

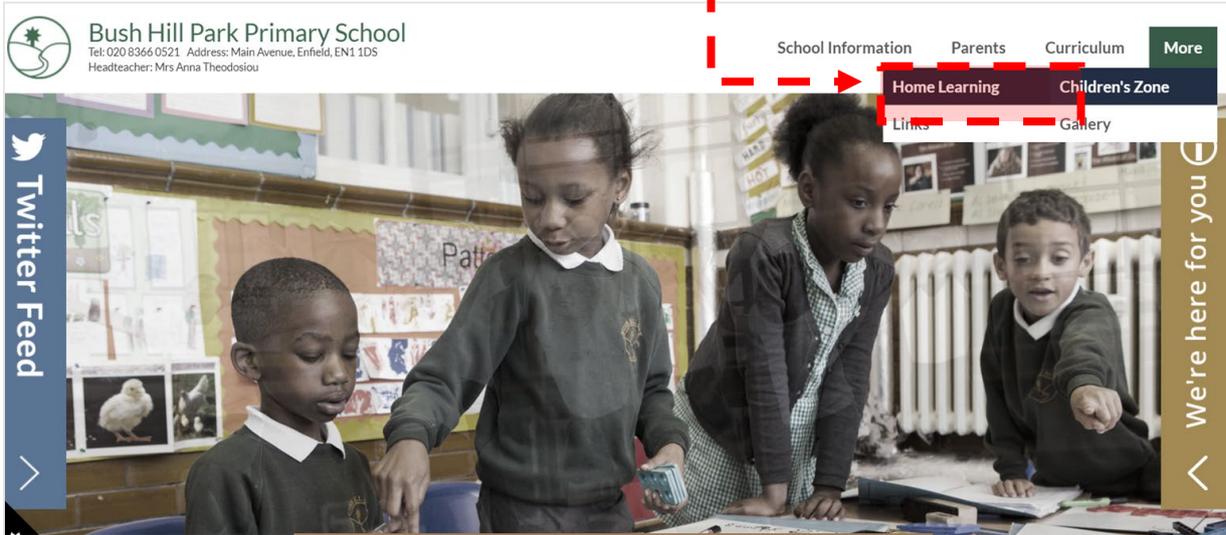


Be the best you can be!

How to access Microsoft Office 365 (Teams)

Go to the school website www.bushhillpark.enfield.sch.uk

1. Click **Children Zone > Home Learning**



2. Enter your username, click **Next**

4. Enter your password, click **Sign in**
 - a. If this is your PC click **Yes** on the next screen

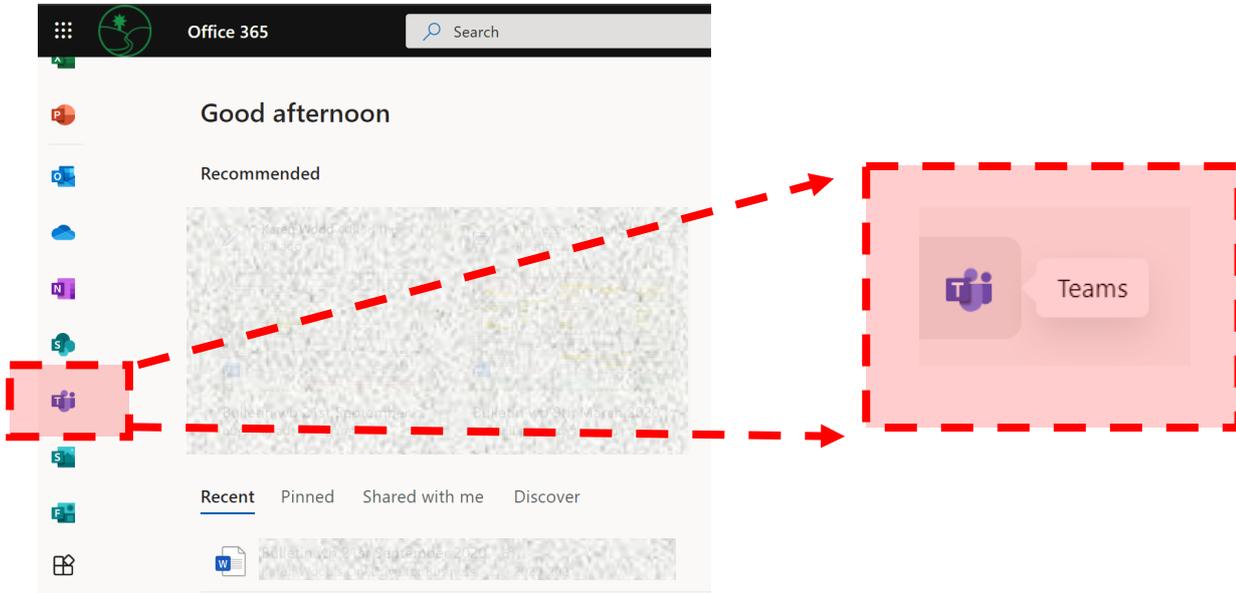
Main Avenue Bush Hill Park Enfield EN1 1DS Tel: 020 8366 0521 Twitter: @Bushhillschool Email: office@bushhillpark.enfield.sch.uk
Headteacher: Mrs Anna Theodosiou Deputy Headteacher: Mrs Anastasia Neocleous





