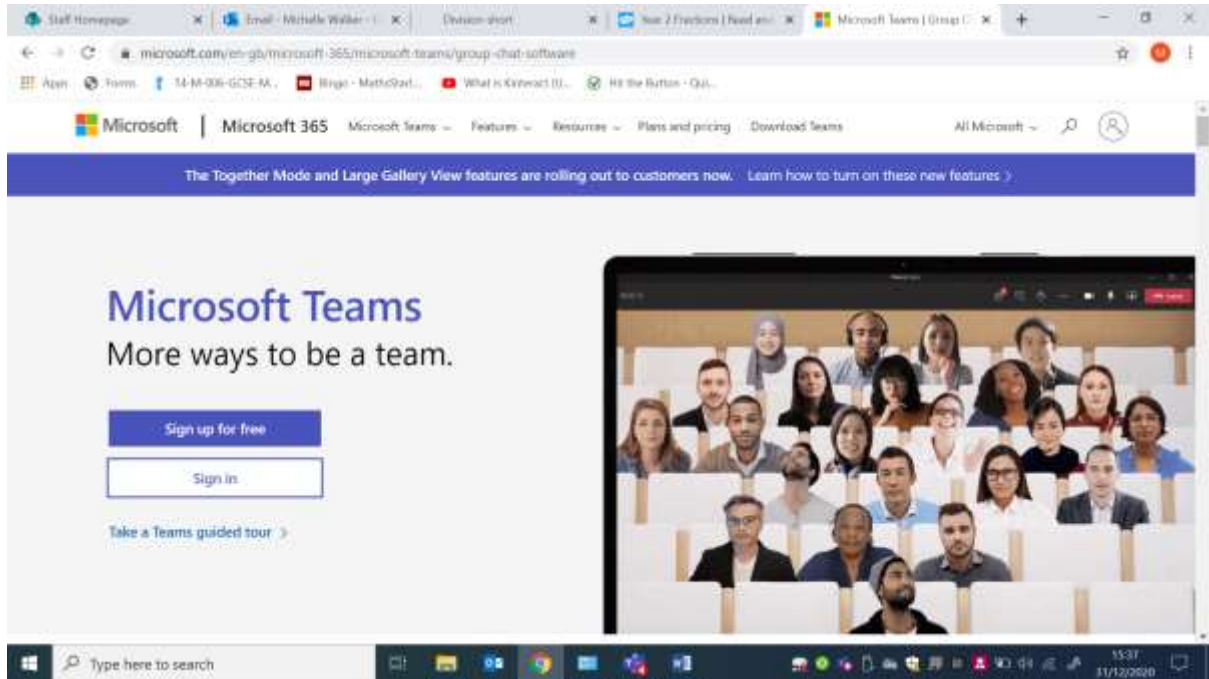


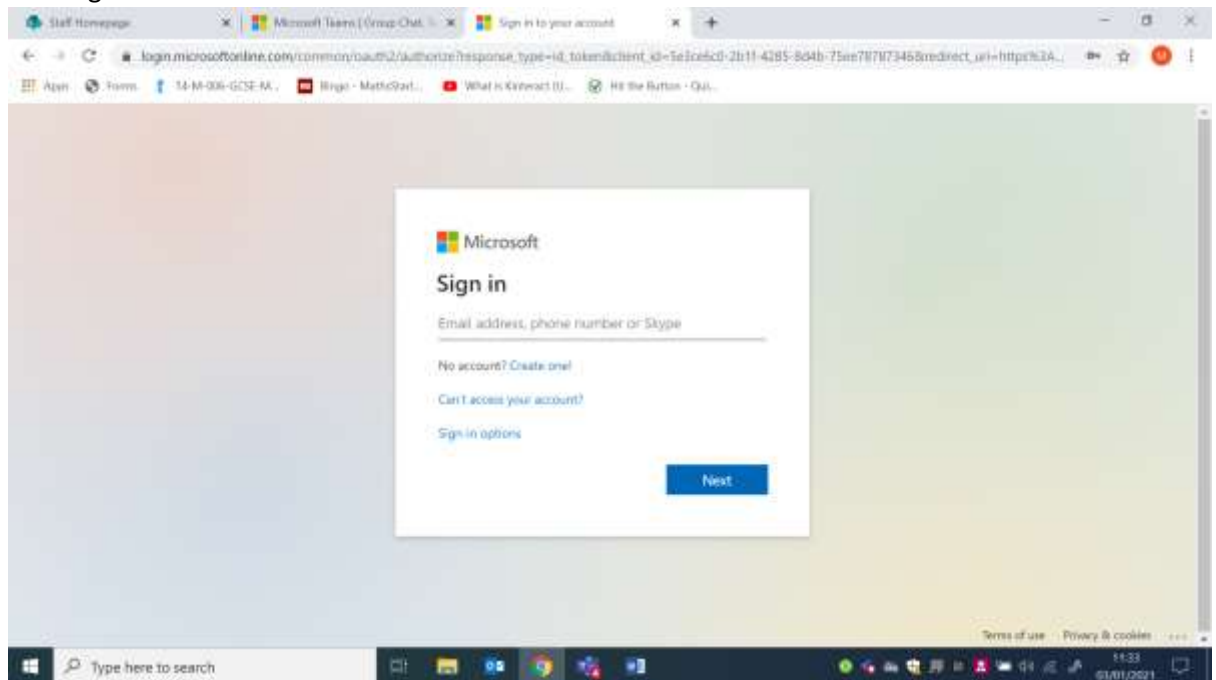
Getting started on Microsoft Teams.

If you already have Microsoft teams downloaded on your computer go to step 2.

