

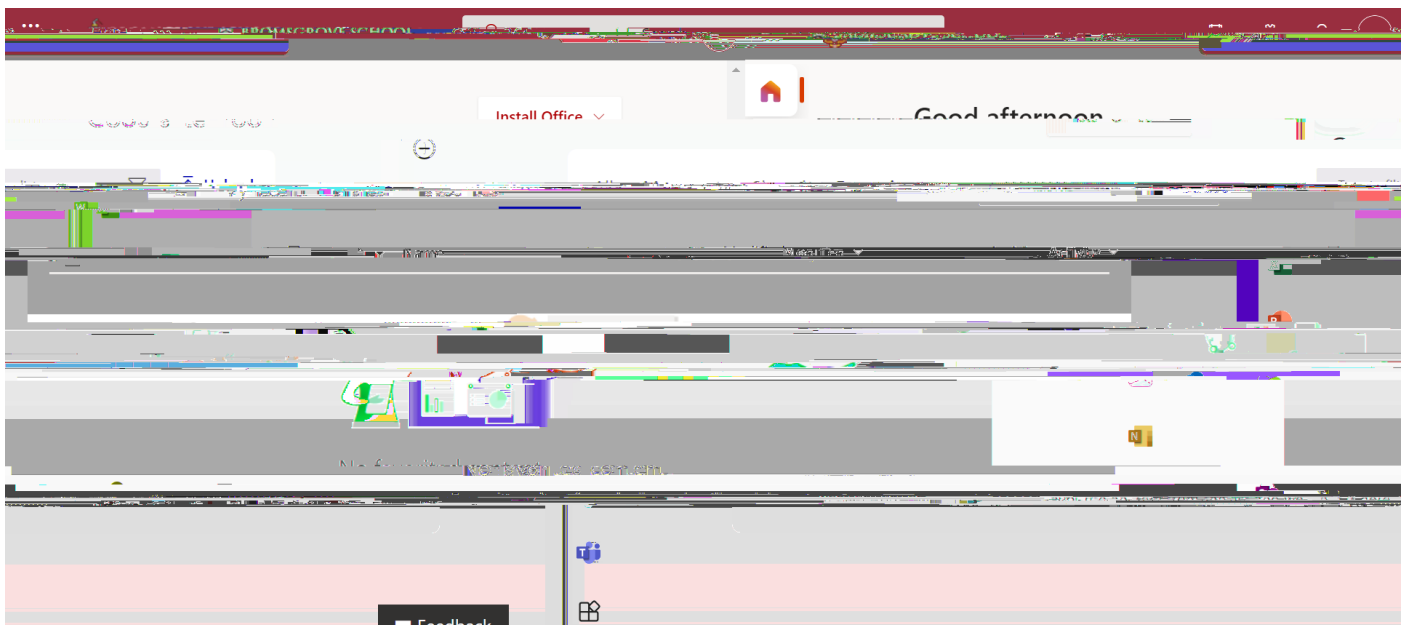
Accessing Microsoft Teams



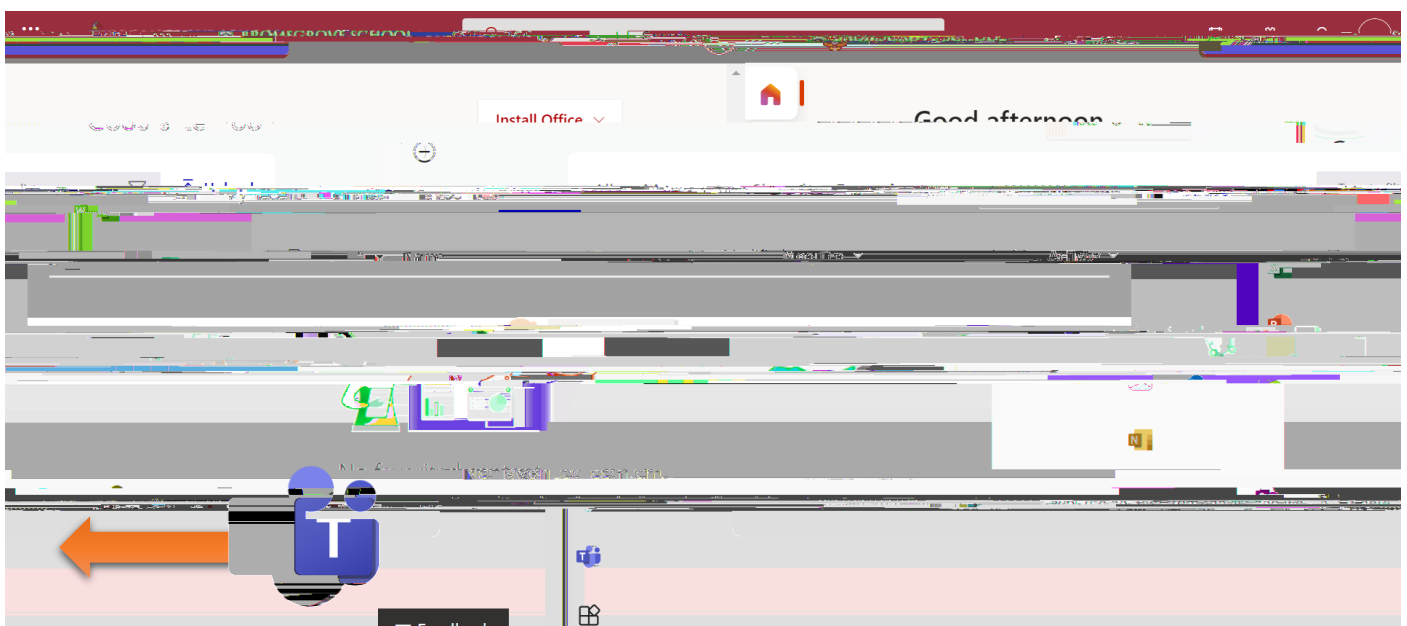
Microsoft Teams is a file-sharing, task management, and collaborative programme. Your teachers may add you to Teams for your classes.

