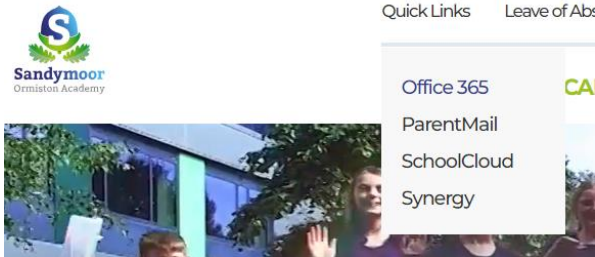
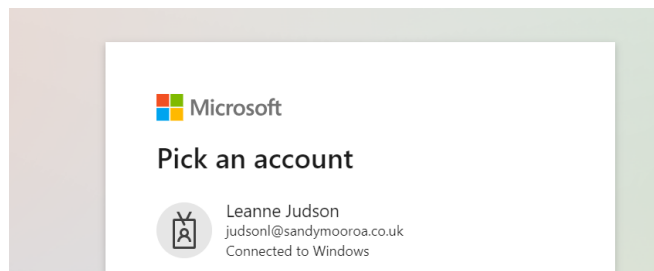


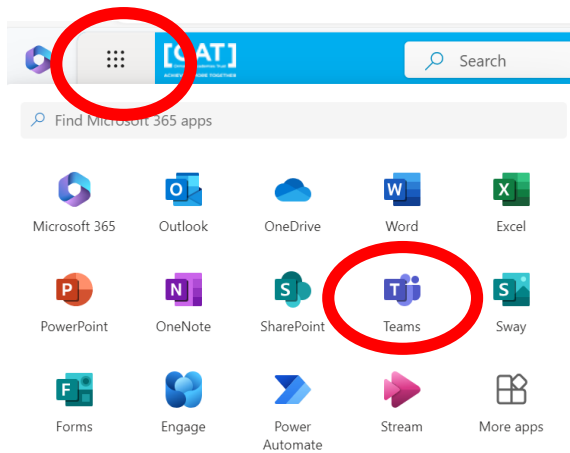
# Accessing work on Teams: A guide for students and parents



1. To access Microsoft Office:  
Go to the school website  
In the top left corner click on **Quick Links**  
Click on **Office 365** -

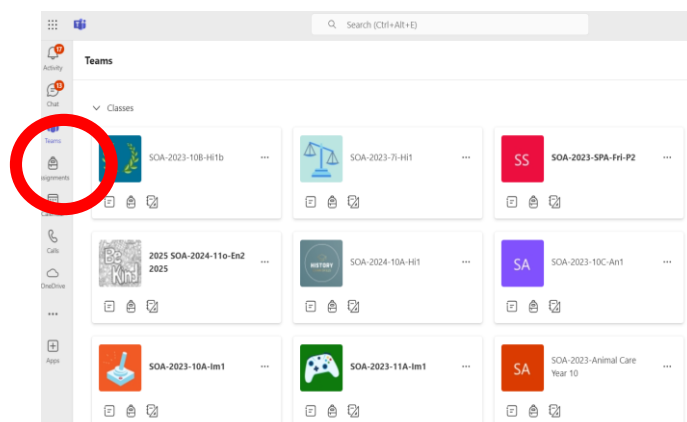


2. This will prompt a log in  
Students should **log in** using their normal Sandymoor details.



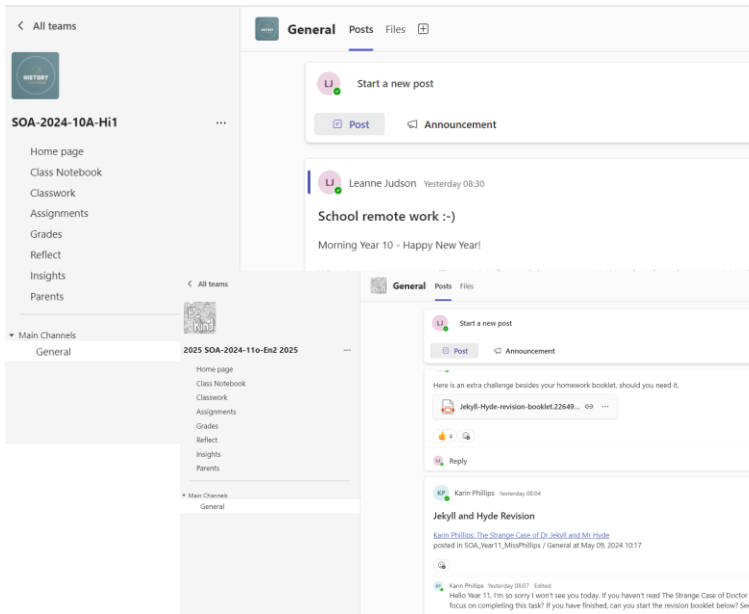
3. One logged in, click on the **9 squared dots** at the top of the screen. This opens the links to wider applications on Microsoft.

