How to get started on Microsoft Teams

What is Teams for?

Teams is where your teachers, progress tutor and study support will share:

➢ DIL assignments
➢ Important messages
➢ Resources
➢ Employability news
➢ Enrichment information

It is where you can:

➢ Submit assignments and DIL
➢ Communicate with staff.
➢ Stay organised in your subjects
➢ Access all the resources and support offered
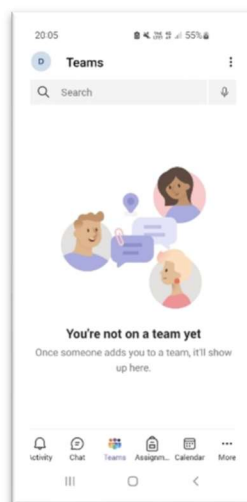
How to join a Team

Step 1
Get the app on your phone, tablet or laptop. Teams can also be accessed via a browser. The app is available for Apple and Android and can be found in the app store.

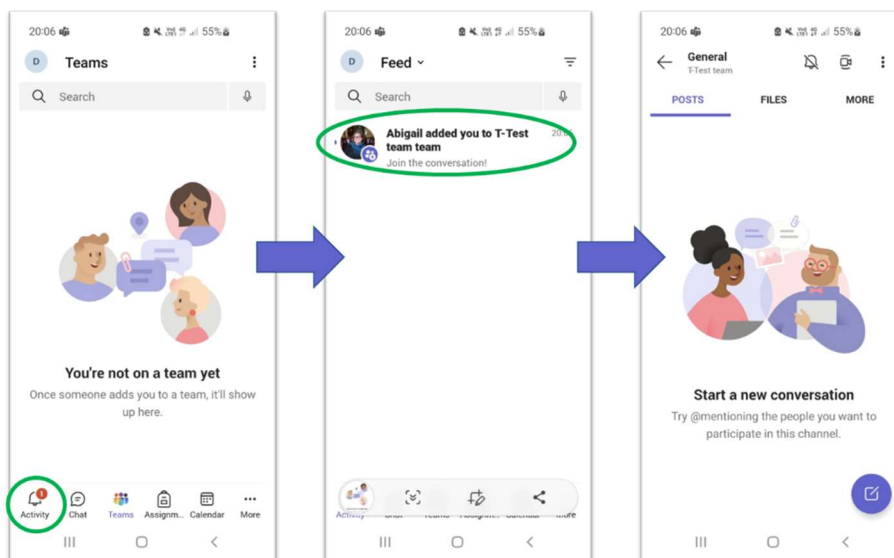**Step 2**
Sign in with your college login details.

Step 3
When you open the app for the first time you will see this screen.

Step 4
There are two ways that you will be added to a Team. If a member of staff adds you to a Team you will receive a notification. If you click this you will see the open screen of the Team (in this case called Test team).

If a member of staff provides you with a code to join a Team, use the "Join Team with a code" option as show below.
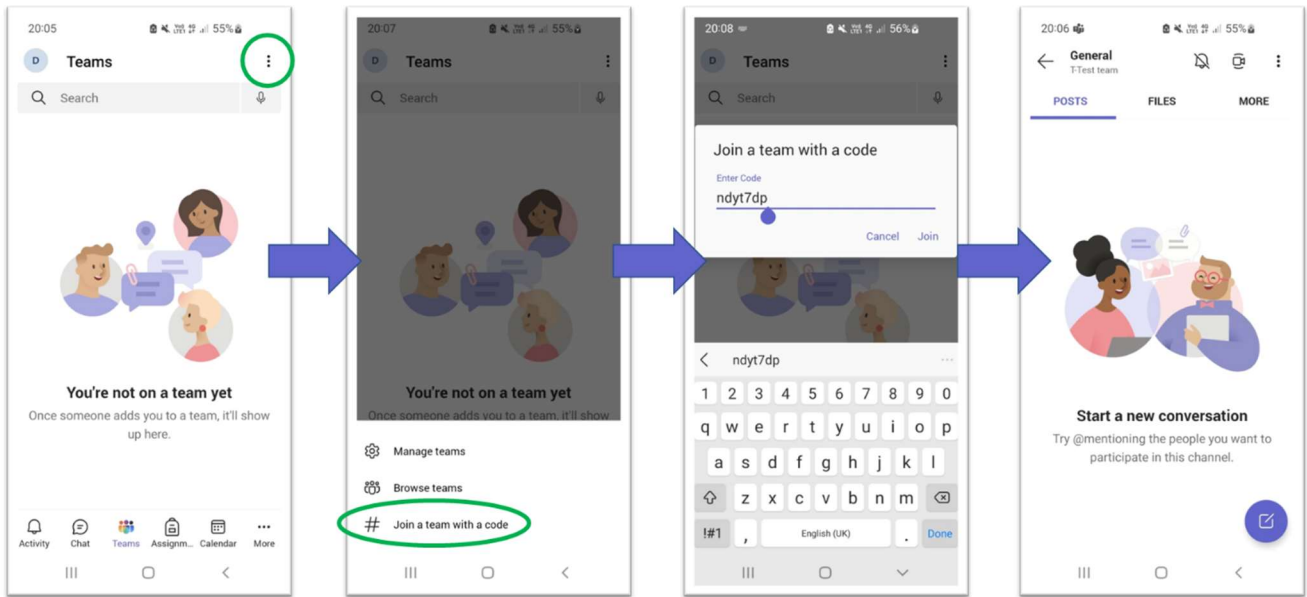
How to submit an assignment

Step 1
When your teacher sets an assignment for DIL on Teams you will receive a notification. You can also find your assignments in the Assignment section in Teams. Checking this often will help keep you organised and allow you to space out your work. You should assume that you will be set DIL for every subject every week and you should be completing independent revision in addition to this.

Step 2
Attach your work to the assignment using the 'Attach' option. You can submit your work in a variety of different formats (For example: a Word document or a scanned handwritten piece of work). Your teacher will be able to provide details of how they want the work to be presented.

Step 3
Click 'Hand In' once you have attached your work.