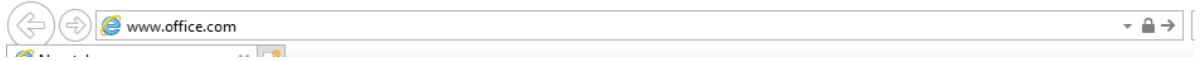
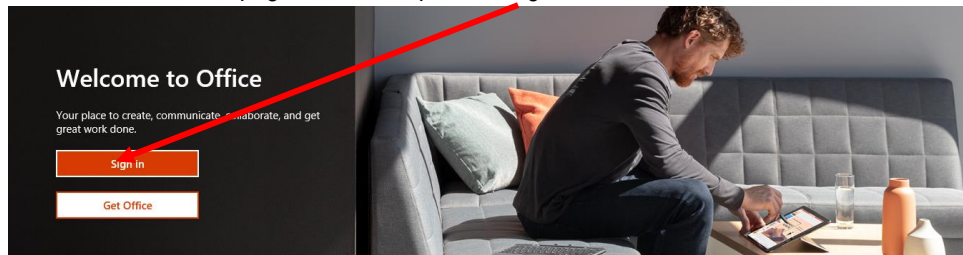


How to get on to **Microsoft Teams** (have your log in card ready).

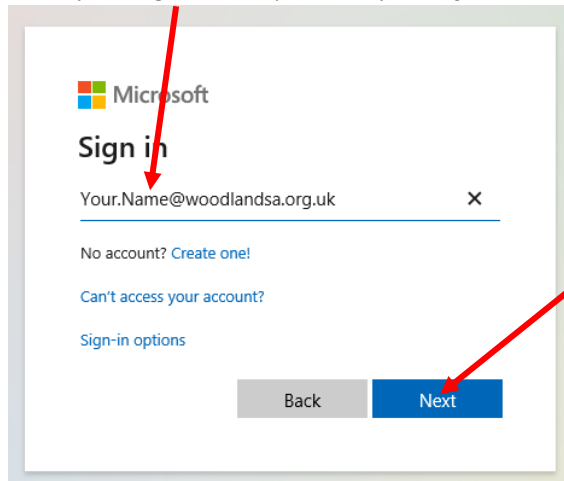
- 1) Log in to the internet.
- 2) Type **www.office.com** in the internet address bar at the top and press **enter**.



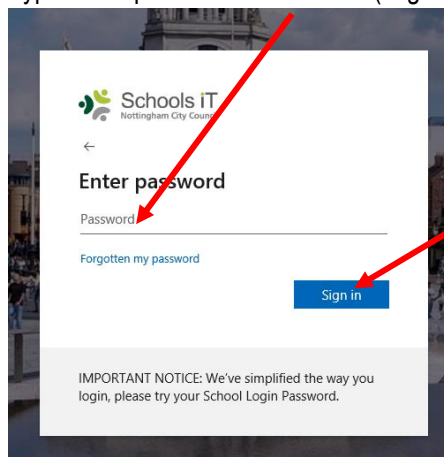
- 3) The office.com home page will come up. Click 'sign in'



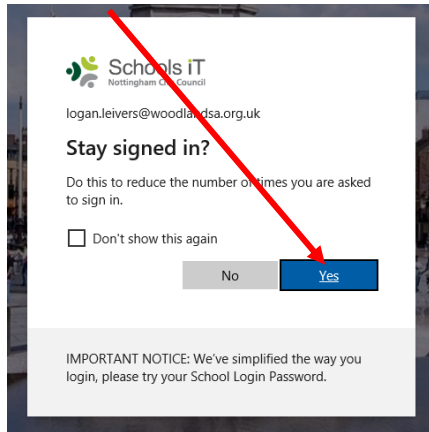
- 4) Put in your **log in name** (in red on your log in card - this has to be copied exactly right). Click **next**.



- 5) Type in the password **WAPass20** (in green on your log in card) and click **sign in**.



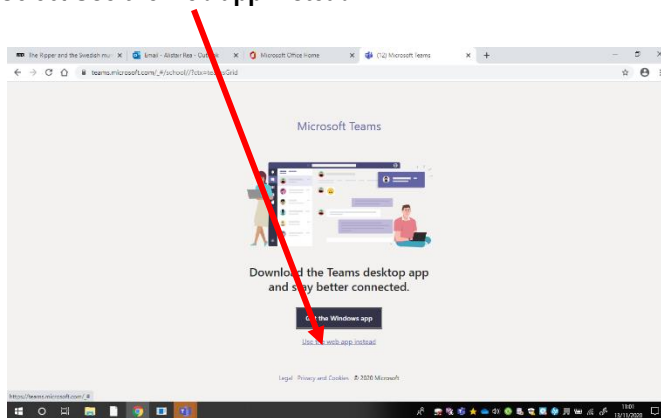
- 6) Select **Yes** when asked **Stay Signed In?**