Click on **Teams**

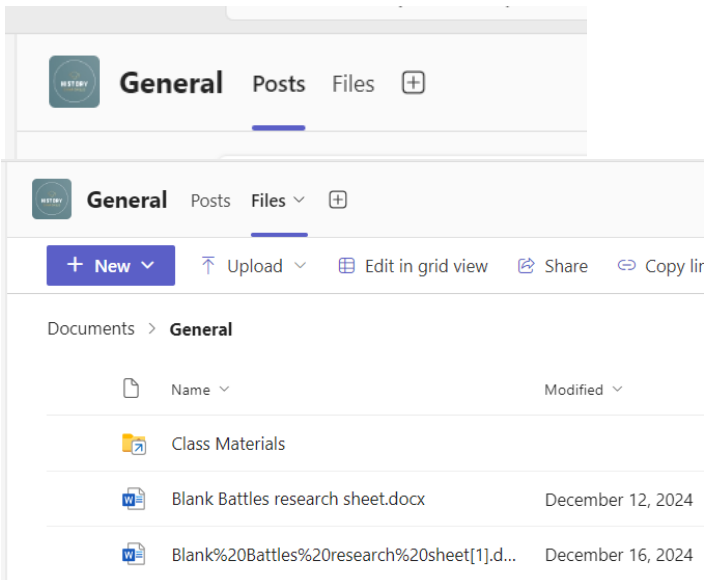


4. Each **subject class** has its own **Team**.  
Click on to a subject/ class.

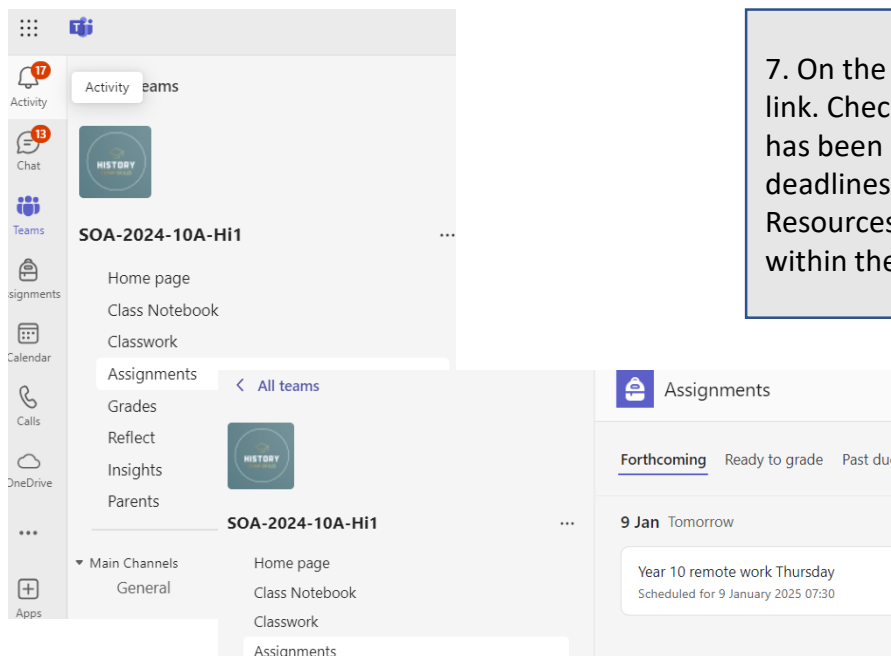
**Assignments** – this will have an alert next to it where work has been set as an assignment



5. Each subject/ class page has a **general feed**. There will be messages and links on here from staff.



6. At the top of the general feed page there is a folder where files/ resources/ work is stored.



7. On the left tab is an "assignment" link. Check this section - Where work has been set as an assignment with deadlines, this will be accessed here. Resources and links will also be included within the assignment.