

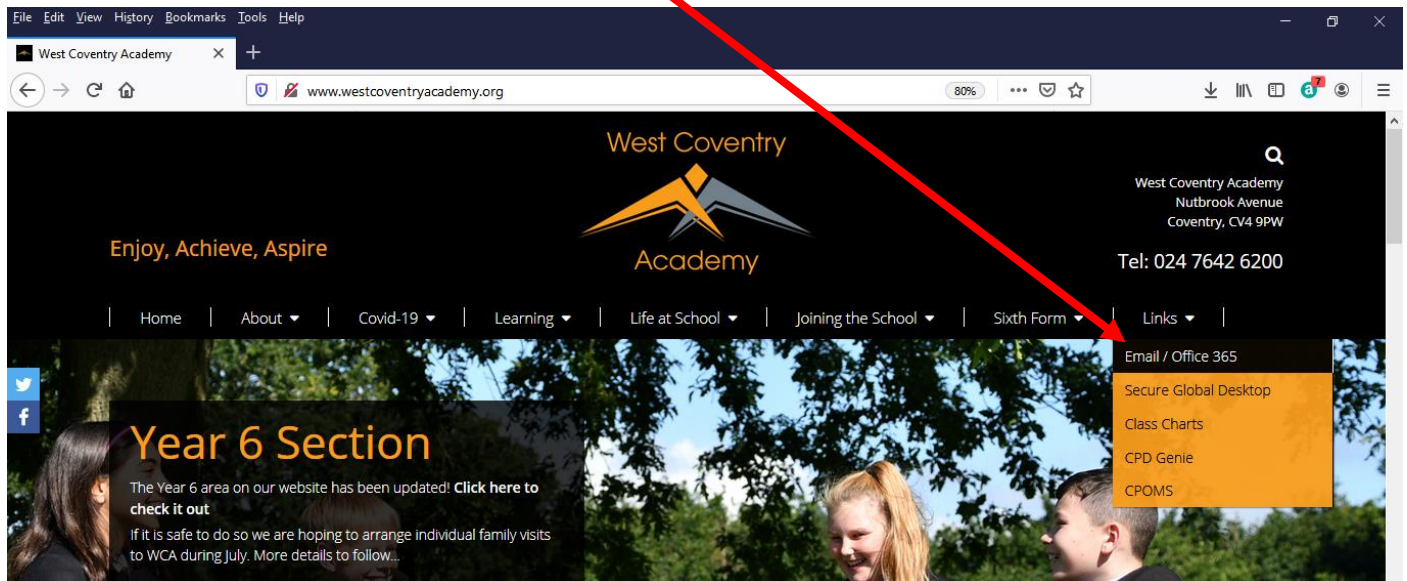


Accessing Microsoft Office365 - Teams

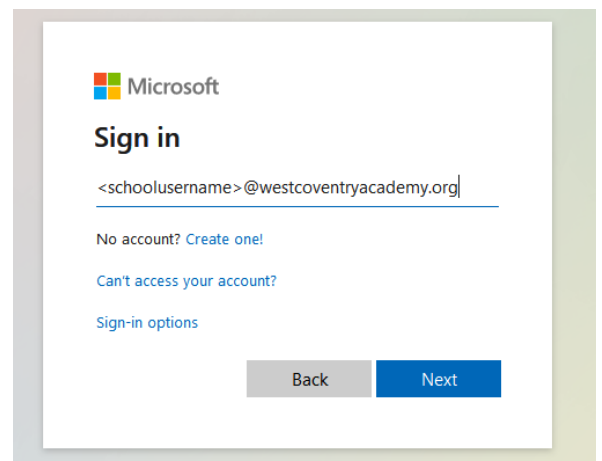
If you are using a SmartPhone or Tablet, go to section 2

Section 1 – Using a Laptop/Desktop (See Section 2 for using a Tablet or SmartPhone)

From the school website log into Office 365



Your email address is your school username (eg. 19SmithK) followed by @westcoventryacademy.org (eg. 19SmithK@westcoventryacademy.org)



At the next screen type in your school username (eg. 19SmithK) and use the password you use at school to access the computers.

