



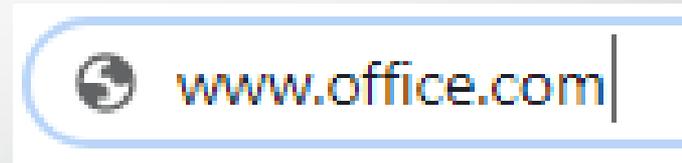
Can I log in to Microsoft
Teams?

You will need

- Go on to Google Chrome or Microsoft Edge
- Know where the @ sign is on your keyboard
- Your school email address (please type it carefully)
- Your Password (make sure it is case sensitive)
- Good luck!

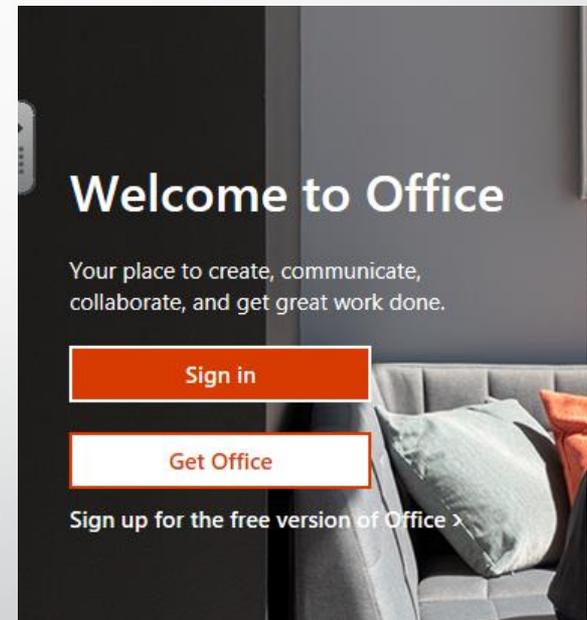
1) Go to office.com

- Type www.office.com into the browser



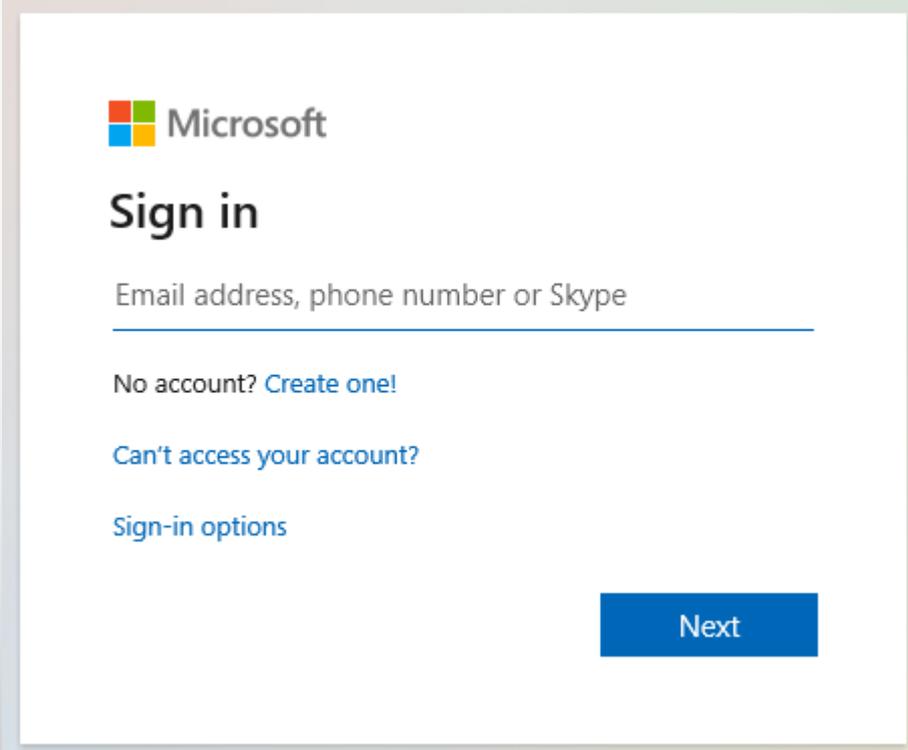
2) Click sign in

- Click the red sign in button



3) Enter email address

- Enter email address
- Click Next



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo, consisting of four colored squares (red, green, blue, yellow) followed by the word "Microsoft". Below the logo is the heading "Sign in". Underneath is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right of the form is a blue button labeled "Next".

