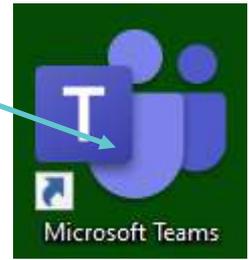


# LOGGING ON TO MICROSOFT TEAMS

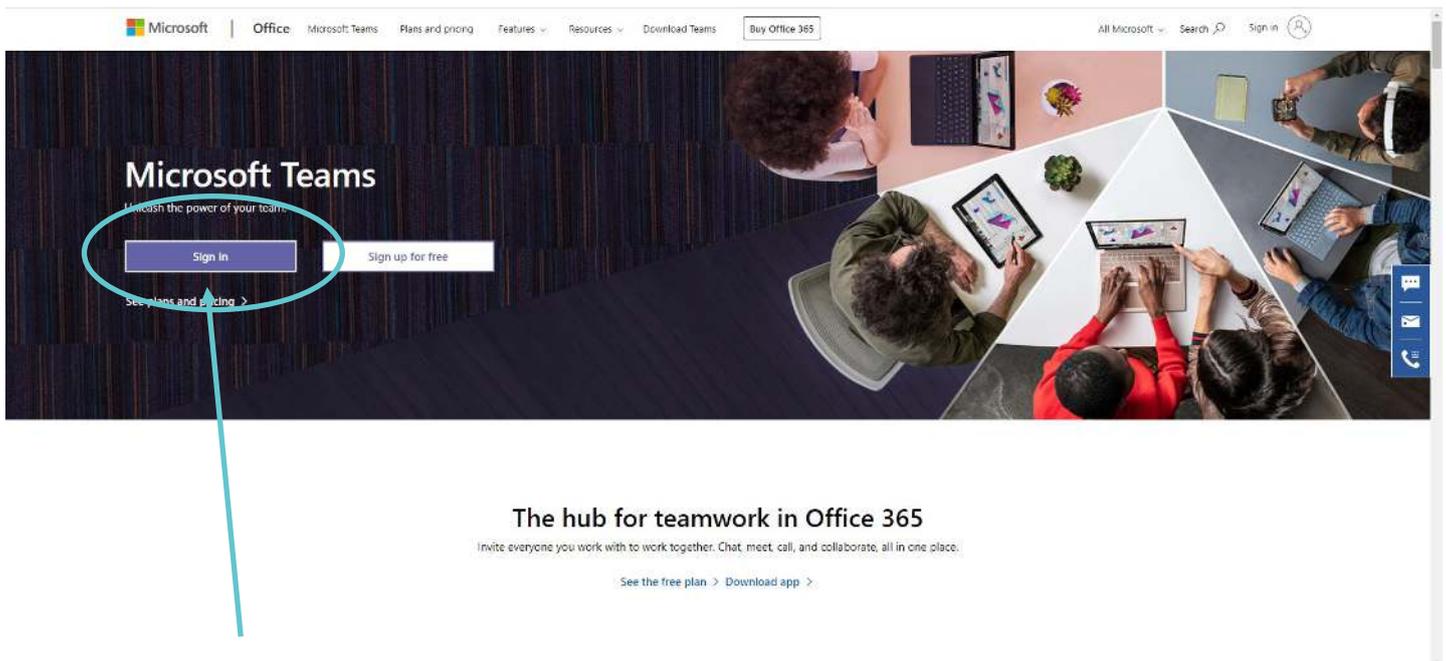
## Logging on at school

1. Click the Microsoft Teams icon on the desk top.
2. Enter your school email address (**your username@sedberghschool.org**) when prompted.
3. Enter your school password when prompted (the same one you use to log on to the PC).
4. You should now be logged on to Microsoft Teams.



## Logging on at home

1. Go to: <https://products.office.com/en-gb/microsoft-teams/> or search for 'Microsoft Teams'.



2. Click on **Sign In**.
3. Enter your school email address (**your user name@sedberghschool.org**) when prompted.
4. Enter your school password when prompted (the same one you use to log on in the IT room).
5. You should now be logged on to Microsoft Teams.

## Mobile Apps

Are available for tablets and smartphones. These are available to download from the Google Play and App Store. Once downloaded follow the steps above to sign in.



# THE TOOL BAR

## The Tool Bar

Whether you are logging on via the web or through the Teams App the tool bar looks and acts the same. This page will briefly tell you what each button does.



### Navigation Buttons

These buttons allow you to navigate forwards and backwards through pages in the same way you would use the forward and backward buttons on an internet browser.

### Activity Tab

This shows recent activity. New assignments, recent messages, ect will pop up here.

### Chat

This tab allows you to chat to classmates and teachers through the safety of the Microsoft Teams App. You can also chat to the whole class at once. To talk to a person directly use '@*theirname*' and it will send them an alert. All chat logs are stored on the Microsoft Teams app.

### Teams

This is where you view your **Teams** or *classes*. You will have a new team for every class you are in. You can select individual Teams by clicking on this tab.

### Assignments

On this screen you will see the **Assignments**. This will show all the assignments you have to complete. It will also tell you when each is due and alert you if it is past due. To see assignments by class you have to click on that class under the **Teams** tab and navigate to assignments.

### Calendar

Assignment due dates will sync with your Outlook calendar. Any appointments in Outlook will also be visible here.

### Calls

Option for video and voice calling. You need to have a web camera and microphone installed for this function to work.

### Files

A quick way to access all your recent files. This will include any files you have uploaded to give to teachers, any files they have uploaded to give to you, and any files you have recently added to your OneDrive—it is all synced together.

### Help

Click here for help and tutorials!