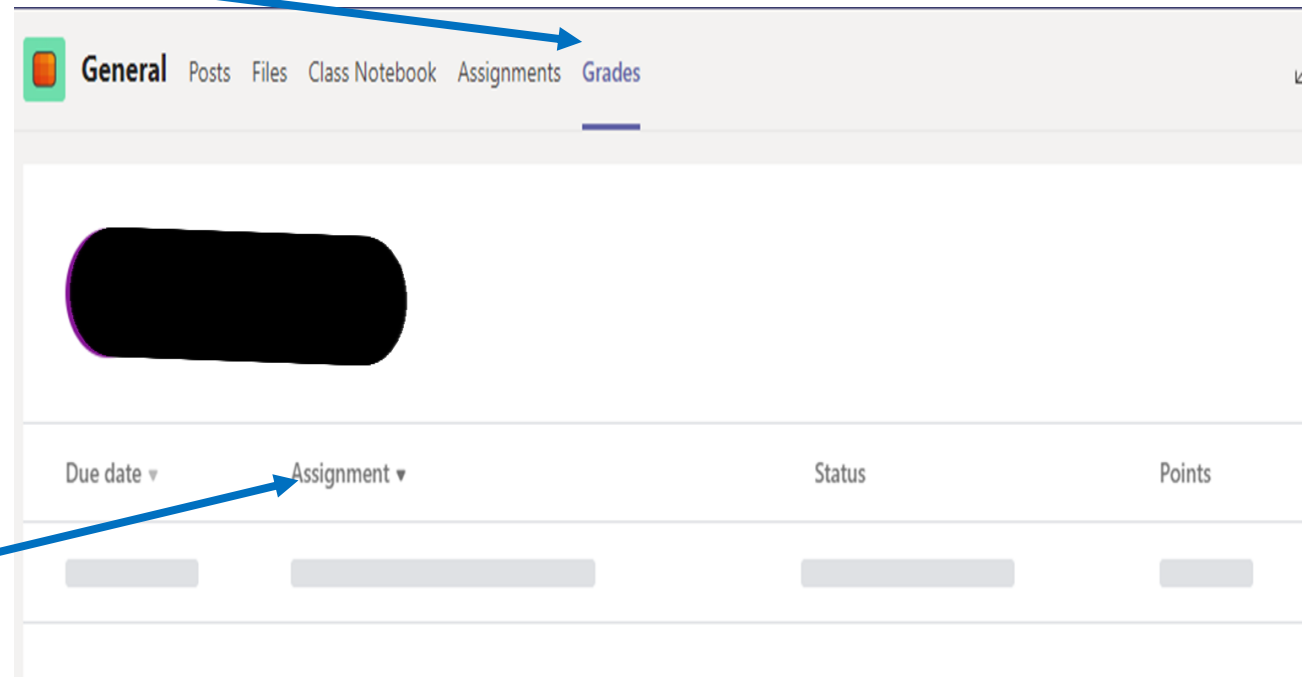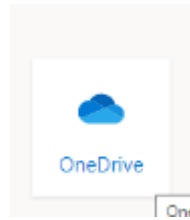
Saving work in my OneDrive

