

Updated September 2021



A Guide to Using Microsoft Teams



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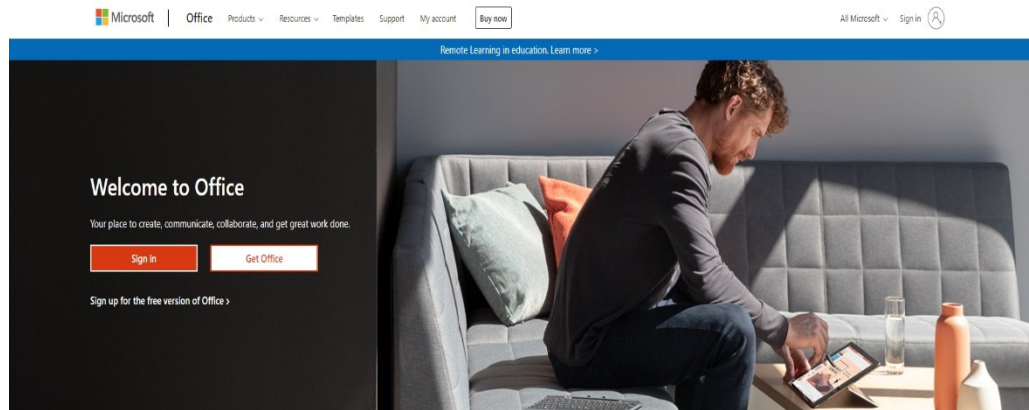
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SECTION 1 - USING TEAMS ON A DESKTOP OR A LAPTOP

Teams - How to Login

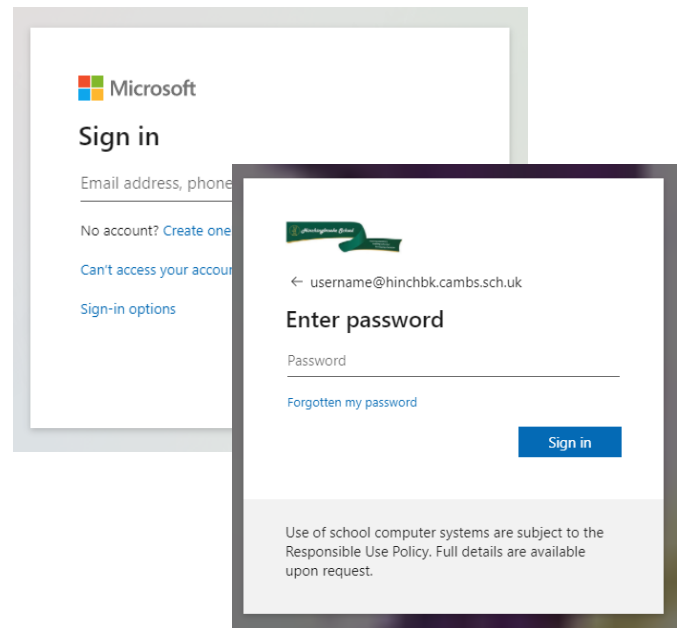
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



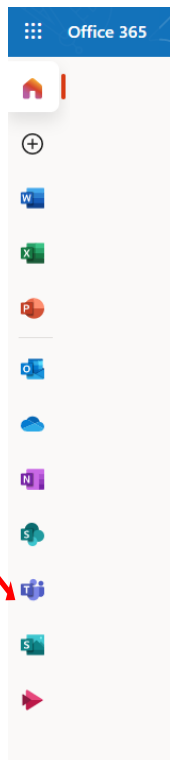
Click sign in and sign in with your full school email address which is your computer username followed by **@hbk.acesmat.uk**

Example: Hannah Baker is in year 7, so her email address is 20pbakerh@hbk.acesmat.uk

You will then be directed to the login page for the Trust - this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school. Once you sign in, you will get the page below

