



# MICROSOFT TEAMS

AND REMOTE LEARNING

THOMAS  
TALLIS  
SCHOOL

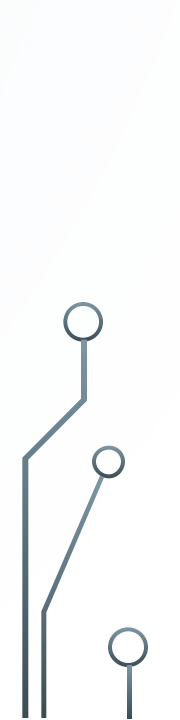





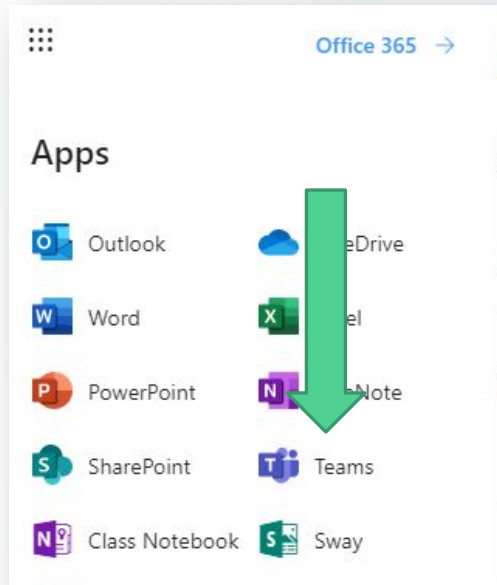
# MICROSOFT TEAMS

Microsoft Teams is an online collaboration system that is available to all students as part of their school Office 365 account.

Login to Microsoft Office from the link on the school website or <https://portal.office.com>, using your school email address and password (the password will always be the same one you use to log into a school computer or Insight). You can then access Teams from the app menu.