Sign In

fed.tilehillwoodschool.co.uk

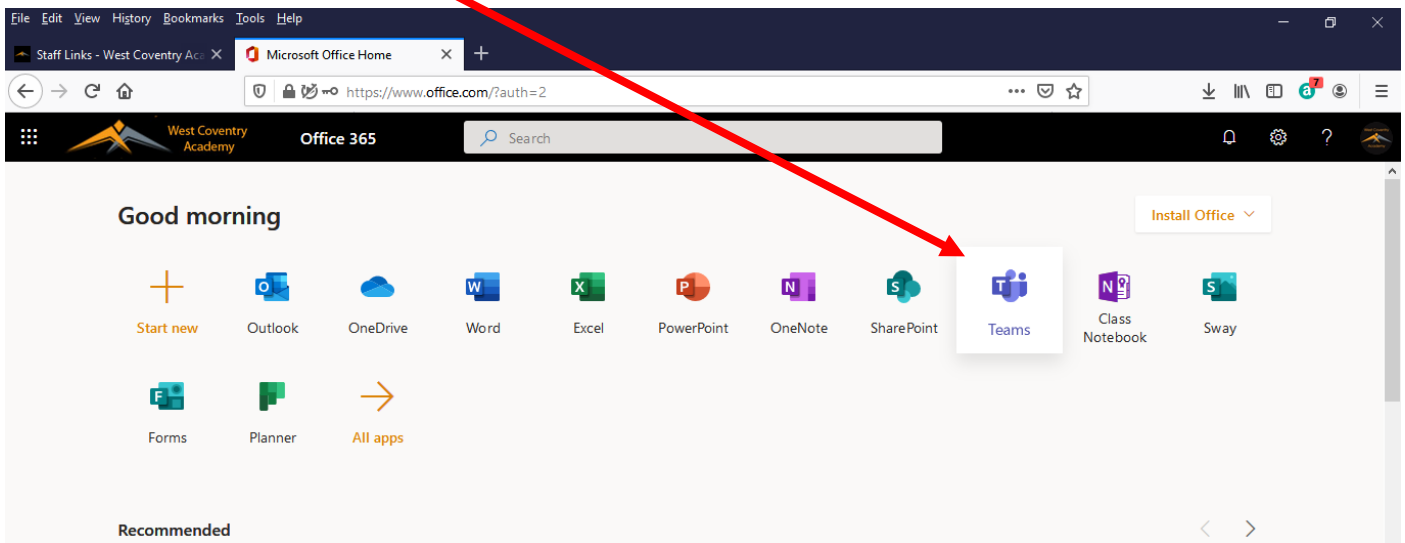
Type your user name and password.

User name: Example: Domain\username

Password:

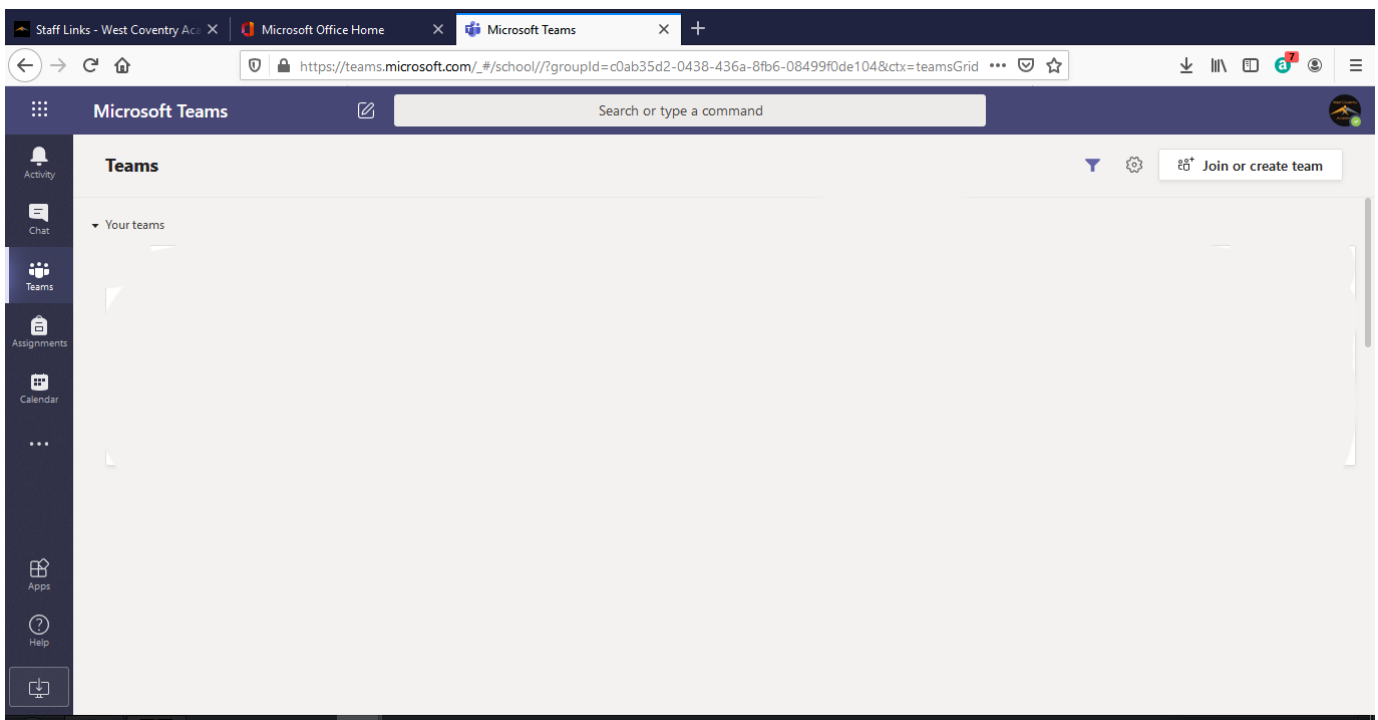


When logged in, click on **Teams** icon



You are now in Teams.

When the member of staff calls you, there will be a pop-up message asking you to accept the call.
It may also ask you to allow access to camera and microphone.



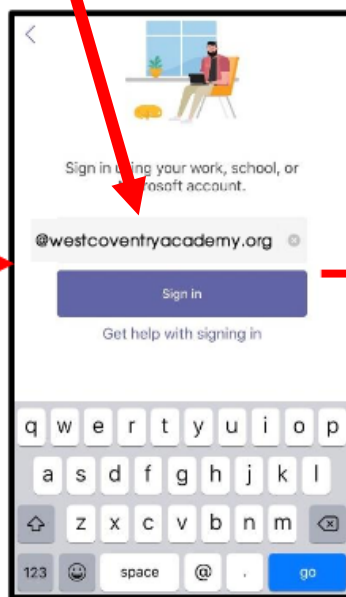
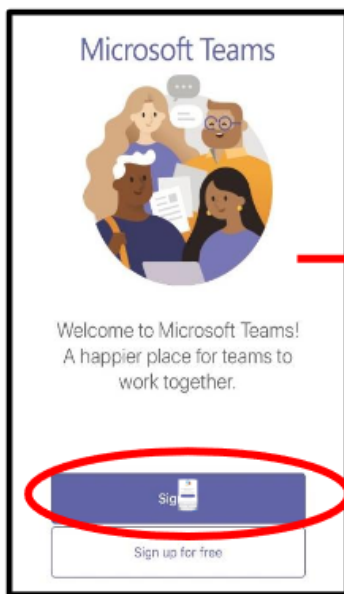


Section 2 – Using a Tablet or SmartPhone

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



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Class teams

Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team

You can change team settings, add members to the class team and add channels .

Open Class Notebook

Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Open Assignments and Grades

Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Every team has channels

Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Format your message

Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add tabs

Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Share files

Let class members view a file or work on it together.

Start a discussion with the class

Type and format you message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options

Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.

