



# A Student Guide to Using Microsoft Teams

## Section 1

### How to use Teams on a Desktop or a Laptop

- How to log on and attend lessons
- How to access and upload an assignment

## Section 2

### How to use Teams on a tablet or mobile phone

- How to log on
- How to upload a picture of work you have completed as an assignment

## Section 3

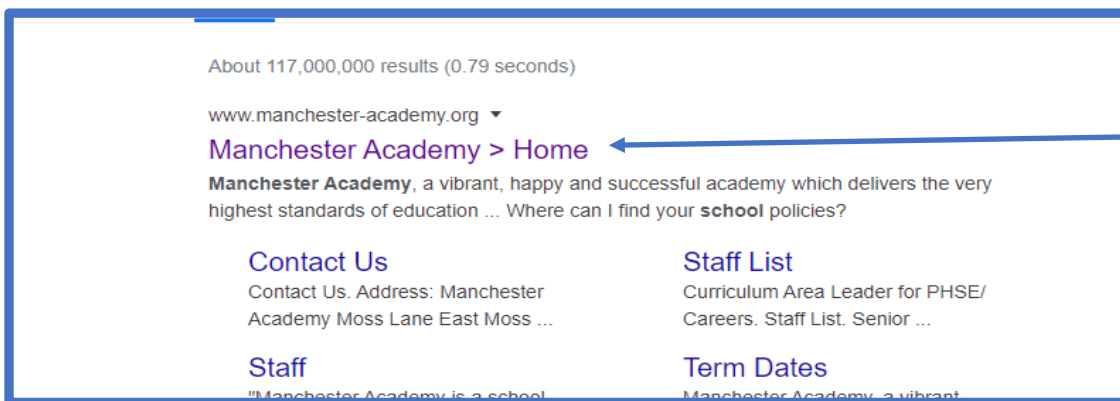
- How to access the pupil facing curriculum
- Helpdesk feature



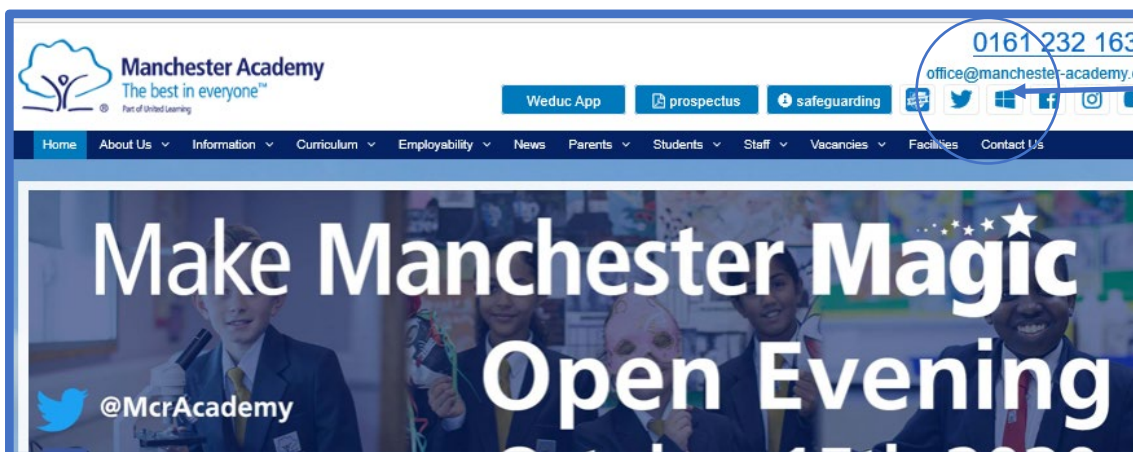
## Section 1

### How to use Teams on a Desktop or a Laptop

Using Google: Type in **Manchester Academy School** in the search bar. Click on the Manchester Academy>Home page



