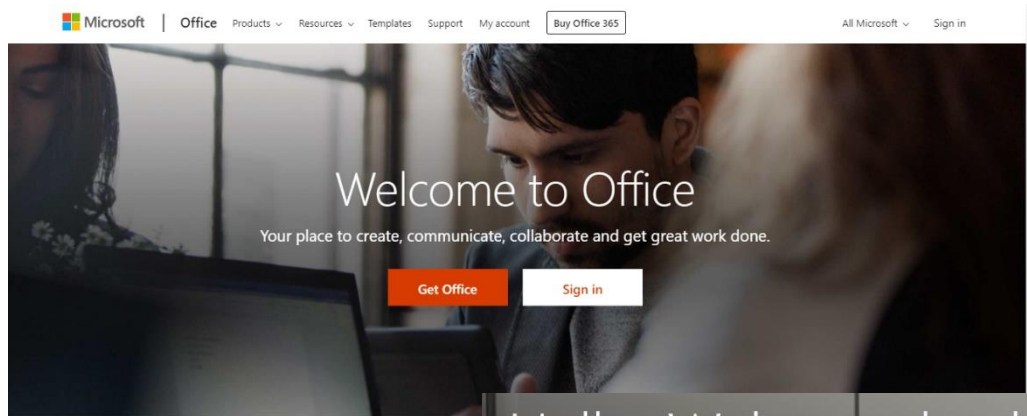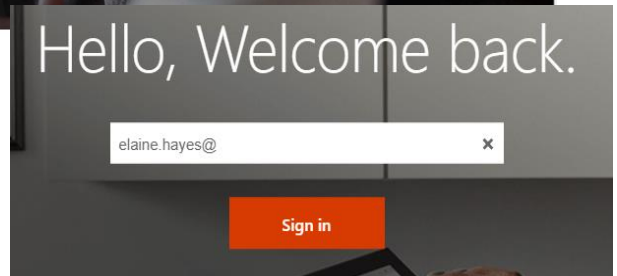# Microsoft Teams – How to Login
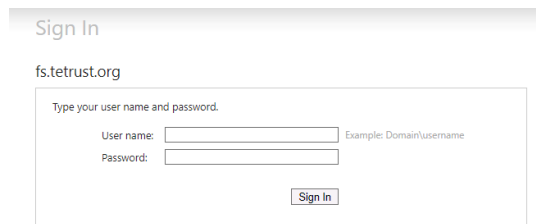
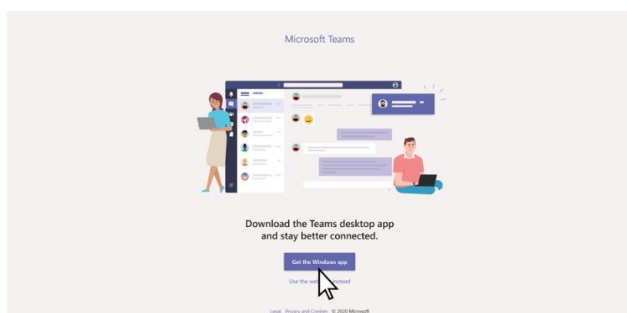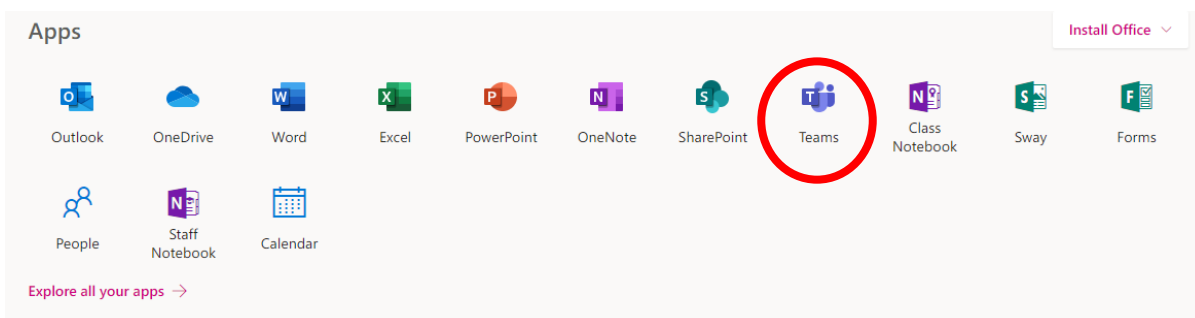On any web browser, e.g. Google Chrome, go to www.office.com

Click sign in and sign in with your full school email address.