1. Go to Google (or other search engine) and search for Microsoft teams. This should take you to

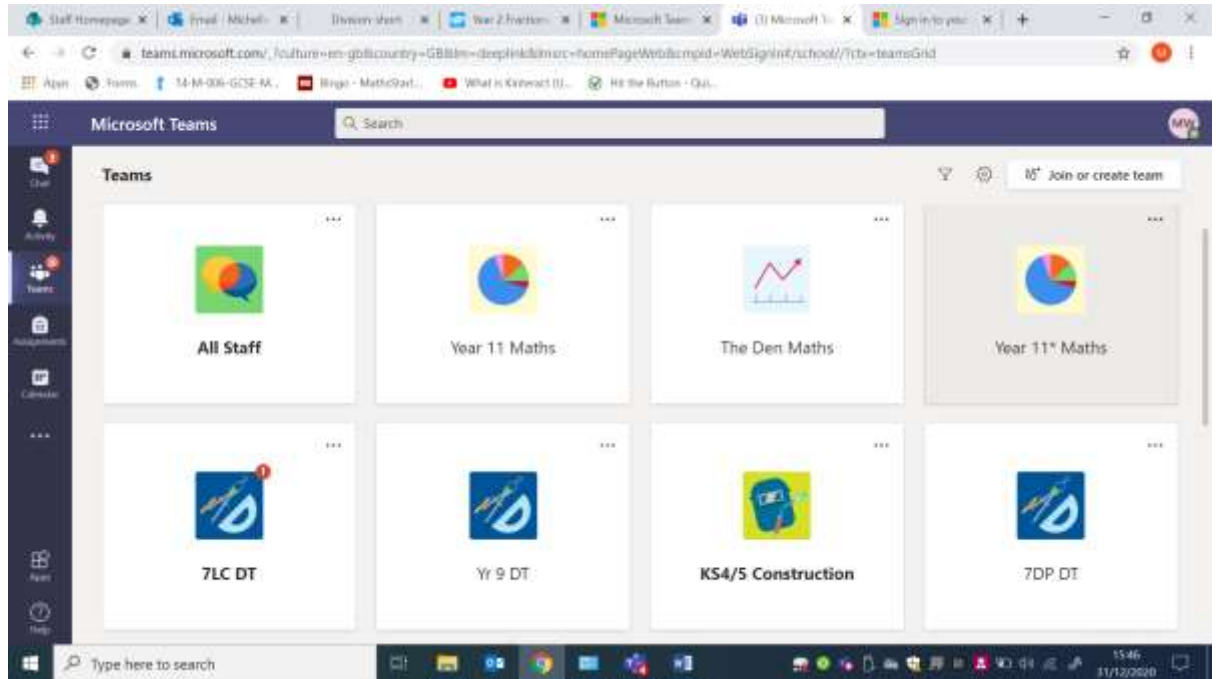


2. Click sign in.



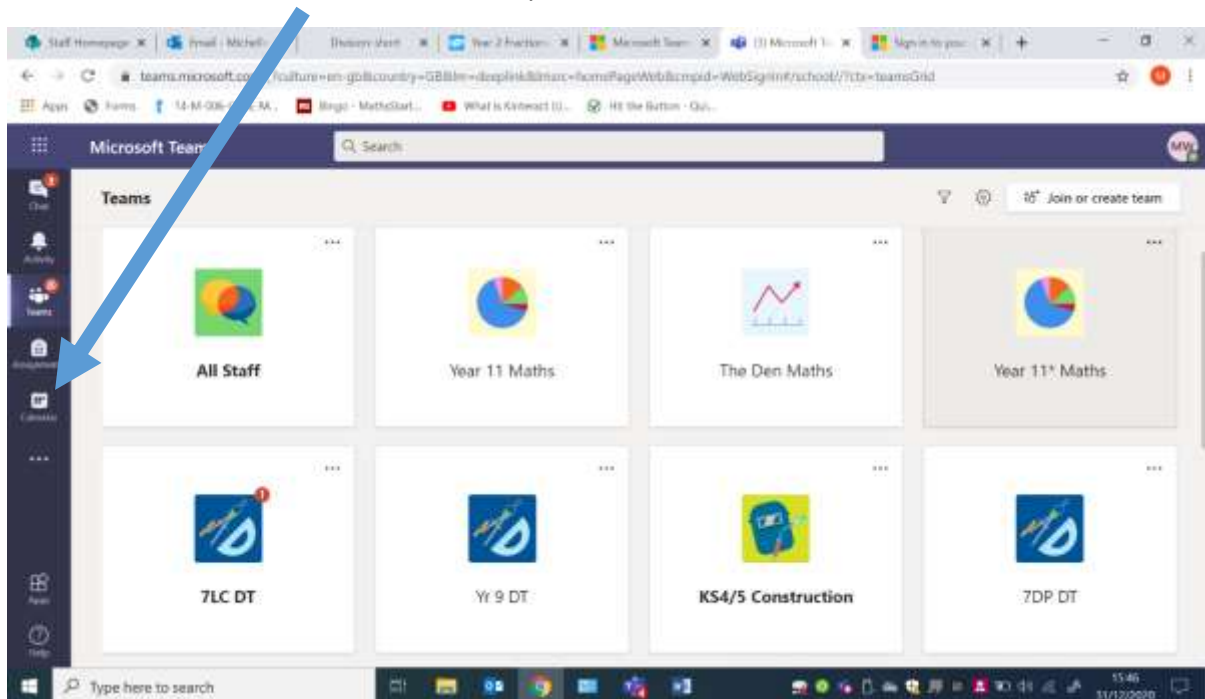
3. Enter the student's school e-mail and their password. If you do not know these please contact their tutor or walkerm@birchwoodschool.co.uk
4. You will be given the opportunity to download the desktop app. We would recommend this as it will make signing in the future easier.