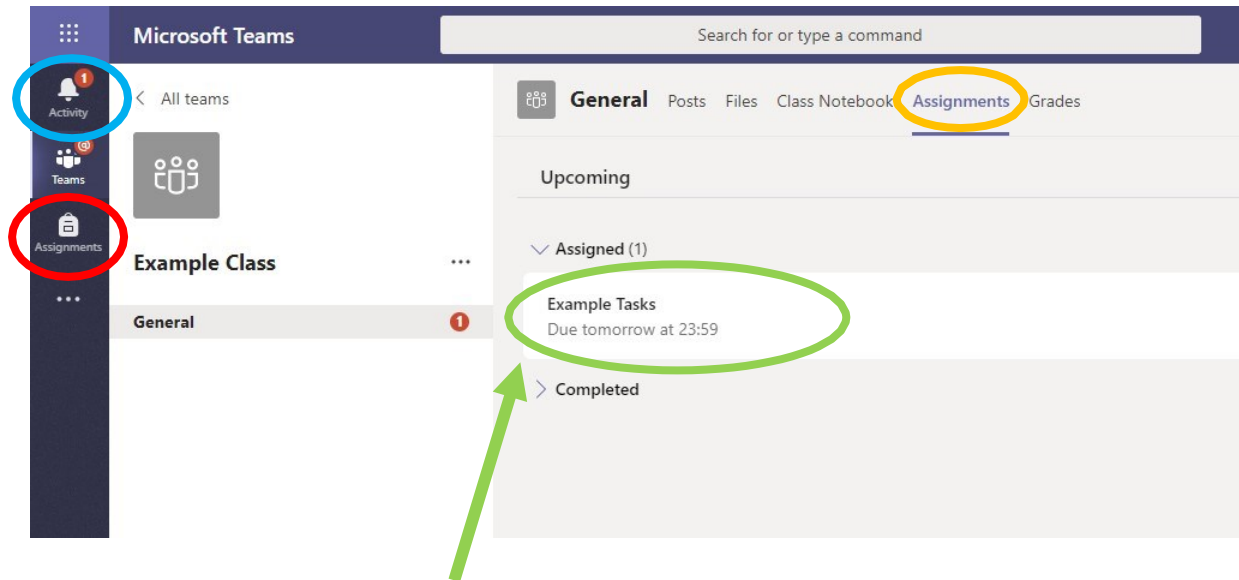


You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, put a message in the helpdesk and we will get you moved to the correct one. You can also install the desktop version of Teams for free.



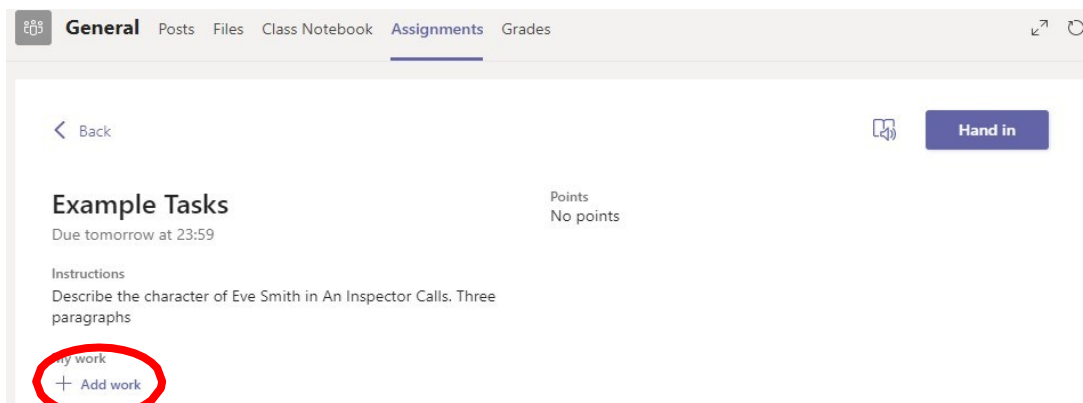
Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By click on this notification, you will be brought to the assignments page. You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.

