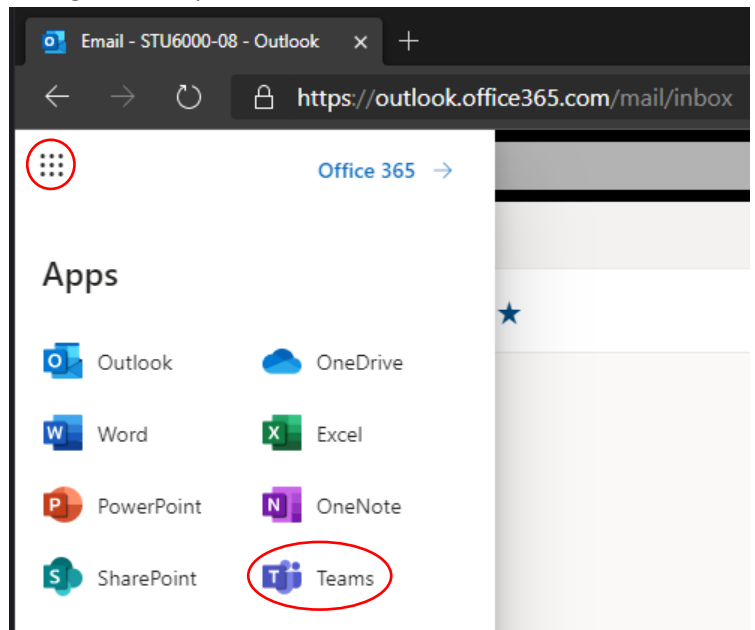


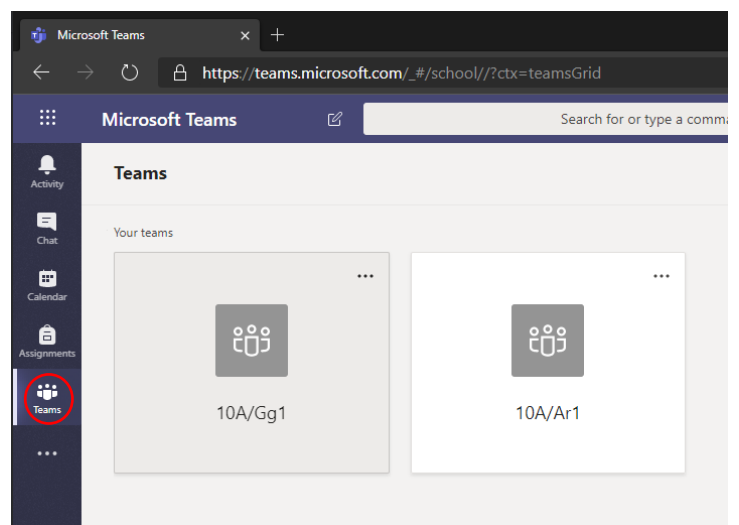
Microsoft Teams User Guide

There are several ways to access Microsoft Teams.

- There is a desktop app on most of the school workstations that launches when you login.
- You can browse to <https://teams.microsoft.com> and sign in with your school details.
- You can also access it from the Apps Waffle when logged in to your Office365 webmail.



Once Teams has loaded, you can click on the Teams icon down the left-hand side to see which groups you are already a member of



The Team contains at least 1 discussion channel which is listed on the left-hand side.

Along the top each channel also has several “tabs”. The Posts tab contains all the ongoing discussions for that channel. The File tab allows you to upload work for others to review, collaborate with, or resources to help with the course.

