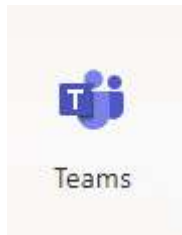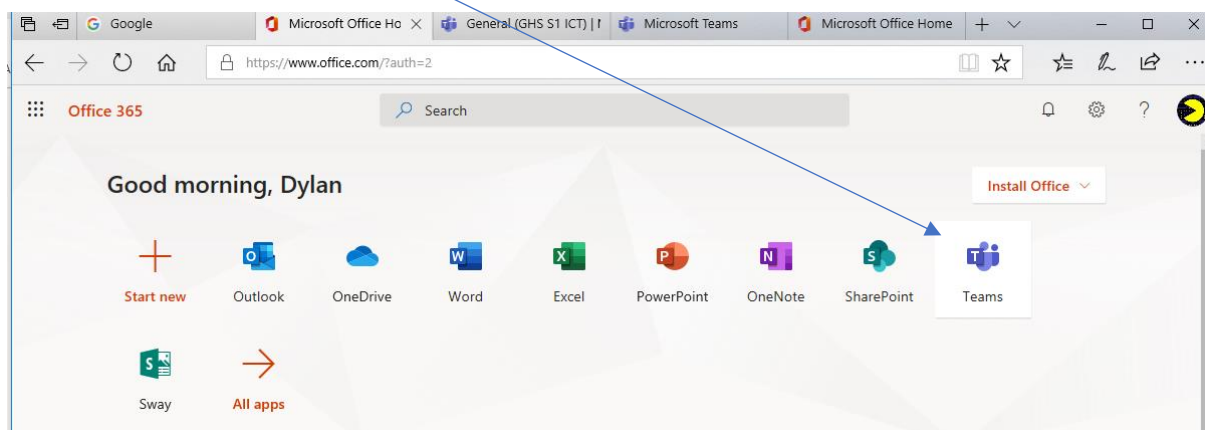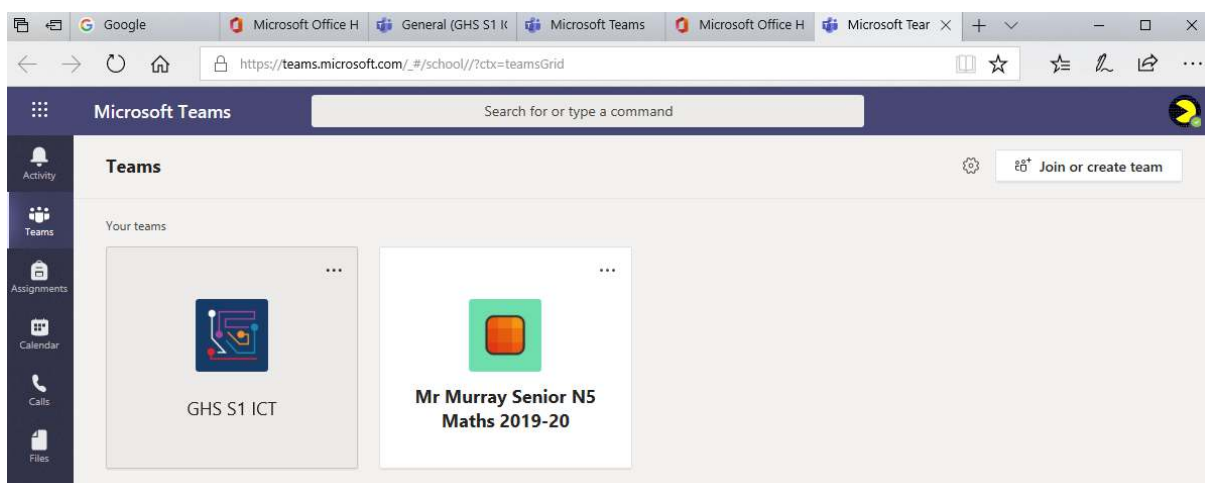# Microsoft Teams on a desktop or laptop computer

Use a browser (eg Google Chrome) to log on to your office 365 account from the school website or from the Digital Learning Team site.
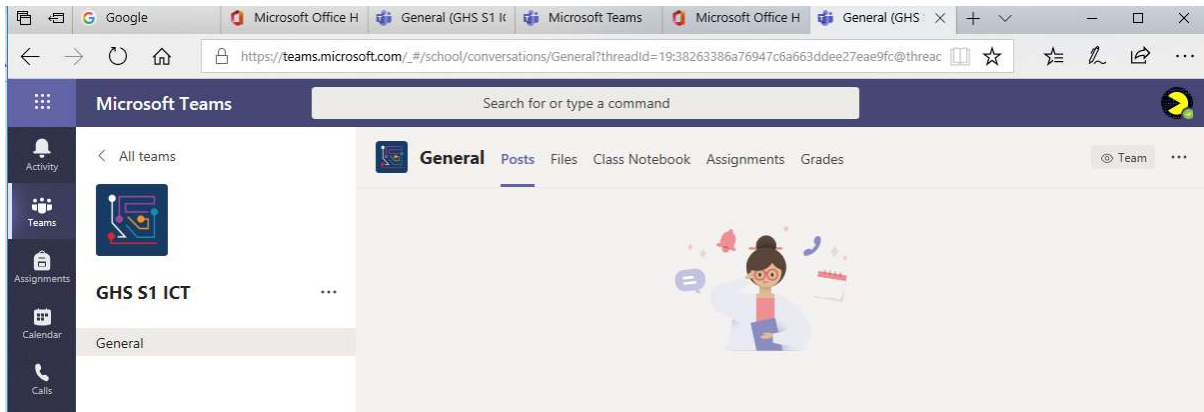
Select the *Teams* tile

You will be directed to a page like this – showing all the teams you are a member of:

Select the class you would like to view resources for.

