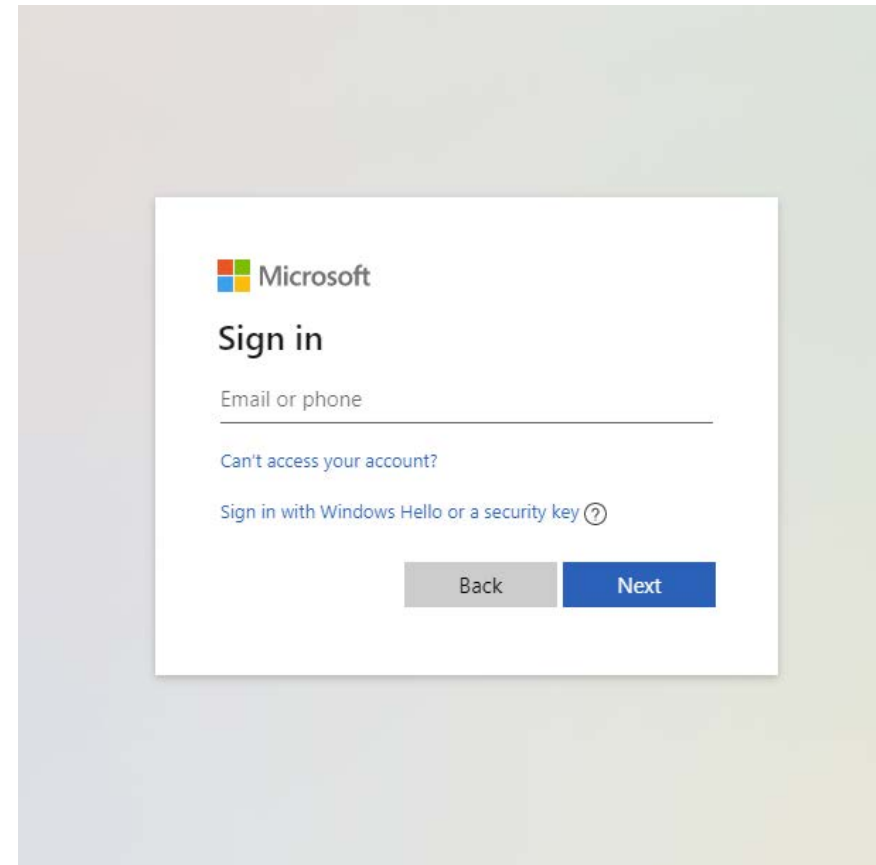
A large, stylized blue letter 'T' with a white outline, positioned on the left side of the page. The background features abstract blue and black shapes, including a large blue circle and a black rectangle with rounded corners.

T

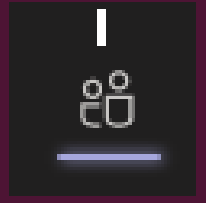
MICROSOFT
TEAMS
GUIDE
STUDENT

SIGN IN TO OFFICE 365

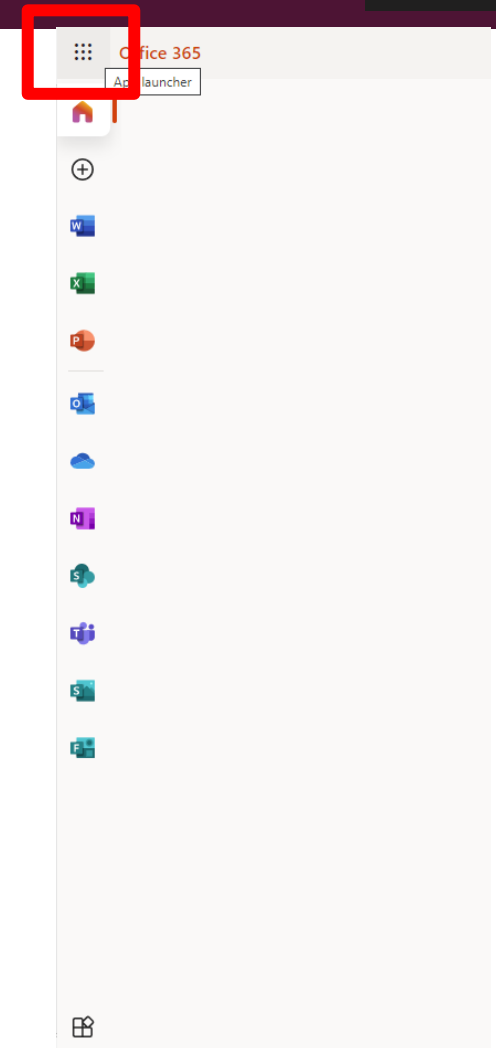
Go onto Office 365 and sign in using your school email address and password