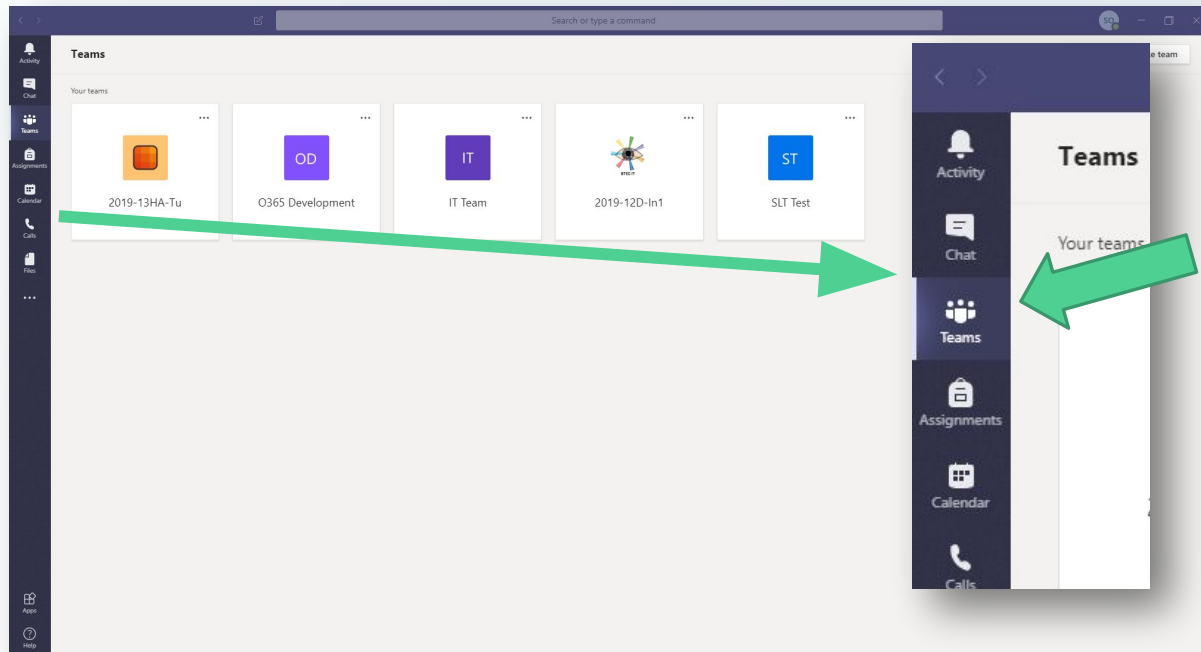


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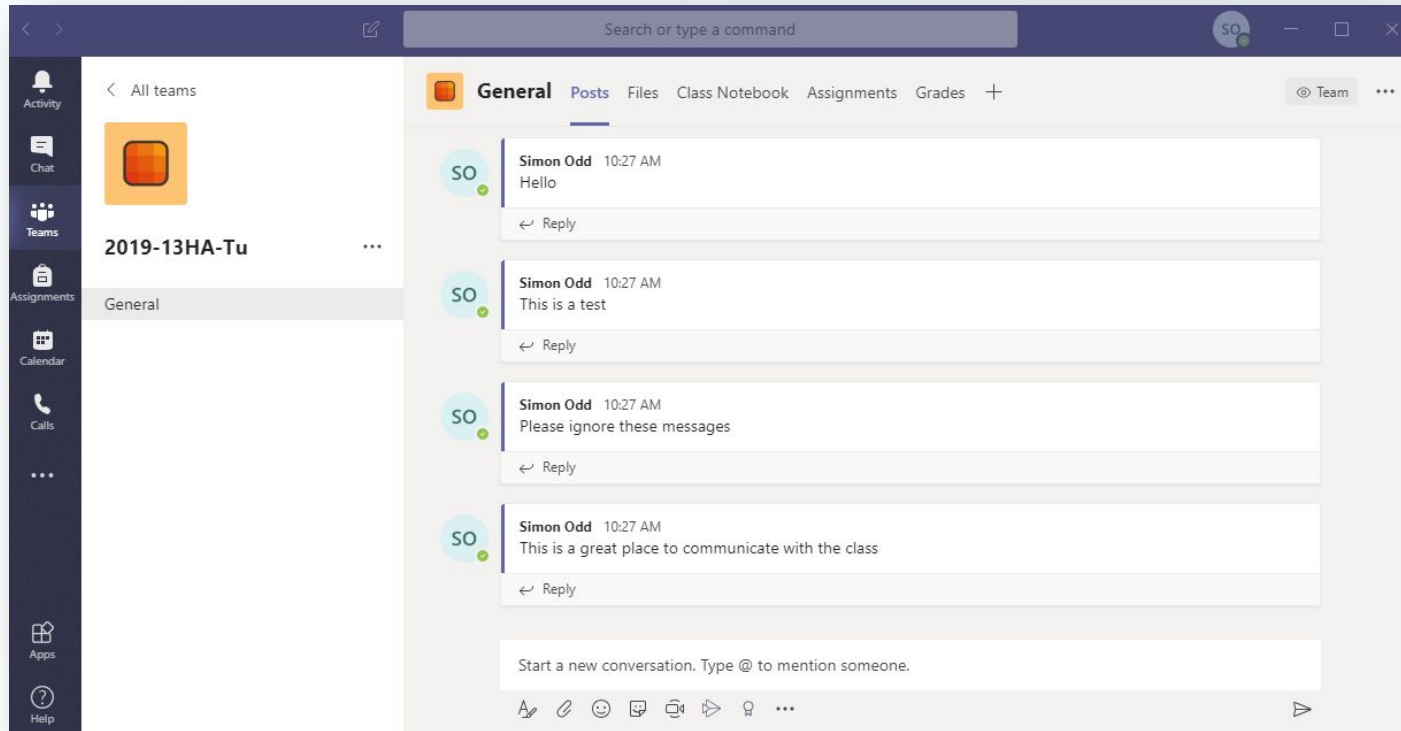
- Teams can be accessed online in Office 365 in the Apps menu (top left corner of any Office 365 screen)
- It is also a standalone app that can be installed at home, but should appear on any School computer
- Additionally, it is available as a mobile app
- If using an app, simply login with your email address and password

# MICROSOFT TEAMS



- Open Teams and click on the Teams tab on the left hand side
- Here you will see all of the Teams that you are a member of
- Only classes that have been activated by a teacher will appear
- If a class is missing, contact your teacher via email

# MICROSOFT TEAMS



- When a class is accessed the first tab you can see is **Posts**
- This is a communication area where students and staff can post messages
- All posts will appear linked to your name and Office 365 account
- Teachers will be able to monitor all messages sent
- Make sure you only post messages that are appropriate to the class

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The screenshot displays the Microsoft Teams interface. At the top, the 'General' channel is selected, with tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Files' tab is active, showing a toolbar with options: '+ New', 'Upload', 'Copy link', 'Download', 'Add cloud storage', and 'All Documents'. Below the toolbar, a table lists files in the 'General' channel. A 'Class Materials' folder is highlighted, and a secondary window shows its contents.

| Name            | Modified | Modified By |
|-----------------|----------|-------------|
| Class Materials |          | Simon Odd   |

| Name                       | Modified             | Modified By |
|----------------------------|----------------------|-------------|
| 13 HA Quiz Scoreboard.xlsx | Wednesday at 1:57... | Simon Odd   |
| B Lists 2019-20 YR13.xlsx  | March 3              | Simon Odd   |
| Teams Test File.docx       | About a minute ago   | Simon Odd   |

- In the Files tab, any documents added to the class will be visible
- All Classes have a “Class Materials” folder
- This is where teachers may share files
- Files in this folder are “Read Only” for students, but can be downloaded and edited if needed
- Some teachers may ask you to submit work via email, others may use the Assignments section in teams. Ask your teacher if you are unsure.

# MICROSOFT TEAMS

- If you have any issues with your username and password, contact [Helpdesk@thomastallis.org.uk](mailto:Helpdesk@thomastallis.org.uk)
- It will be reset for you