You will be taken to page like this; you can select posts, files etc.

- **Posts: we will keep you updated with any new information regarding your work here**
- **Files: This is where you will find all the resources you need to complete tasks at home**

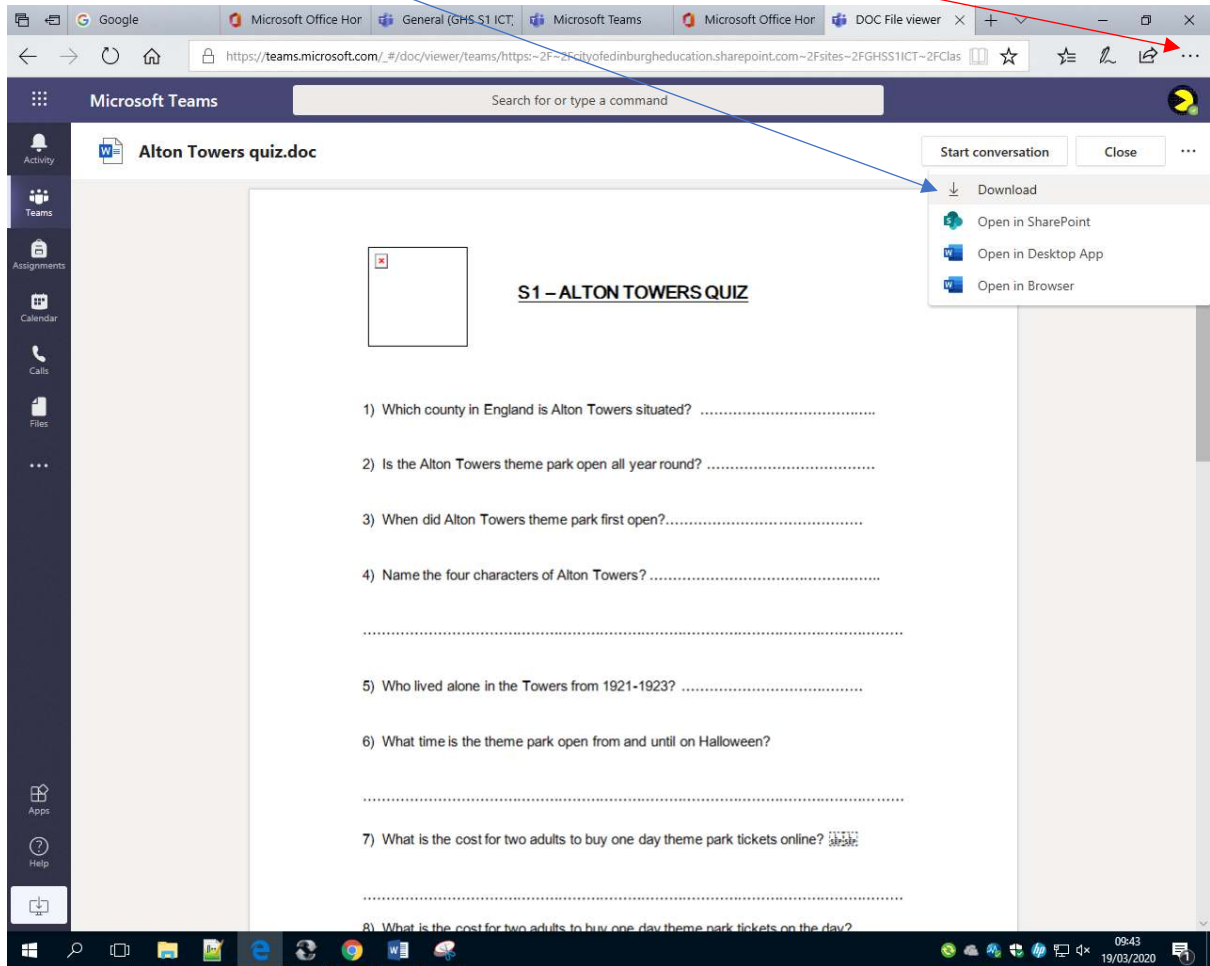**When you select *Files* you will see a page like this:**
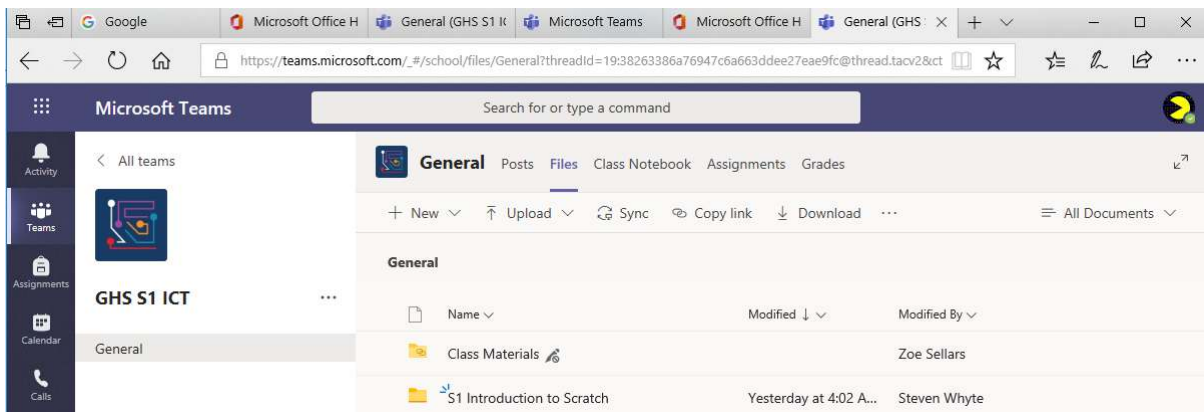
Each folder contains several resources