You will then be directed to the login page for Warwickshire County Council – this is the start of your email address and the password.
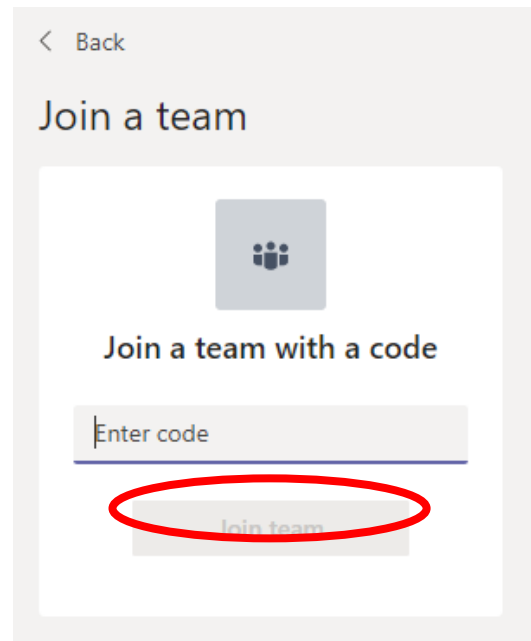
Click on the Teams icon

You can also download the app which sometimes works better.

Our Teaching staff have added you to your class team. If there were any difficulties with this they can ask you to join the team with a code.

Once you click the button at the top of you Teams screen, this menu appears.

Put the code in that your teacher has given you and click the join team button circled. Be careful when inputting your team code, all the letters are lower case
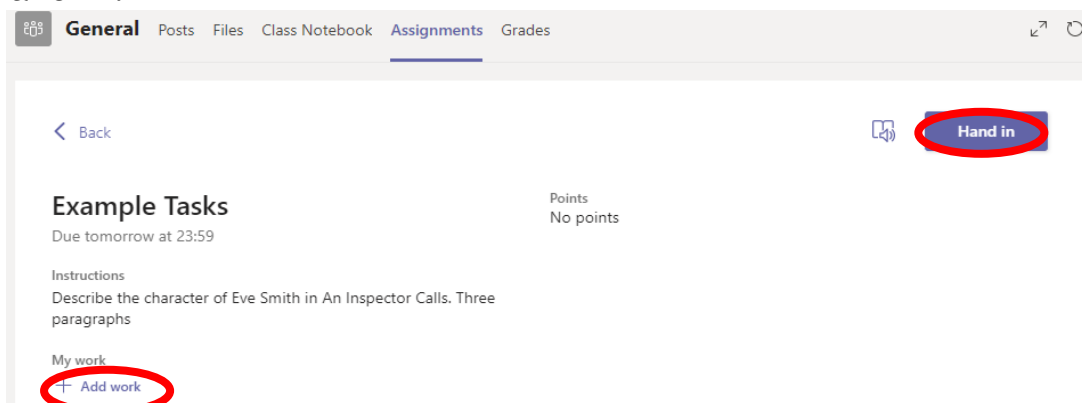