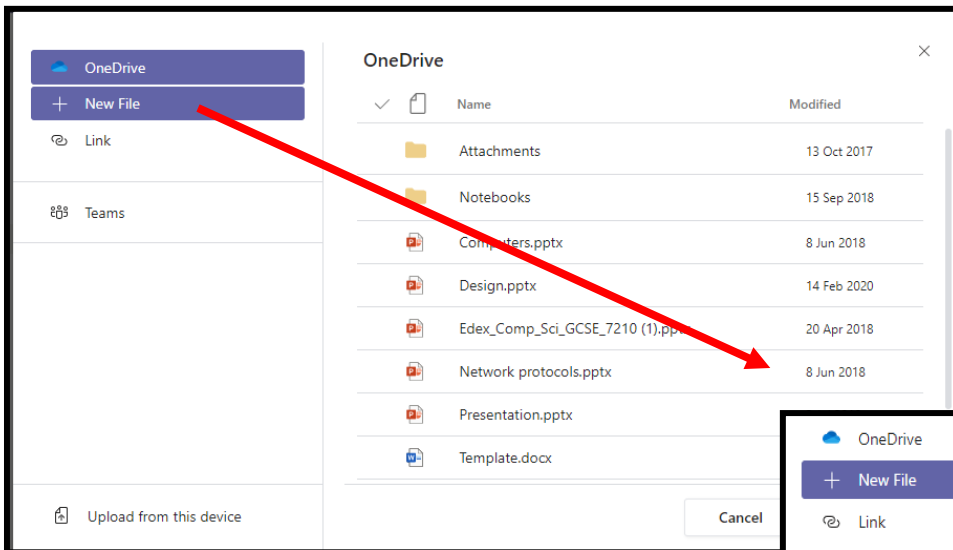


Click on the assignment to access the task.

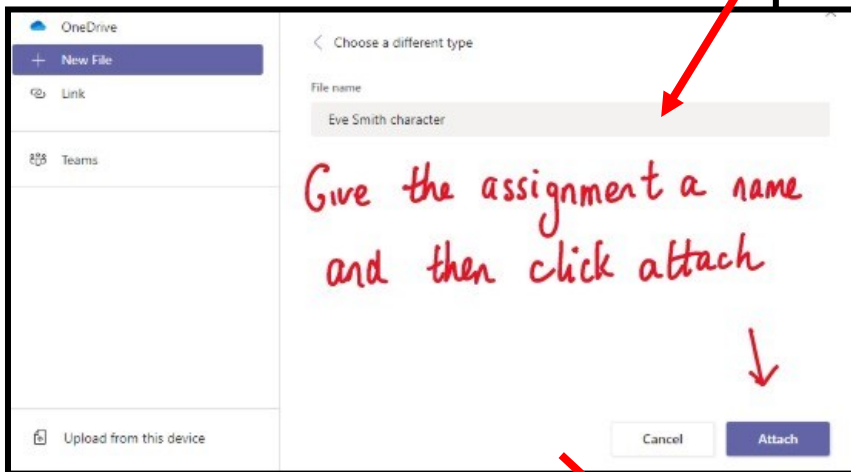
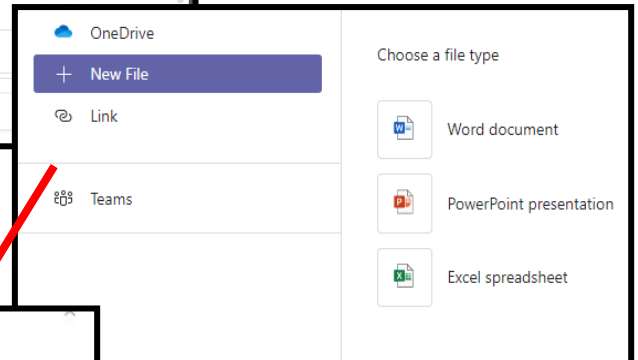
To add some work, we first need to create a new document, then complete our work in it.