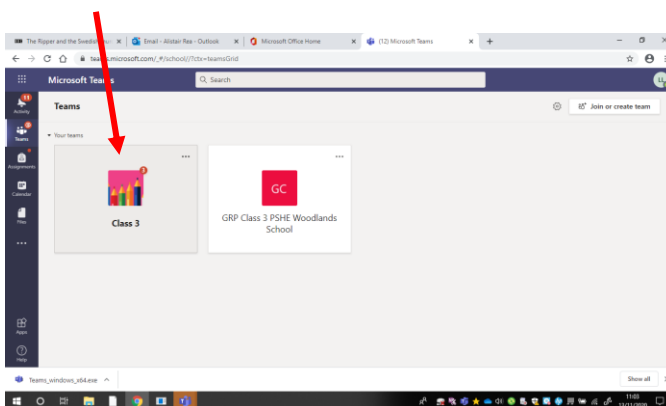
7) Launch **Microsoft Teams** by clicking the icon which looks like this:



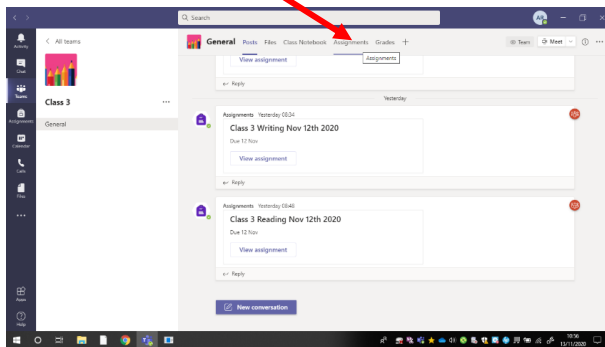
8) Select **Use the web app instead.**



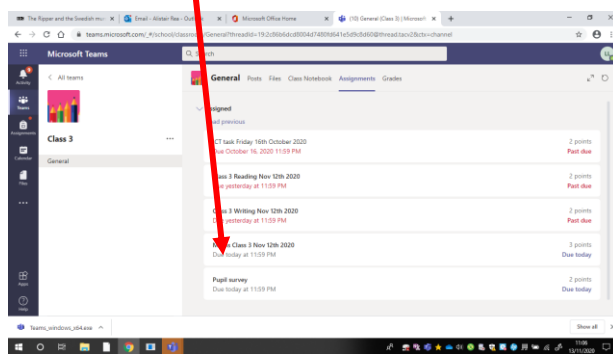
9) Select a team.



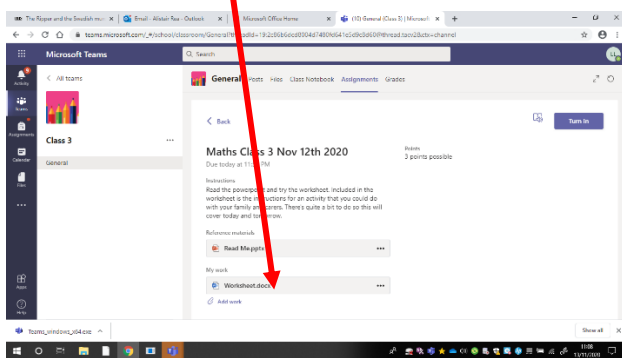
10) Click on **Assignments** to view the work that has been set.



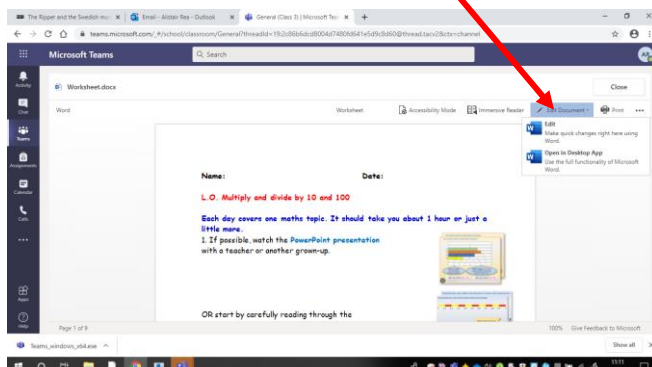
11) Select an assignment to view.



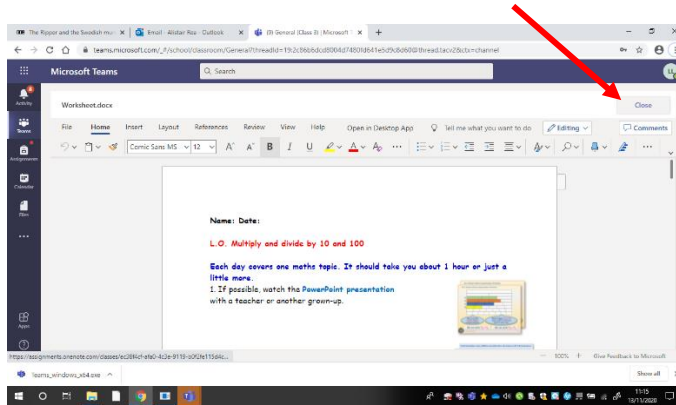
12) Open the documents to view or edit.



13) If you need to edit the document click **Edit Document**. If you have Word on your computer click **Edit**. If you do not have word click **Open in Desktop App**. If you click that you may be asked for your log in and password, which is the same as it is for logging on to Teams.



14) When you have finished your work click **Close**.



15) To submit your work click **Turn In**.

