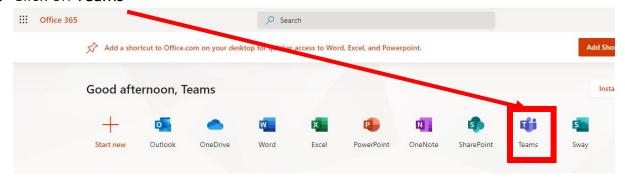
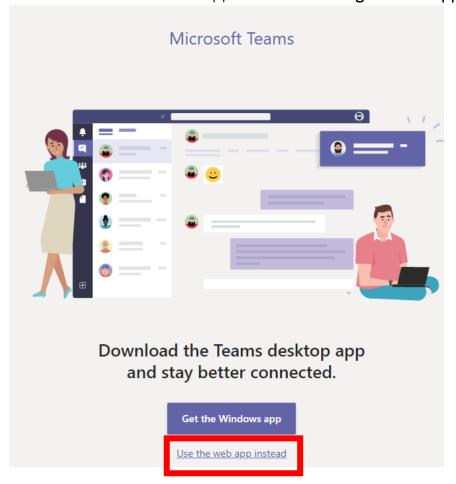
Accessing MS Teams for Students

Go to: portal.office.com

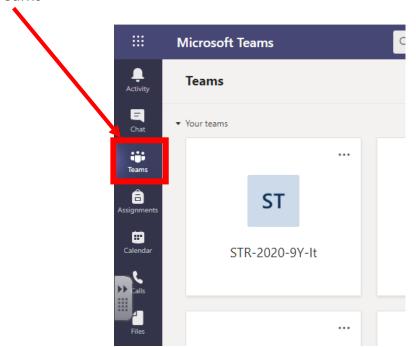
- 1. Log on with your school email address and password:
- 2. Click on Teams



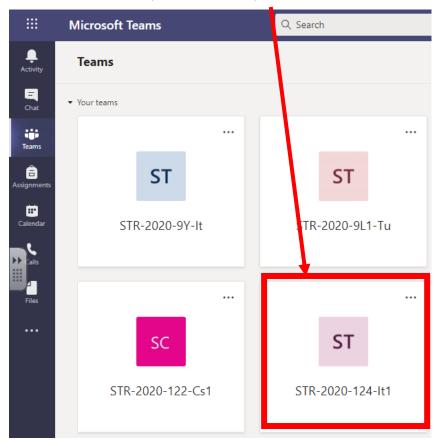
3. You can install the Teams app or continue using the web app:



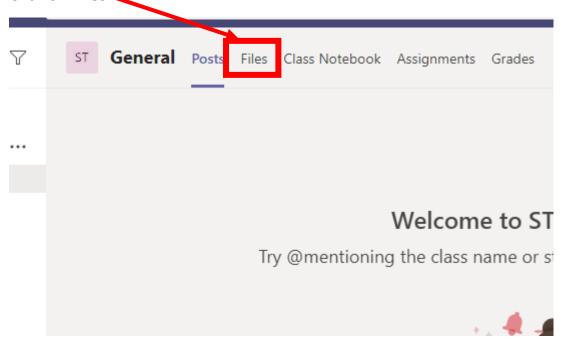
4. Click on the **Teams** Icon to see all of the available Teams.



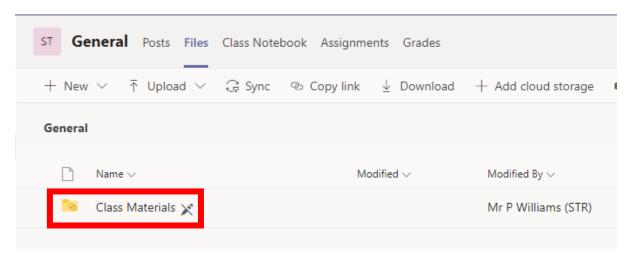
5. Click on the Team you want to open.



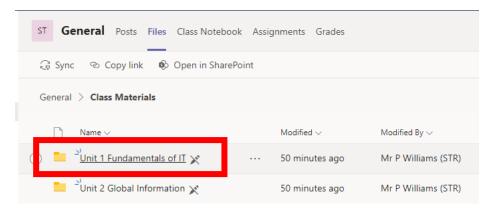
Click on Files



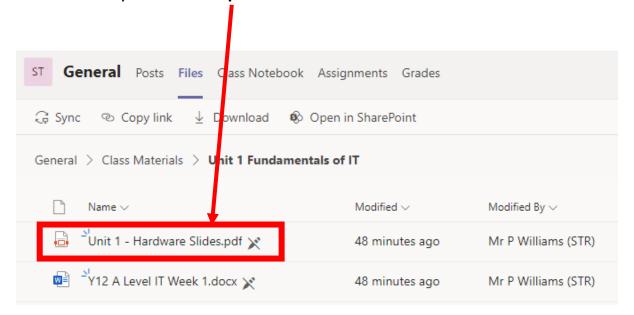
Click on "Class Materials"



Browse through any sub-folders:



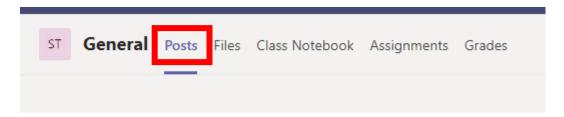
Click the files you want to **Open**.



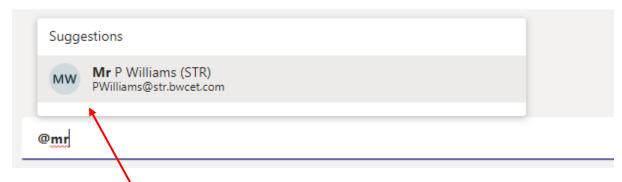
These files are now available for you to use.

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:

