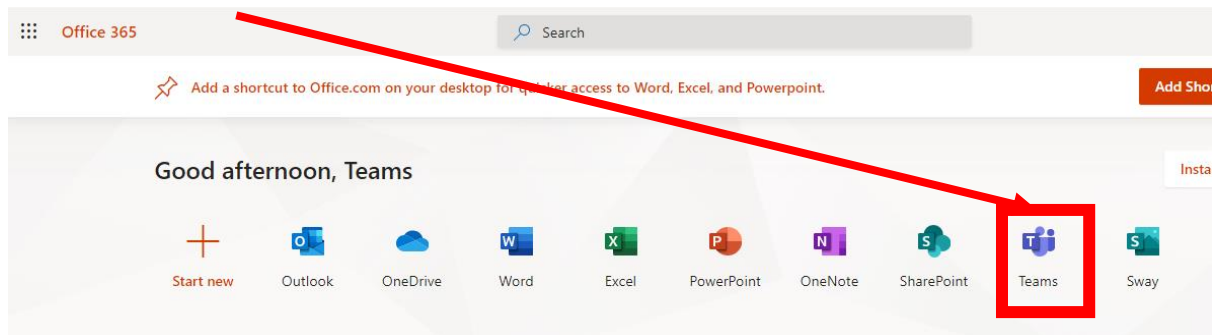


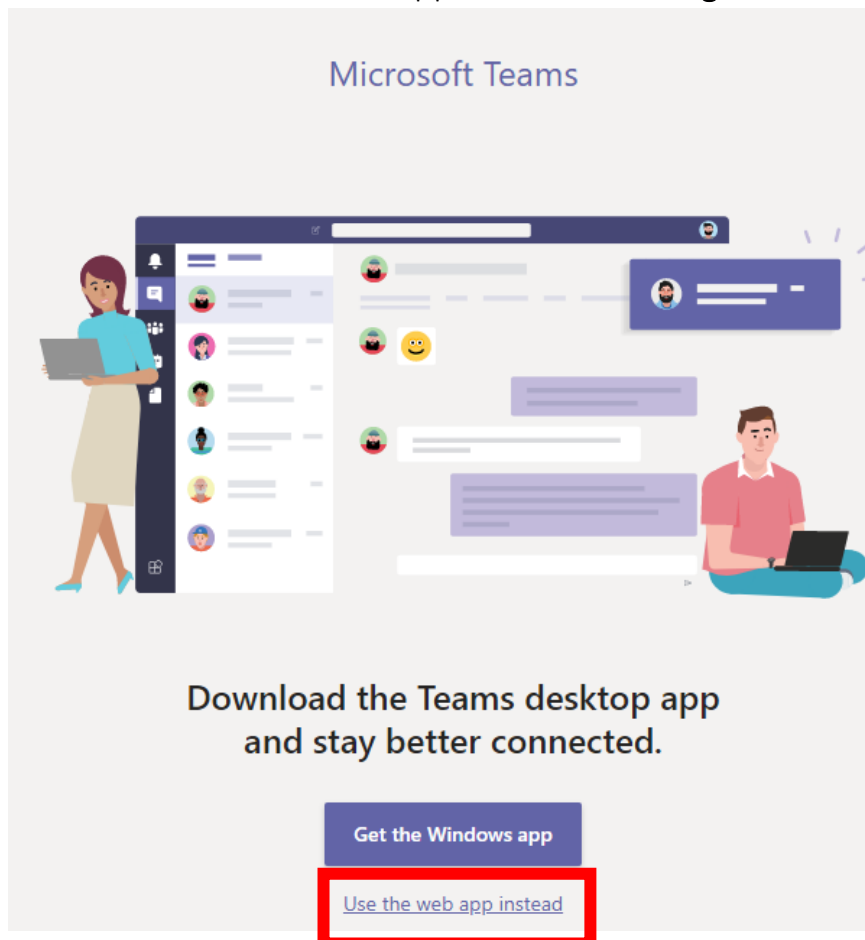
Accessing MS Teams for Students

Go to: portal.office.com

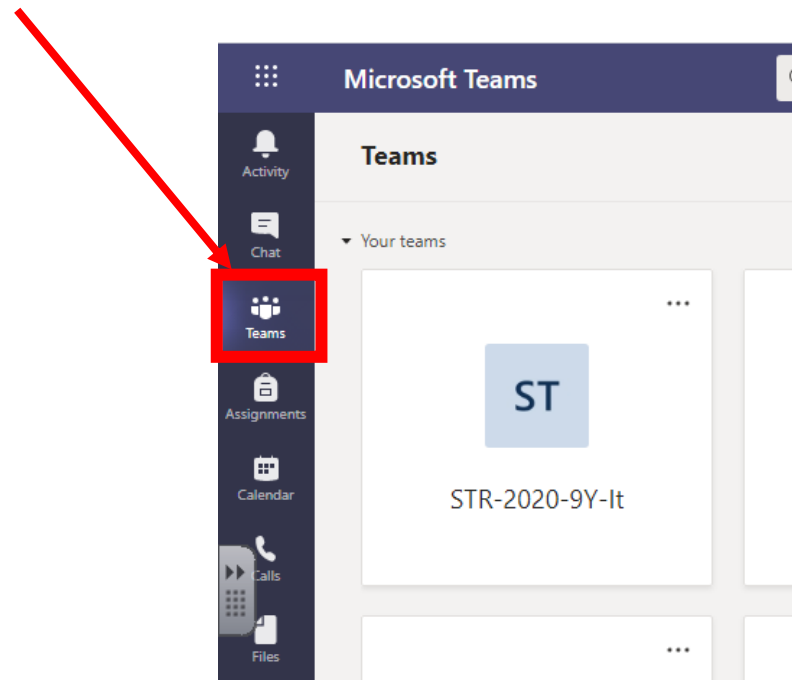
