

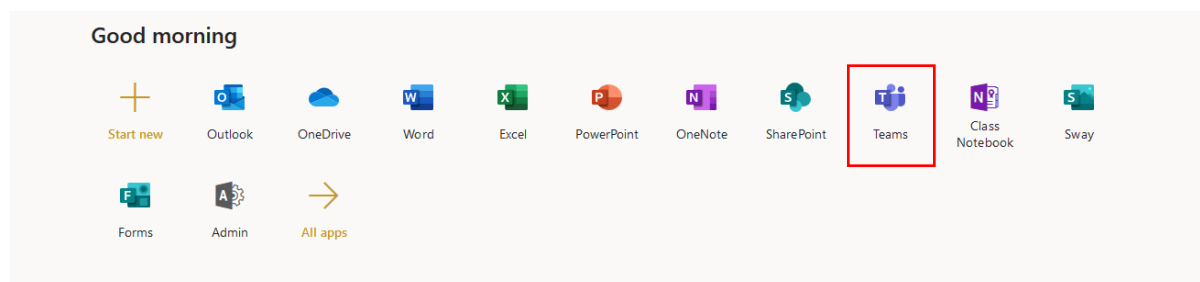
Using Teams

Students using Teams inappropriately will be muted, and may lose the right to have work set for them online

We would recommend using Google Chrome to access Office 365 and Teams. You can download this for free at <https://www.google.com/chrome/>

How to access Microsoft Teams

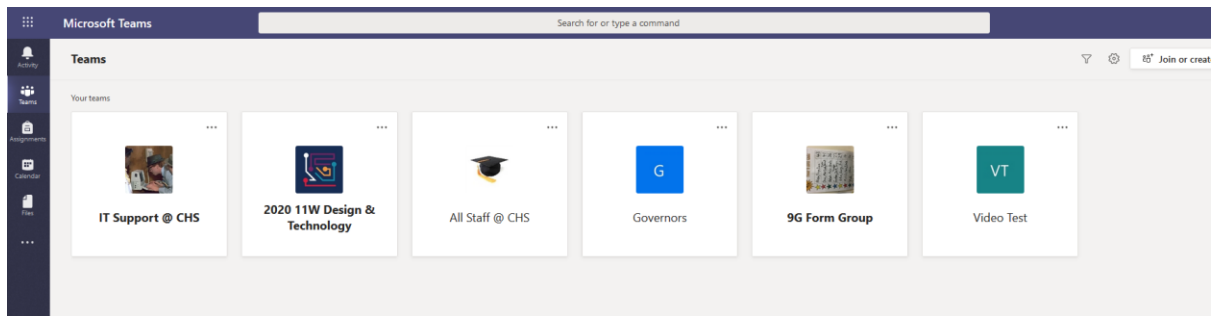
1. Open up Google chrome browser. Type into address bar: www.office.com.
2. You will see a welcome screen. Click the Sign in button.
3. Enter your school email as your username, i.e. ablee17@crossleyheath.org.uk
4. Enter your school network password, i.e. the password you use to normally log onto the school computers.
5. You should now see a selection of applications available with Office 365 (see below).



Click on Teams.

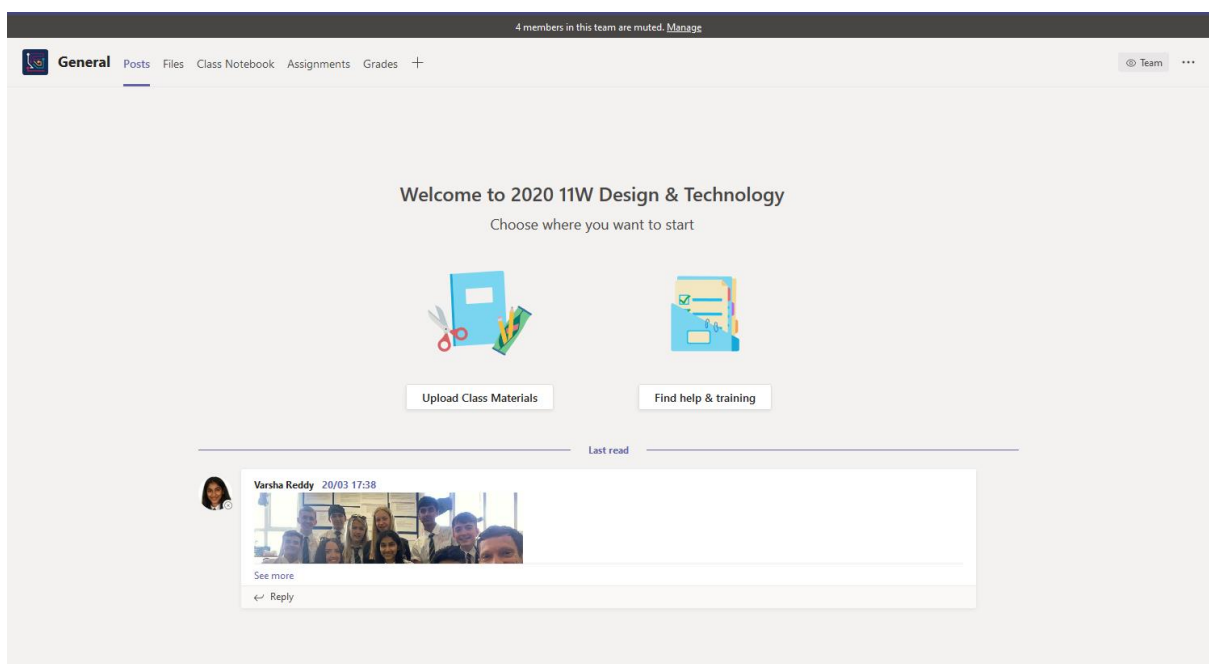
6. Your screen will show the teams (classes) that have been set up for you.

My screenshot, shows my teams/classes that I am a part of.



7. Click on one of the teams/classes. E.g. 11W Design and Technology

The name of the team, is the same as it appears on the timetable.



8. Click on Files, to access the resources that you will need to access.

9. Click on Class Materials.

These are the files/folders of resources, e.g. PowerPoints, Word docs etc., that your teacher has uploaded for you to use.



General

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General

|  Name | Modified | Modified By |
|--|-------------------|-----------------|
|  Class Materials | | Nick Barber |
|  Theory_EXAM prep | June 26, 2019 | Nick Barber |
|  D&T NEA 2020.pptx | March 2 | Samee Ur-Rehman |
|  OCR-specification-accredited-a-level-gce-de... | November 11, 2019 | Nick Barber |
|  Henry DREYFUS measure of man.pdf | July 11, 2019 | Nick Barber |
|  Paper 1 prep sheet.docx | June 3, 2019 | Nick Barber |
|  Forces and the properties of materials.docx | January 25, 2018 | Varsha Reddy |