



Microsoft Teams

Microsoft Team Basics.....

This guide will give you clear instructions on how to use Teams which will be the e-learning platform used by Ingleby Manor from Monday 20th April 2020.

Teams can be used as an effective e-learning platform to keep you in touch with teachers. Here, teachers will set work, you can ask them questions and you can place your work into certain areas so that your teachers can look over it.

This platform is really important for Year 9 and 10 students as here you will find additional work for your options subjects and extension work if you want it. Students in Years 7 and 8 will also find Teams useful if they want additional work or if they want to contact teachers.

Work on sharepoint provided via your Home/ School timetable should be completed in the first instance. Some subjects will only be setting work in this way.

Note: For GDPR reasons, some example screens will look slightly different. Also the example screens are from a teacher computer.

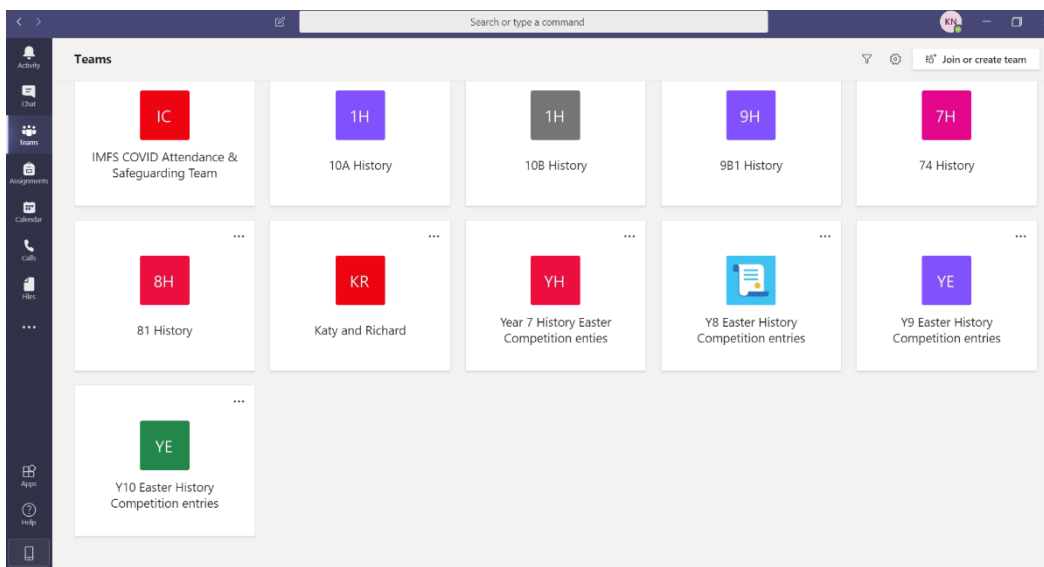
Step 1: - download and install teams.

- You can access teams from your office 365 platform – www.office.com
- You can also download the application and install it from the link below.

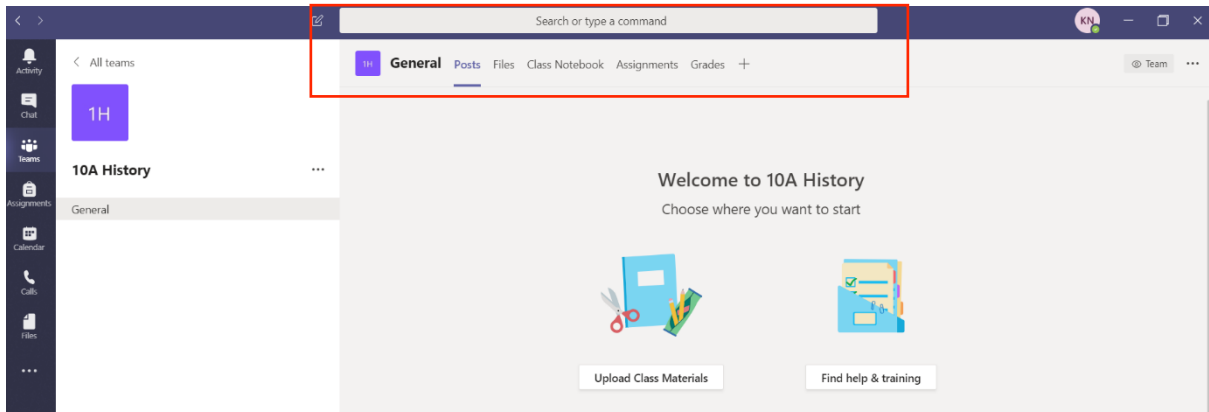
https://statics.teams.microsoft.com/production-windows-x64/1.3.00.4461/Teams_windows_x64.exe

