

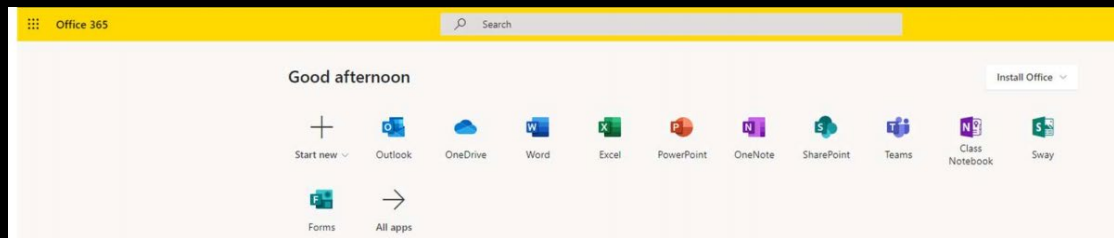
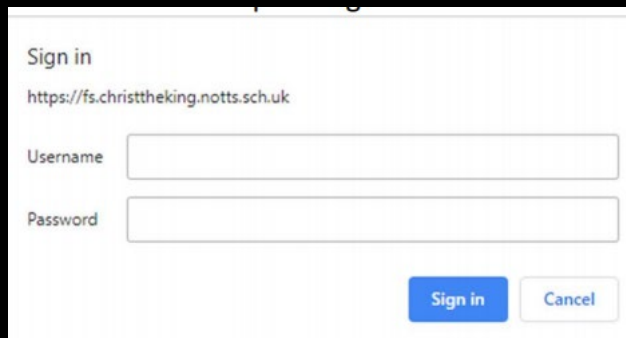
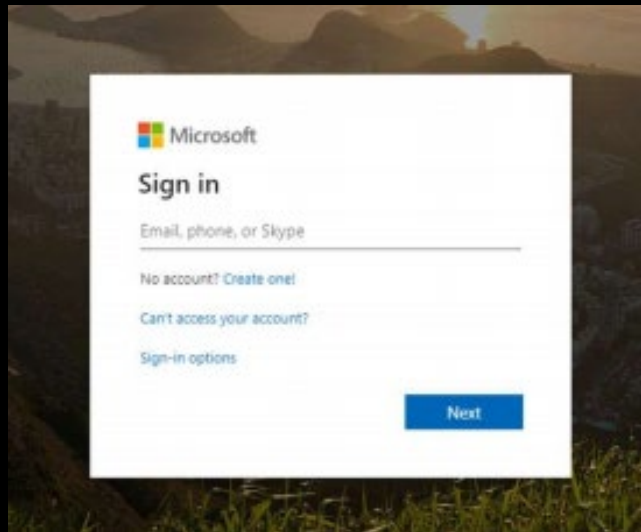
Accessing Teams
Assignments
Student Guide



Christ the King
School



Accessing Teams at home



1, To Access Teams at home you need to open a web browser (i.e. Chrome, Edge, Firefox, etc.)

2, Navigate to <https://portal.office.com>

3, Once you've reached the page you'll need to enter your School email address School email address example: @webbed.christtheking.notts.sch.uk

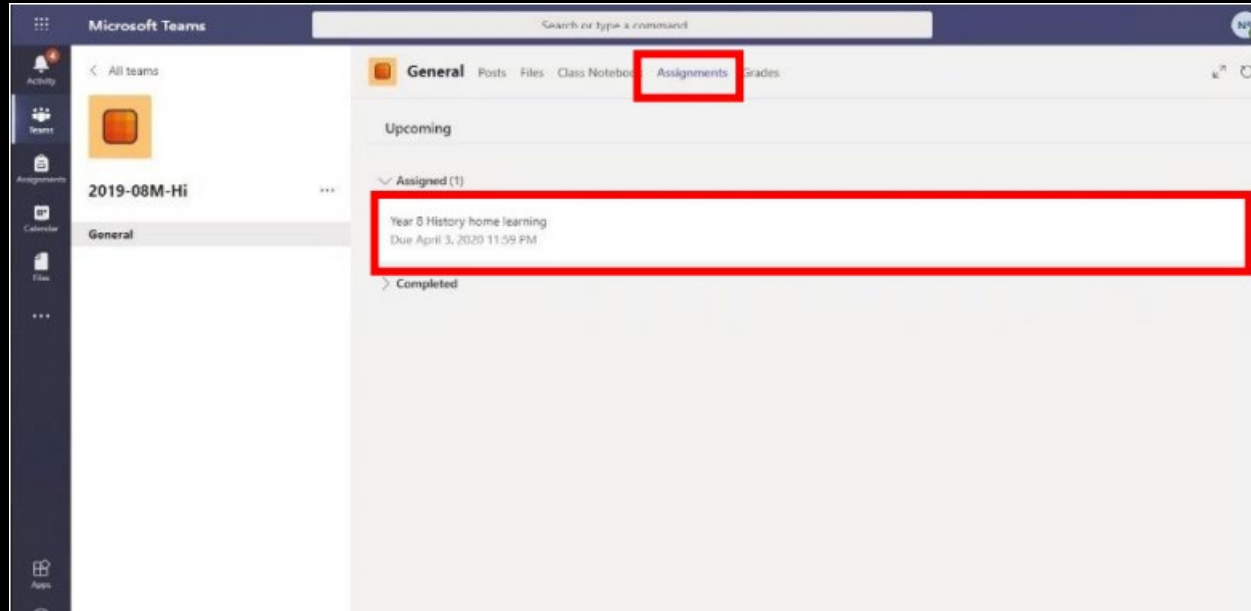
4, After entering your email address and pressing "Next" a window will appear asking you to enter your school login details