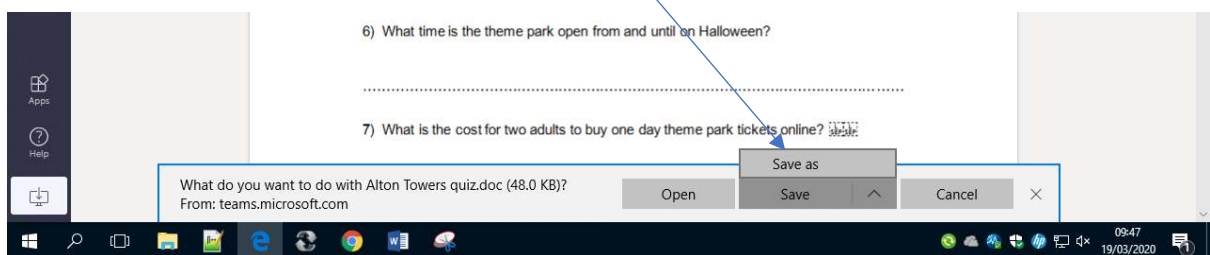**Select and open the file you would like to work on:**

Download a copy to your computer

Select the ⋯ **near the right hand side of the screen**

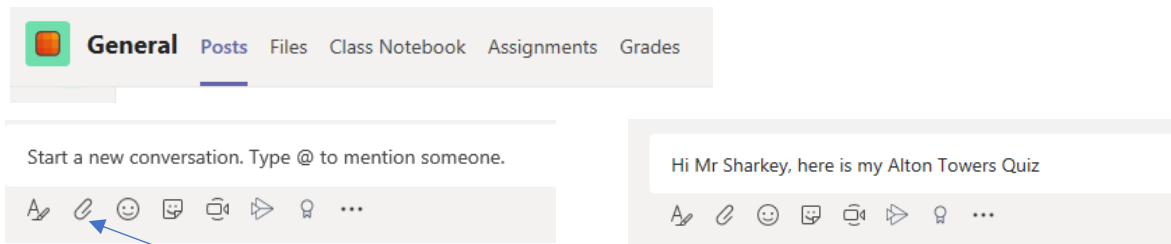**Select *Download* from the menu options**

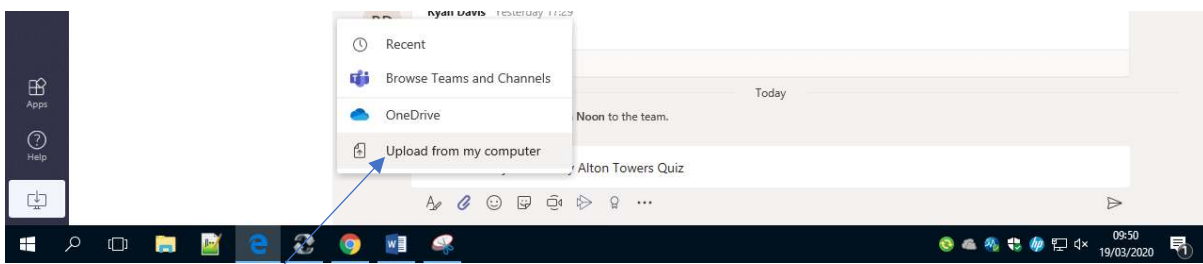**Select *Save as* to save a copy to your device**

Submit your work:

Select the *Posts* link and add a new conversation
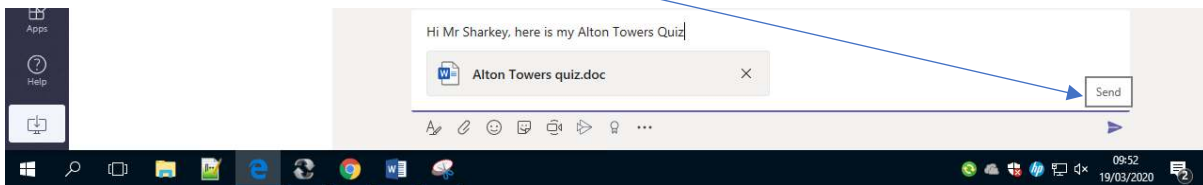

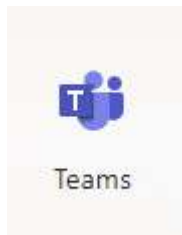**Select the *Paper Clip* to attach your completed task**

Select *Upload from my computer*, then browse to find the file you downloaded

Your file will upload

Finally select *Send*

Microsoft Teams on a mobile device

First install the Teams app from the App store (Apple) or Google Play (Android)