- For Apple/iOS, you can download the teams app from the Apple Store.

Step 2: - login and see your teams. Your screen will look like the one below.

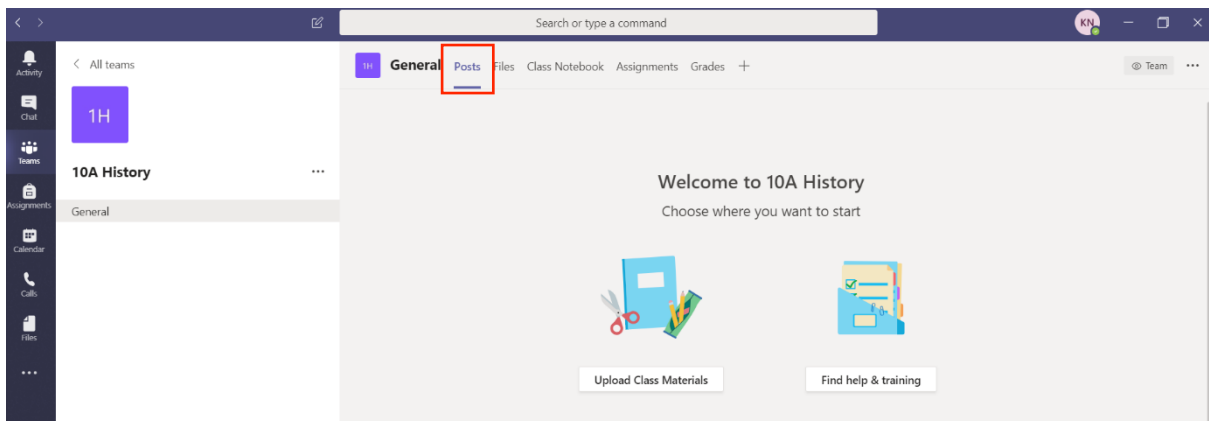


If you click on one of your teams, your screen will look like this:



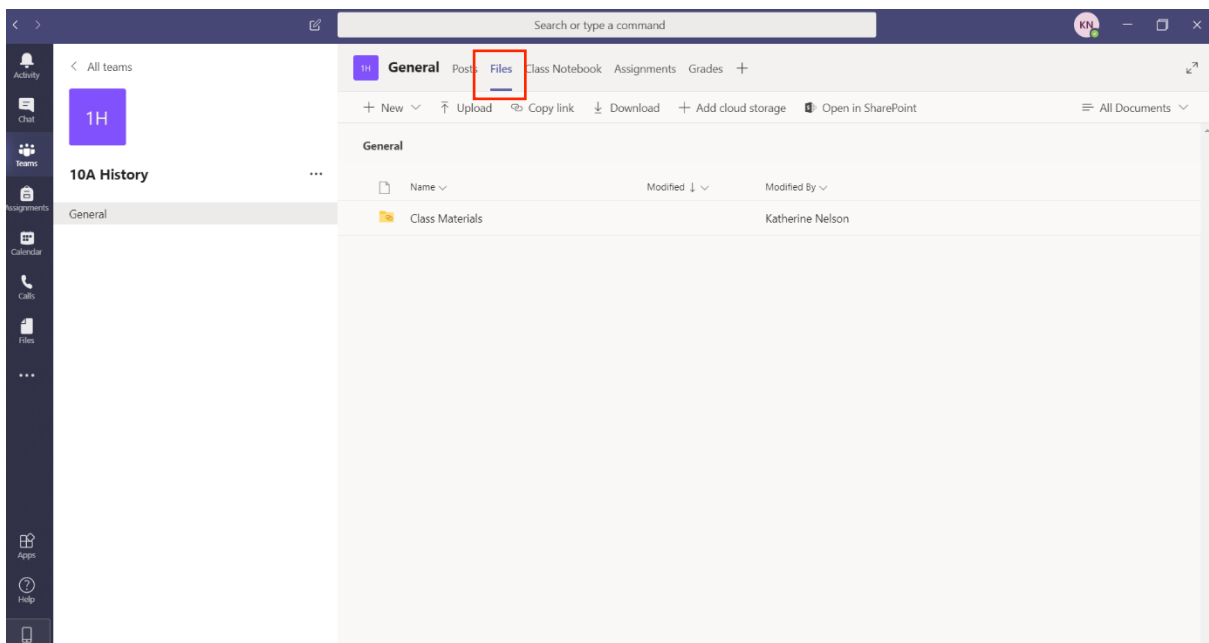
We will concentrate on what the tabs in the box can do throughout the rest of this guide.