5, In this window you'll need to use your school username and password to sign in

6, Once you've signed in you should see the below page Select the Teams icon to access Teams within your browser



Opening Assignments in Teams



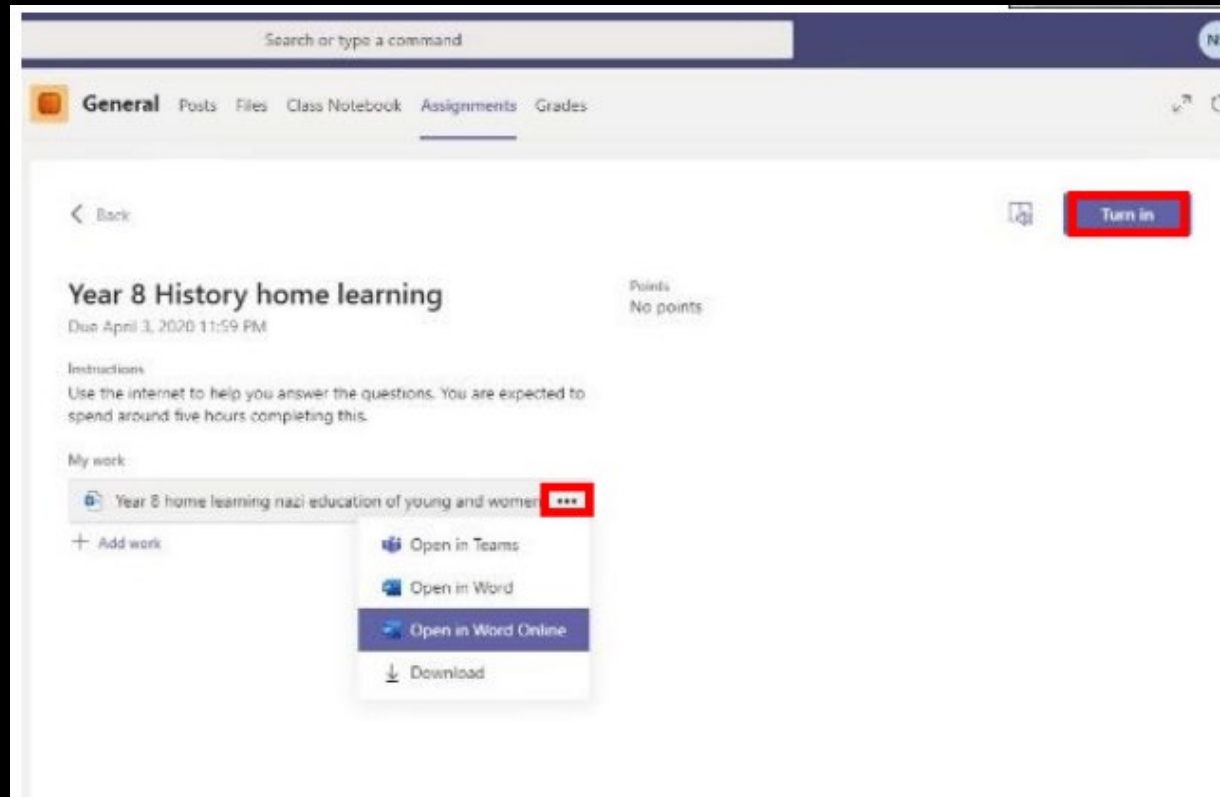
1, Open Microsoft Teams, this can be via the app or by following the instructions on the previous slide

2, Select your class by clicking on the groups icon down the left hand side of the window. You will have a 'Team' for each of your classes

3, Once you have selected your class select the Assignments tab (found at the top of the page. Here you will see the work set for this class by your teacher. Click on the assignment.



Submitting Assignments in Teams



1, Click on the 3 dots [...] at the end of the file name and select 'Open in Word'

2, Fill out the document and once completed, save the document, close it, and press the 'Turn In' button in the top right

3, This will submit your work to your teacher and send them a notification to say you've completed it

