

## A student's guide to

# USING MICROSOFT TEAMS



Teams is a way that teachers can share work with you. It also allows you to submit work to your teachers for feedback.

You can access it in a web browser, or by downloading the app on your computer, smartphone or tablet.



## How do I log in?



1. Download the app or go to [teams.microsoft.com](https://teams.microsoft.com) in a browser.

2. Your username is your school computer username, followed by "@driffieldschool.org.uk".

Example:

19\_12654@driffieldschool.org.uk

3. Your password is the same password you use to log into school computers.

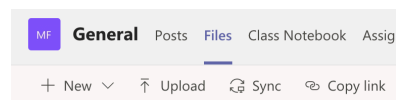
4. Once logged in, you should see all of your classes that are using Teams. Click on one to go to that class' resources and assignments.

## How do I access any files?

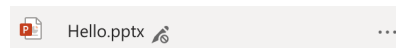


At the top of the class' page, you have different buttons to access the different areas of the Team.

If you click on 'Files', this will allow you to access any Word/Powerpoint documents, or any other resources that have been uploaded for your class.



Click on the three dots next to a document for the option to download it.

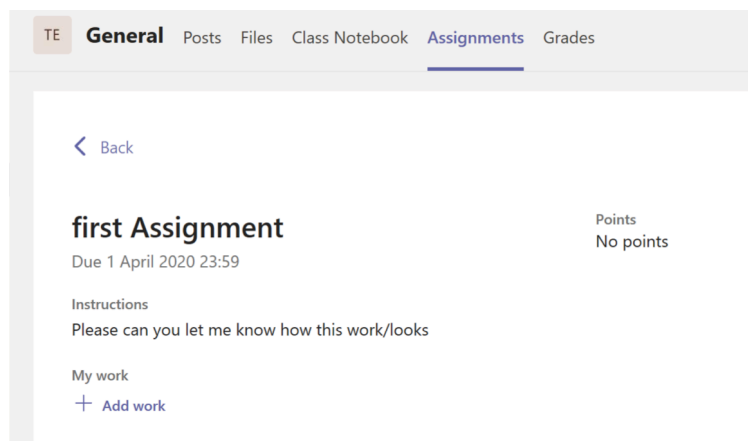


## How do I access assignments?



Assignments are the tasks that will be sent to your teachers for feedback.

To access an assignment on Teams, click on the 'Assignments' tab. From here you will see the instructions for the assignment and the deadline.

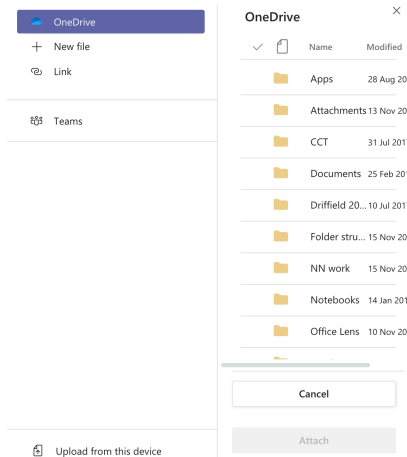


## How do I submit my work?



Click on '+ Add work' to upload your assignment. You can upload photos or documents from your computer/device by clicking 'Upload from this device'.

Once you have uploaded your work click the 'Hand in' button so that your teacher can view your work and give feedback.



## Help and Support



You can access videos that show you how to use Teams at the addresses below:

For PC/laptop:

[bit.ly/MSTeamsPC](https://bit.ly/MSTeamsPC)

For tablet/phone:

[bit.ly/MSTeamsMobile](https://bit.ly/MSTeamsMobile)