Post....



This is a space where you can ask your teachers questions and they can respond.

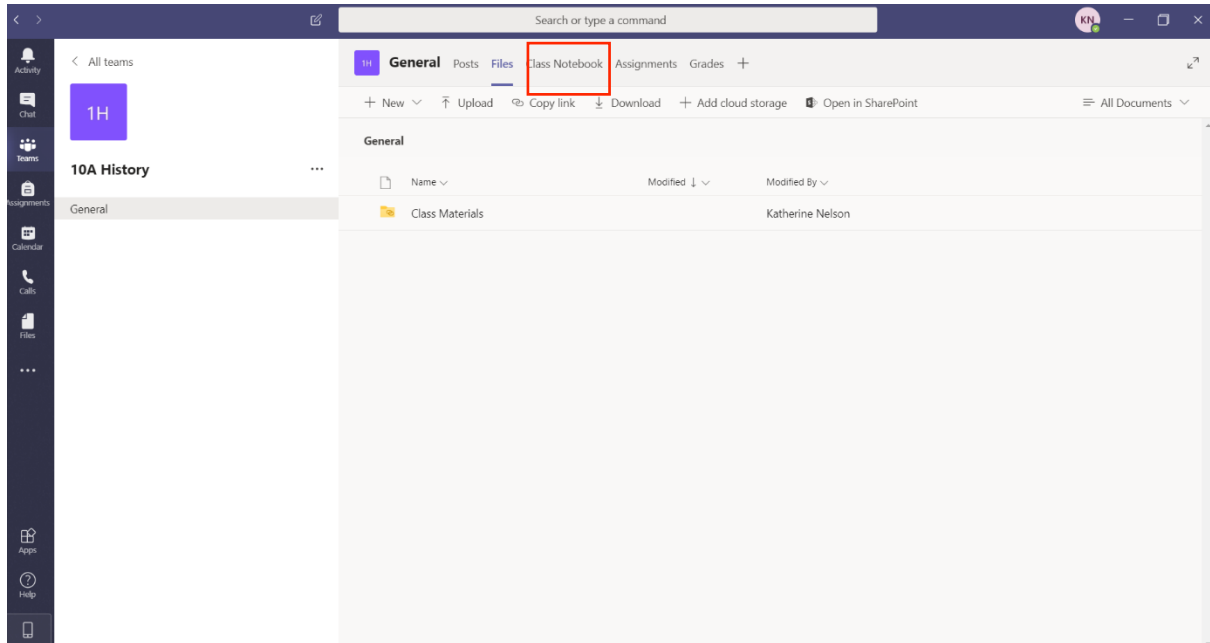
Files....



This is where you will find work and resources that your teachers have provided.

Download – allows you to select a file and download a copy of it. All files will be in PDF format.

Class Notebook....



This is a space where you can share work with your teacher. You will have your own folder with your name on there.

Start experimenting with Teams and getting used to it. Any questions, please ask.