5. When you get on the site, you will see all the classes/teams you are assigned to.

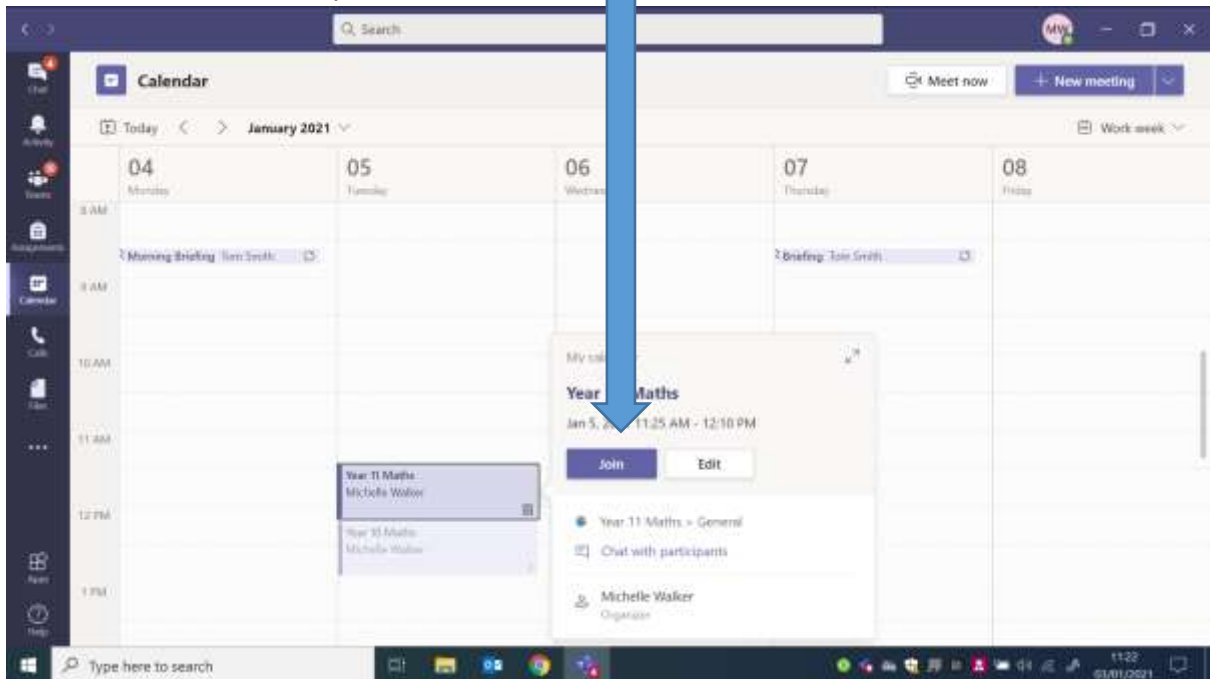


To find your live lessons

1. Click on the calendar on the bar on your left



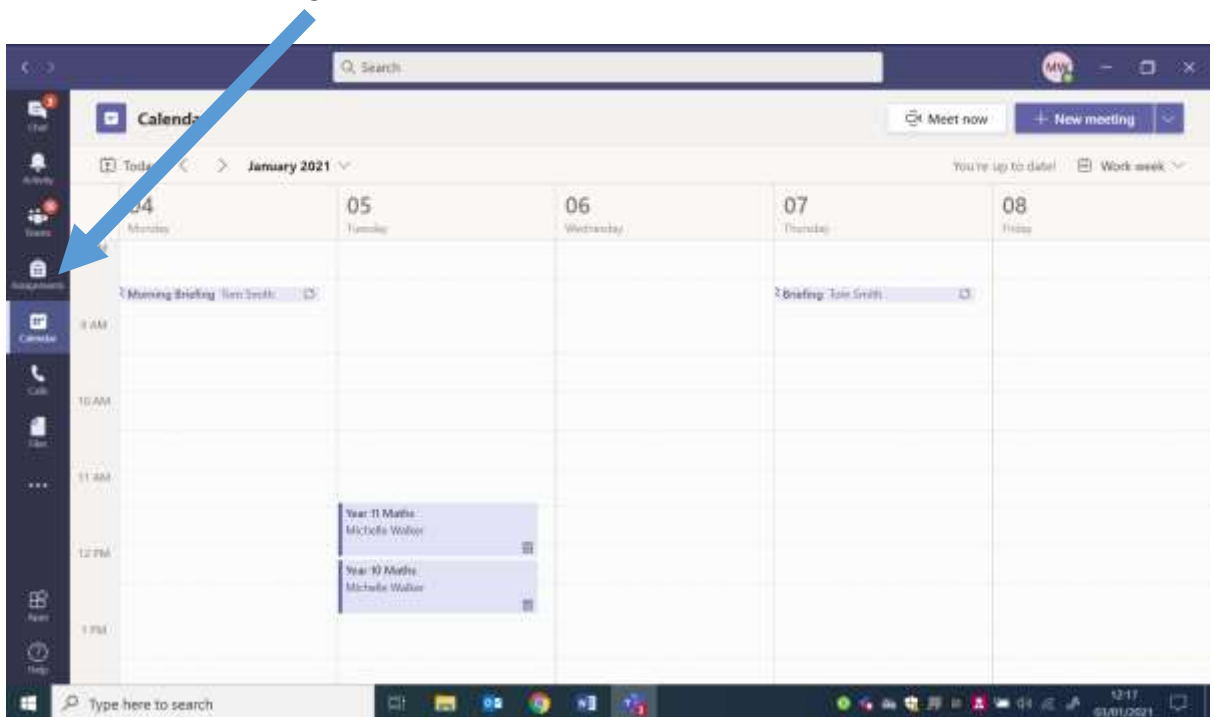
2. Lessons will be shown in the calendar. When you click on the lesson, you will be given the opportunity to join the lesson. Click join to enter the lesson at the start of the lesson. These will be at the same time as your lessons in class.