**The first time you use the app you will need to log in using your school username and password**

Note: The following screenshots have been taken on an iPad, if you are using an iPhone or Android phone the app may look slightly different

When you open the app it will look something like this – showing all the teams you are a member of and recent posts:
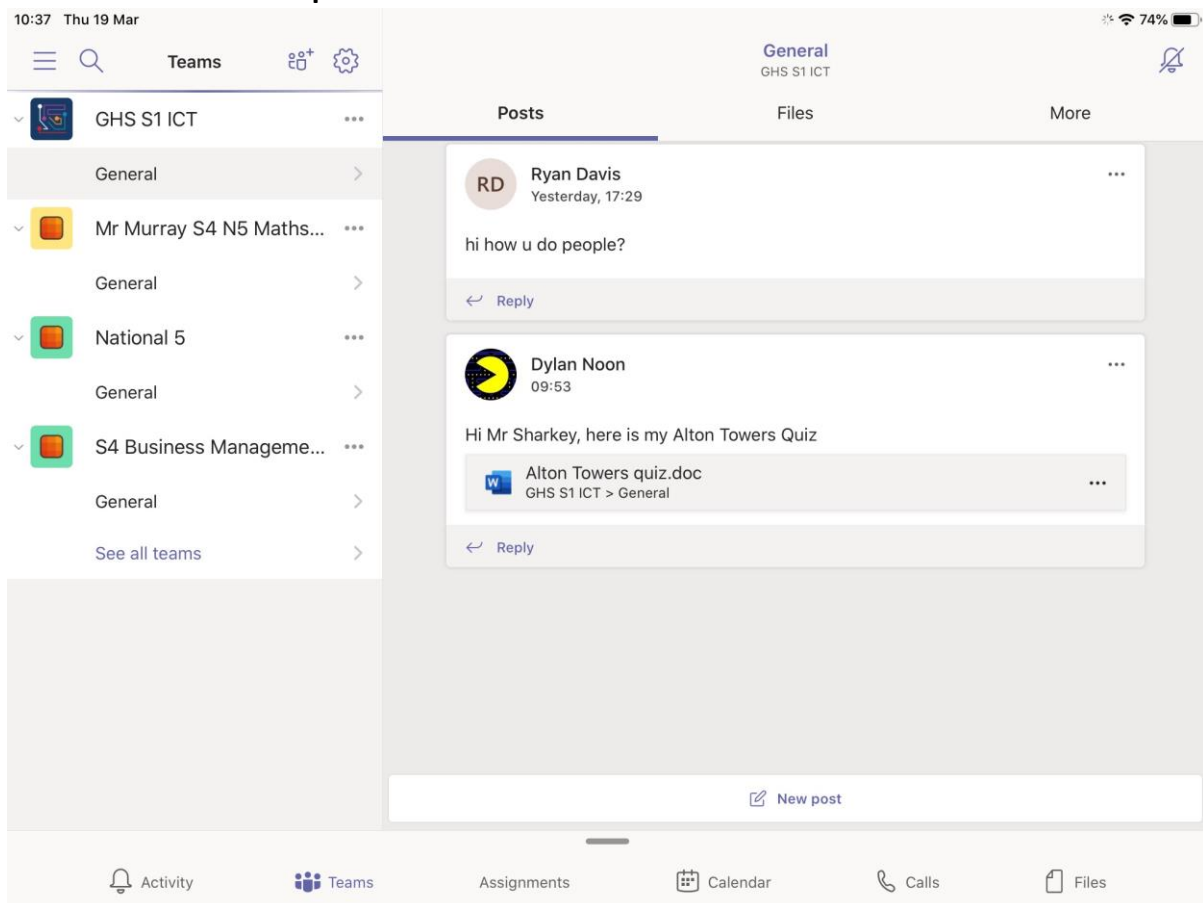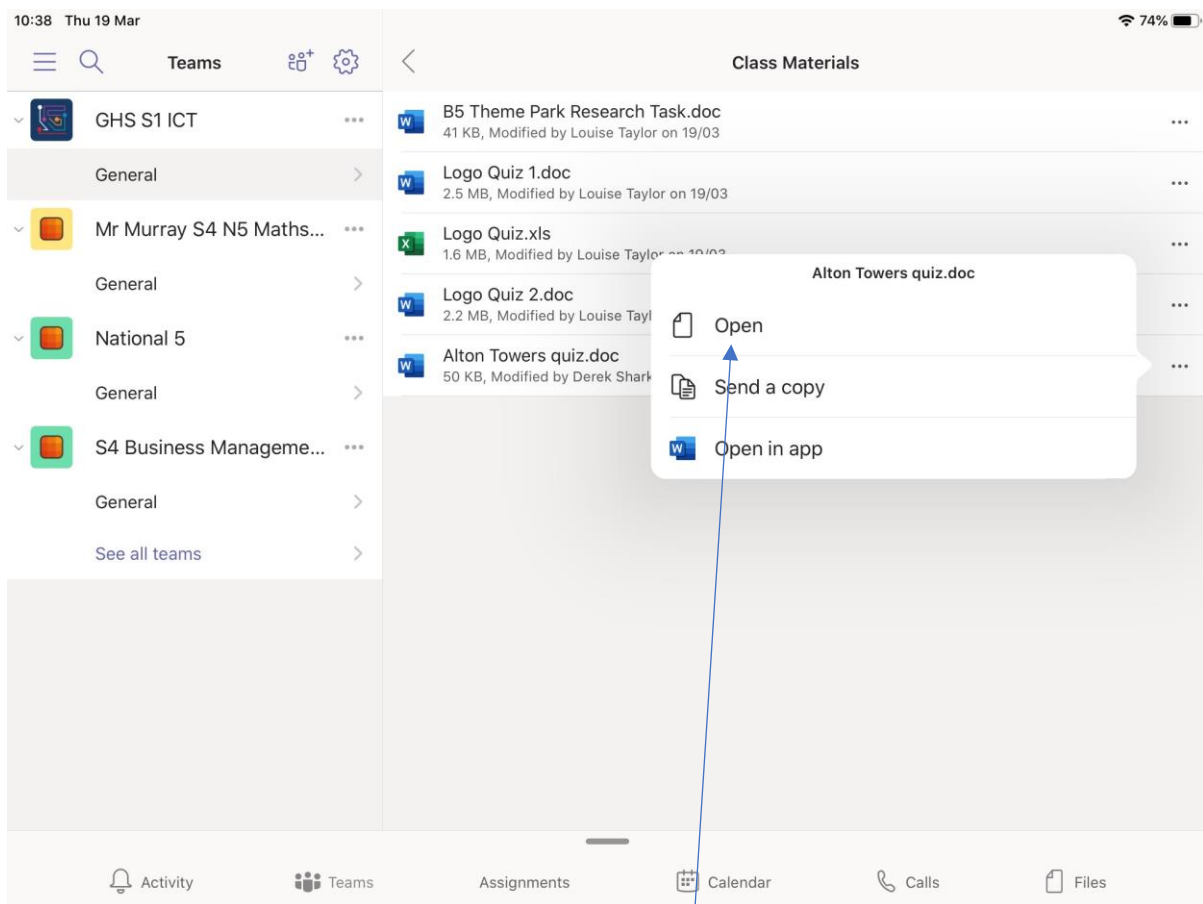
Select the class you would like to view resources for.