1. Log on with your school email address and password:
2. Click on **Teams**



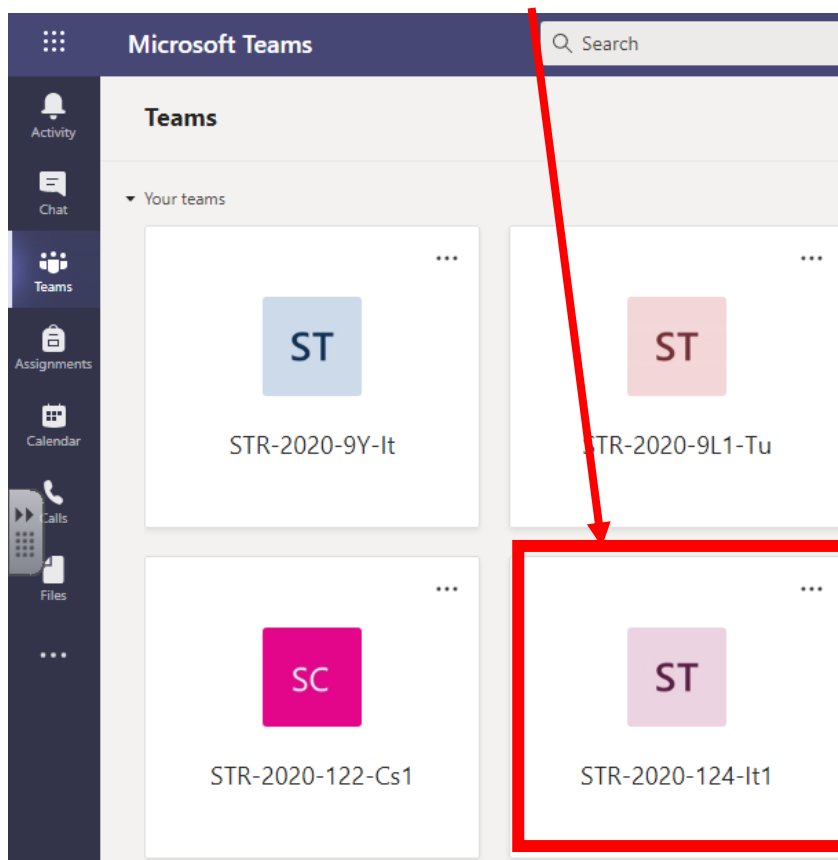
3. You can install the Teams app or **continue using the web app**:



