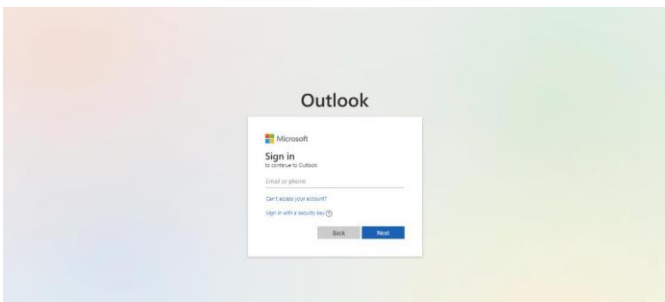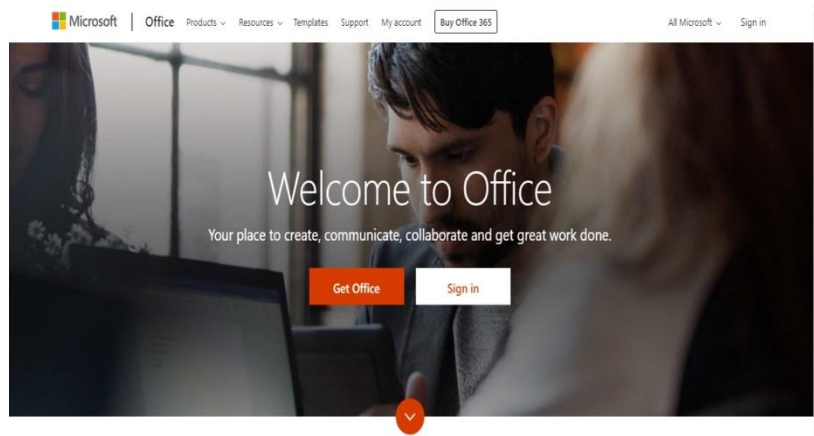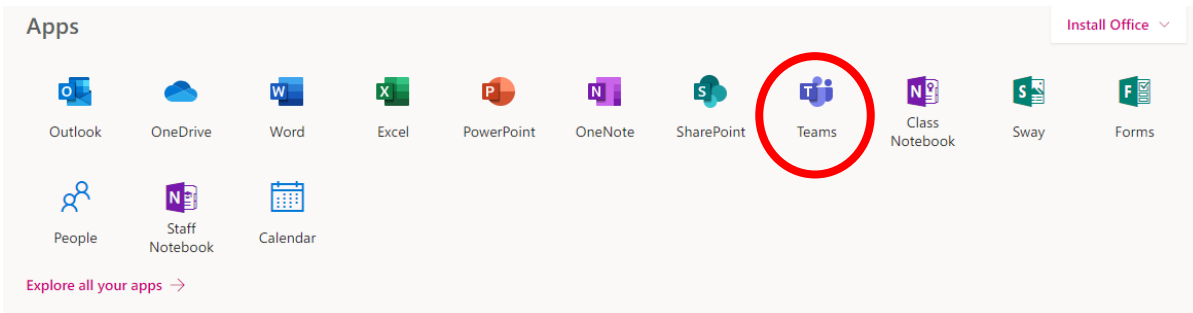## Teams – How to log in via a PC

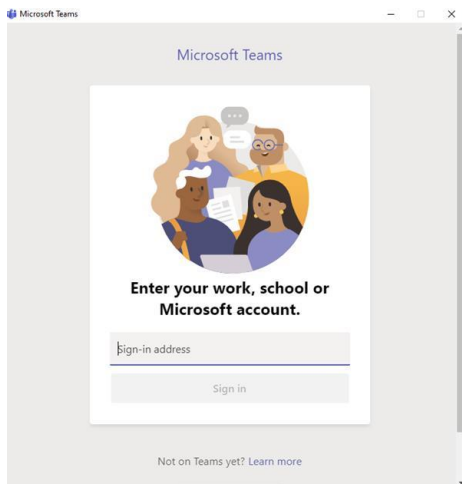1. On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go www.office.com