If you are invited to join a Team by a teacher, you will receive an email confirming the Team name and link. You can follow that link to the Teams area, or you can view your teams through Office 365.

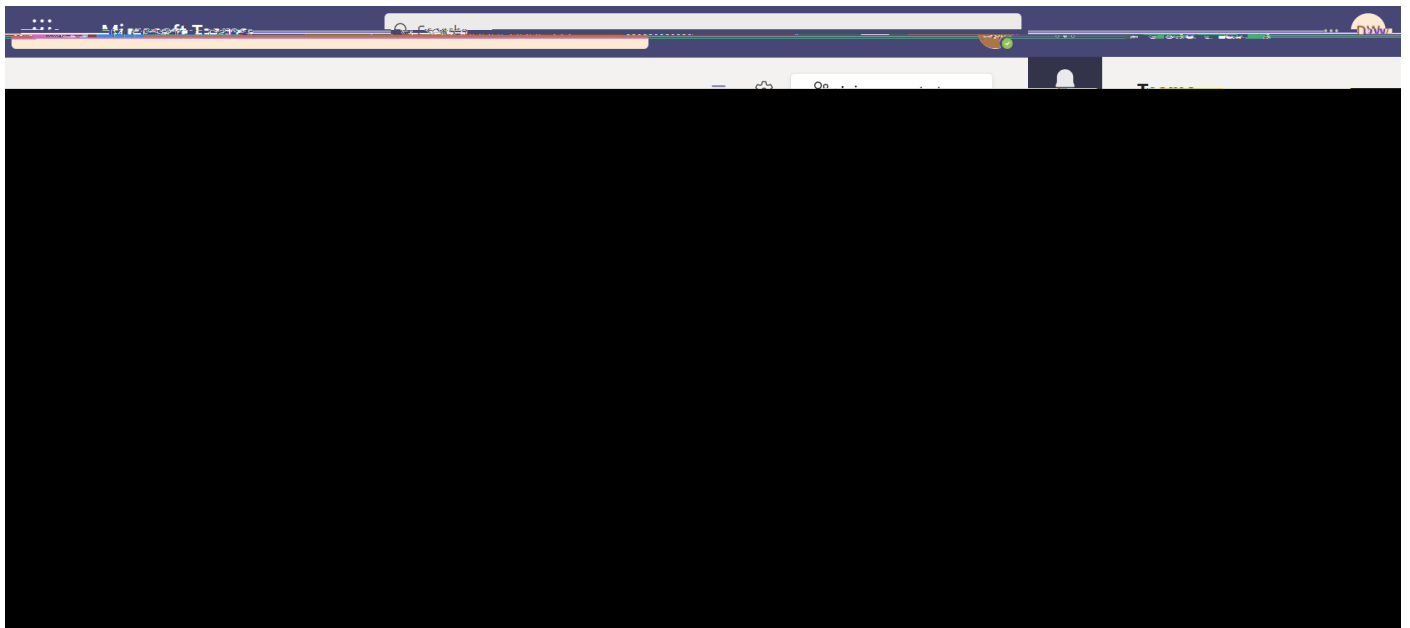
To do this, open Office 365:



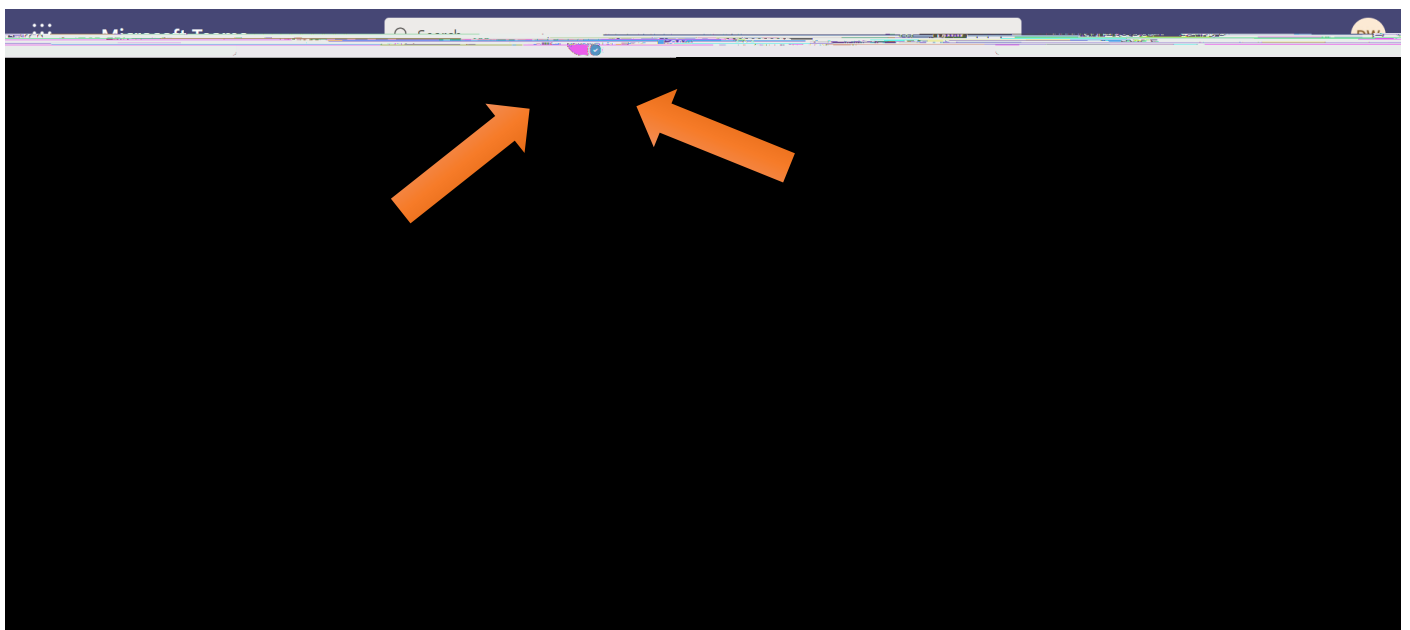
And select the Teams logo:



This will show you the Teams that you are a member of:



Click on the Team that you would like to access, this will take you to the Team main page:



You will see announcements in the 'Posts' tab, and any files or documents that your teacher has shared with you under 'Files'.