

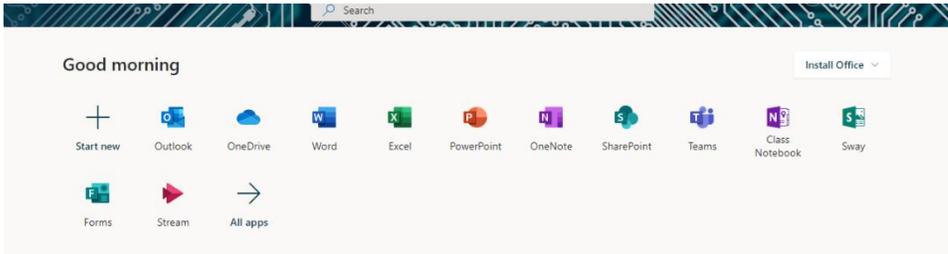
A Guide: How to use Teams

Getting access to Teams:

You can access Teams in several ways.

Option 1:

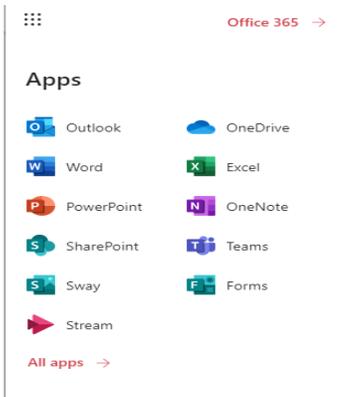
Using a browser – search for 'Office 365' then log in using school email and system password. You should get a screen that looks like this:



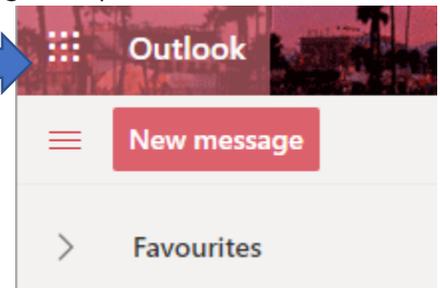
In the window above, you can see the Teams icon and the install Office button. You can access Teams by clicking on the icon or (preferred option) download Office for free and install the Teams application (as well as the rest of Office). This is free of charge.

Option 2:

In the web browser search for 'RM Unify' then log in using school email and computers login and password. You will then need to open your 'Outlook' and once you have opened this you will need to click on the 9 square dots in the top left hand corner that looks like this:



It will then bring out a menu like this where you will be able to click onto Teams. If it asks you to login again, you should still use your RM Unify (School email and School Computer Login) to get into the application.

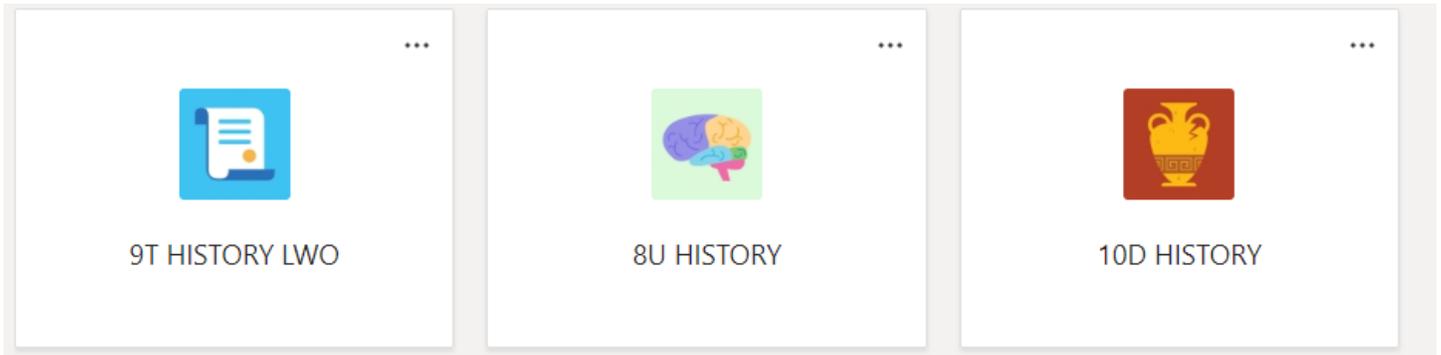


Option 3:

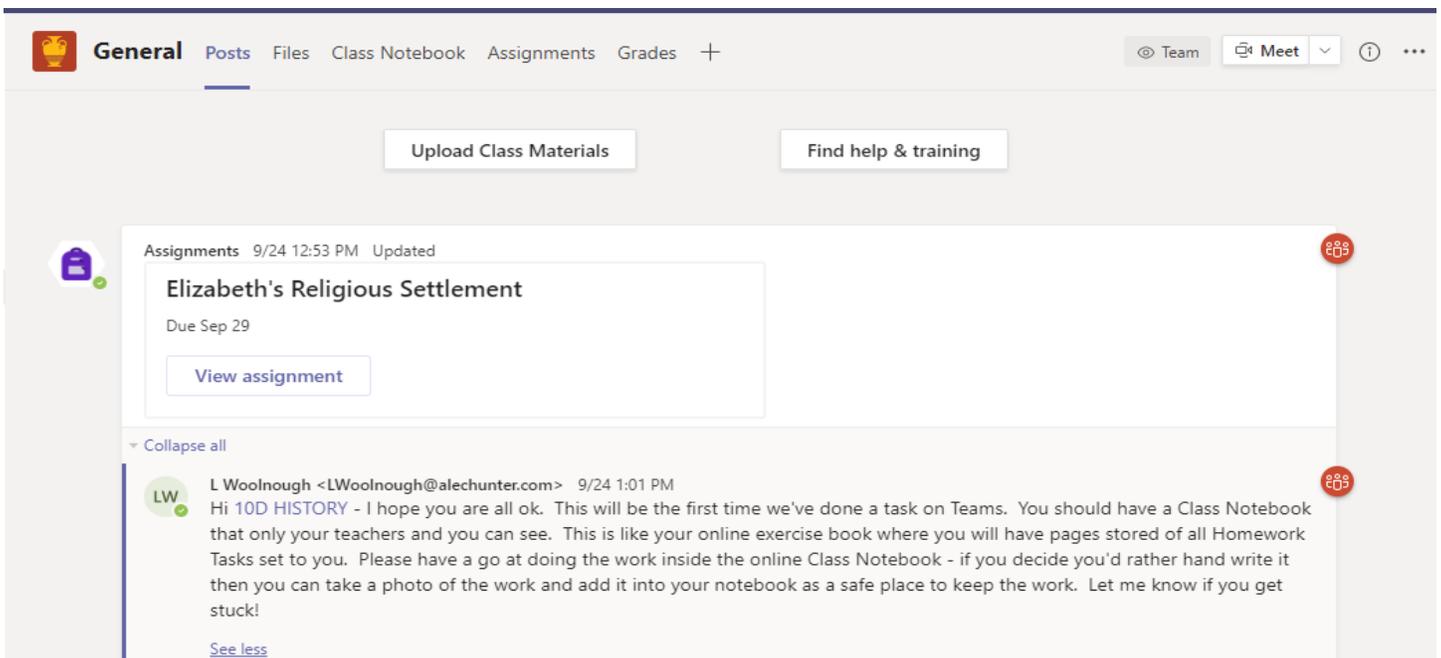
Using a phone/tablet - go to the app store for your brand of phone/tablet and download the Teams app. You can also download all Office apps for free. Log into the app using school email and password.

Using Teams:

Once the Teams app is open, you will see that you have been added to all of your classes. Select the class you want to check on:



Once you are in the class (Team) you will see a screen that looks like this:



There are several parts to the Team:

- **Posts:** this is the area where you can keep in touch with your teacher. You can post polite messages and keep track of assignments that have been set by your teacher.
- **Files:** your teacher might choose to share files with you here that are either read only or editable by everyone in the Team.
- **Class Notebook:** This is a virtual exercise book that you can use for schoolwork if directed to by your teacher. They can see everything that you put in there and also respond to work you have completed. There is also a content library in there where your teacher can also share files.
- **Assignments:** The assignments tab is the most important area for you as this is where you will find information about your homework (whilst the school is open) but it will be also where you find your lessons and classwork if the school goes into a lockdown. This is where your assignments will be set and (when appropriate) marked by your teacher.
- **Grades:** Here you can keep track of the work you have completed and if appropriate, you can keep a track of your scores and grades, if your teacher gives a graded piece of work to complete.

Completing an assignment:

The assignment (type of work) you have been set by your teacher will determine how you are asked to respond. However, if your teacher has linked in a worksheet to the assignment you can edit it in the app. Your work is autosaved, so if you have a longer-term project to complete, you can leave it and come back to it again without losing the work that you have done. When your work is complete select 'Turn in' to send it to your teacher.

Remember:

- School rules apply when using any school account
- Your teacher can see everything you type
- Be kind and make sure that you do not disrupt the learning of others
- This may be unfamiliar at first, but you will get the hang of it!