

MS Teams for Students

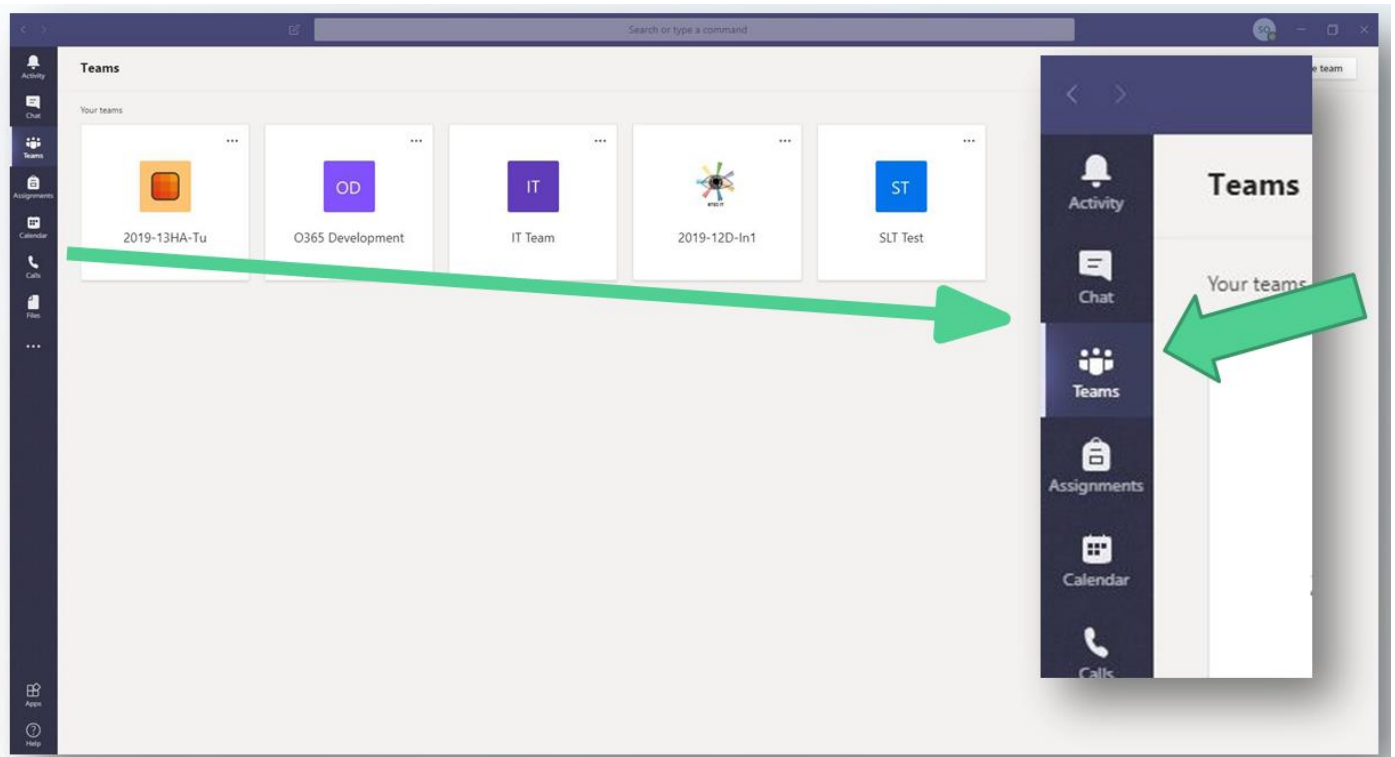
Microsoft Teams is an online collaboration system that is available to all students as part of their school Office 365 account.

