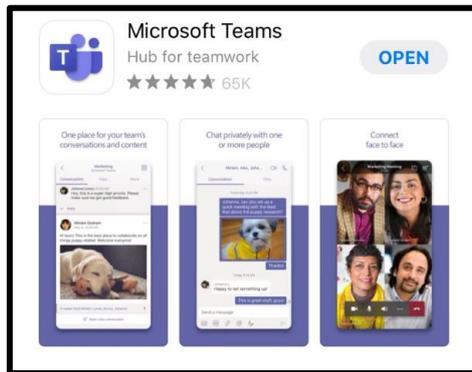
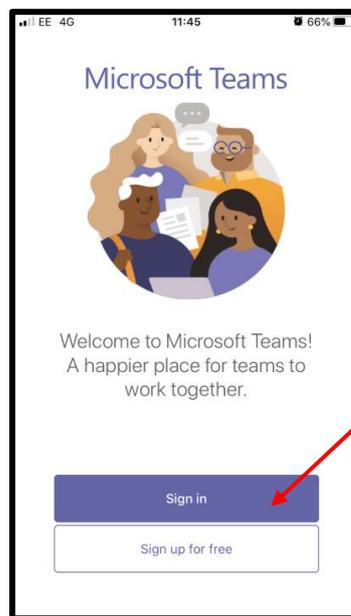


**Downloading and Using Microsoft Teams:
Instructions for Students (September 2020)**

1. Go onto the App Store (iPhone) or Google Play (Android).
2. Search for and download 'Microsoft Teams':



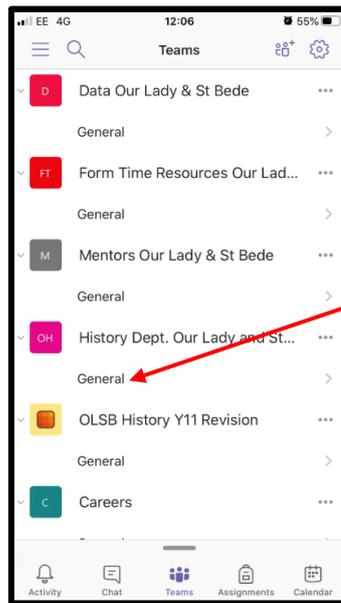
3. Once Teams has been downloaded, open the app. It will ask you whether you want to sign in or sign up for free. **You need to click 'Sign In'.**



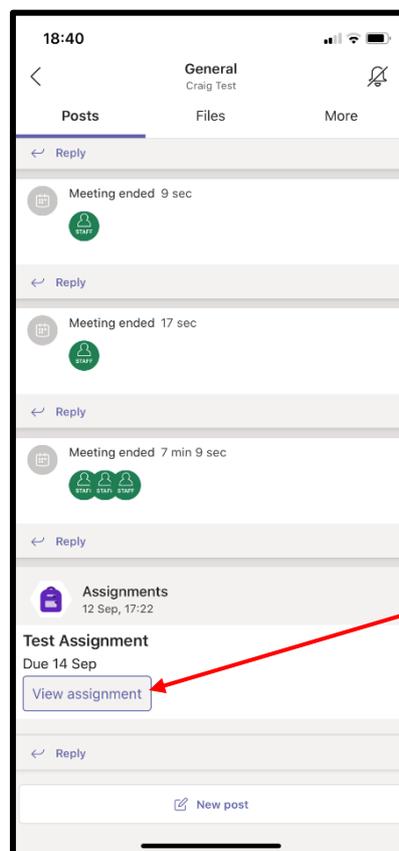
4. To sign in, you need to type in your e-mail address. This is using your surname and first initial followed by the year you started school, ending with **@olsbstudent.bhcet.org.uk**. For example, if your name is John Smith and you started school in Year 7 in 2018, your email address would be **smithj18@olsbstudent.bhcet.org.uk**
5. The app will then ask you for your 'credentials'. This is the username and password you would use to log into any computer at school.
6. Once you are logged in, you will be on a home screen that automatically puts you on the 'Activity' tab. You need to click 'Teams' in the middle at the bottom of the screen.



