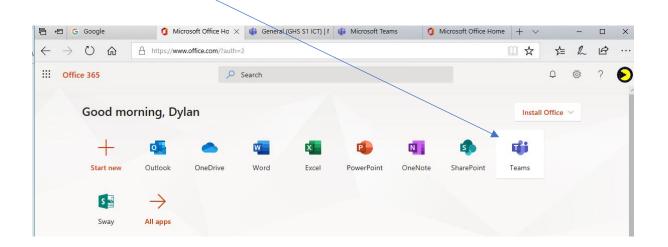
# Microsoft Teams on a desktop or laptop computer

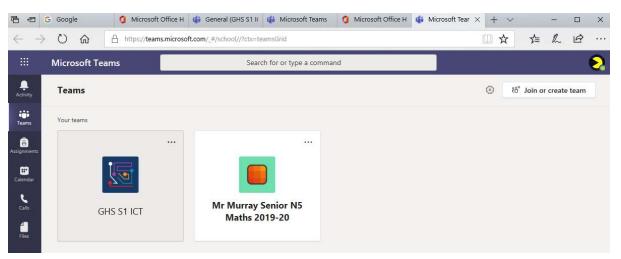


Use a browser (eg Google Chrome) to log on to your office 365 account from the school website or from the Digital Learning Team site.

### Select the *Teams* tile

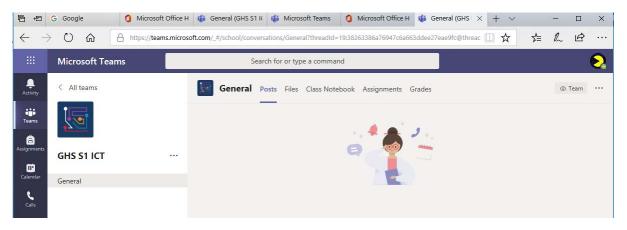


You will be directed to a page like this – showing all the teams you are a member of:



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:

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Calendar	General		📴 Class Materials 🔏		Zoe Sellars	
<b>C</b> alls			2 31 Introduction to Scratch	Yesterday at 4:02 A	Steven Whyte	

Each folder contains several resources

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

# Download a copy to your computer

Select the <u>near the right hand side of the screen</u>

Select Download from the menu options

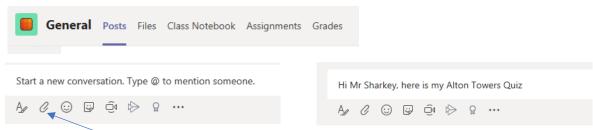
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files-				1)	Which county in Englar	nd is Alton Towers situa	ted?						
				2)	Is the Alton Towers the	eme park open all year r	ound?						
				3)	When did Alton Towers	s theme park first open?							
				4)	Name the four characte	ers of Alton Towers?							
				5)	Who lived alone in the	Towers from 1921-1923	3?						
				6)	What time is the theme	e park open from and un	til on Halloween?						
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## Select Save as to save a copy to your device

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# Submit your work:

#### Select the Posts link and add a new conversation



Select the Paper Clip to attach your completed task

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

Your file will upload

Finally select Send		
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# **Microsoft Teams on a mobile device**

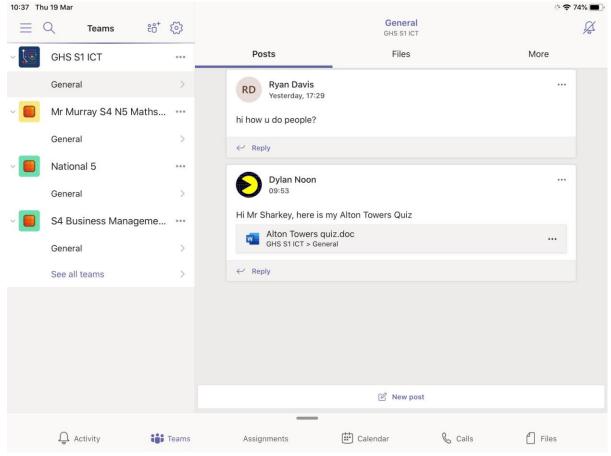


First install the Teams app from the App store (Apple) or Google Play (Android)

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:



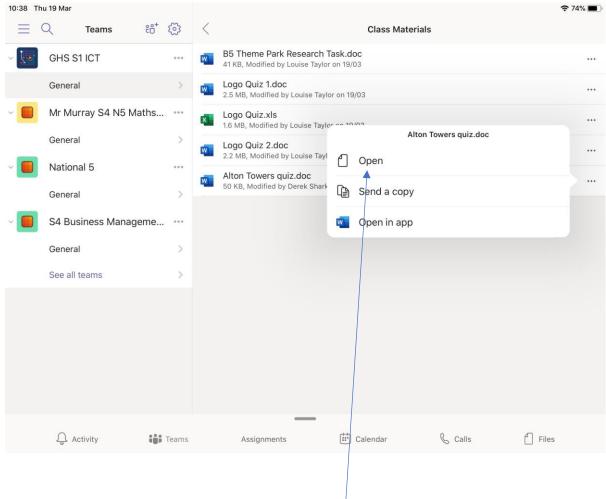
## Select the class you would like to view resources for.

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

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~	National 5	•••				
	General	>				
~	S4 Business Manageme					
	General	>				
	See all teams	>				
	Q Activity	Teams	Assignments	Calendar	& Calls	files

- 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:



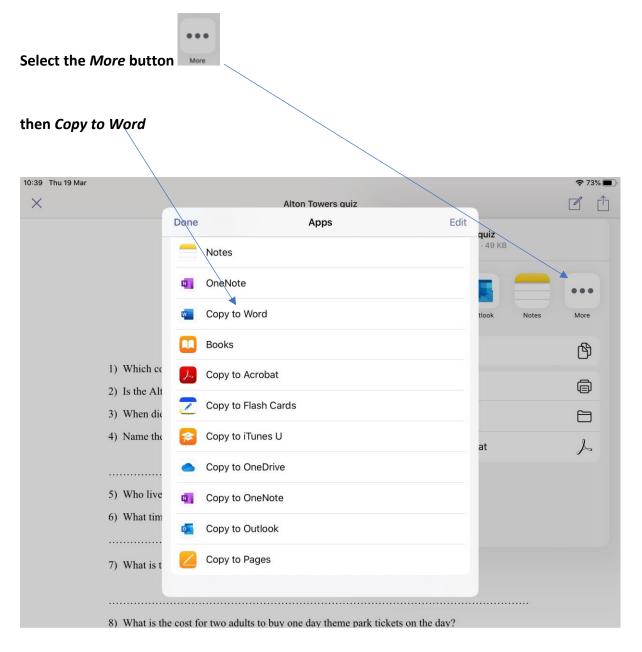
### Each folder contains several resources

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.



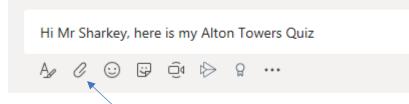
### ◀ Teams 10:39 Thu 19 Mar 중 73% 🗖 Save As Name: Alton Towers quiz copy L Recent Folders Finance OneDrive - The City of Edin... 100473887@ea.edin.sch.uk People in business OneDrive for...ople in business Sites - The Ci...burgh Council 100473887@ea.edin.sch.uk s 2 N5 Business OneDrive for B...2 N5 Business Operations OneDrive for...ss » Operations On My iPad Documents OneDrive for...uk » Documents 📄 🛛 Files App + Add a Place 6 N5 Drama OneDrive for...ts » 6 N5 Drama 4 N5 English OneDrive for...s » 4 N5 English Past papers

You should save your work in your One Drive – The City of Edinburgh folder

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

# Submit your work:

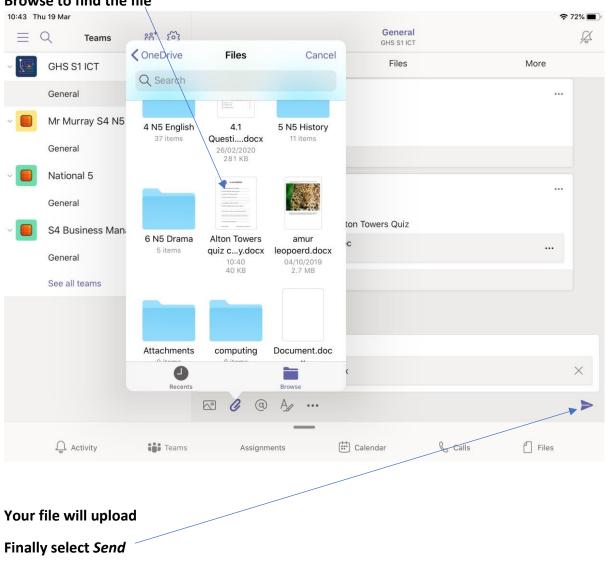
### Select the Posts link and add a new conversation



Select the *paper clip* to attach your completed task

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

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#### Browse to find the file