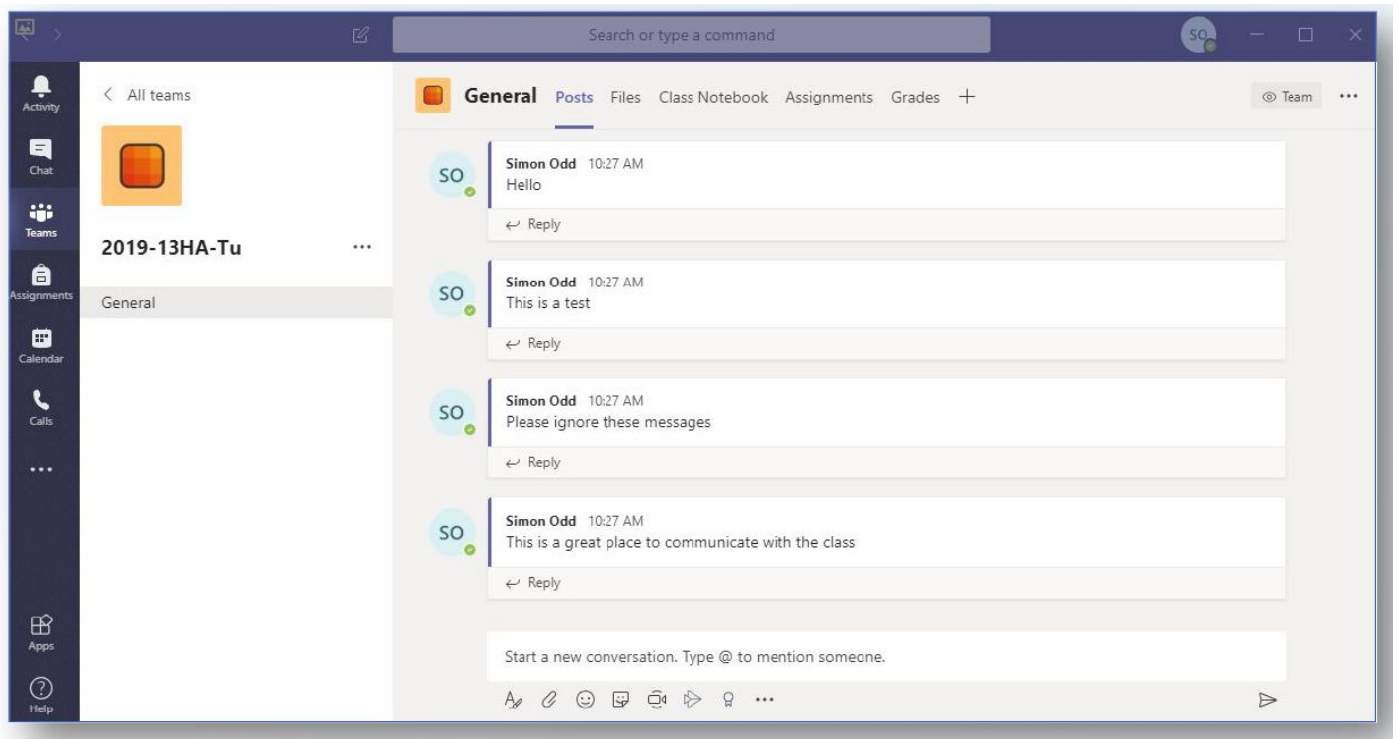
Login to Microsoft Office from the "Links" on the [school website](#) or [Office.com](#), using your school email address and password (the password will always be the same one you use to log into a school computer or Insight). You can then access Teams from the app menu.