You will be taken to page like this; you can select posts, files etc
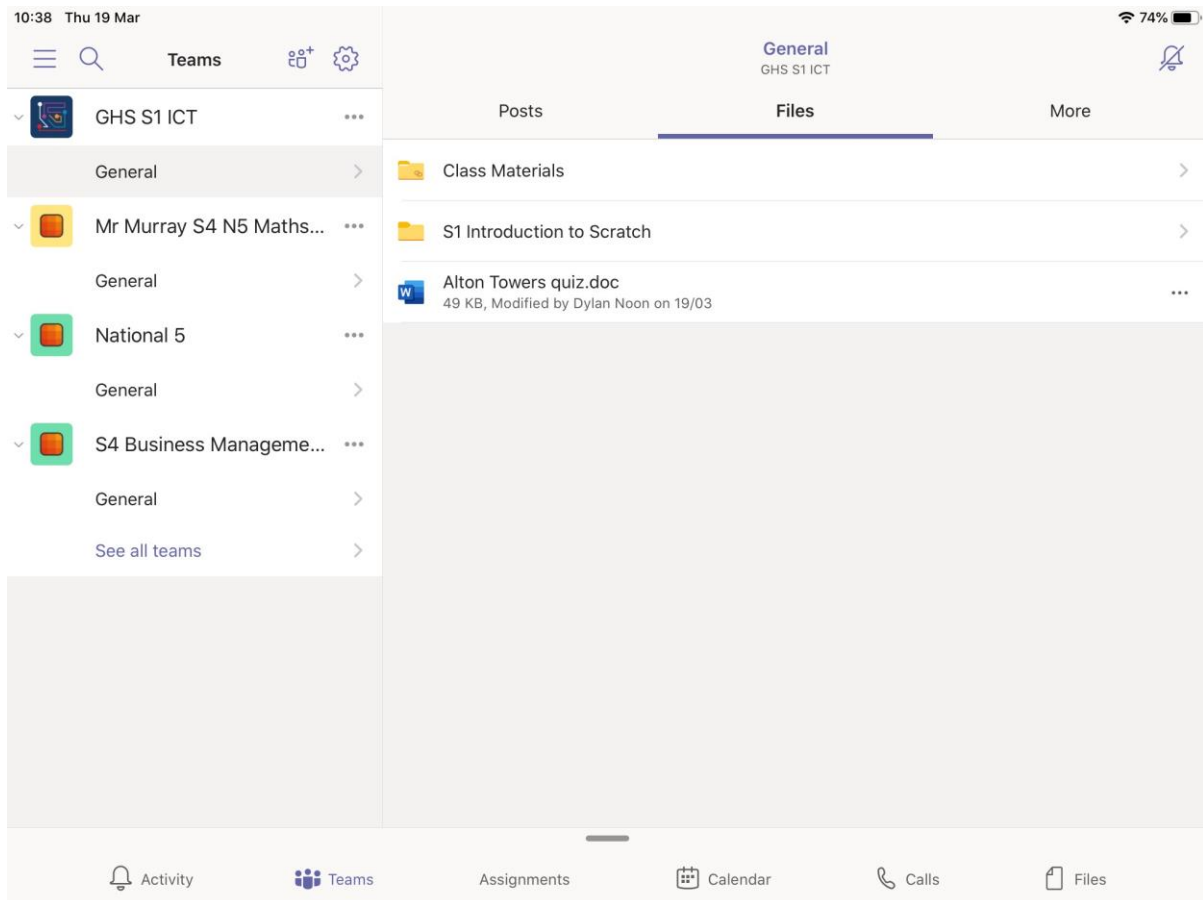
- **Posts: we will keep you updated with any new information regarding your work here**
- **Files: This is where you will find all the resources you need to complete tasks at home**