Microsoft

Sign in

Email address, phone number or Skype

No account? [Create one!](#)

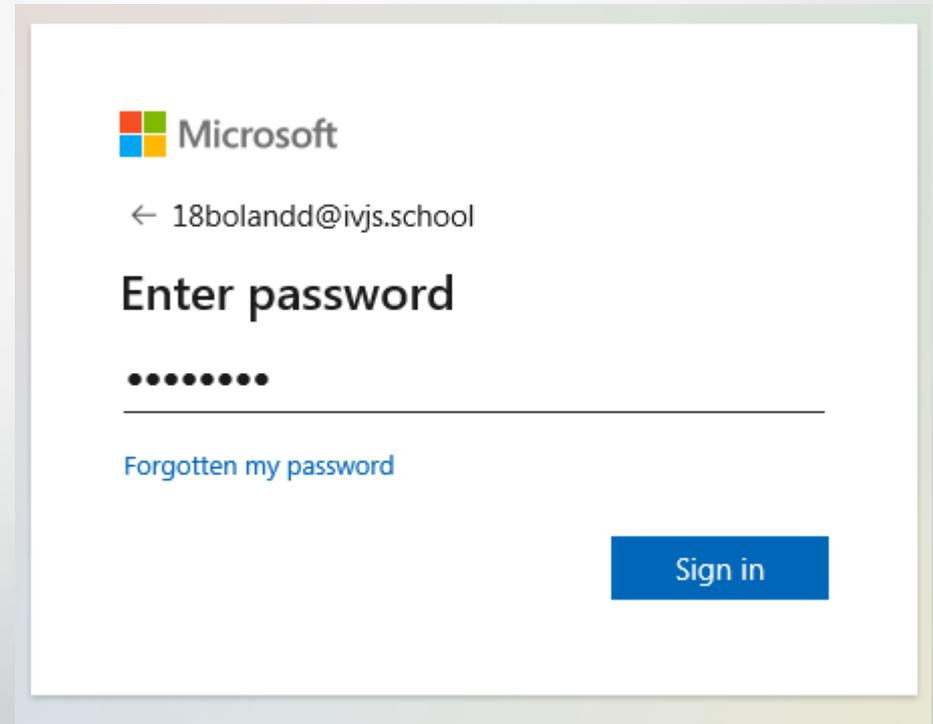
[Can't access your account?](#)

[Sign-in options](#)

Next

4) Enter password

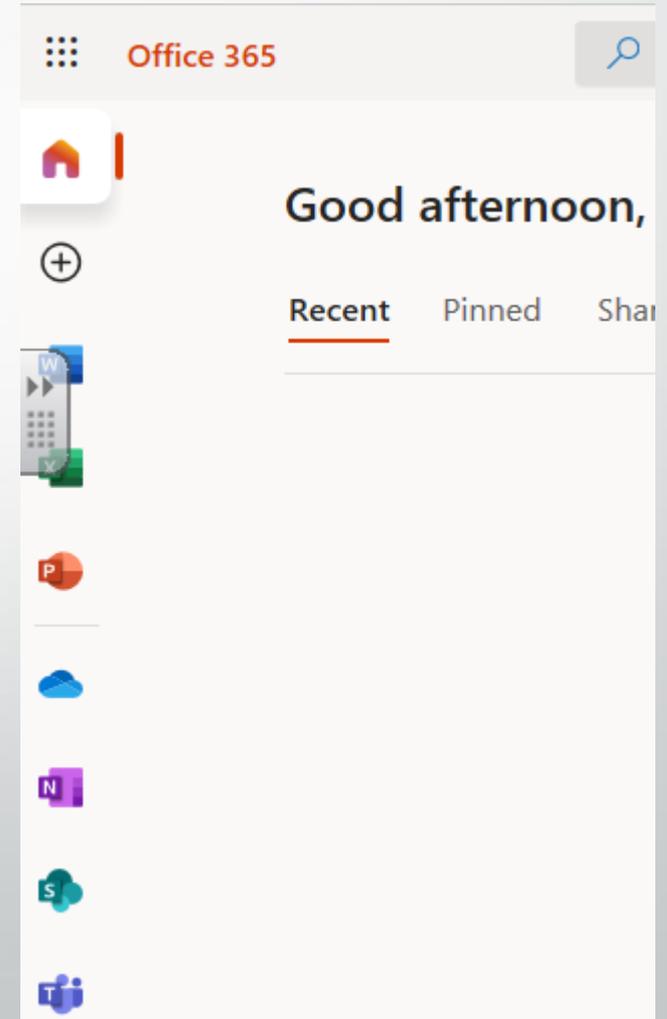
- Make sure case sensitive



The screenshot shows a Microsoft login interface. At the top left is the Microsoft logo. Below it, the email address '18bolandd@ivjs.school' is displayed with a left-pointing arrow. The main heading is 'Enter password'. Below this is a password input field represented by a series of dots. A horizontal line is positioned below the password field. Underneath the line is a blue link that says 'Forgotten my password'. In the bottom right corner, there is a blue rectangular button with the text 'Sign in' in white.