< Back

Join a team

Join a team with a code

Enter code

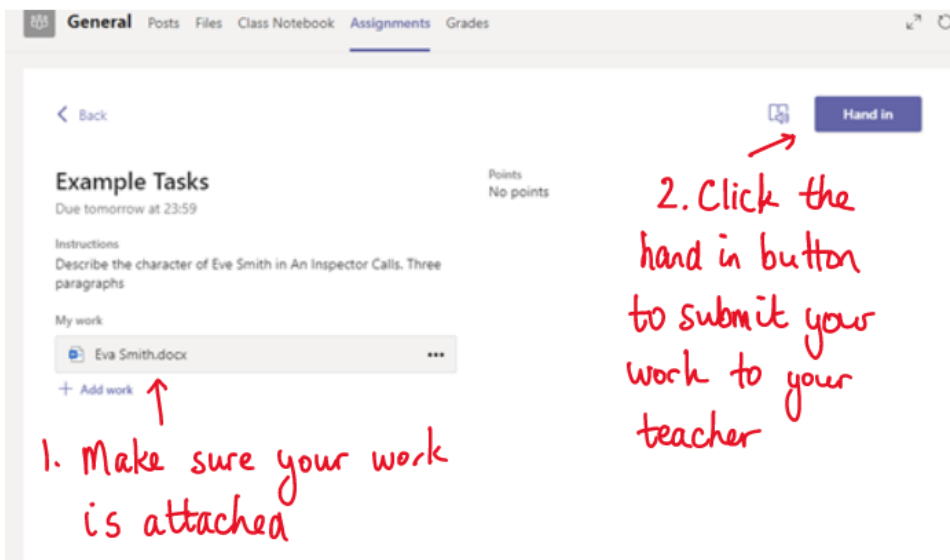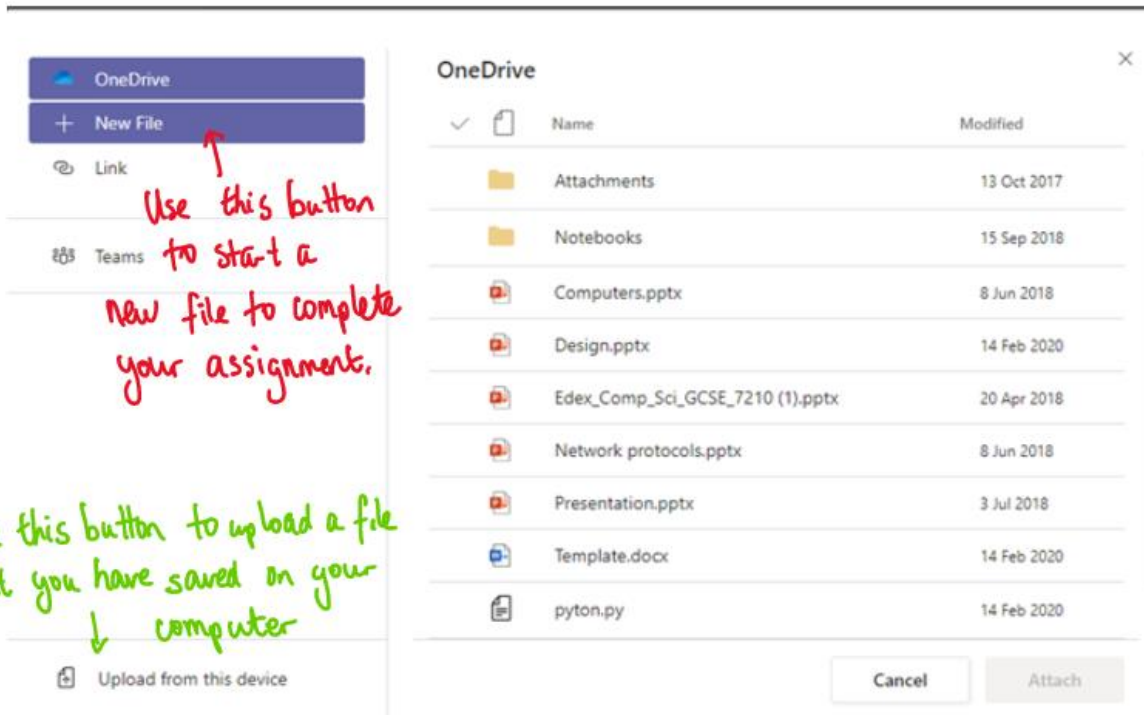Join team