Click on Manchester Academy





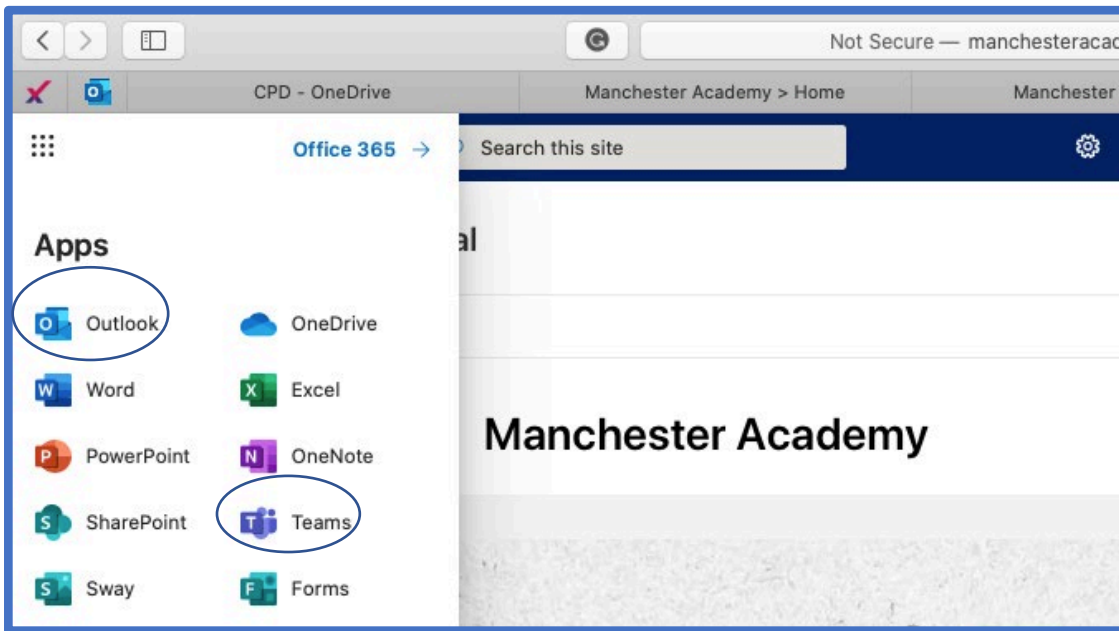
1. To access: Office 365  
Click on the SQUARE icon

2. When Prompted Enter your Username and Password :

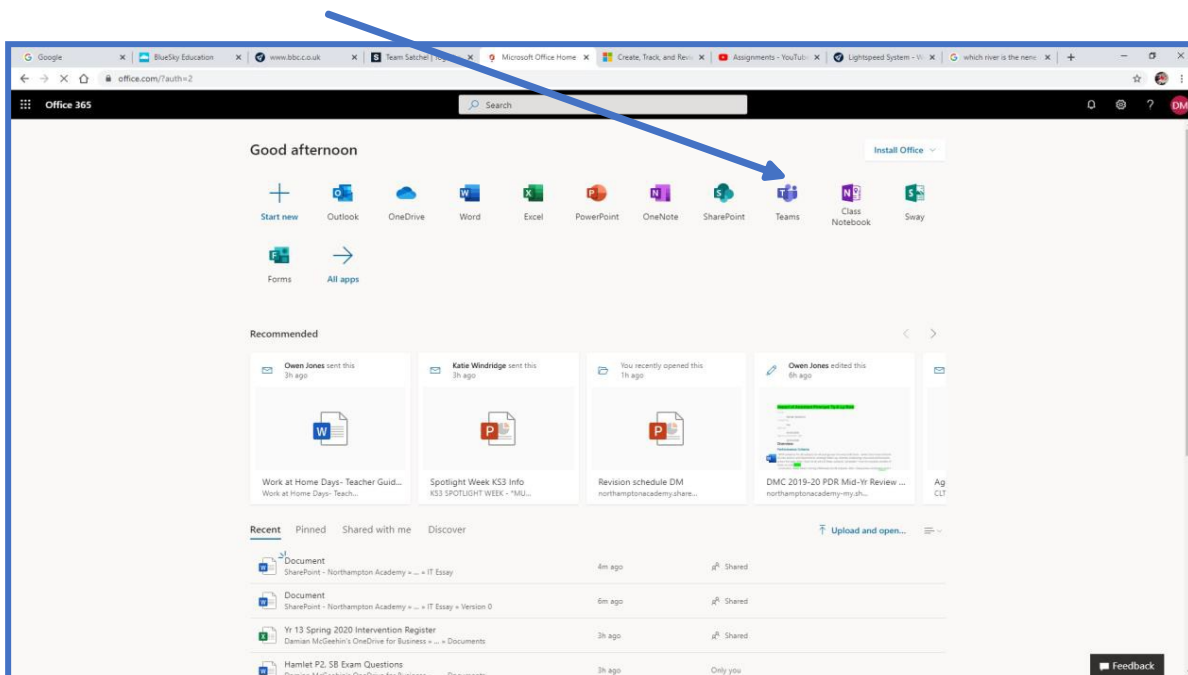
**Username:** [firstname.secondname@Manchester-academy.org](mailto:firstname.secondname@Manchester-academy.org) OR username that you use for access to computers

