

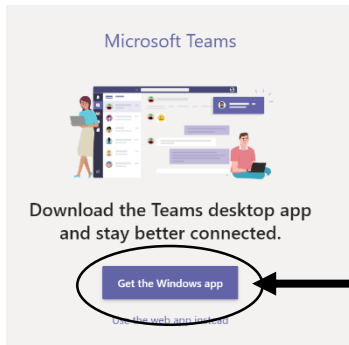
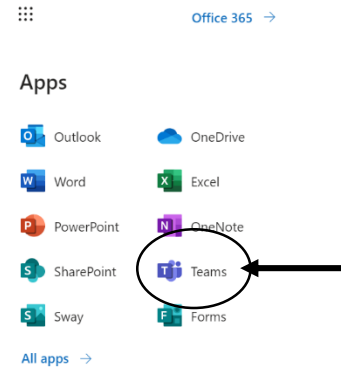
# Logging into Teams

1. In order to access Teams, you must be logged into your Microsoft Office 365 account.
2. Find the waffle-shaped menu at the top left corner of the email inbox.



3. Press on the waffle-shaped menu; this will open a menu with all the applications available with the Office 365 account.

4. Select Teams.



5. If this is the first time you log into Teams, you may be prompted to download Teams to your computer or device. This is normal. Download the app and follow the prompting.

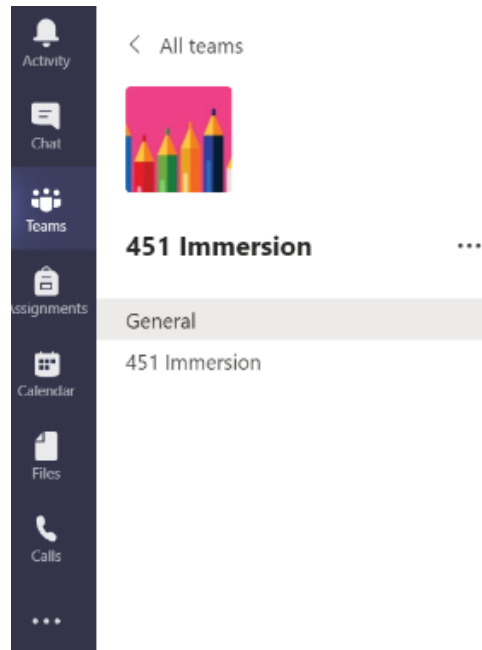
6. If you already have Teams downloaded on your device, you will be prompted to open the app.

7. Open the app.

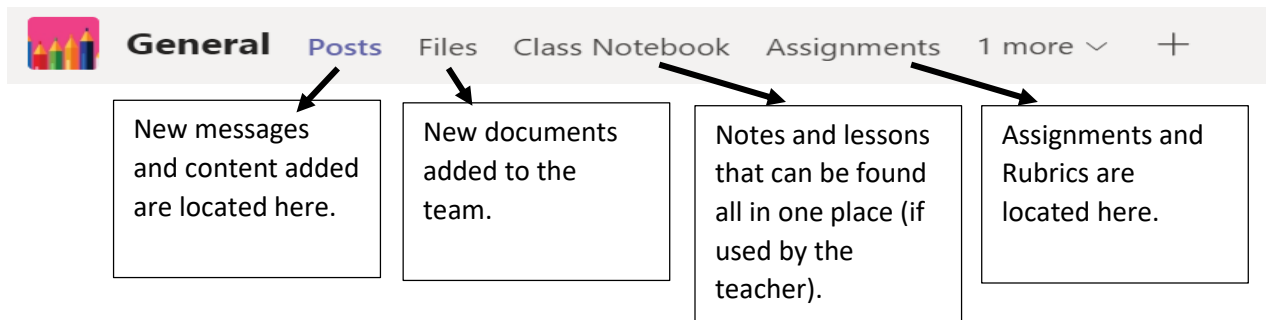
# Using Teams: The Basics

1. The menu bar is on the left-hand side.

- a) Activity: all new notifications about the “team” will appear here.
- b) Chat: (usually disabled) where conversations between team members appear.
- c) Teams: only one team exists for your child; they have been invited by their teacher to their corresponding team.
- d) Assignments: any new assignments for your child’s team will appear here.
- e) Calendar: to help your child keep track of events, assignment dates, etc.
- f) Files: any new documents added to the team.
- g) Calls: your child will not be using this option.
- h) ...: other available applications.