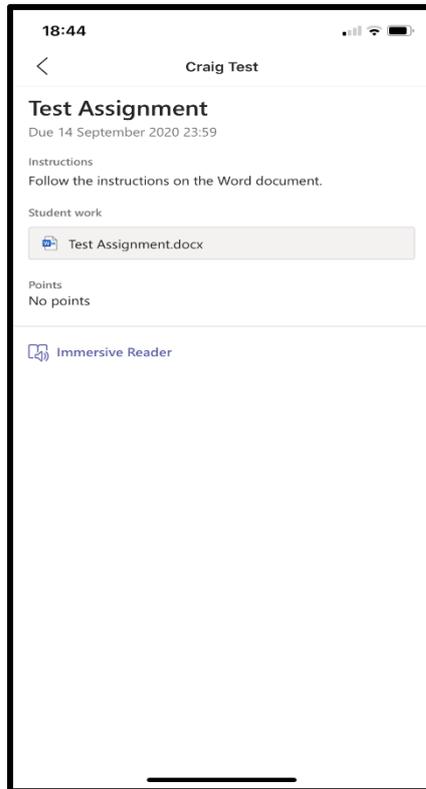
7. From this page, you can see a list of every 'Team' you are a member of. Eventually, you will be able to see every class you are in. To access the Team, you need to click the word 'General' underneath the name of the team. So, for example, if I wanted to access the History Department Team, I would click the word 'General' below 'History Dept. Our Lady and St Bede':



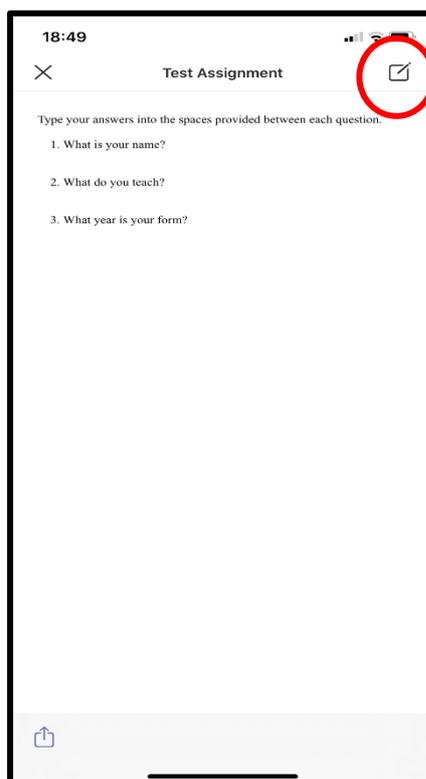
8. The first thing you will see when you have accessed one of your Teams is the 'Posts' section. This is where you will see any work or homework your teacher has set, along with any resources they want you to see. To see some resources, your teacher might direct you to the 'Files' tab at the top, which is where some teachers put their resources. If your teacher has set you an assignment to complete through Teams (instead of, for example, work to do on another website), click on 'View assignment' to access the work:



9. Here you will see the name of the work you've been set, the time and date it's due in, the instructions from your teacher, and any resources you need. If your teacher has set your work through Forms, then the Assignment will take you straight there and you simply need to type your answers into the boxes provided, or complete any multiple-choice questions. **However, your teacher might have set the assignment so that you need to edit a Word document and submit it.** If this is the case and you're working on a PC or laptop, just click on the Word document and it will open for you to edit in Teams.



10. **If you're working on a phone or tablet, however, you need to download the Microsoft Word app too.** You then need to click the Word document, and then click the edit symbol in the top right-hand corner of the screen. The document will then open in the Word app. When you're done, just tap 'back' on the Word app, then exit the Word app.



11. Make sure you press 'Submit' when you're done! **At no point should you be uploading photographs of your work, however.**