**Password:** Same one that you use to access the Computers in school

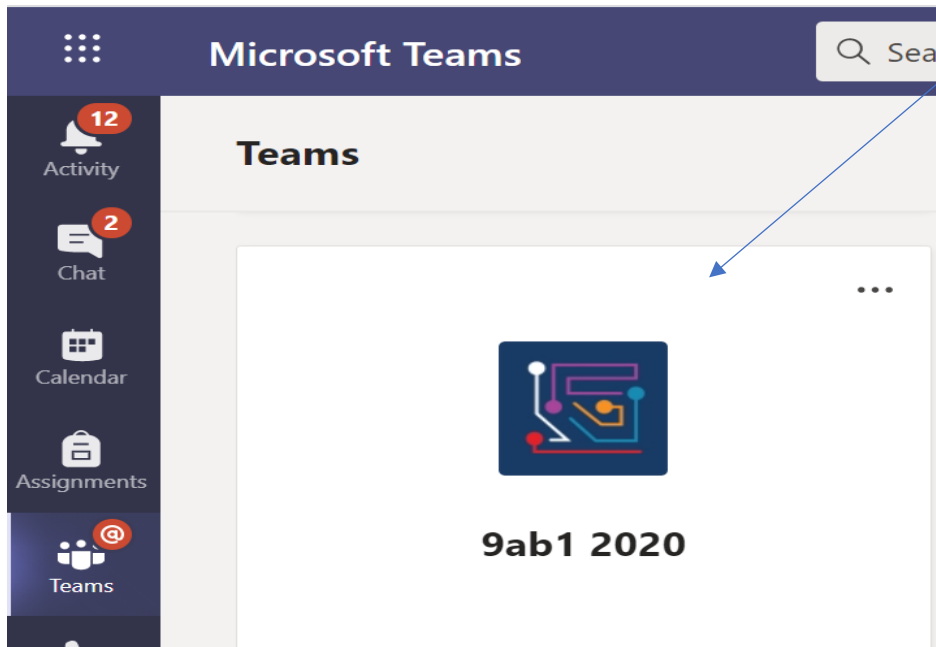
3. Click on Outlook  Outlook to access school email. Click on the  Teams to access your lessons online.



4. Either use your desktop app or click on the Team icon in your Office 365 homepage (at [www.office.com](http://www.office.com))