Teams – Uploading an assignment

Your teacher can set assignments for you to complete, just like your teacher would set work in the classroom. You need to click on the Teams button. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class/channel and click on the assignments button circled in yellow. We have created 3 channels under General for your class, English, Maths and Foundation subjects.
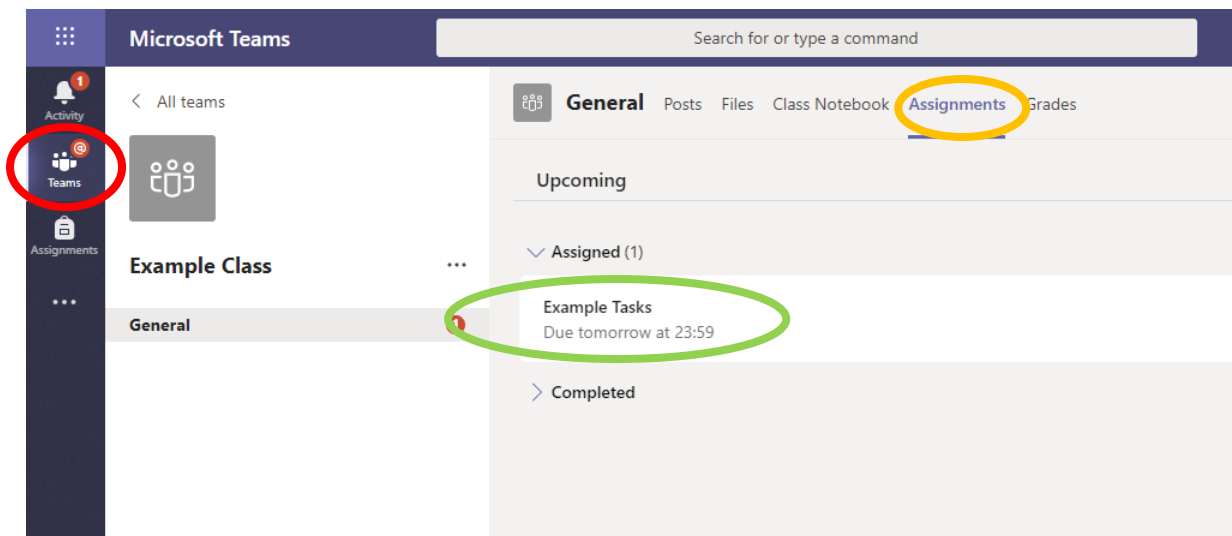

Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work. Then click hand in.

Use this button to start a new file to complete your assignment.

