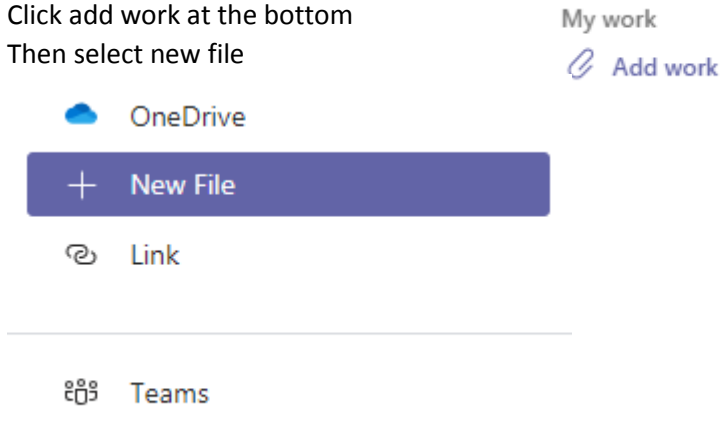


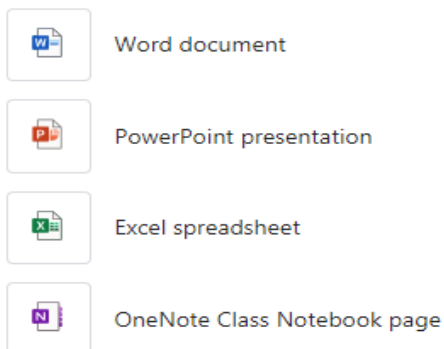
Handing in work on Microsoft Teams

1. Search for Microsoft teams in google
2. Sign into your account using username and password (type carefully as they are very long)
3. Click on your class team.
4. Click on assignment.
5. If the work is completed using Microsoft online (i.e. the document will open and you can write straight in to it), once you finish the work you can simply close the document. It will save automatically. Then just click turn in and your work will be submitted to the class teacher.
6. If you need to attach a piece of work read on.
7. Click add work at the bottom
8. Then select new file



9. Choose your document type (it is likely to be word or PowerPoint)

Choose a file type



< Choose a different type

File name (required)

New presentation

File name is required

10. Give your document a file name and press attach.
11. Start working on your document. You do not have to save as the document automatically saves in teams.

Once you have finished. Press close at top right hand corner.

Close

Turn in

12. Then press turn in on your assignment page.