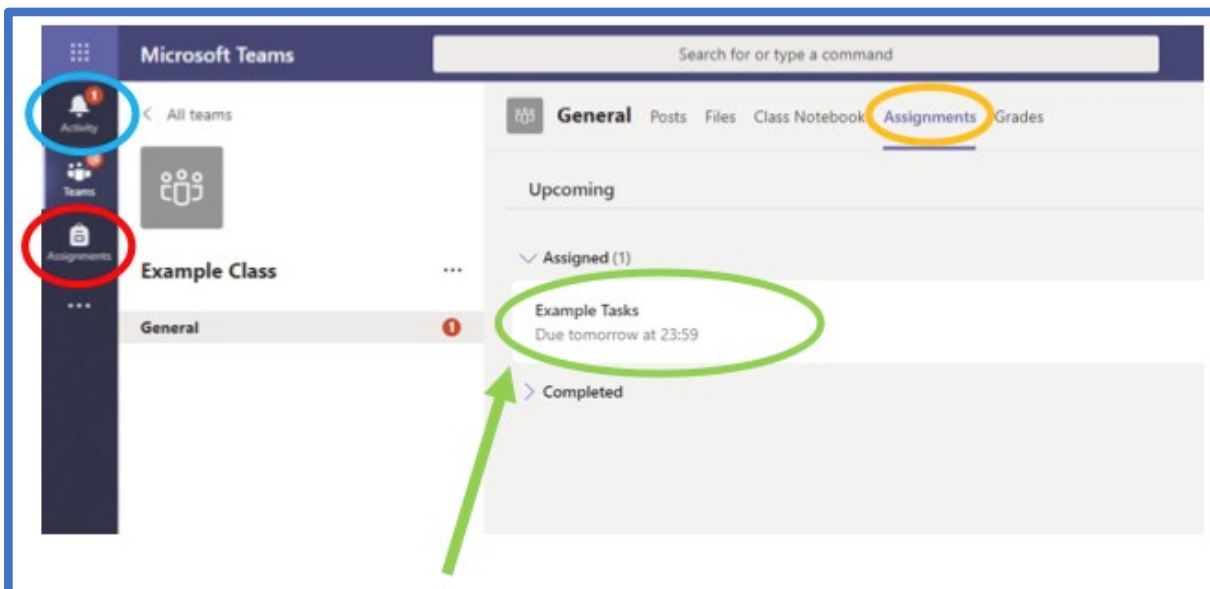


5. Once in Teams, click on your group. For example, if you are in 9ab-1 then click the correct the class code. Year 10 and 11 are taught in their sets.



### Uploading an assignment on Teams

Your teacher will assign work for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue below. By clicking on this notification, you will be brought to the assignments page. You can also 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 and click on the assignments button circled in yellow. Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work







## Section 2

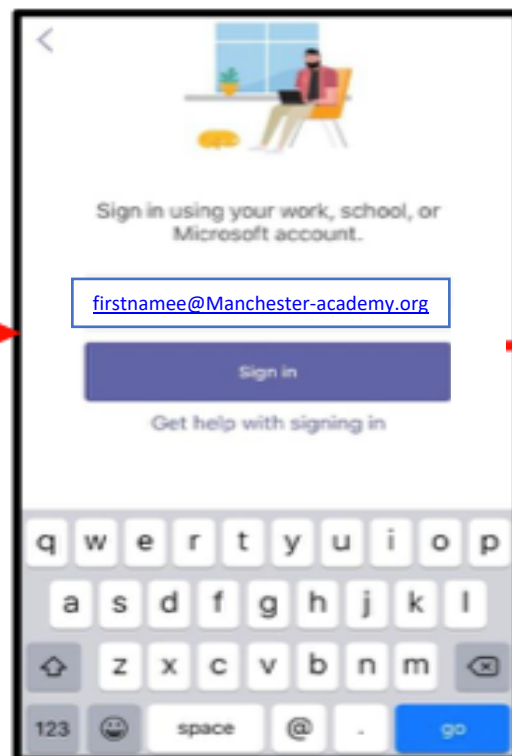
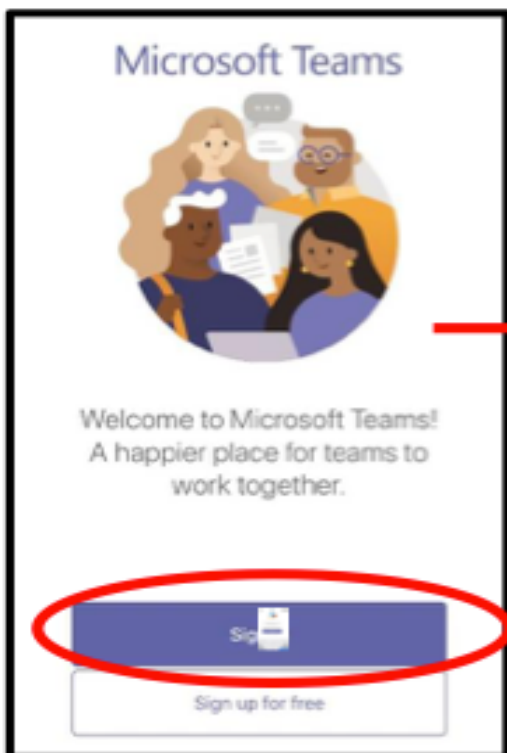
### USING TEAMS ON A TABLET OR PHONE Teams – Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address.  
Example: Hannah Baker is in year 7, so her email address is  
Hannah.baker@manchester-academy.org

You will then be directed to the login page for the Trust – this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school.



### Uploading an Assignment via phone:

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments – picture 1.

