Student guide on using TEAMS

1) Go to www.office.com. Alternatively, you can get the teams app on virtually any device by searching for it in the appropriate place.

2) Sign in with your school email (ending @derbyhigh.derby.sch.uk). It will then ask you to sign in again, this time use your usual login details you use when signing in at school.

3) If there are any password issues, please email networkadmins@derbyhigh.derby.sch.uk as we can reset passwords.

4) Once logged on, it will take you to the Office365 homepage. From here, you can check your emails or use the Word, Excel or PowerPoint online versions. There is also an app called Teams. Click on it to open.

5) If you have been emailed a class code, click on the teams tab.
   a. Next, click on the top right button ("Join or create a team") and enter the code.
   b. If you have been sent a link, follow it to request to join the team, at this point your teacher will have to accept you into the team.
   c. Alternatively, you may already have some teams set up for you by your teachers and no action is required from you.

6) Click on a team to open it and here you will find messages from your teacher and files they have shared with you. This is also where assignments may appear which means you can send your work to your teacher to mark. You can post messages in the general 'chat' area, but **please keep this relevant to the work that your teacher has set**. Entering data into Teams is just like handing in your exercise book: do not write anything you do not want your teacher to see.

7) In the chat tab, you can talk directly to others individually or in groups. Feedback from your teachers for assigned work may appear here.

For additional help with screen shots please visit:

http://www.bentonpark.org.uk/media/documents/user-uploads/872A947D-F730-BA61-8B081D2D5462B8FC.pdf

With due thanks and appreciation to Benton Park School.