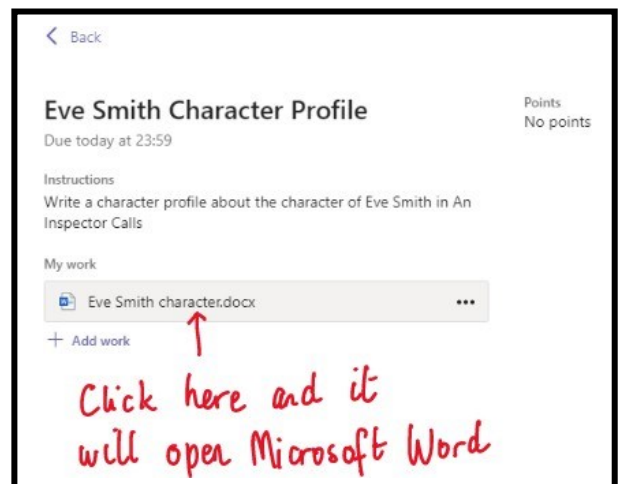
Using a new file

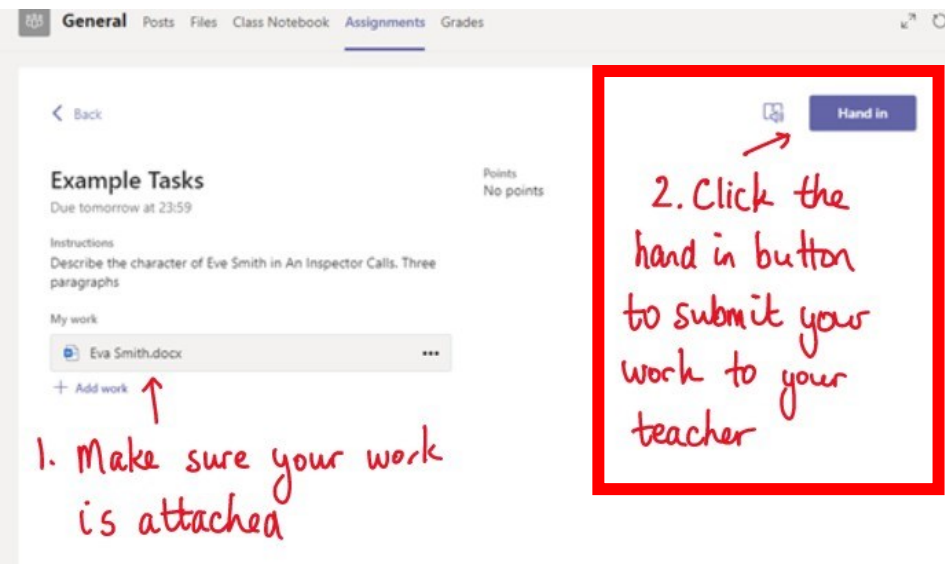
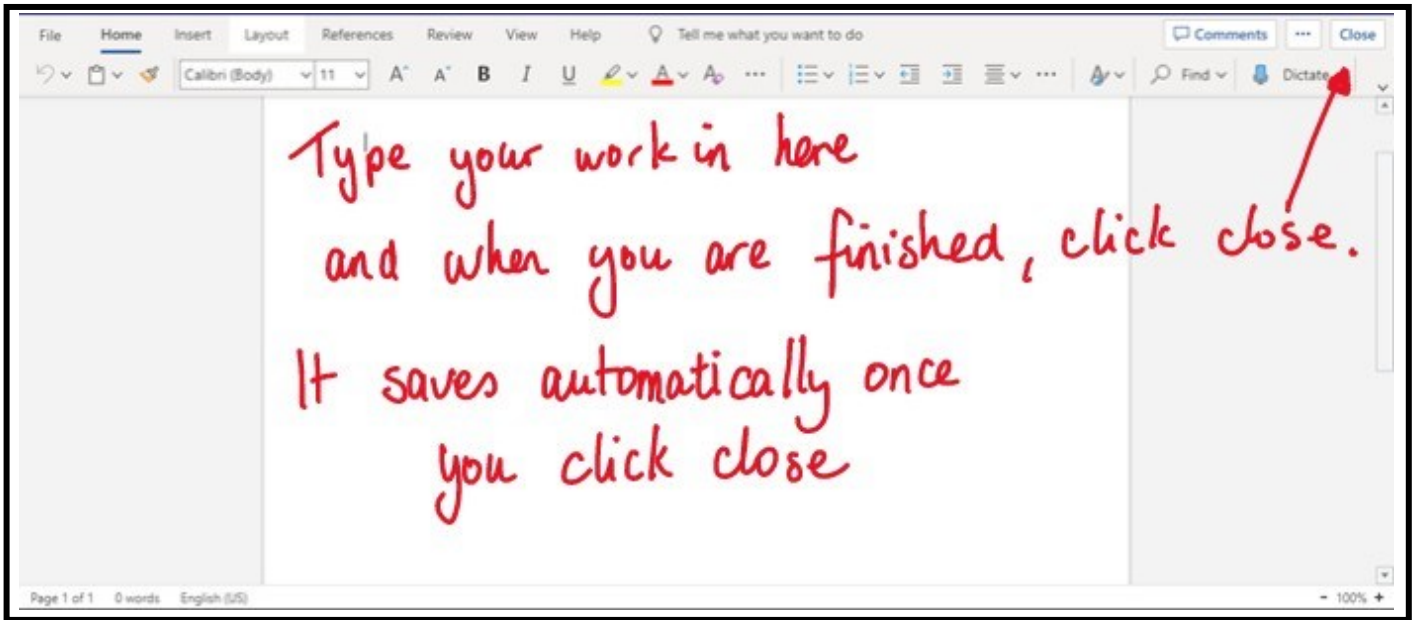


Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel

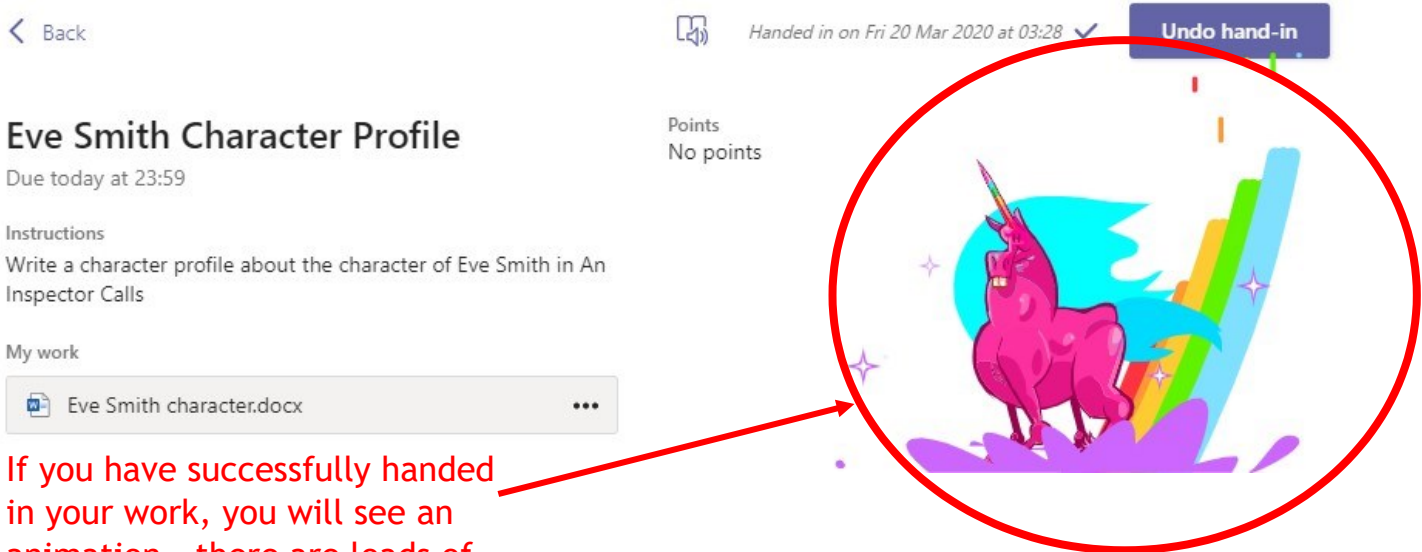


You have now created your document that you can start writing your work into. To start your work, click on the document name.





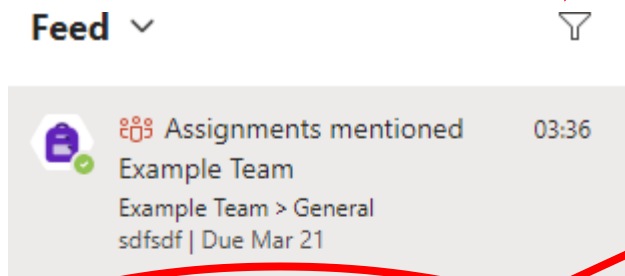
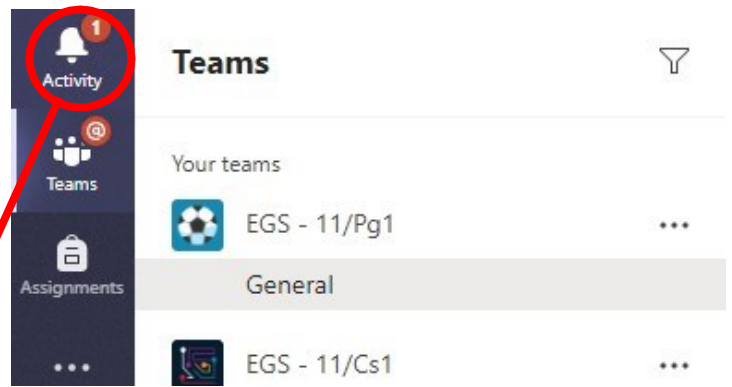
Make sure that you have your work attached and that it is not blank. Click the hand in button. Your teacher can now look at your work and give you feedback if required.



