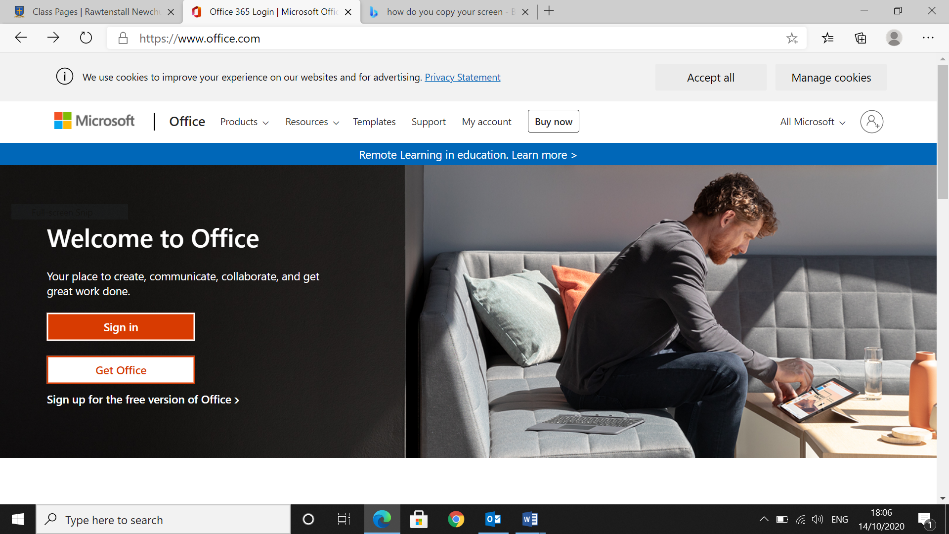
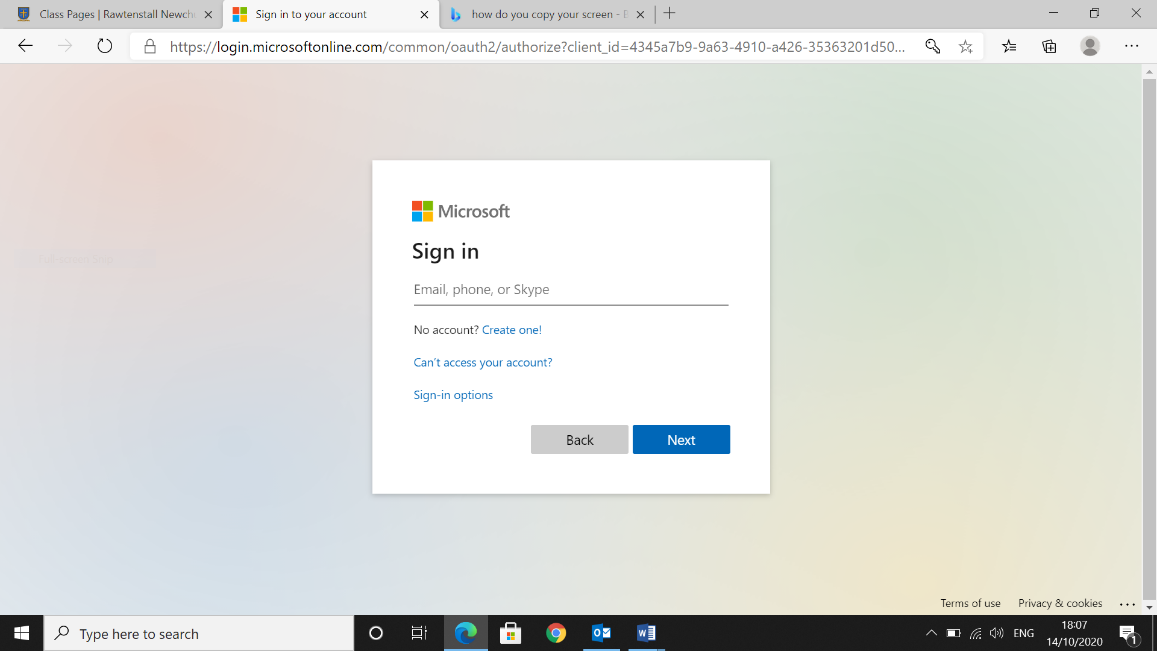
**How to login to Microsoft Teams**