Your **OneDrive** is your personal cloud storage where you can store all your files. (Like your home drive (M) at school. The difference is you can access this area from home or anywhere you can log in using the internet.
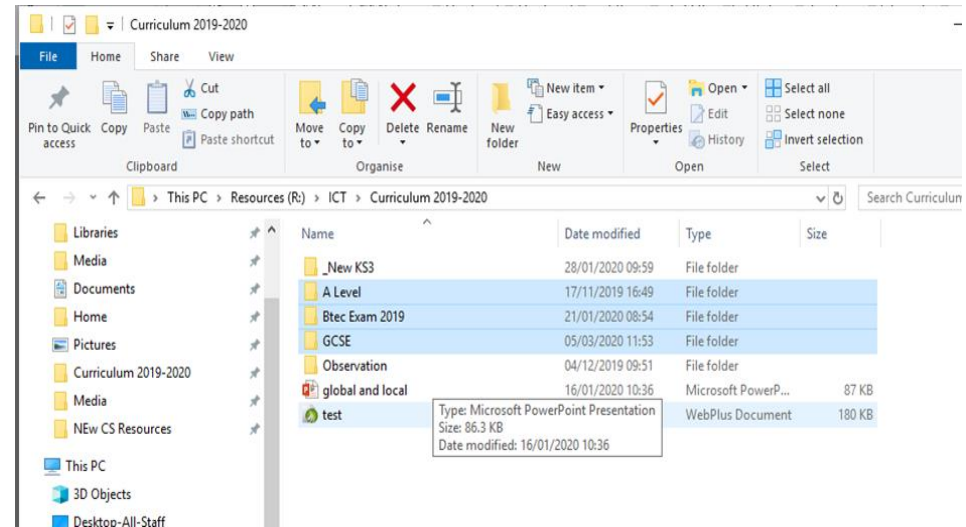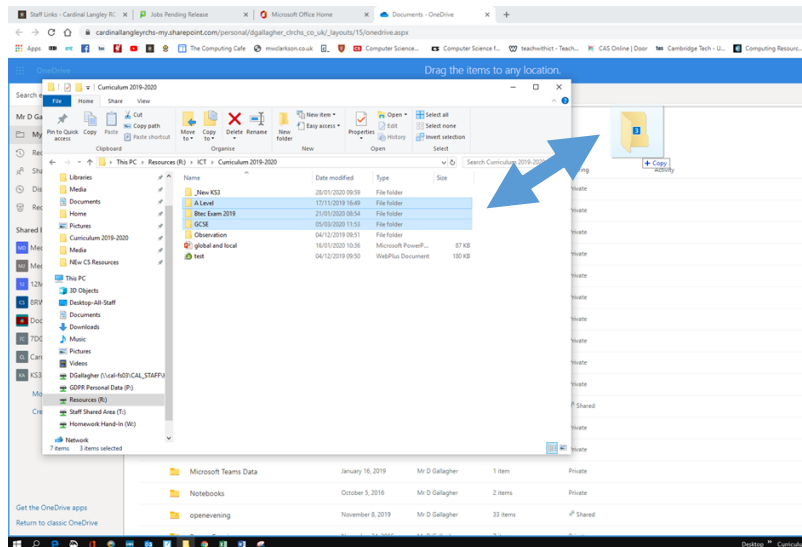
Uploading to your OneDrive

Method 1

Select the files or folders you want to upload.
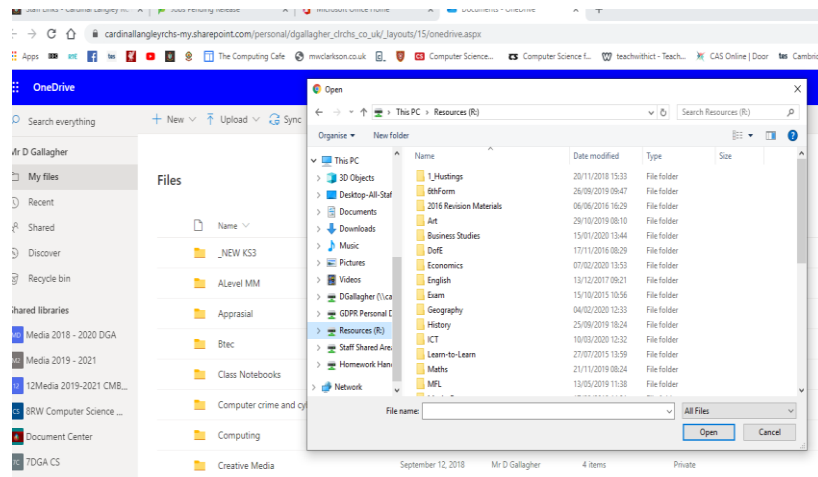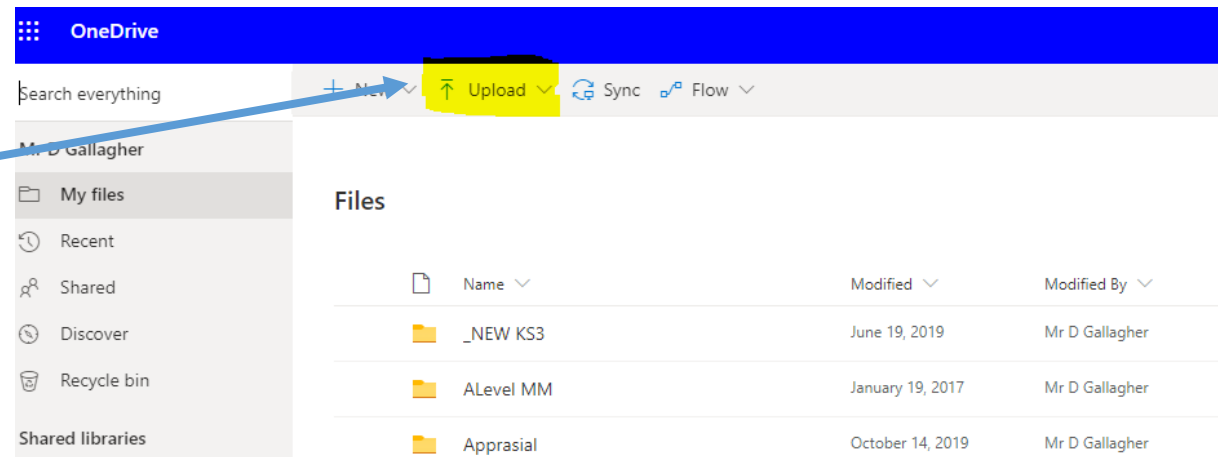