When you select *Files* you will see a page like this:

Each folder contains several resources

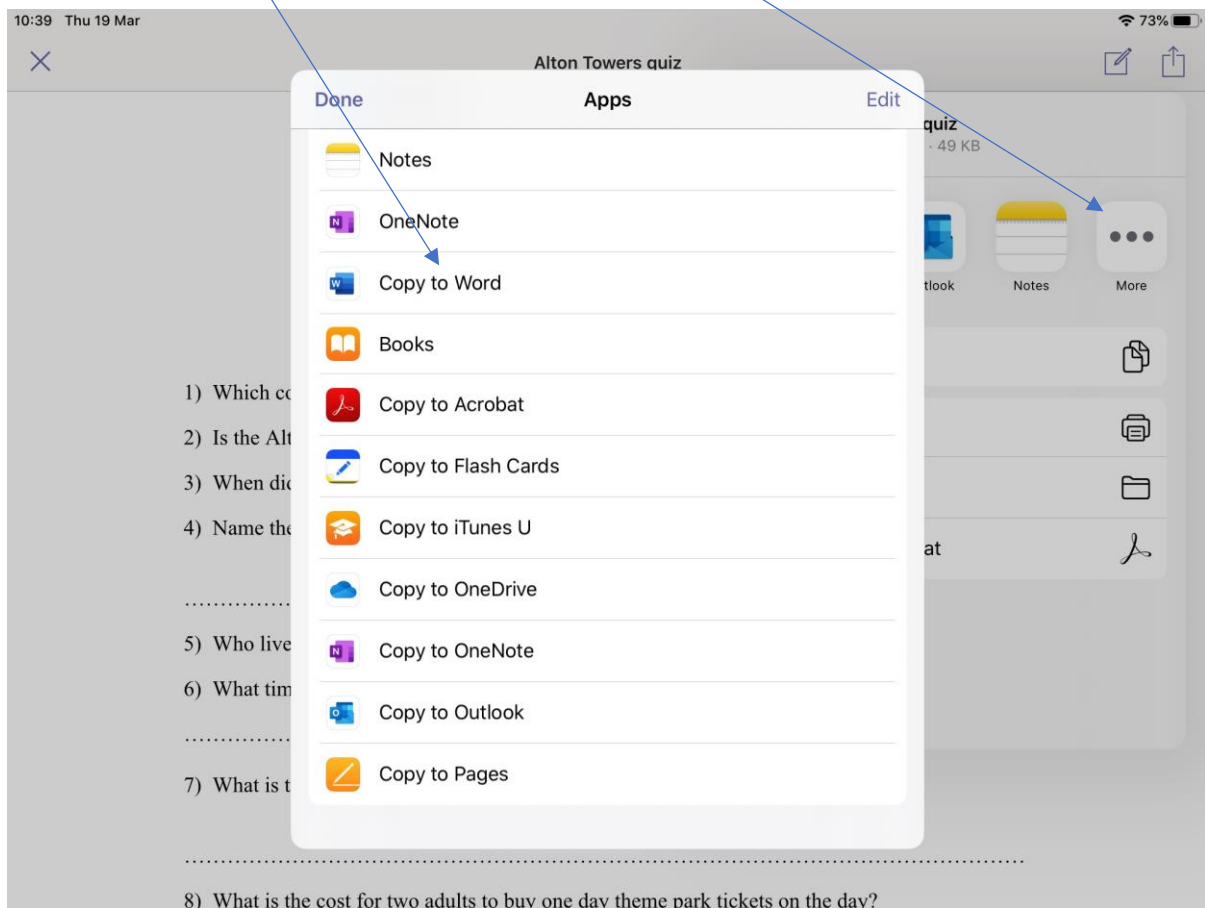**Select the file you would like to work on and *click Open***

Download a copy to your device.