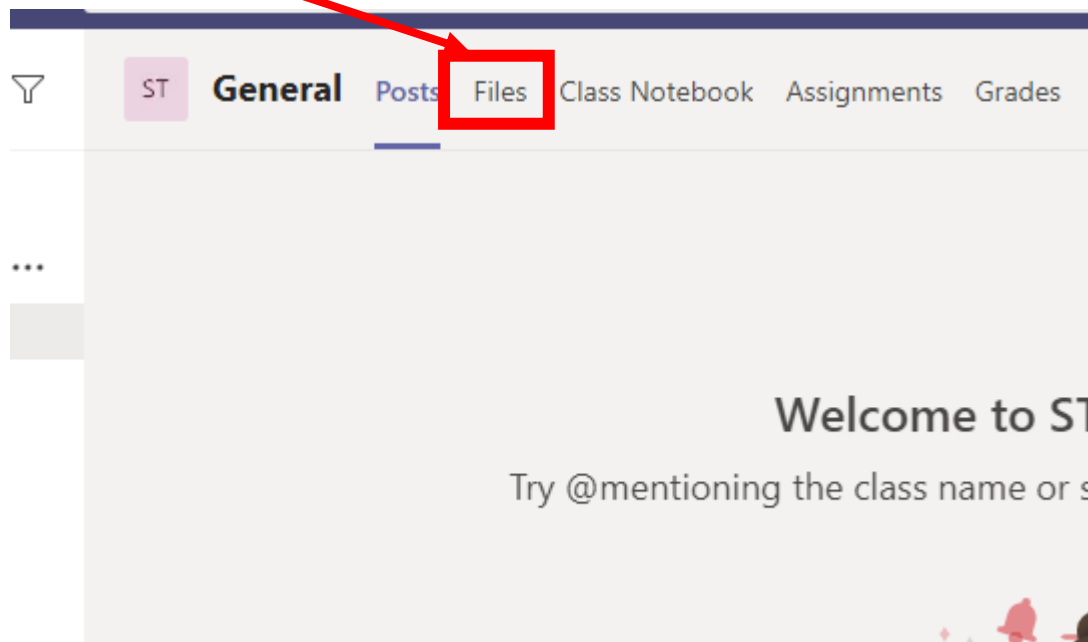
4. Click on the **Teams** Icon to see all of the available Teams.



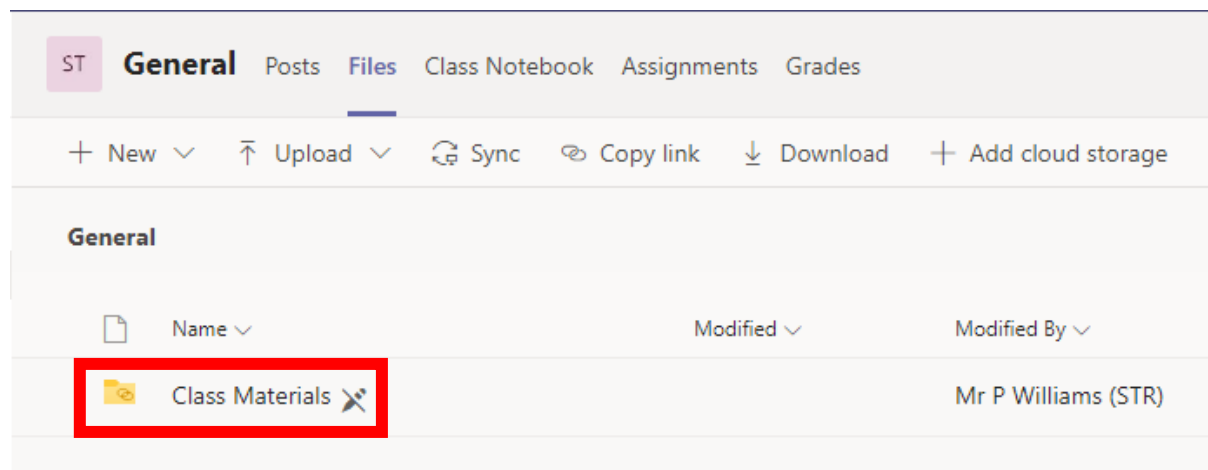
5. Click on the Team you want to open.