Drag the Files and Folders form your area and drop them onto the OneDrive

Uploading onto your OneDrive

Method 2

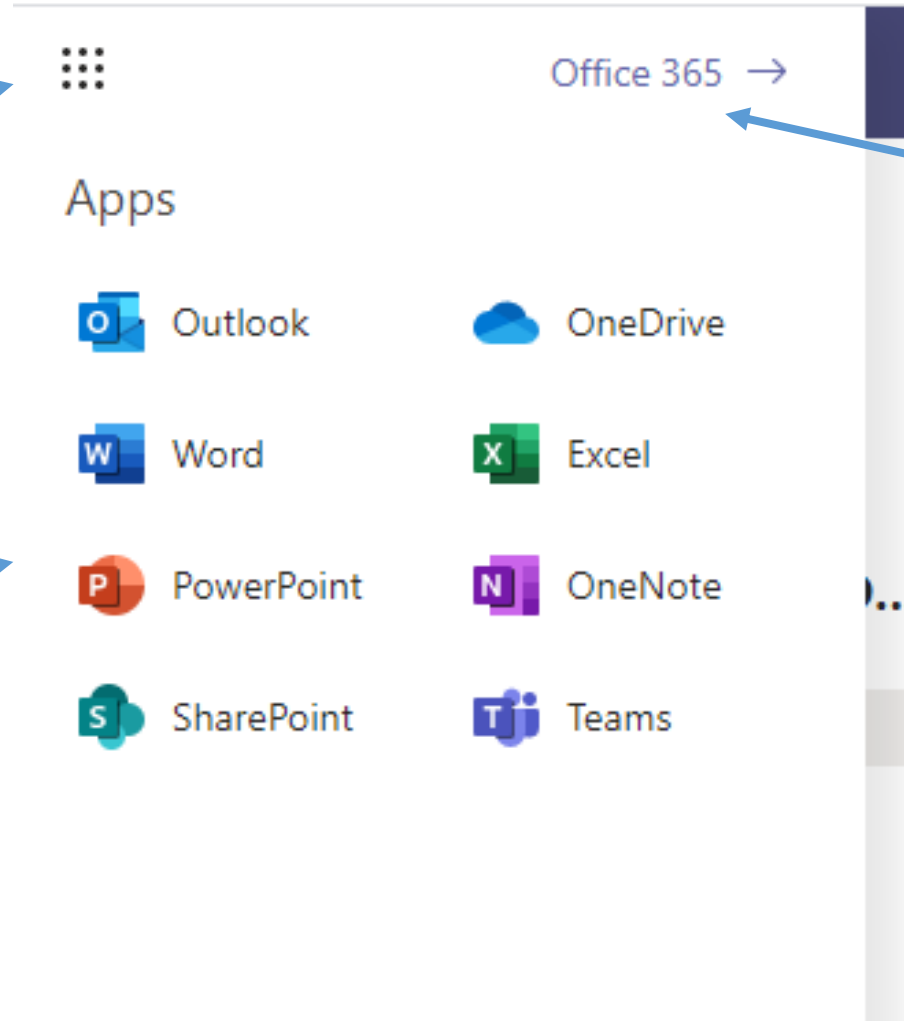On your OneDrive home screen, select the upload button.

Browse for the files or folders you would like to upload.

Microsoft office

If you click on the 9 DOTs in the top left hand corner it will give you access to all the apps available to use. This includes the Microsoft office package and other interesting Apps you might be interested in. *(Explore for yourself)*