**Step 1**



**Type** [**www.office.com**](http://www.office.com) **into your browser and Click on the sign in button.**



**Sign in with the username and password that was emailed to your parents/carers.**

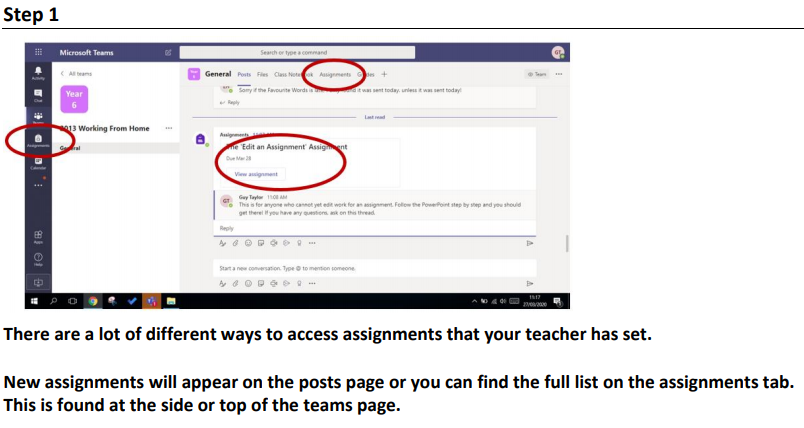
**We recommend you use the web app when prompted rather than Get the Windows App**

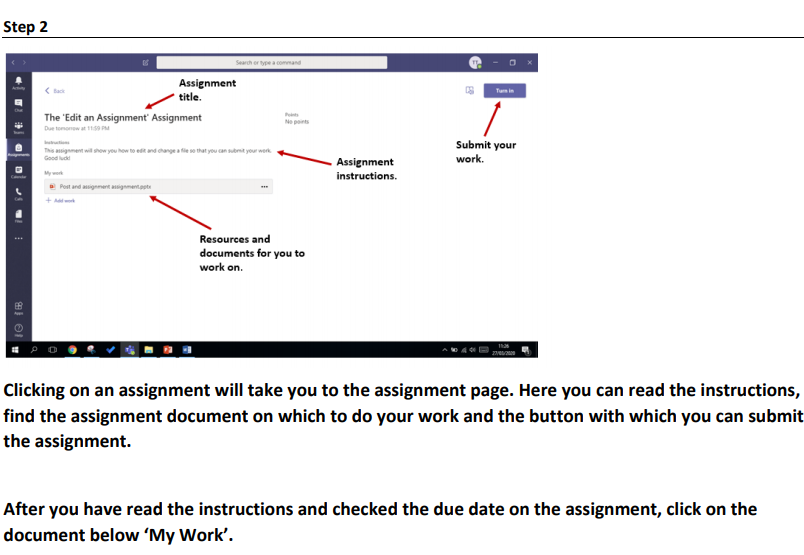
**Step 2**

****

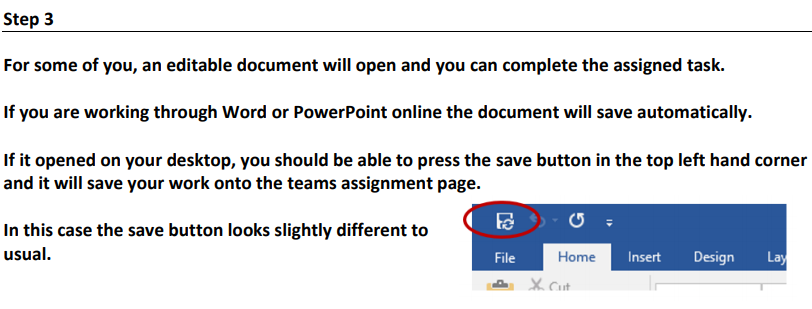
**Click on the Teams icon which can be found either on the left hand side or at the top.**

