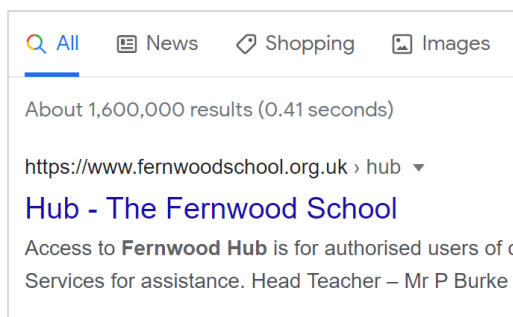




Access Instructions Laptops and Desktops

Opening Microsoft Teams



1. Teams works well in **Chrome, Safari and Edge** browsers.
2. Google **Fernwood Hub**, and the first result will be the right link.

The easiest way to access Microsoft Teams is to install the app on your computer. Teams will prompt you to do so when you launch the web version.



3. When you then click on the hub link (above) you will be asked to log in to the school systems. Please ensure you use your **email address**, not just your username in the format:

19j.smith@pupils.fernwoodschoo.org.uk

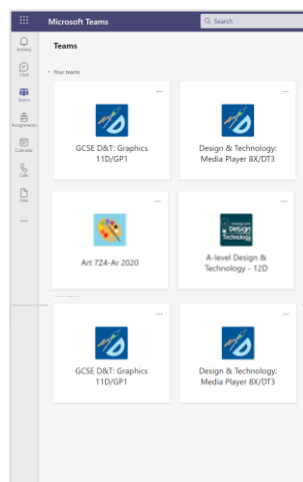
Your password is your normal school network password.

You will now have access to all the school online resources without needing to sign in to each.



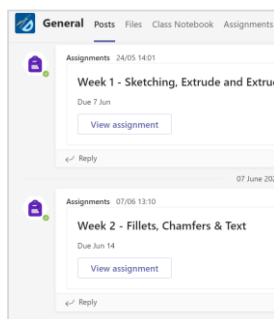
4. To access Microsoft Teams click on the link above, and it will take you to your class page.

Using Microsoft Teams



5. Your home screen will automatically show all of your timetabled classes.

You will also see any other classes set up for clubs and teams you may be involved in.

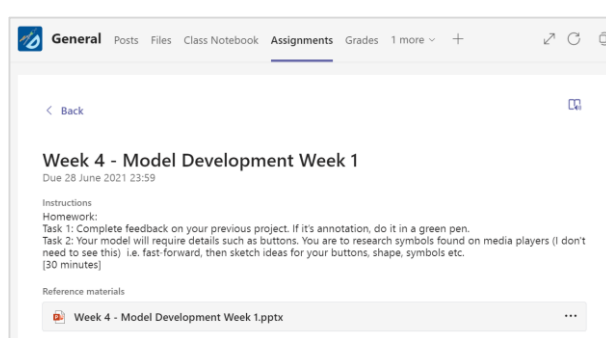


6. Inside a class.

Posts – Will show you a feed of comments, materials and tasks (a bit like Facebook).

Assignments – Will show you each assignment you are set within that subject.

Files – This is a store of any files and materials that useful to that subject.



7. When you click on any task/materials you will then see the full instructions along with additional files and links.

You will also see a due date and how many marks the work is worth (if the teacher has set some).

You initially get a preview, but you need to click again to access the submission page.

Turn in

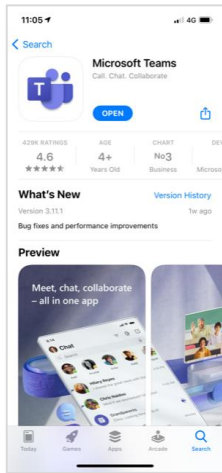
8. Remember to **Turn In** your work once complete. You will also be able to submit files, share a OneDrive link, or other media during the submission process.