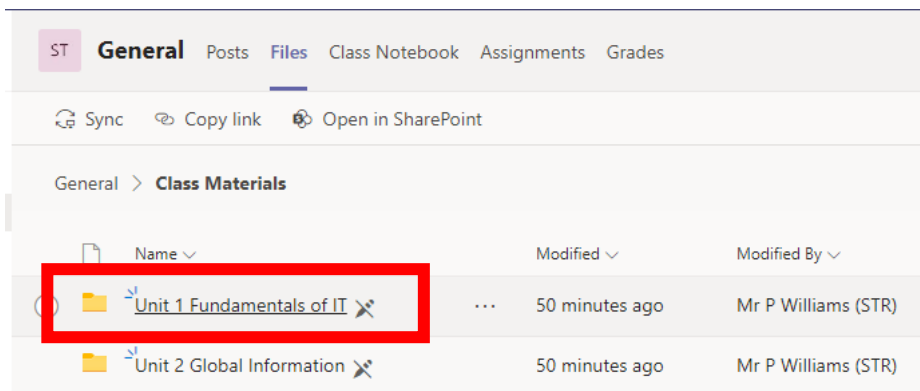
Click on **Files**



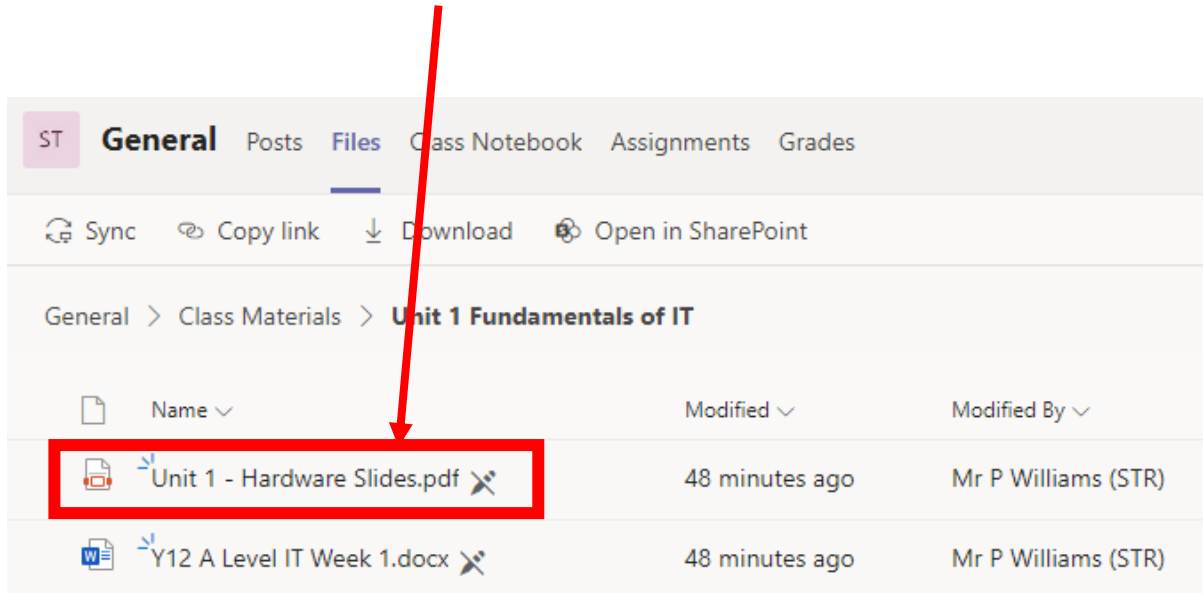
Click on “**Class Materials**”



Browse through any sub-folders:



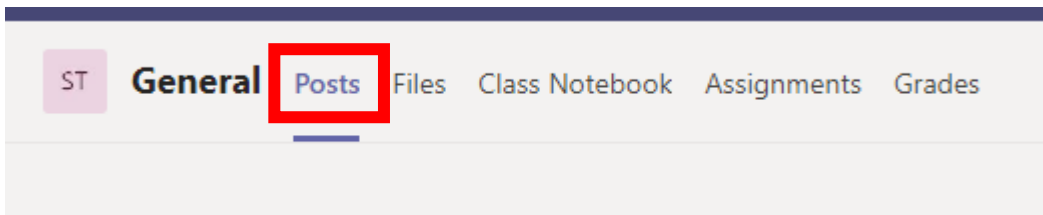
Click the files you want to **Open**.



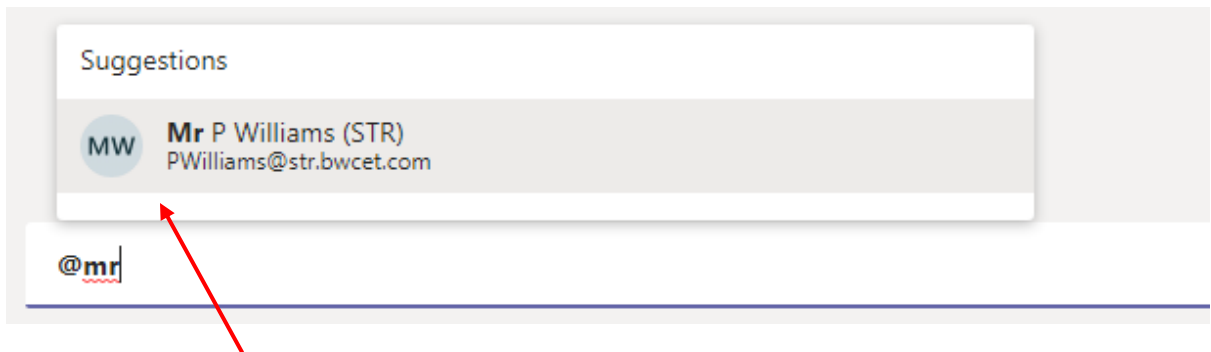
These files are now available for you to use.

Asking a question in the Channel Conversation

1. Click on **Posts**



2. Type your question into the Conversation box at the bottom of the channel (**The question will be visible for everyone in your class to see**):



3. Use **@Mr/Mrs/Miss** to tag the teacher in your question.

4. **The question will be visible for everyone in your class to see:**