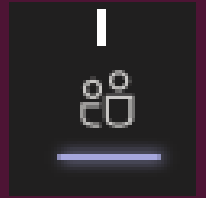
TEAMS



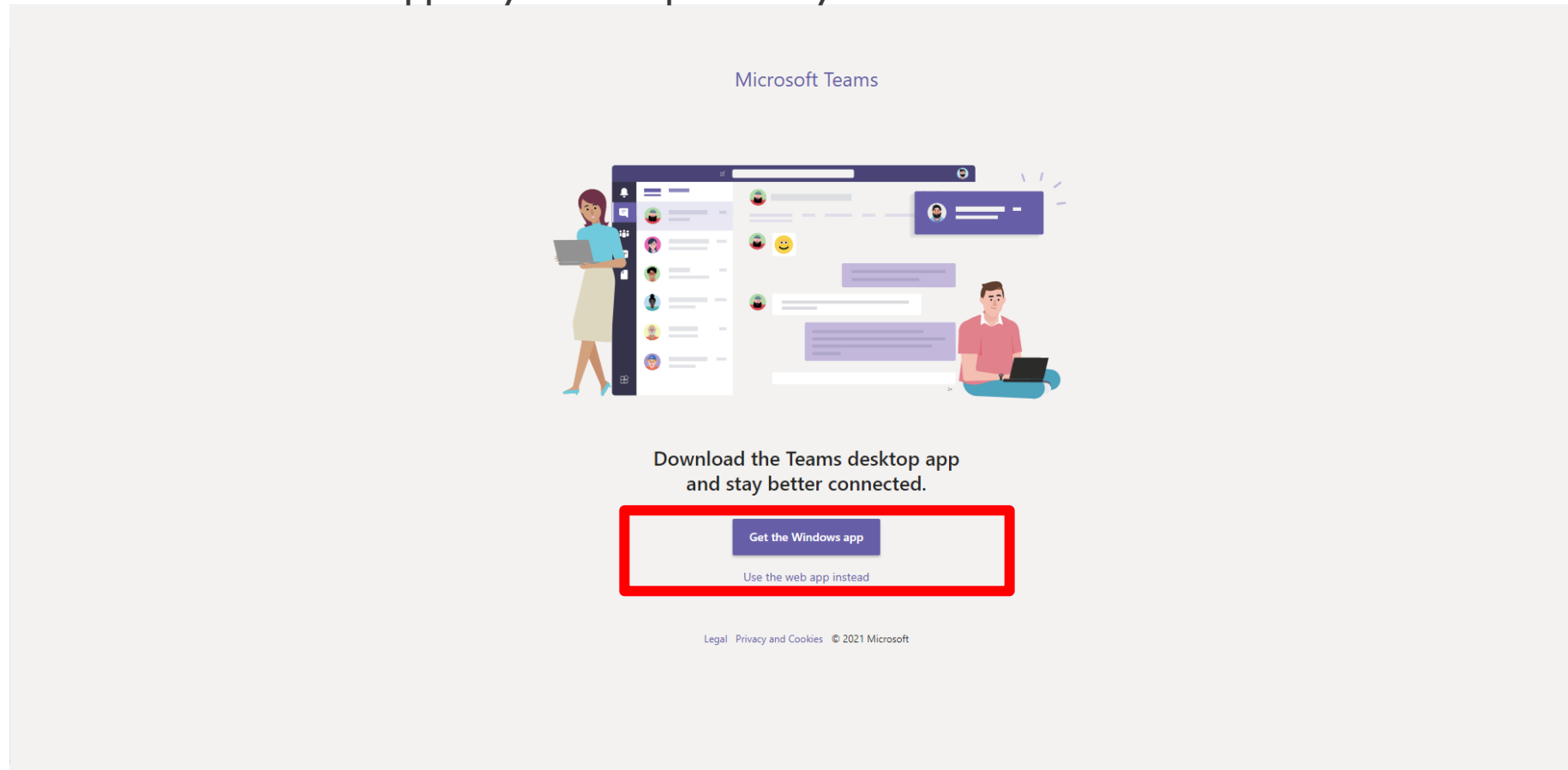
- Navigate to the top right of the page and you will find these little squares
- Click on it and open teams