Use this button to upload a file that you have saved on your computer

2. Click the hand in button to submit your work to your teacher

1. Make sure your work is attached

Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.
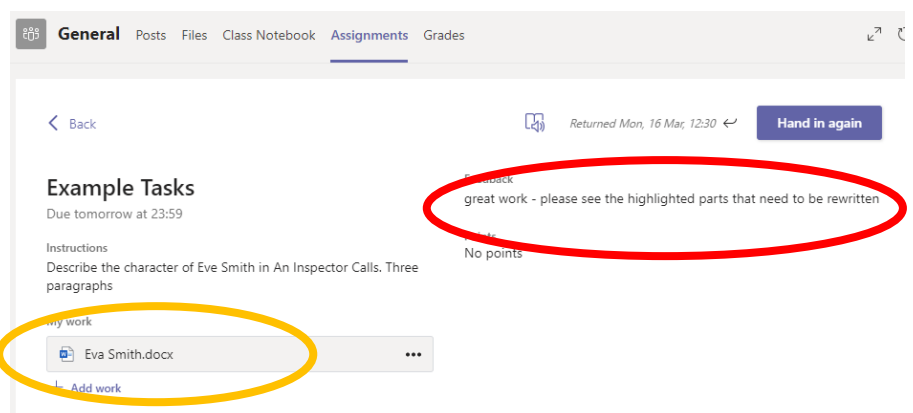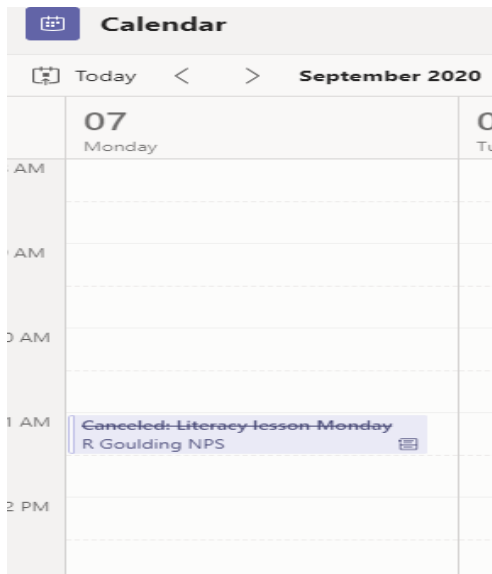
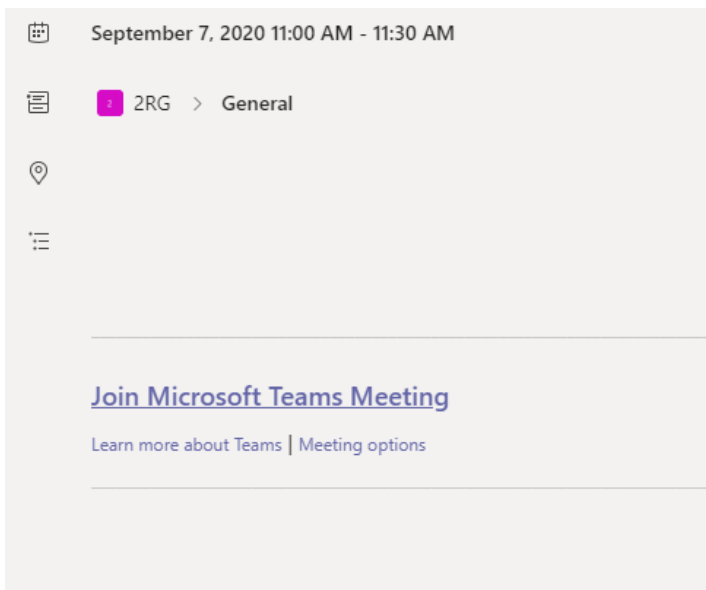## Teams – Joining a Virtual Classroom from the Calendar option
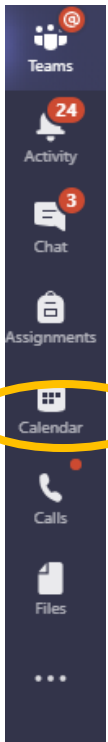
Click on the calendar button at the side of the screen.

This will open your calendar, your teacher will have invited you to a lesson and the time of the lesson.

You can click on this lesson. Then click on the Join button. This will then allow you to have a virtual lesson with your teacher.

Teams – Joining a Virtual Classroom – Immediately

If your teacher has started a virtual classroom, you will see a blue notification in your Team. You can join at any time by clicking the join button circled in red.
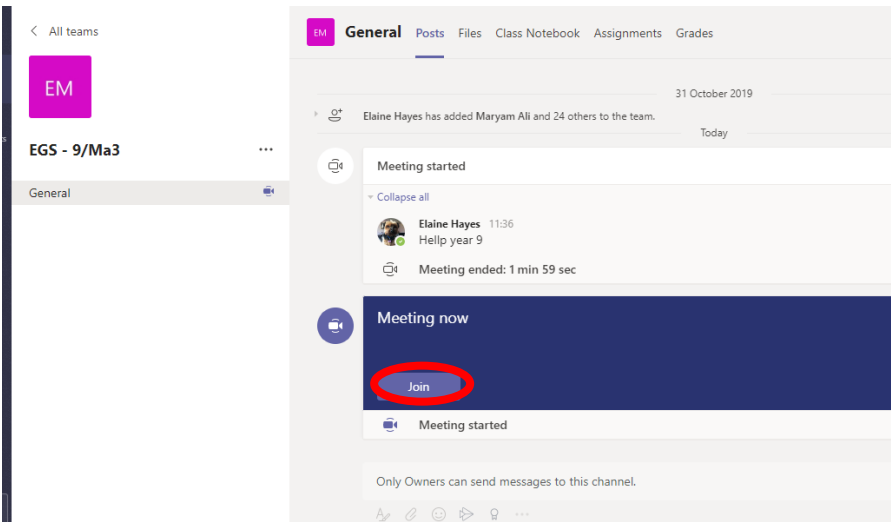
You have a camera button that you can turn on or off and a microphone. Your teacher will ask for these to be turned on to start the lesson.

Pressing this button will open the meeting chat on the right, where you can ask your teacher questions

when the lesson is over, click this button.

Click this to send your Q