

Microsoft Teams basic home screen information

Microsoft Teams will work on multiple devices such as laptop, Mac, PC or mobile phone. The most user friendly way of using Microsoft teams is by using the app version.

To download the app just follow this link (if the link does not work, copy and paste into your search bar or google download microsoft teams and click the first link):

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

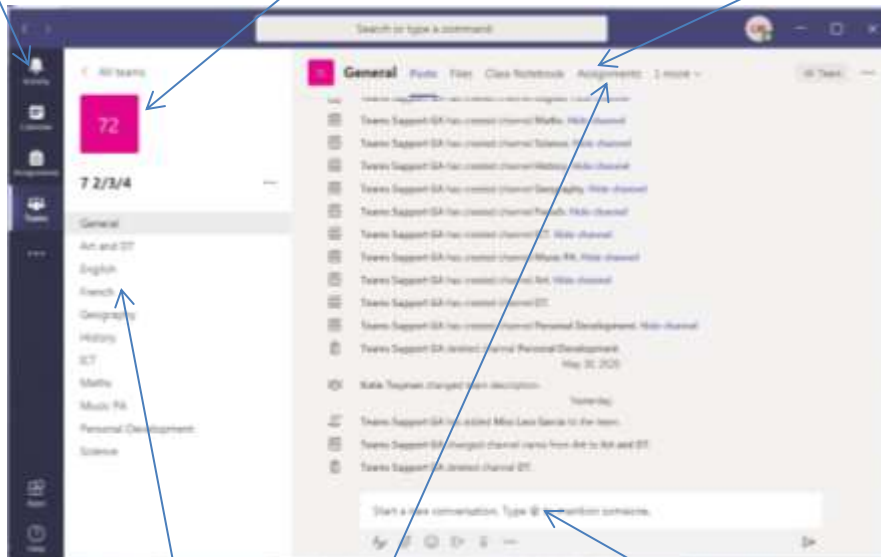
Once you have logged in using your sflt.org.uk email and password you will bring up the Teams home screen, please be patient it will take time to load when first opened.

Year 7 and 8

If you have been set work, or a teacher has commented it will indicate so here.

This is the team you are in, teams is just another word for class. Each class has a subject specific teacher within it.

Assignments is where you will find all the work you need to complete, with the date it is due in.



These subject specific channels will have all subject related information on them. You can ask subject specific questions to your teacher in here. However **to find the work they have set, you must go to assignments** at the top.

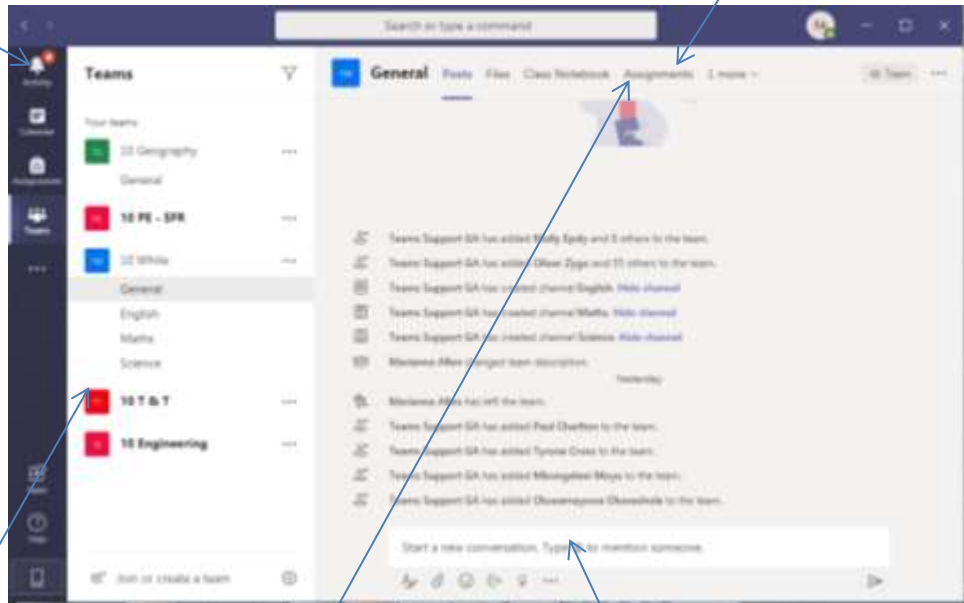
If you have any general questions about MS Teams you can write them in here and all of your teachers will see it.

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Year 9 and 10

If you have been set work, or a teacher has commented it will indicate so here.

Assignments is where you will find all the work you need to complete, with the date it is due in.



These are your teams (another word for classes.) Each team has a subject specific teacher within it. If you have any subject specific questions about the work you can click on that team and write to them in there. **All the work they set from all subjects will be found in the assignments sections at the top.**

If you have any general questions about MS Teams you can write them in here and all of your teachers will see it.

For information on how to complete work, check progress and upload from mobile devices please watch the videos on the Greenacre Academy website.