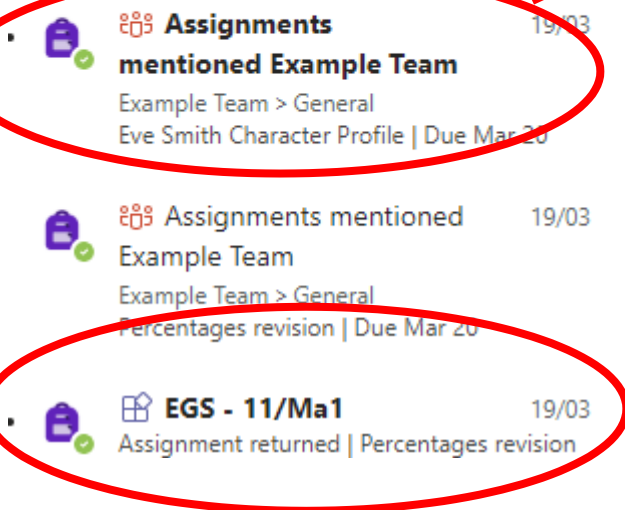
Teams - Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read

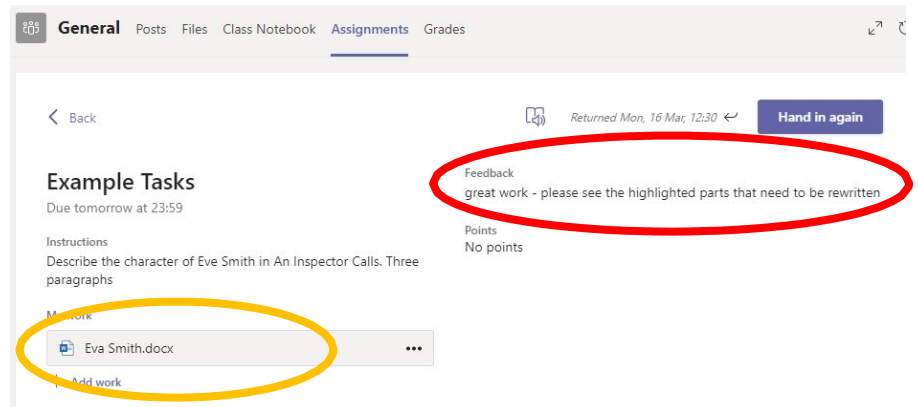


This is a notification to say that there is a new assignment in the Example Class that you need to complete



This is a message to say that work has been returned in this student's maths Team - to see the feedback, click on the notification

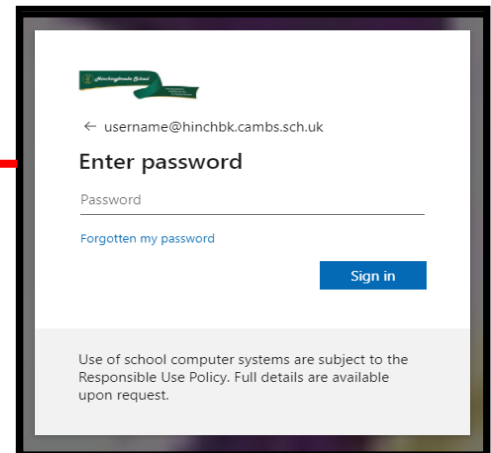
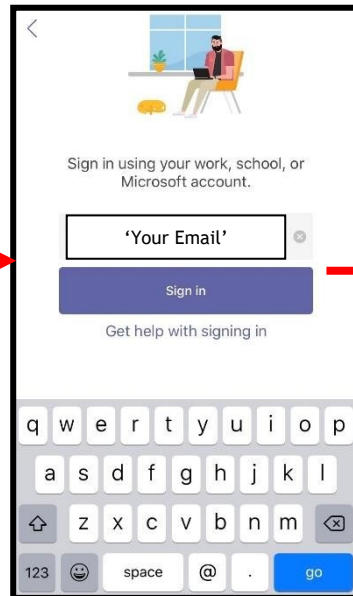
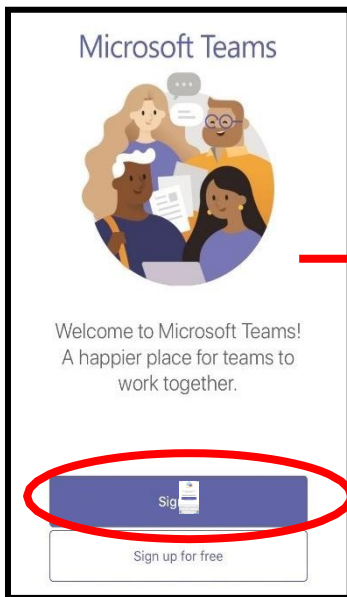
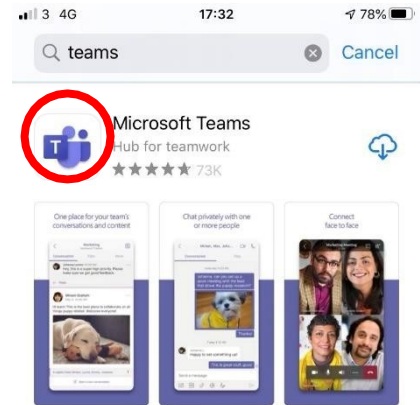
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