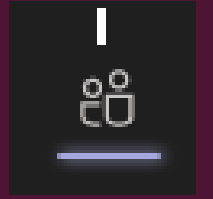
DOWNLOAD OR WEB APP



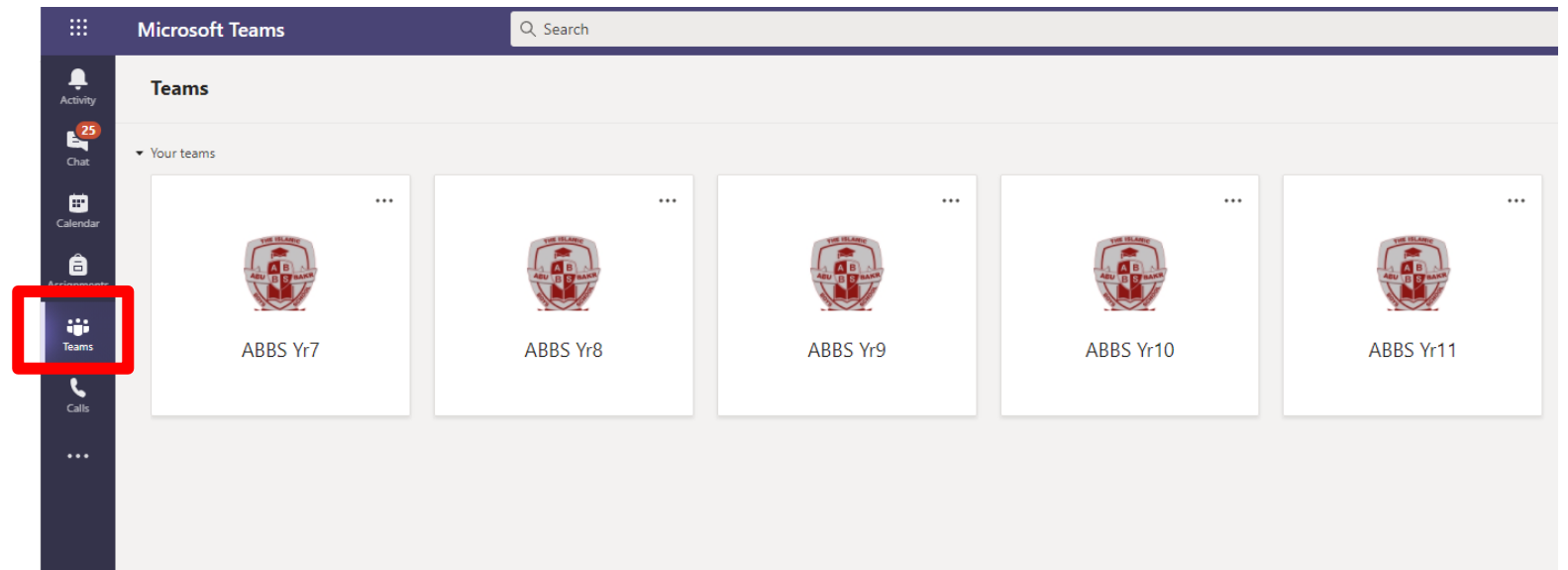
- You can download the teams app to your computer or you can continue to use teams on the web browser