2. Click sign in and sign in with your full school email address.
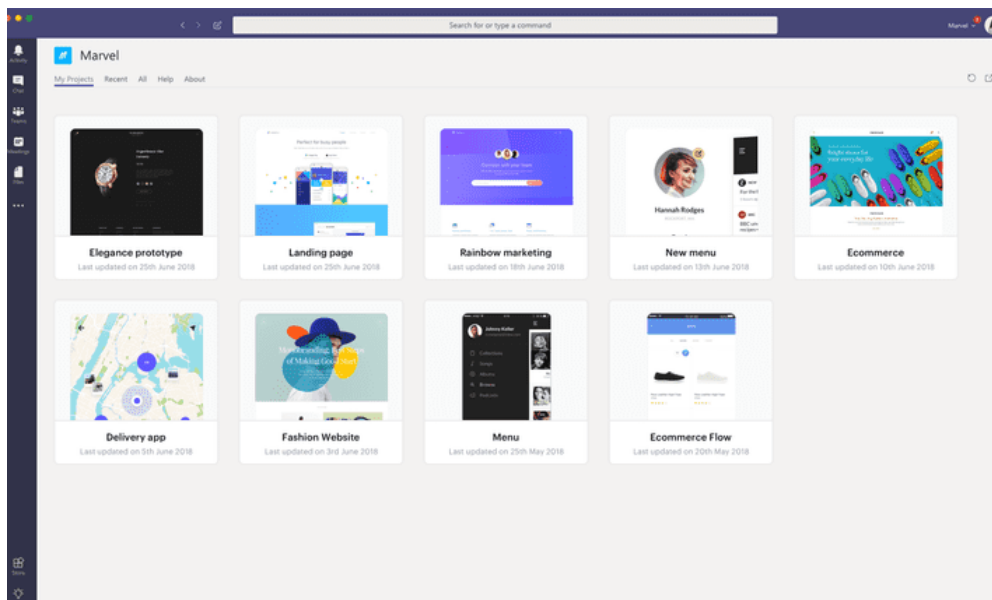
3. Click on the Teams icon

4. Next download the MS Teams App **for Desktop**

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion (Put in your child's email and password)

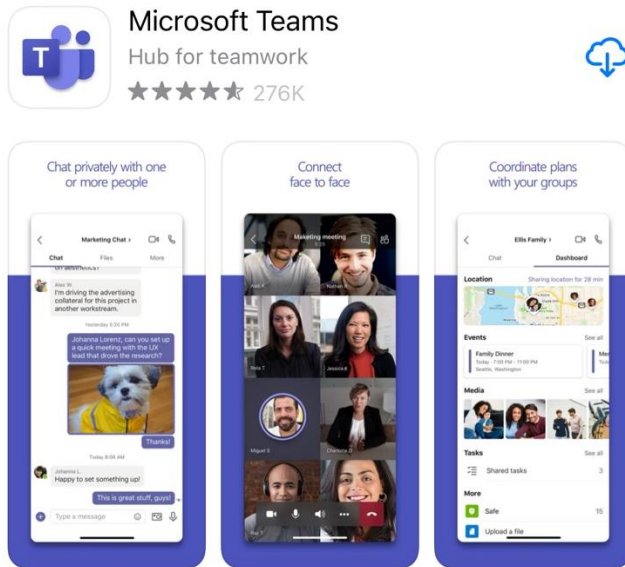5. The Teams App will open, and your child's class team will appear

6. Send a nice message to your class to let them know you can access the conversation

For more support on how to use Teams, click on the help button in the bottom left hand corner of Teams and select training. Here you will find lots of useful videos.

