

# Microsoft Teams for pupils and students

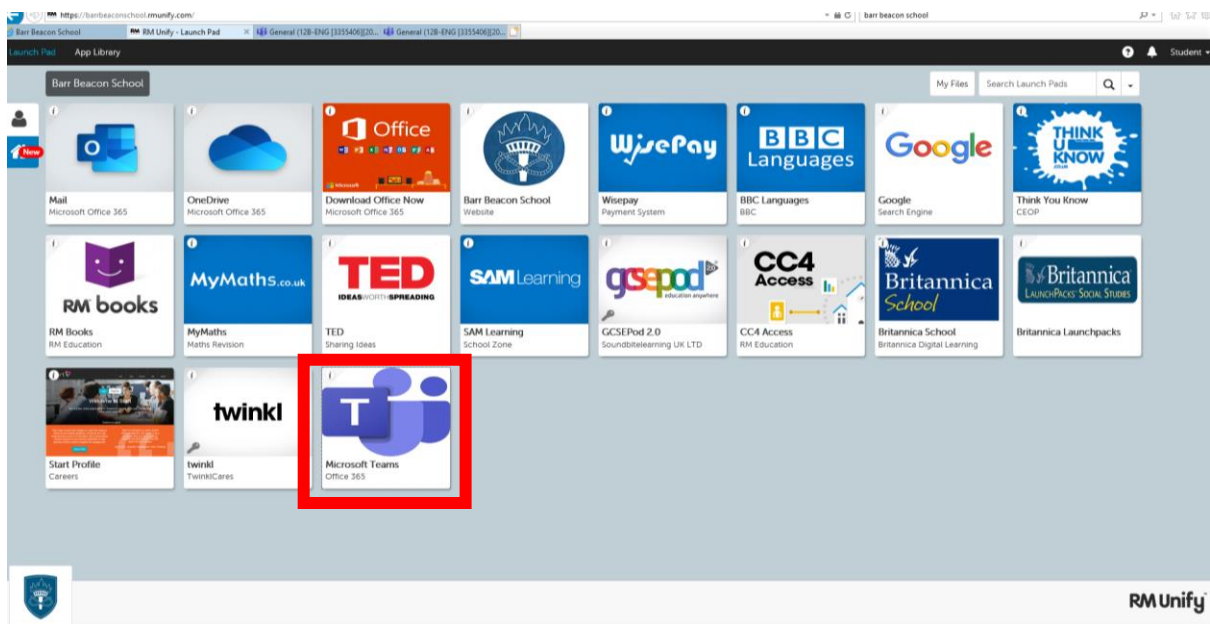
An online classroom where you can seek guidance from your teachers

1. Login as usual to Home Access

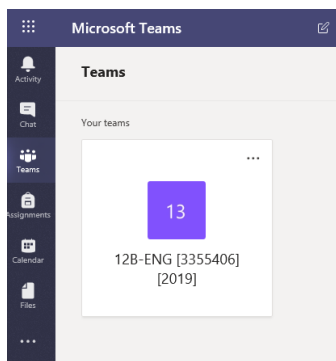
The icon is now in the top right corner of the website.



2. When you get to this screen select Teams



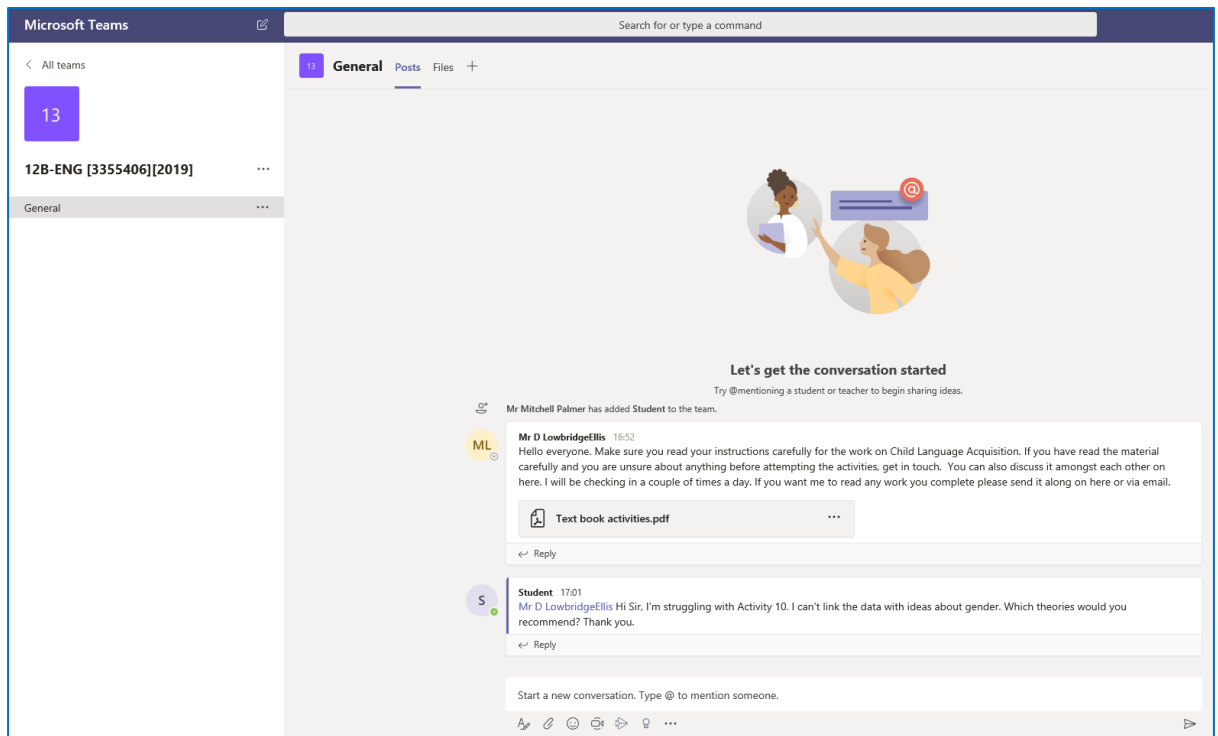
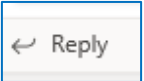
3. You should see your classes displayed.



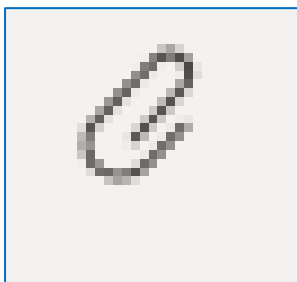
Select the class you want to join.

- This will load the classroom. You can message directly to your teacher by typing @ followed by their name. Only they will see these messages.

Your teachers may start a conversation with everyone in the class. Press reply to add your thoughts and questions.

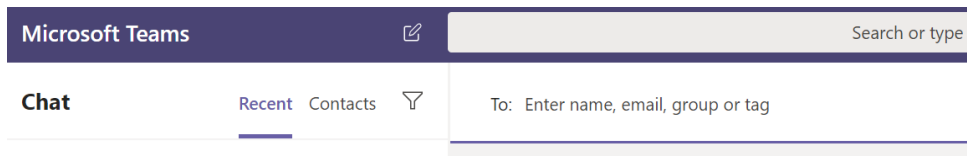


- You can upload any work you want your teacher to give you feedback on by using the paperclip icon.



If you want to **chat (by typing) to your teacher one-on-one** about your work or send them something you've produced, click the Chat icon and type your teacher's name





We will not be using the live video function so do not press it.

***Remember that this is constantly being monitored, just as computers are in school, so do not post anything inappropriate or you will be removed from your groups and your parents/carers will be informed immediately.***