

Using Microsoft Teams in an online class:

Microsoft Teams is an online classroom that your school has provided to help you learn remotely. Prior to starting it would be useful to read through this document to learn more about Teams.

The best experience of Teams will be on a Desktop or Laptop computer, but you can also use a phone or tablet - you'll need to login with your school email address at the following web address:

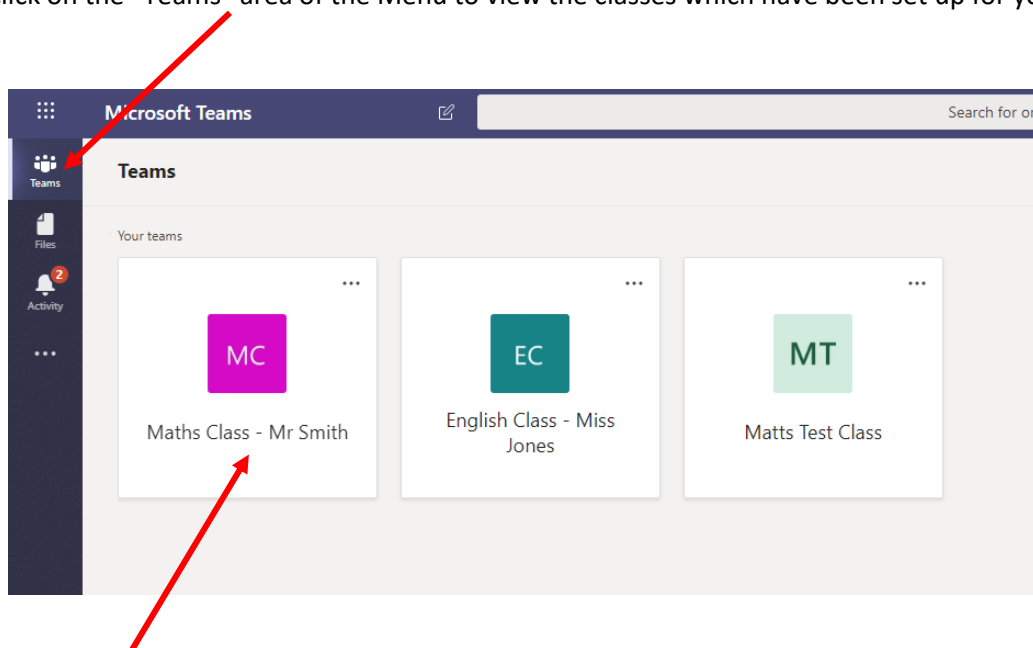
<http://teams.microsoft.com>

If you are unsure of your login details, please contact one of your teachers who will be able to find these out for you.

If you are working from an Android or iOS device, please download and login to the "Teams" App from this link:

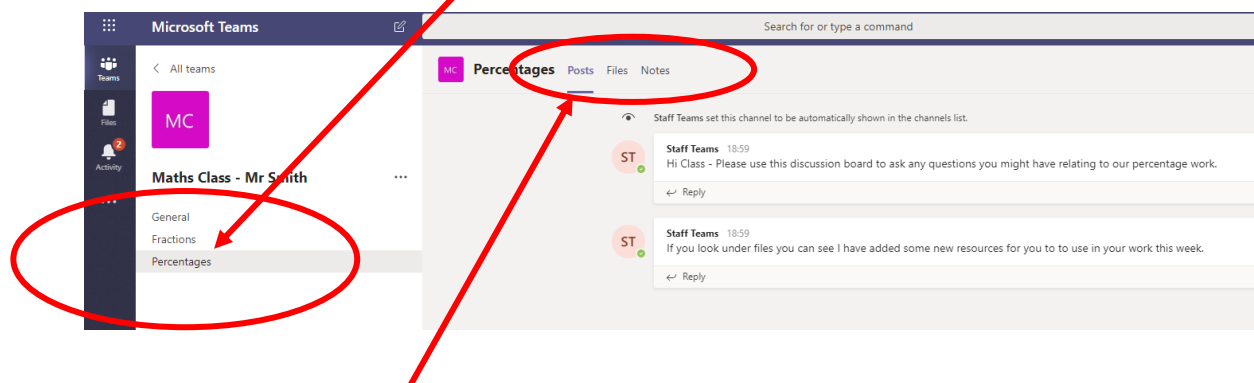
<https://teams.microsoft.com/downloads#allDevicesSection>

Once you have logged in you will notice that the Teams interface has a menu down it's left hand side. Click on the "Teams" area of the Menu to view the classes which have been set up for you.



Click on a team (a class) to view the content in it. In this example we will use the "Maths Class" Team.

In the Maths Class there are three "channels" or topics a general class one and ones for "fractions" and "percentages" – this allows you to keep track of separate topics within your subject.



In the Percentages channel – there is a discussion area, as well as an area where teachers can post files for you to work with.