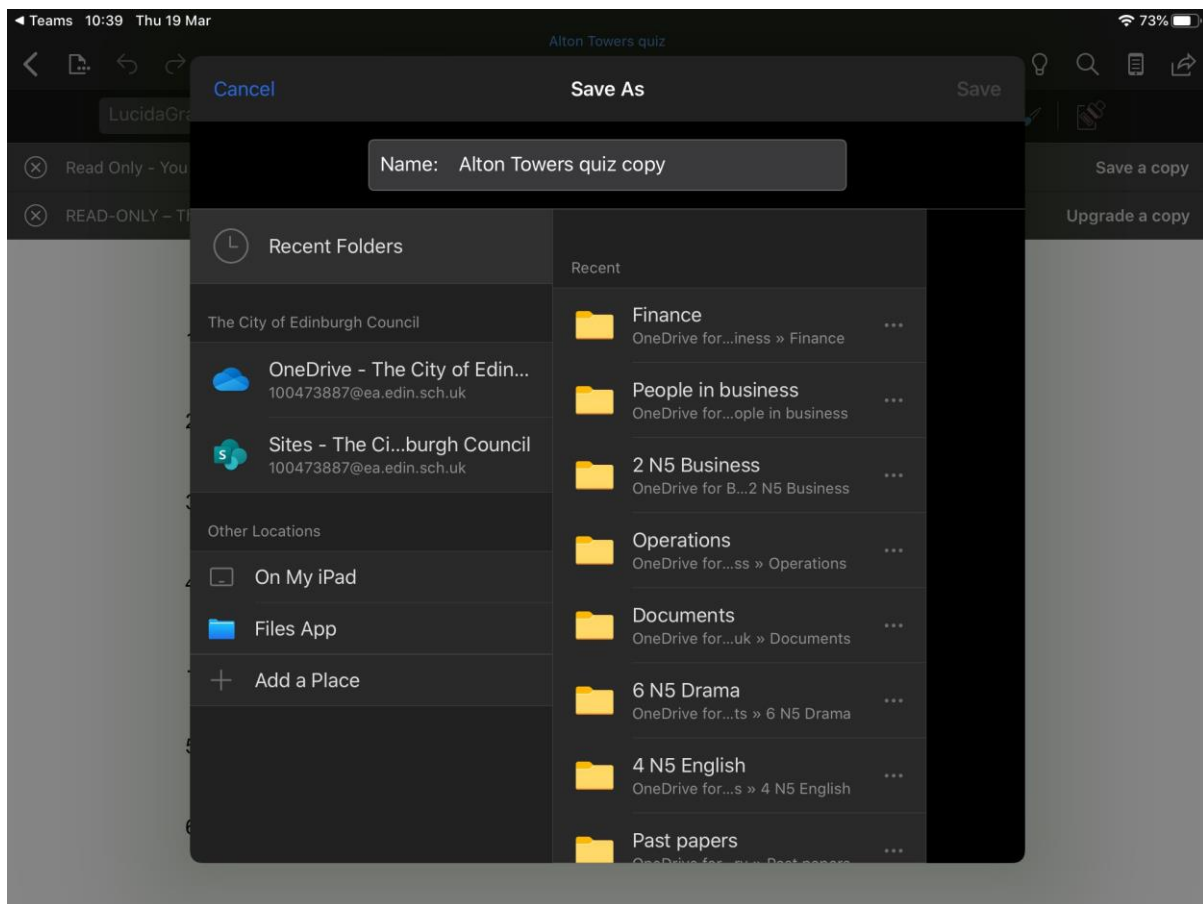**First select the app you would like to open the file.**

In this case we would like to use Microsoft Word.