You can use these Apps in your browser and save the work completed in your OneDrive *(this is your online cloud storage).*
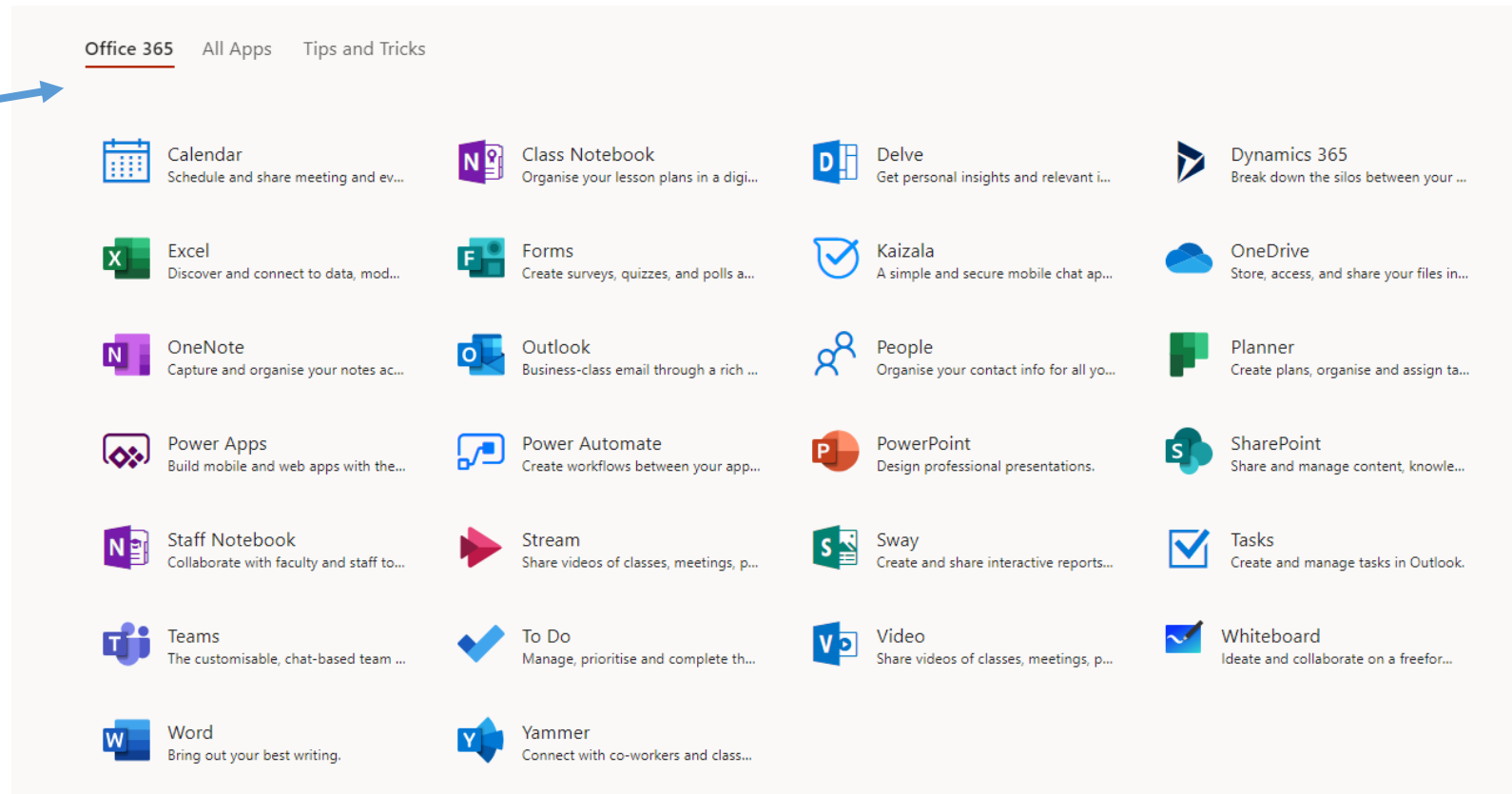
Office 365 →

Click here to see all the apps available

Apps

O Outlook

OneDrive

W Word

Excel

P PowerPoint

N OneNote

S SharePoint

Teams

Apps available to use for free

Explore what's available.

Click All Apps and Tips and Tricks.

Office 365   All Apps   Tips and Tricks

Calendar
Schedule and share meeting and ev...

Class Notebook
Organise your lesson plans in a digi...

Delve
Get personal insights and relevant i...

Dynamics 365
Break down the silos between your ...

Excel
Discover and connect to data, mod...

Forms
Create surveys, quizzes, and polls a...

Kaizala
A simple and secure mobile chat ap...

OneDrive
Store, access, and share your files in...

OneNote
Capture and organise your notes ac...

Outlook
Business-class email through a rich ...

People
Organise your contact info for all yo...

Planner
Create plans, organise and assign ta...

Power Apps
Build mobile and web apps with the...

Power Automate
Create workflows between your app...

PowerPoint
Design professional presentations.

SharePoint
Share and manage content, knowle...

Staff Notebook
Collaborate with faculty and staff to...

Stream
Share videos of classes, meetings, p...

Sway
Create and share interactive reports...

Tasks
Create and manage tasks in Outlook.

Teams
The customisable, chat-based team ...

To Do
Manage, prioritise and complete th...

Video
Share videos of classes, meetings, p...

Whiteboard
Ideate and collaborate on a freefor...

Word
Bring out your best writing.

Yammer
Connect with co-workers and class...

Explore

There are a lot of features to this product

EXPLORE