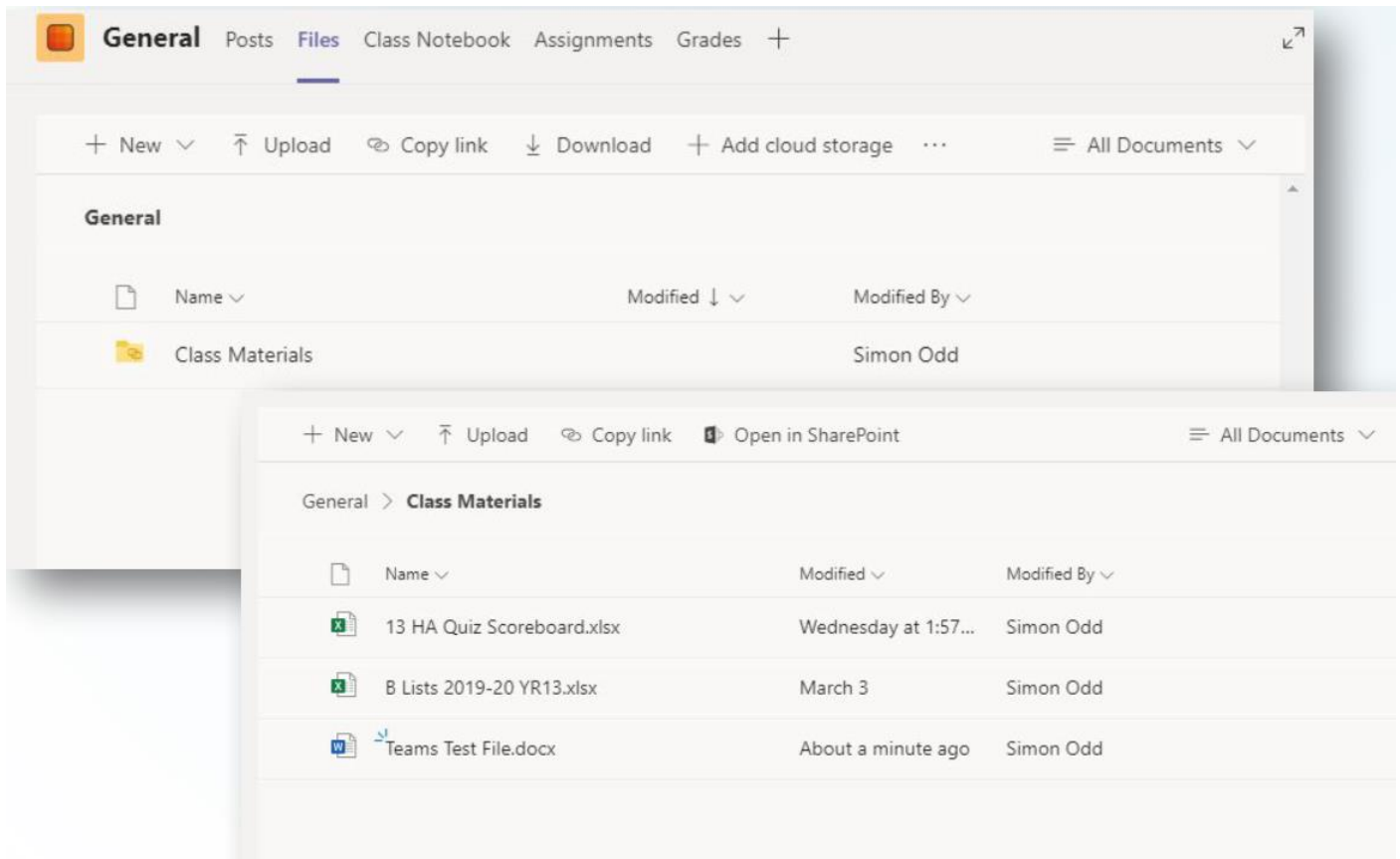
- Teams can be accessed online in Office 365 in the Apps menu (top left corner of any Office 365 screen)
- It is also a standalone app that can be installed at home, but should appear on any School computer
- Additionally, it is available as a mobile app
- If using an app, simply login with your email address and password

- Open Teams and click on the Teams tab on the left hand side
- Here you will see all of the Teams that you are a member of
- Only classes that have been activated by a teacher will appear
- If a class is missing, contact your teacher via email





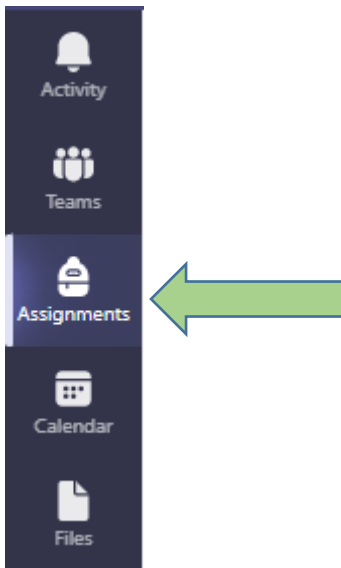
- When a class is accessed the first tab you can see is Posts
- This is a communication area where students and staff can post messages
- All posts will appear linked to your name and Office 365 account
- Teachers will be able to monitor all messages sent
- Make sure you only post messages that are appropriate to the class



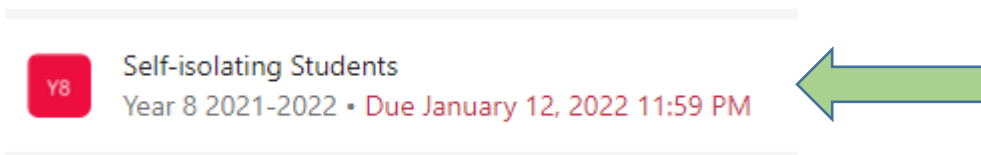
- In the Files tab, any documents added to the class will be visible
- All Classes have a "Class Materials" folder
- This is where teachers may share files
- Files in this folder are "Read Only" for students, but can be downloaded and edited if needed
- Some teachers may ask you to submit work via email, others may use the Assignments section in teams. Ask your teacher if you are unsure.

To Submit Assignments:

- Click on the **Assignments** icon on the left toolbar



- Click on the required assignment on the right



- Scroll down to the bottom of the screen and double click the **Attach Work** button



Choose **from this device** if your work is saved on your computer and browse to the work.

If you have any issues with your username and password, contact
ithelpdesk@spwt.net