**How to open, edit and submit an assignment in Microsoft Teams**

**Step 1**

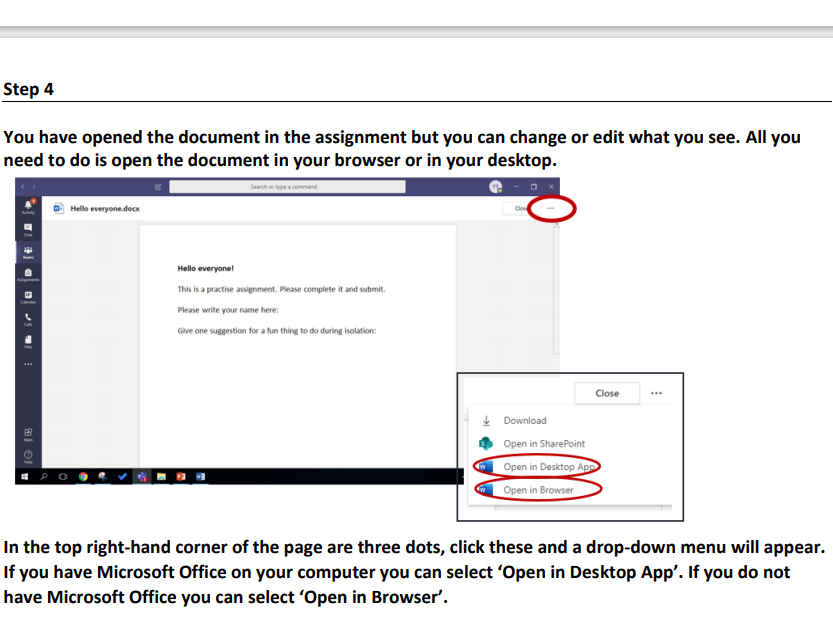
**Step 2**

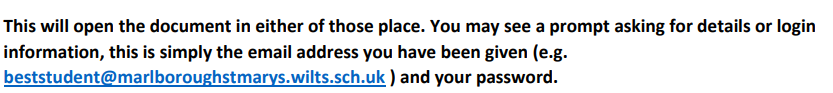
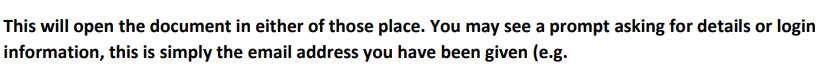
**Step 3**

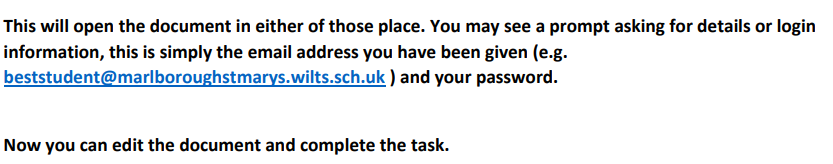


**If you can not edit the document move on to step 4, don’t worry you are nearly there!**

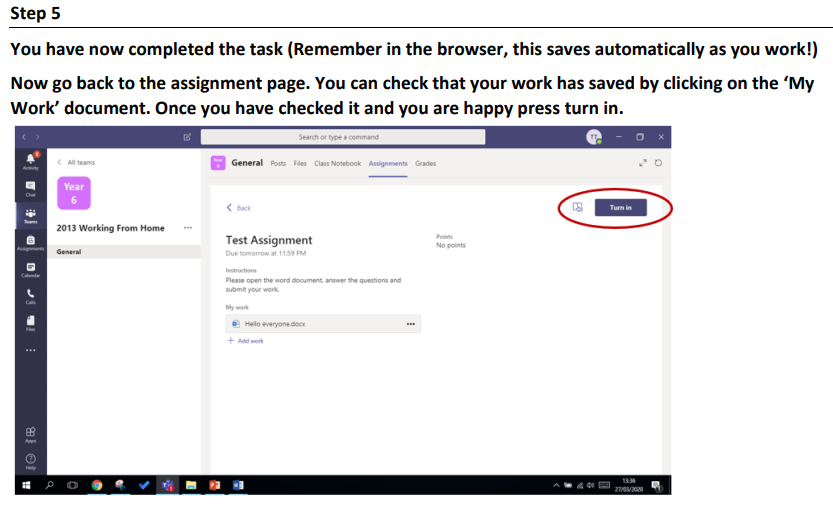
**Step 4**







**Step 5**



**Step 6**