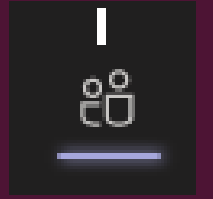
TEAMS YEAR GROUP



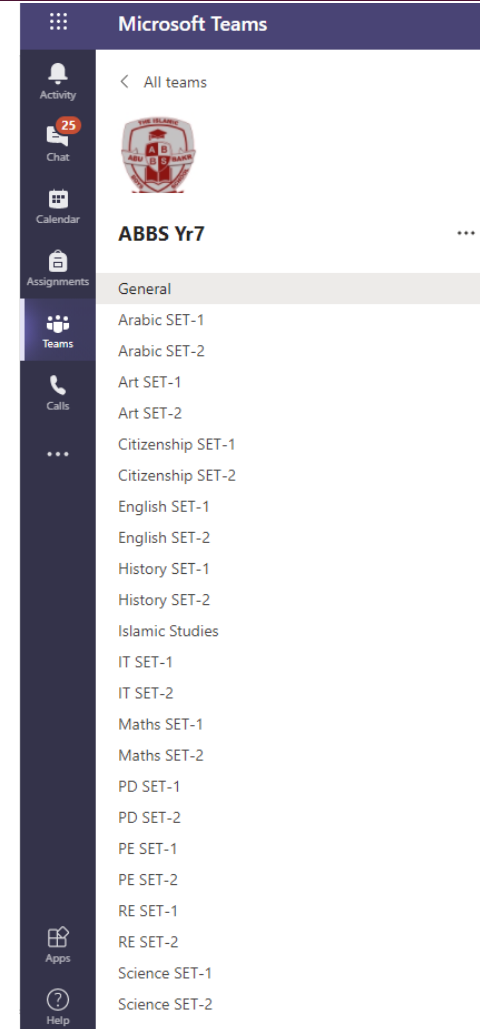
- Click on teams and then click on your year group



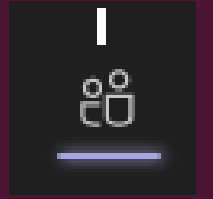
FINDING YOUR LESSON



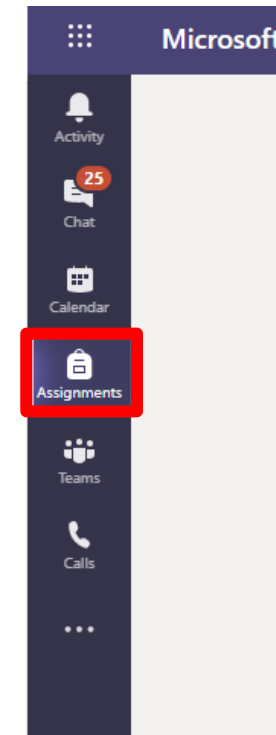
- Navigate through the different channels and find your lesson
- If you cannot see your lesson you may need to click on hidden channels for it to show
- Once you are in the channel wait for your teacher to start and join the lesson



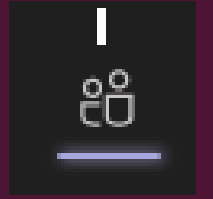
ASSIGNMENTS



- To access your assignments click on the assignments tab shown



ASSIGNMENTS



- Another way to access your assignments is to click on general once you are in your team and then click assignments at the top

The screenshot shows the Microsoft Teams interface for a team named 'ABBS Yr7'. The 'Assignments' tab is highlighted with a red box. The interface includes a search bar, navigation tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Year 7', 'Insights', and '+'. Below the tabs, there is an 'Upload Class Materials' button. A message from Hafeez Khan (ABBS Admin) is visible, dated 'Yesterday 4:17 PM', containing a table for 'Year 7' lessons.

Year 7		
	Lesson 1	Lesson 2
Mo	Maths Hafeez Khan	Ara Hafeez Khan
Tu	Ara Hafeez Khan	Maths Hafeez Khan
We	Sci Hafeez Khan	Maths Hafeez Khan
Th	English Hafeez Khan	Maths Hafeez Khan