How to log in via the Teams app

1. Go to the app store, search for Teams and download the app.

Microsoft Teams
Hub for teamwork
★★★★⯪ 276K

Chat privately with one or more people

Connect face to face

Coordinate plans with your groups

2. Open the Teams app.
3. Enter email and password
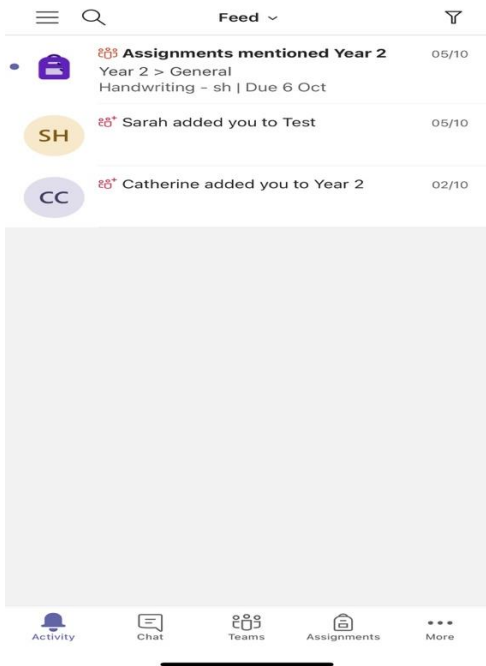
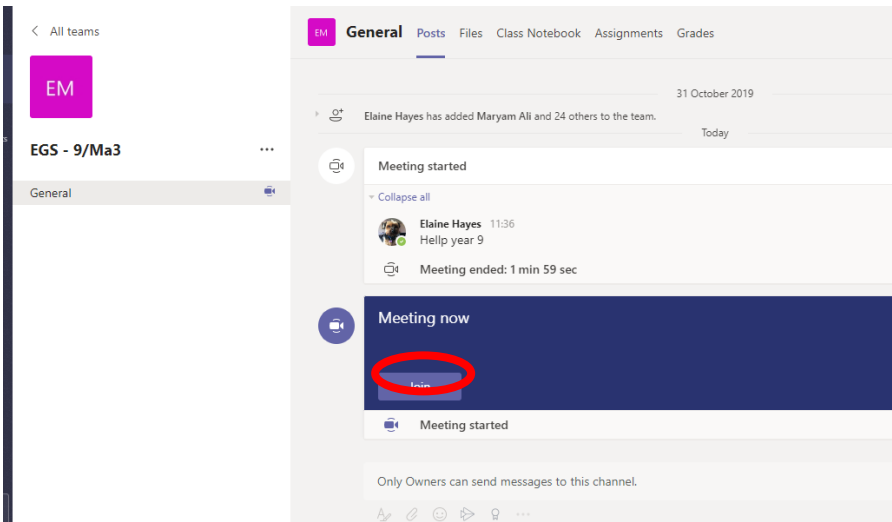Sign in using your work, school, or Microsoft account.

Enter email, phone, or Skype

Sign in

Get help with signing in

4. Your feed will appear with notifications and chat function, teams you are assigned to an assignments appear at the bottom of the page.

Teams – Joining a Virtual Classroom

If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off – in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question.
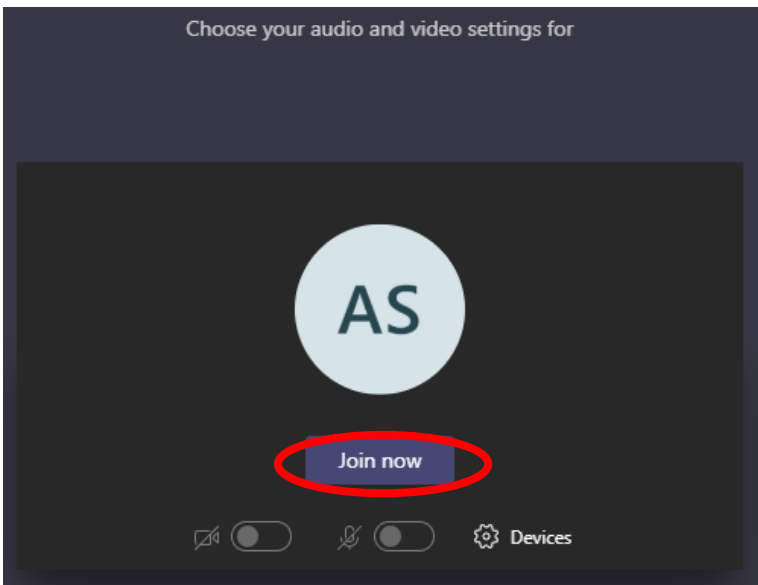

You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over
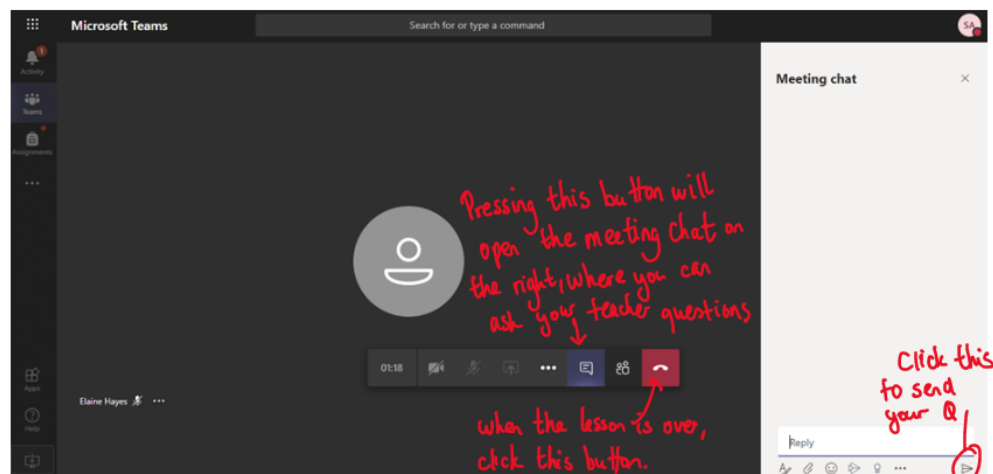
Teams – Uploading an assignment