5) Click the T teams

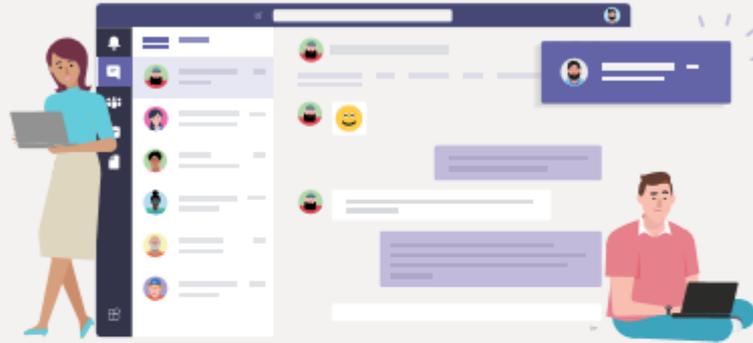
- T is TEAMS



6) Click the use the web app instead

- 6) Click the use the web app instead

Microsoft Teams



Download the Teams desktop app
and stay better connected.

[Get the Windows app](#)

[Use the web app instead](#)

This will be your dashboard

Click ACTIVITY button

The screenshot displays the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity, Teams, Assignments, and Files. The main area is split into two panes. The left pane, titled 'Feed', shows a list of activity items: two 'Assignments mentioned Morpurgo' entries with due dates of 14/10, and a notification 'Emma added you to Morpurgo' dated 14/10. The right pane shows a channel view for 'General'. It includes a 'Posts' tab, a 'Meeting ended: 1 min 56 sec' notification, and an assignment card titled 'Maths Poster' with a 'View assignment' button. A 'Team' button and a '3 more' dropdown are visible in the top right of the channel view.

Activity Feed:

- Assignments mentioned Morpurgo (14/10)
Morpurgo > General
Maths Poster | Due Oct 16
- Assignments mentioned Morpurgo (14/10)
Morpurgo > General
Times /tables rock stars | Due 16 Oct
- Emma added you to Morpurgo (14/10)

Channel View (General):

- Meeting ended: 1 min 56 sec
- Assignments Wednesday 19:10
Maths Poster
Due Oct 16
[View assignment](#)

Assignment – click add work

Maths Poster

Due today at 23:59

Instructions

Create a short PowerPoint that will explain something about what we have learnt in maths so far this term for display. For example, you might choose rounding. What do you know about the rounding rules? How would you explain this? Can you use diagrams/examples to show what you know?

Reference materials

 Poster---Prime-Numbers.pptx



My work

 [Add work](#)

Upload from the device and browse the
computer's drive



Upload from this device

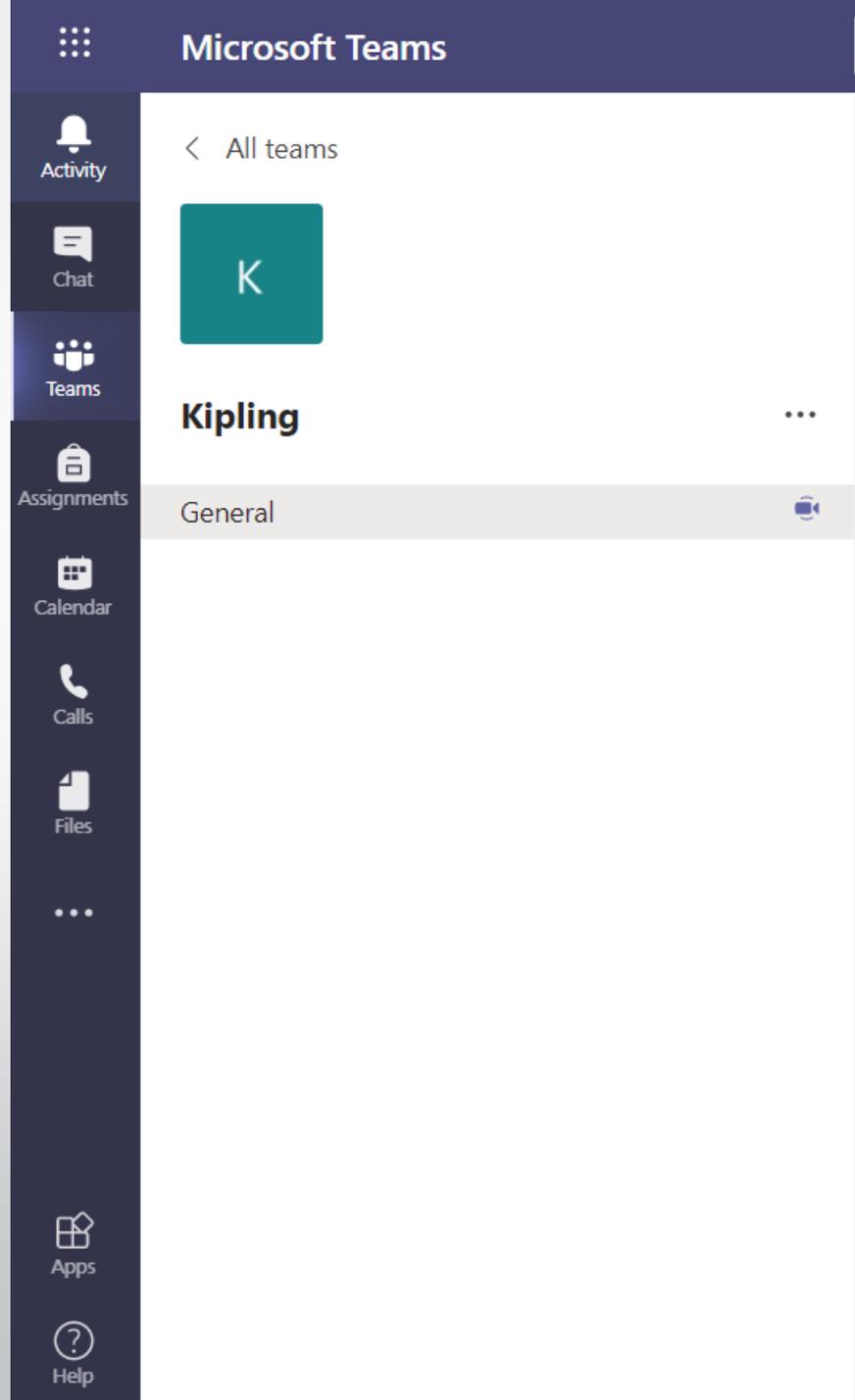
When it is added click 'Hand In'