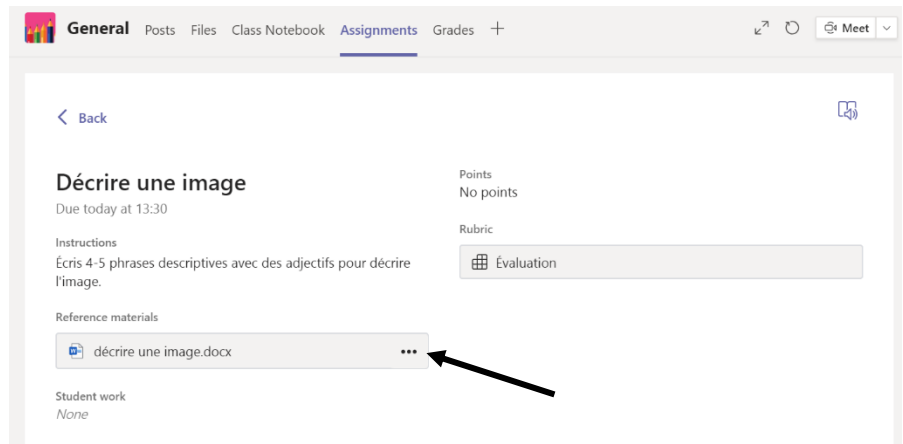


2. Menu at the top

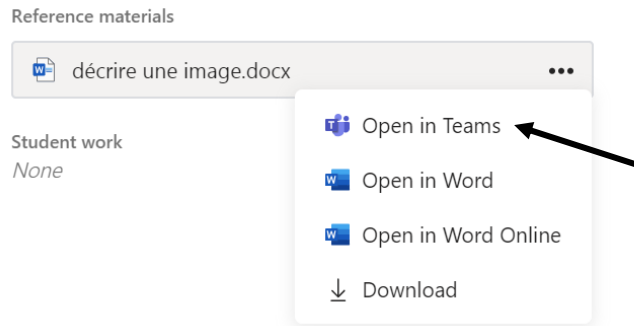


3. Under the “Assignments” tab, you will see the list of assignments, the corresponding rubric, as well as the date/time, and the worth (%).

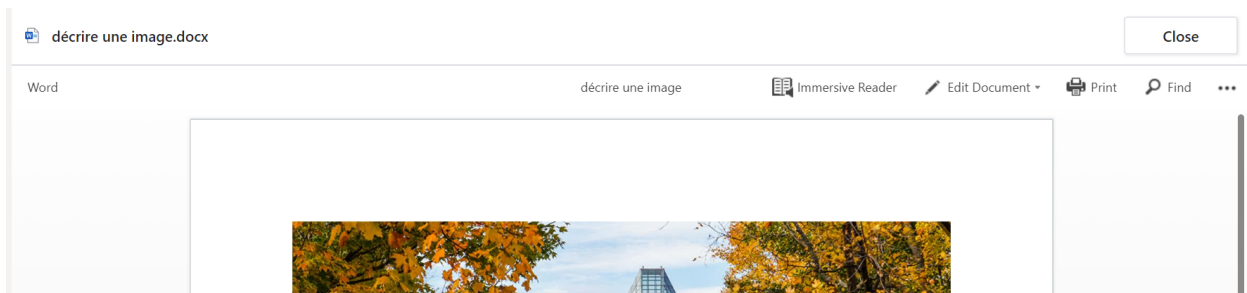
4. To open the assignment: use the ellipses beside the assignment.



5. Select the option “Open in Teams.”

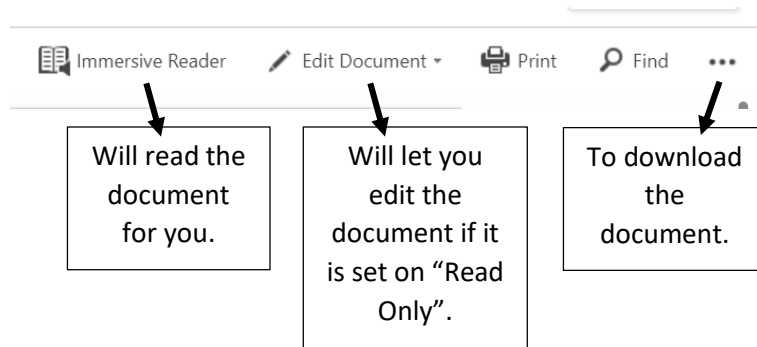


6. “Open in Word” will open your document in Microsoft Word (offline). “Open in Word Online” will open your document in Word in your Office 365 account. This is useful only if you Share your completed assignment with your teacher thereafter.



7. When you open the assignment in Teams, it opens a second window in Teams. Moving between pages and internet tabs may make you lose your work.

8. Options in your Teams assignment:



9. Select “Edit Document,” then “Edit.”

10. When the assignment is completed, “Submit” then “Close.”