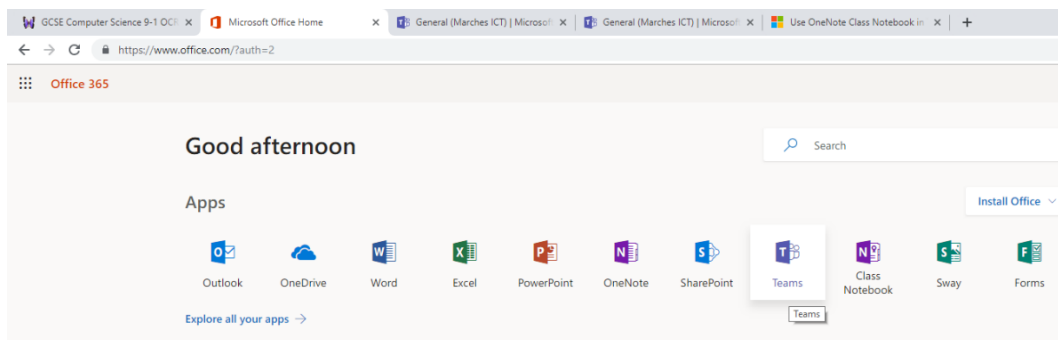
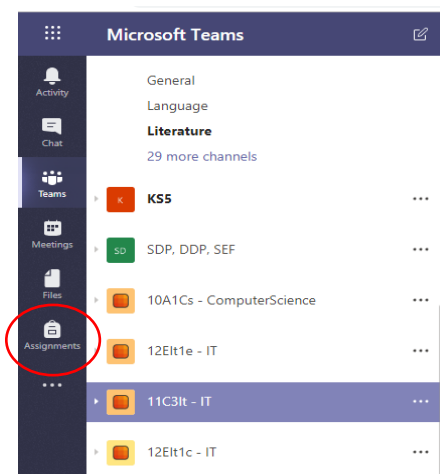
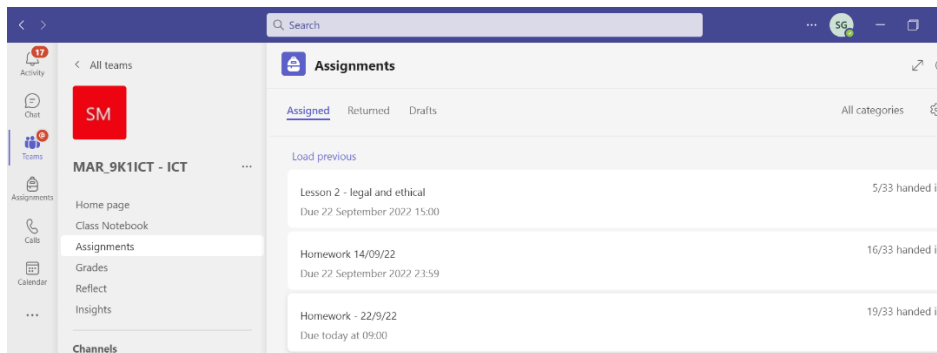


How to access Teams

1. Log into Office 365 (Google - Office 365 login or enter office.com to address bar) or download the Teams app.
2. Username: username (school email found in planners)
Password: Students know their own password
3. Click the Teams icon



4. Scroll down the left-hand menu – you will see all your timetabled class codes.
5. Homework assignments can be found in the General channel of the team or by clicking on the Assignments icon which will list all assignments issued.



6. Click to read the task, attach work and hand-in when complete.