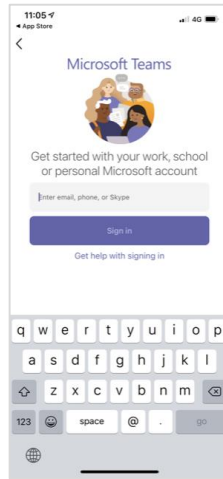
Access Instructions

Mobile Devices

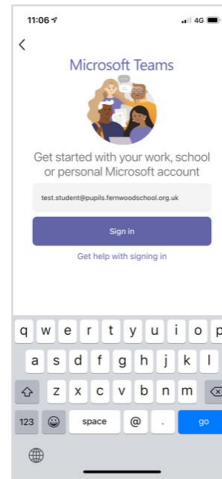
Installing the app



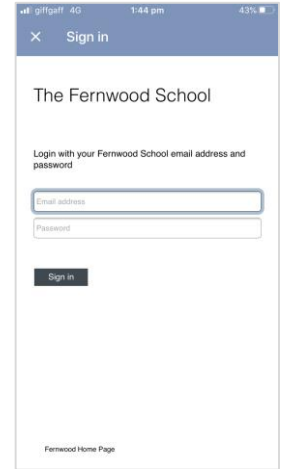
You can download Microsoft Teams from the app store (Apple/Android) for free. It even works on a Kindle.



You must ensure that you sign in **WITH YOUR SCHOOL EMAIL ADDRESS**, not a personal address.

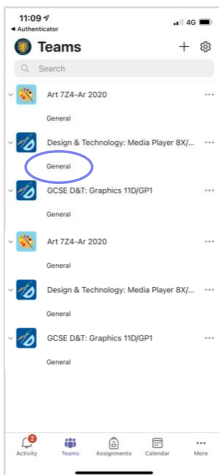


Your email for school would be in this format:
`22j.smith@pupils.fernwoodschoo.org.uk`



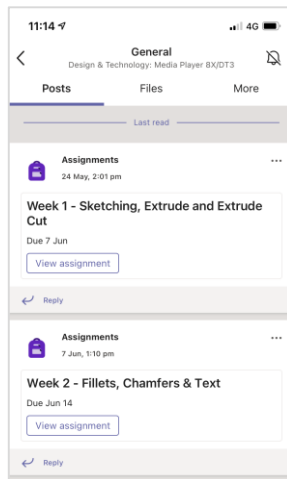
Once signed in, you will be redirected to the school, and will be asked for your email address again, and also your school password.

Using Microsoft Teams



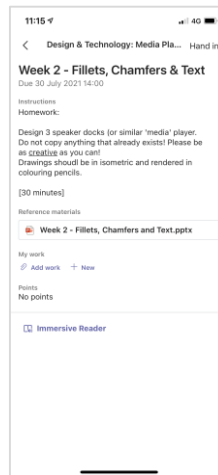
Your home screen will automatically show all of your teams (classes).

To click into each class, click the word **General**, and you will be taken into the assignment view.

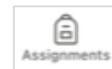


Posts – Will show you a feed of comments, materials and tasks (a bit like Facebook). **Assignments** will also show up in the thread. Click **View assignment** to see more.

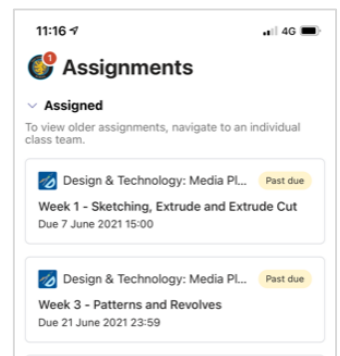
Files – This is a store of any files and materials that useful to that subject.



When you click on any assignment you will then see the full instructions along with additional files and links. You will also see a due date and how many marks the work is worth. Click **Hand in** when complete.



The assignment tab at the foot of the app also allows instant access to all due assignments in one place, organised in order or date due.



Once a piece of work has been submitted it will then disappear off of the list making it easy to prioritise work, and keep track of when things are due. Assignments will also appear on the calendar tab too.