Your teacher can set assignment for you to complete. You can access this is two different way. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.
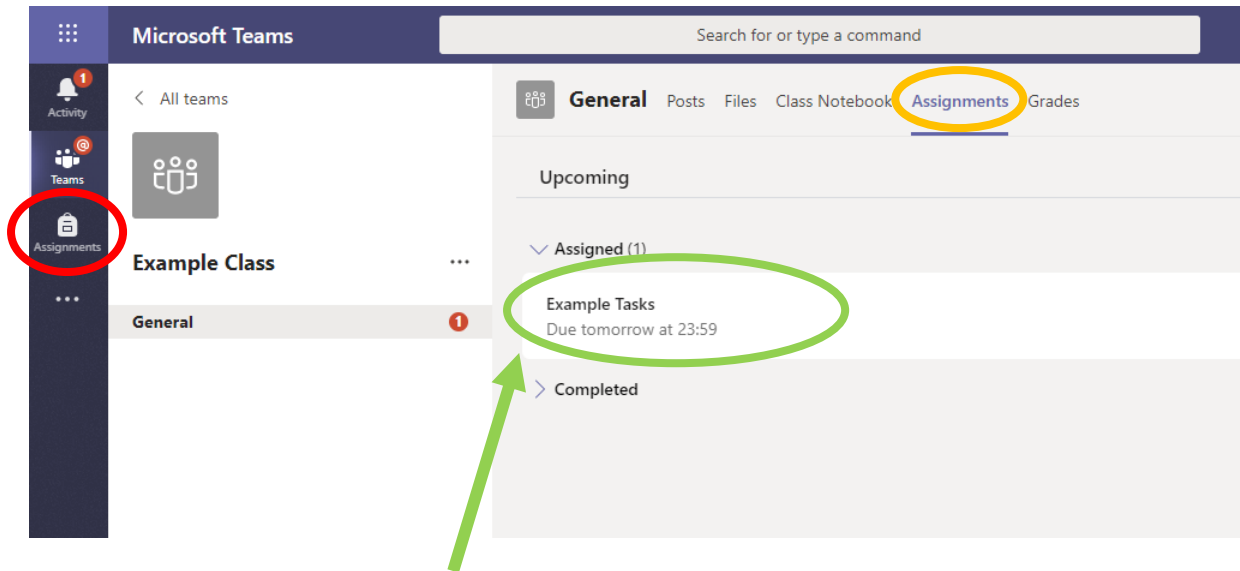

Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.