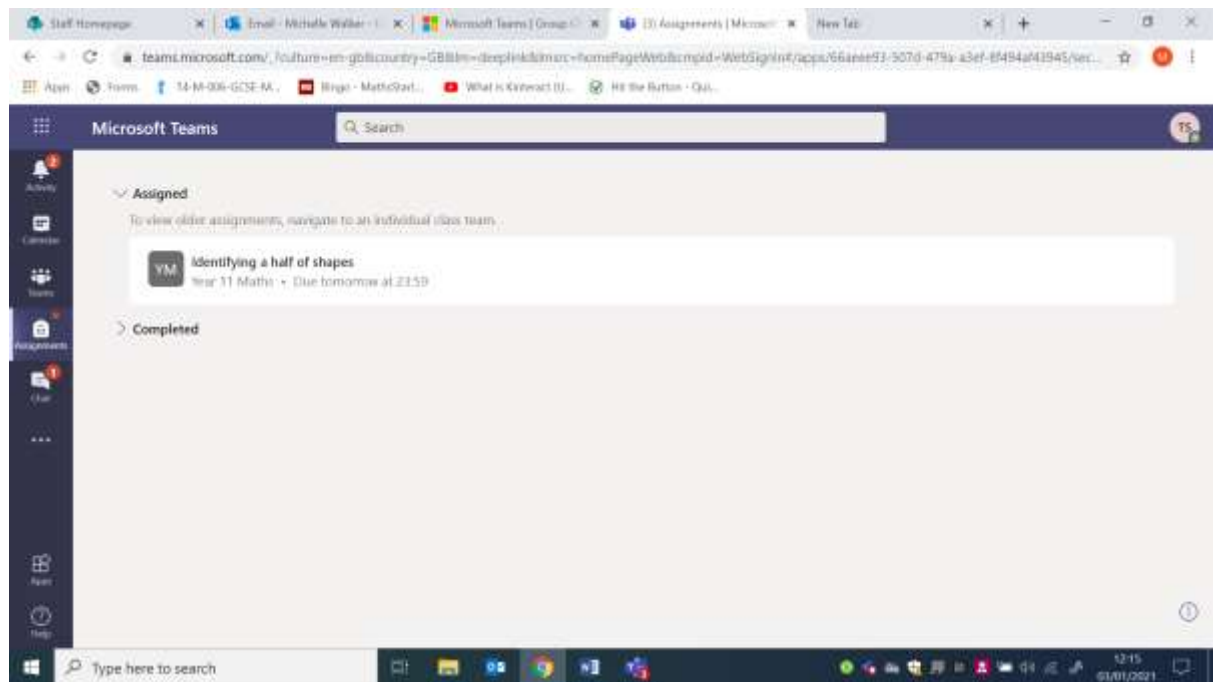
Finding your Assignments

Teachers will set you work via teams. This is for you to complete in your lesson time.

1. To find these click on assignments on the left hand side.



- It will then show you the assignments that have been set for you. Click on the assignment to see the task.



- Complete the task as instructed.