SECTION 2 - USING TEAMS ON A TABLET OR PHONE

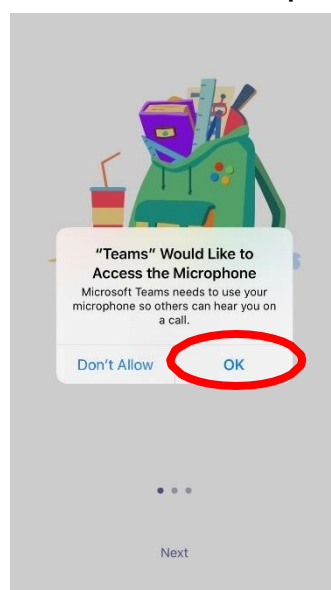
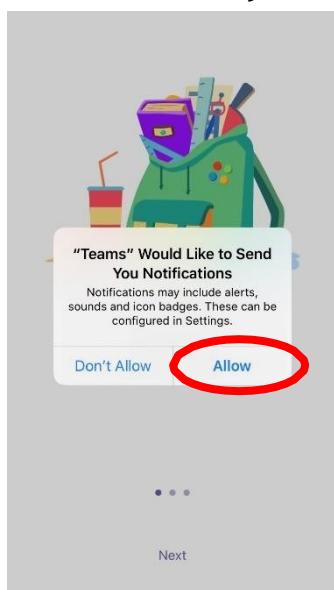
Teams - Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address. Example: Hannah Baker is in year 7, so her email address is 20pbakerh@hbk.acesmat.uk