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5. Welcome to the Office 365 Dashboard > click on **Teams** on the left hand side
 - a. On the next screen – you may wish to download and **install the Teams App** or use **Web App instead.**
 - b. Go through the **short tutorials** or close when ready



6. From here all students can see the class teams they are attached to.
 - a. To see your child’s home learning – **Click Assignments**

Navigation bar – here you can chat, call, and look at your assignments

Class Tabs – from here you can click to view your Posts, Files, Notebook and Assignments

Teams and Channels – you can view any channels within your team. You will see alerts and posts once a teacher sets an assignment.

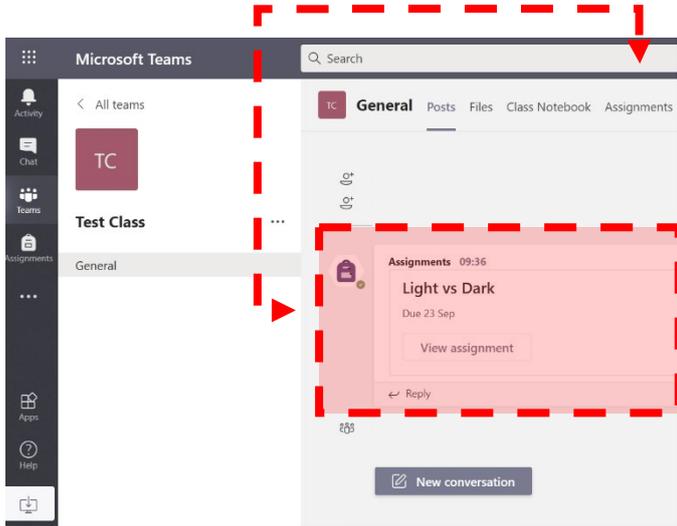
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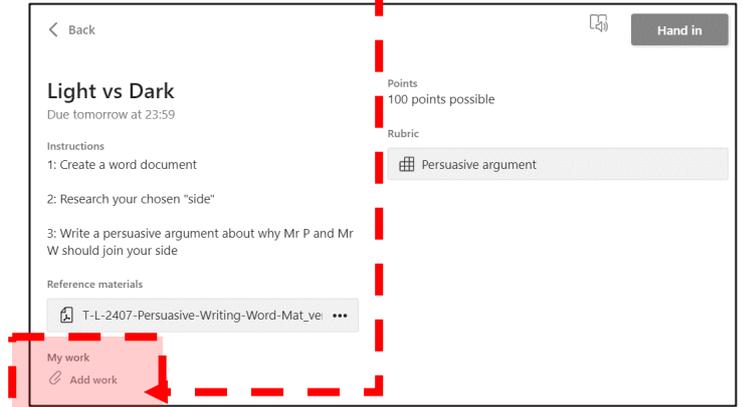