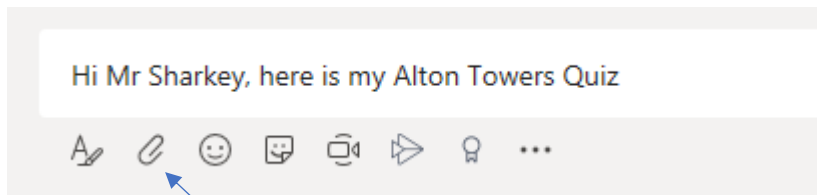**Select the *More* button**

then *Copy to Word*

Select *save as* to save a copy to your device

You should save your work in your One Drive – The City of Edinburgh folder
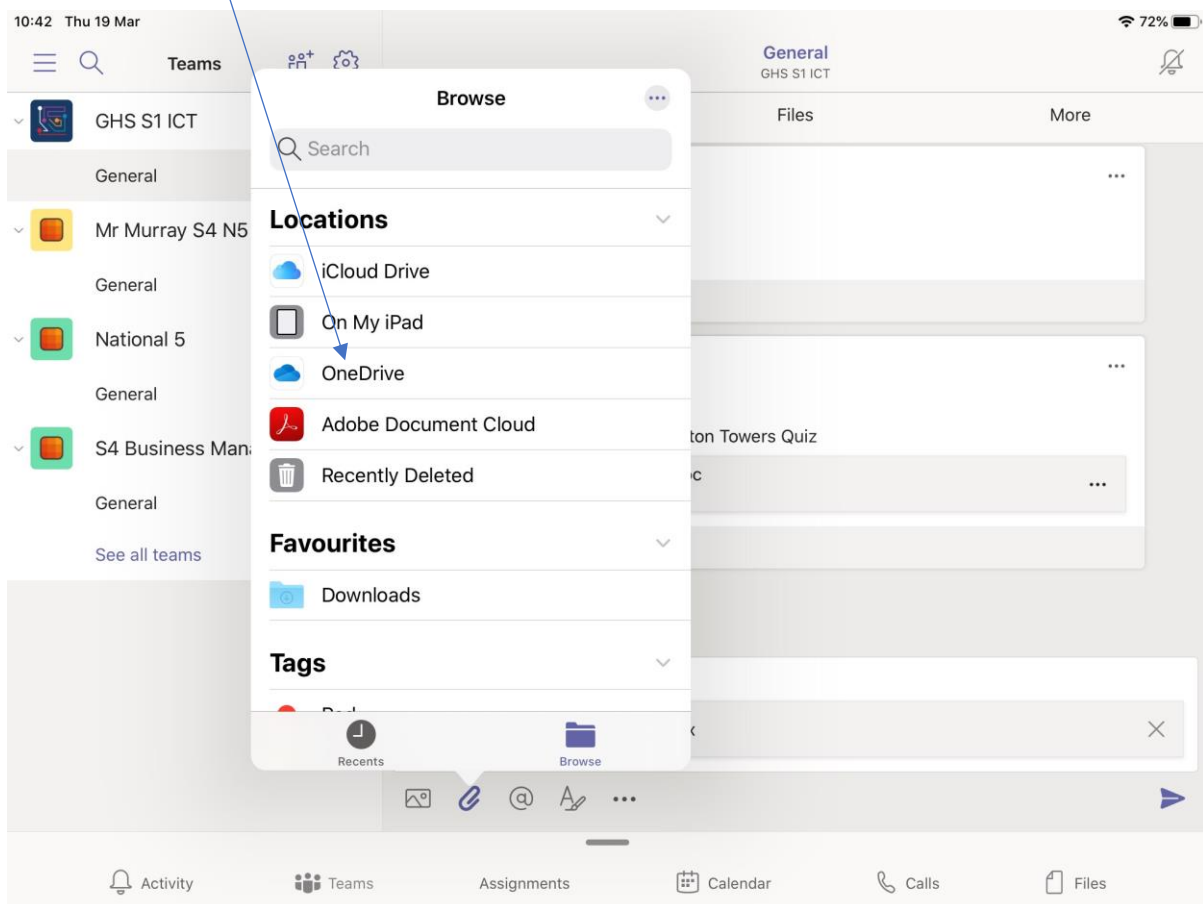
Submit your work:
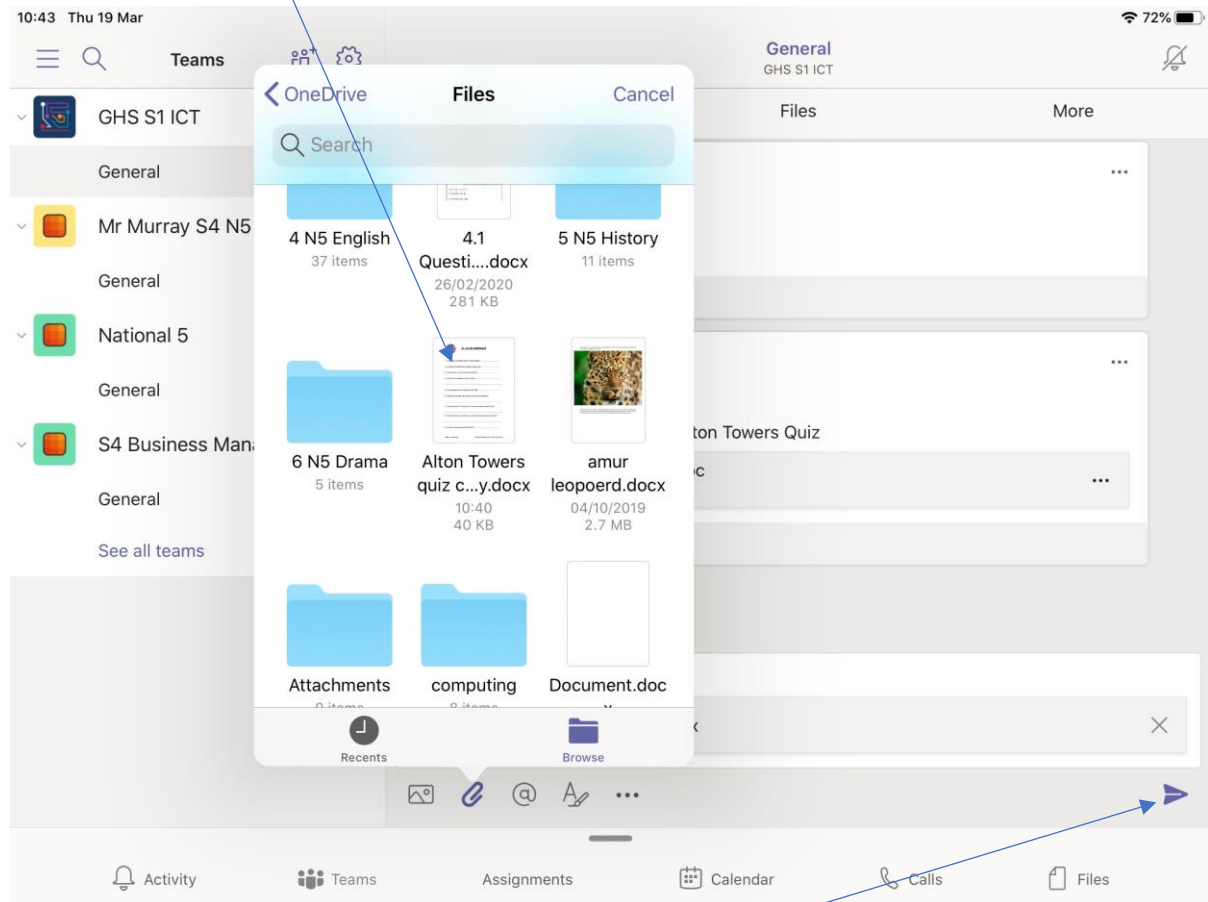
Select the Posts link and add a new conversation

Hi Mr Sharkey, here is my Alton Towers Quiz

Select the *paper clip* to attach your completed task

Select the *location* you saved your file in (One Drive)

Browse to find the file

Your file will upload

Finally select *Send*