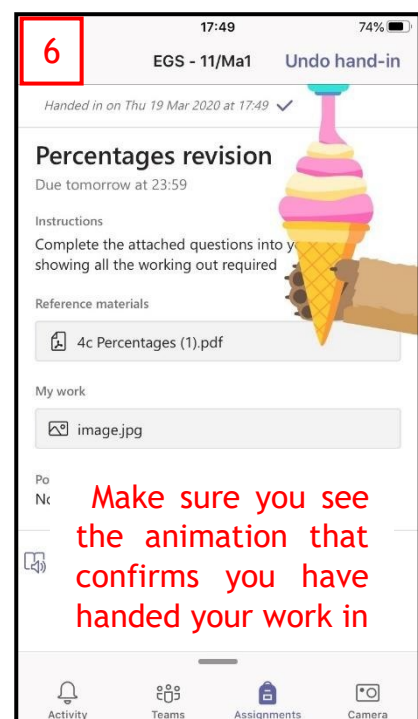
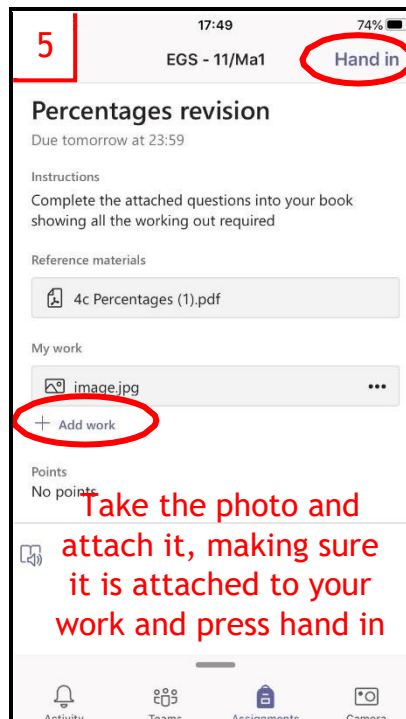
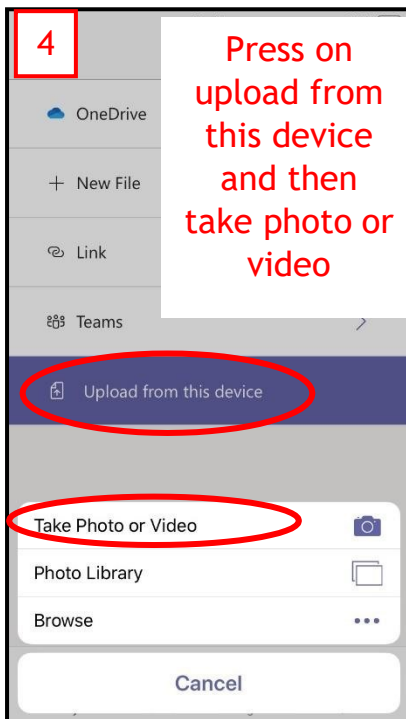
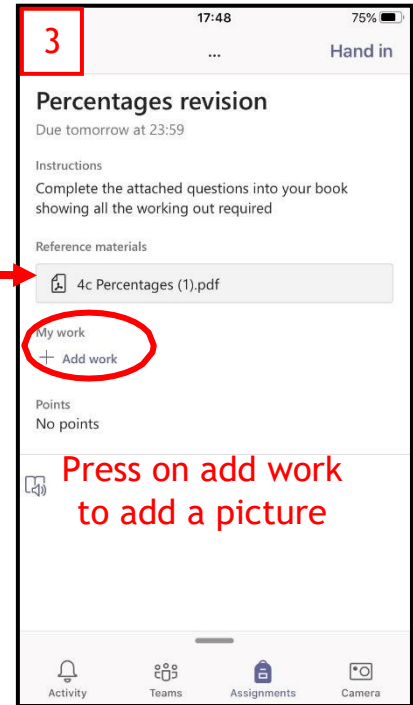
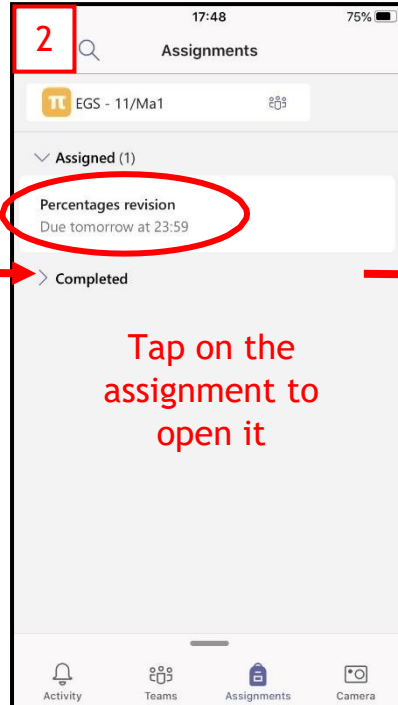
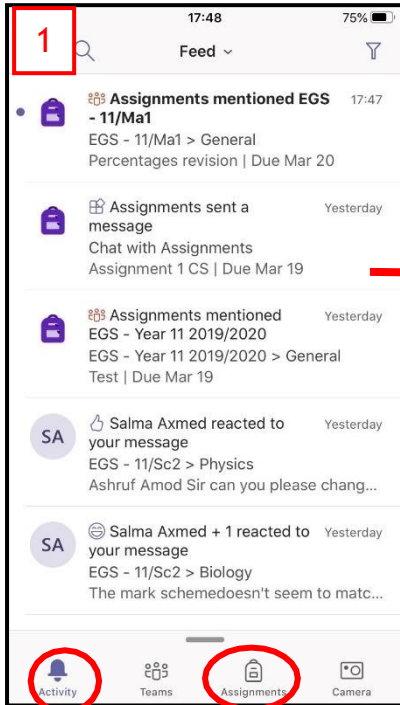
You will then be directed to the login page for the Trust - this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school.



Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted. If you are joining a virtual classroom you need to click allow, but during the virtual classroom, you will be turning the microphone off.

Teams - Uploading an Assignment

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments - picture 1.



SECTION 3

Username

Office 365

For Office 365 and Teams, you will log in with your school email address. This is usual a two digit number (the year you joined Hinchingsbrooke school) followed by your house initial, full surname and first initial, without spaces. The first part of the email address is exactly the same as the username you log into the school computers with.

For example: Hannah Baker joined Hinchingsbrooke School in 2020, her school email address is 20pbakerh@hbk.acesmat.uk, and her computer username is 20pbakerh

Helpdesk

Every year group has a helpdesk where students can post questions if they have issues with

- Logging onto any of our digital platform, except Office 365
- Unsure of how to do anything, for example uploading work
- Have a question about their work