Use this button to start a new file to complete your assignment.
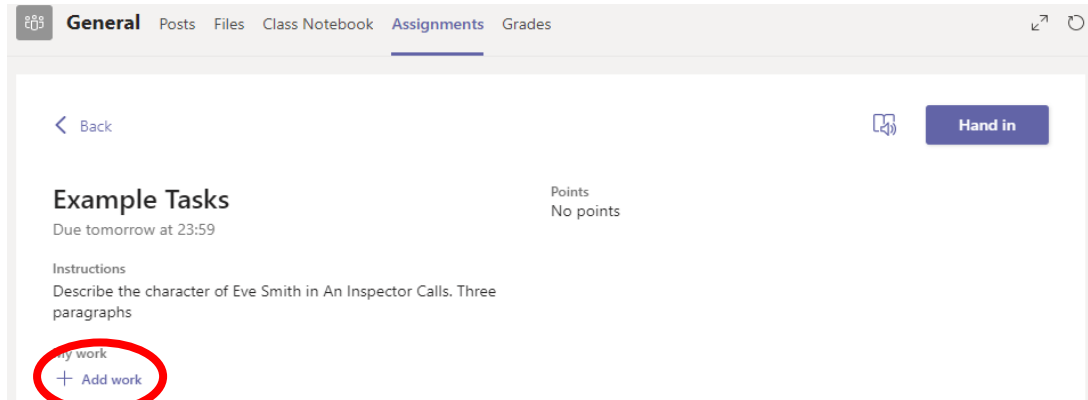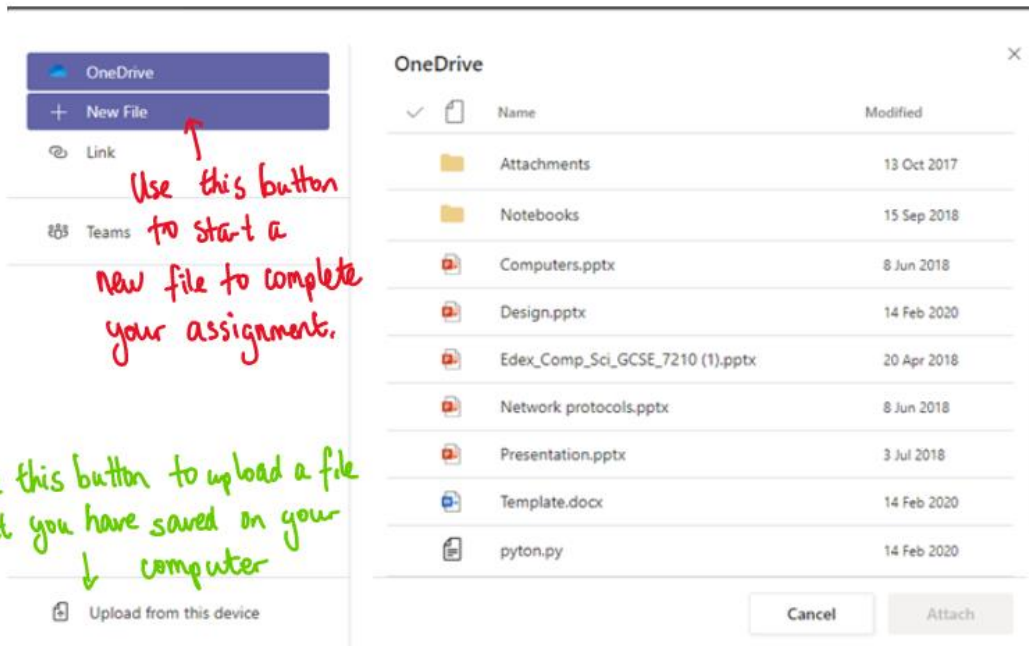
Use this button to upload a file that you have saved on your computer
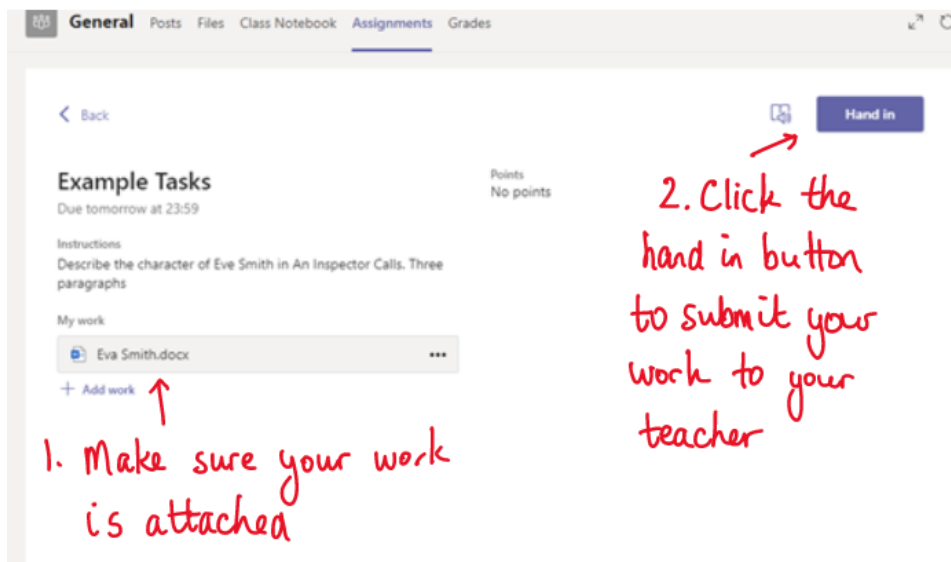
Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

2. Click the hand in button to submit your work to your teacher

1. Make sure your work is attached

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.