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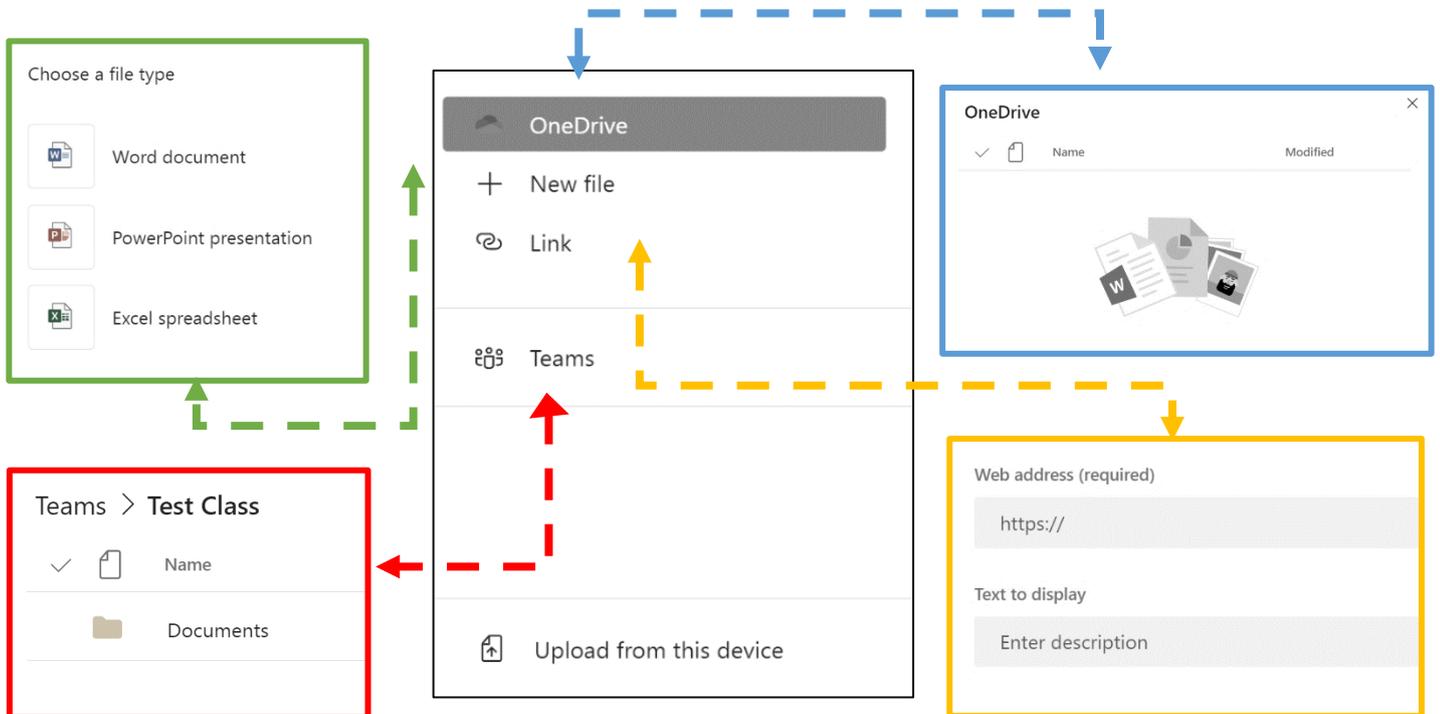
7. Once in Assignments you can see all the work set for your child. Click **View Assignment**.



8. Here you can see all the assignments details. Instructions, any worksheets, and the assessment criteria under **Rubric**. When ready click **Add work**



9. This page lets you **create a new file**, select a file from OneDrive or Teams or add a web link.
Click New File, Word Document, give it a title, Click Attach.



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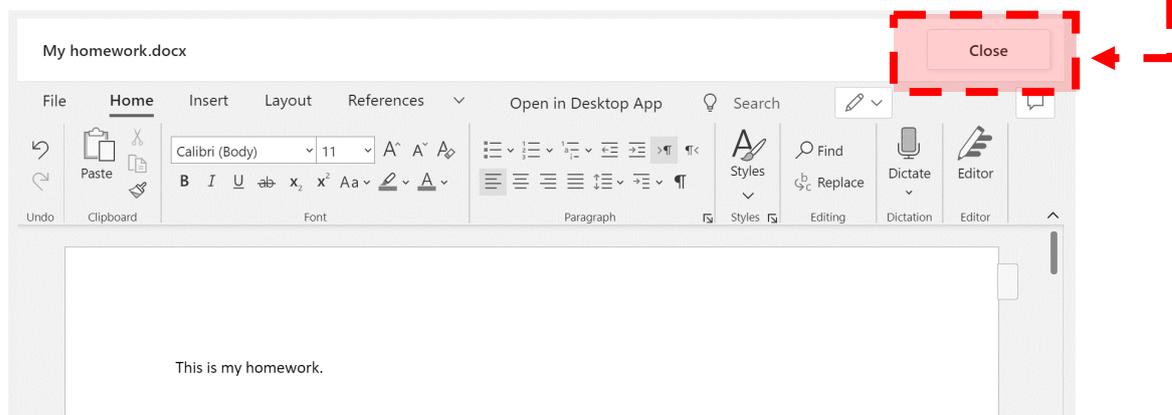