Hand in

JOIN MEETING

Click TEAMS and then your class will appear



JOIN MEETING

Click JOIN whilst the meeting has started

Today



test meet

57:54

GL

Join



Gemma Lainsbury 10:17
Scheduled a meeting



test meet
Monday, 19 October 2020 @ 10:15



test meet started

← Reply

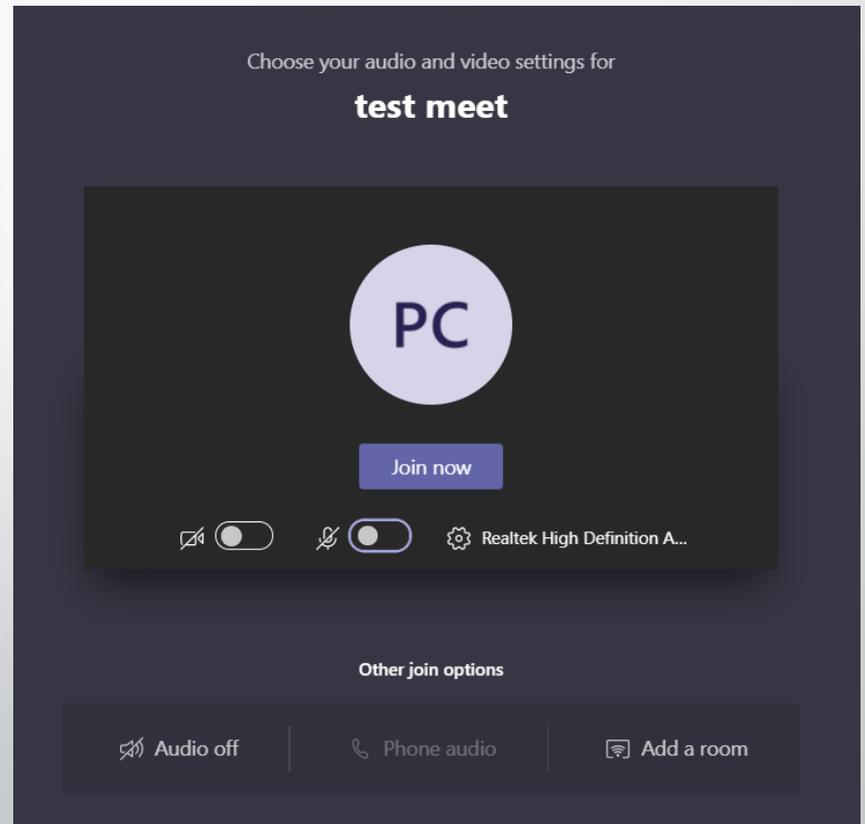
JOIN MEETING

This box will open ...

Toggle for CAMERA

Toggle for MICROPHONE

Then click JOIN NOW



JOIN MEETING

This box will open ...

Waiting for others to join...

Shows that Camera and
Microphone are off