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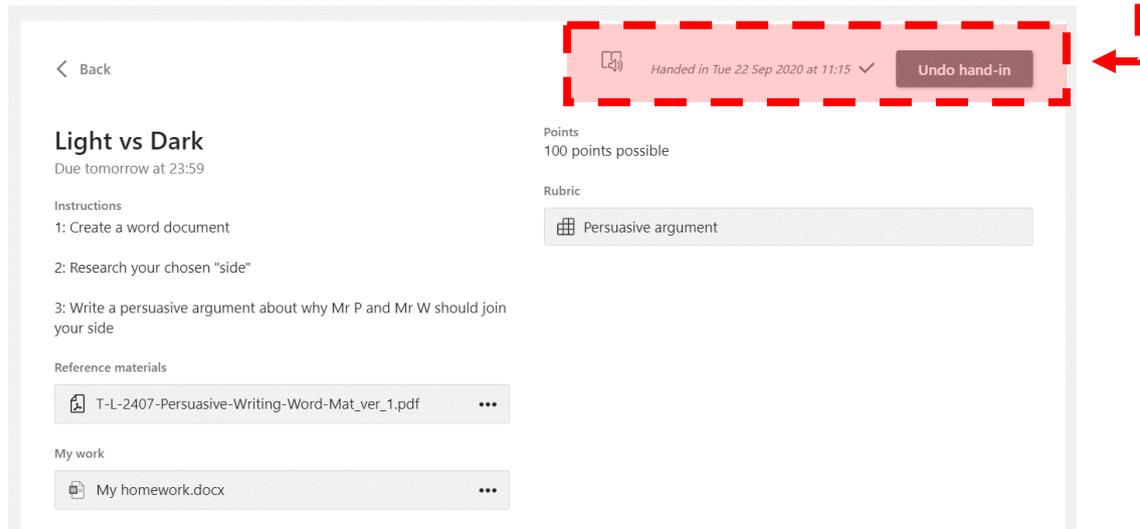
10. Once you have attached the new file – you can edit it by clicking onto it.



11. Once in editing mode – you can add text, images etc. Notice, your work will save automatically. When ready click Close.



12. When you are ready to Hand in your work – click Hand-in. When successful you should see a page like below. It will log the time/date for your submission. You can resubmit assignments by clicking Undo Hand-in.



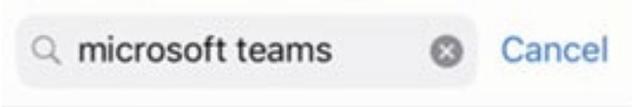
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Setting up Teams on a mobile/tablet device



The Microsoft Teams app is available for **free** on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones).

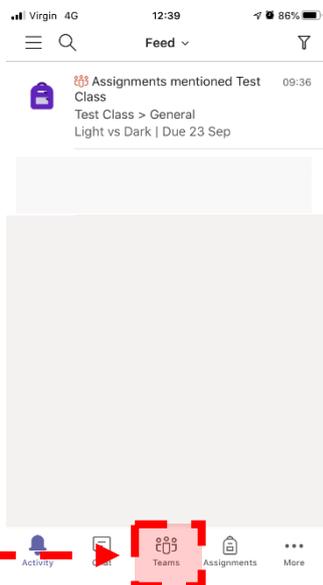


Search for **Teams** and look for the purple Teams icon and download.



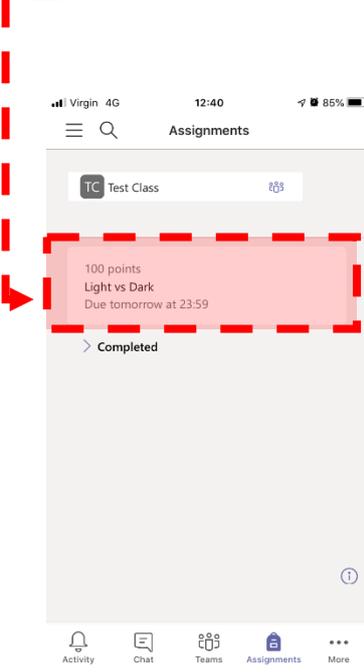
Once it is downloaded, open the app and log in. Use your username and password – please remember not to share this information.

Tap **Teams** at the bottom of the screen. You will see your subject group teams. If you cannot see what you're looking for tap **See all teams**. Under the team you want to go to tap **General**.

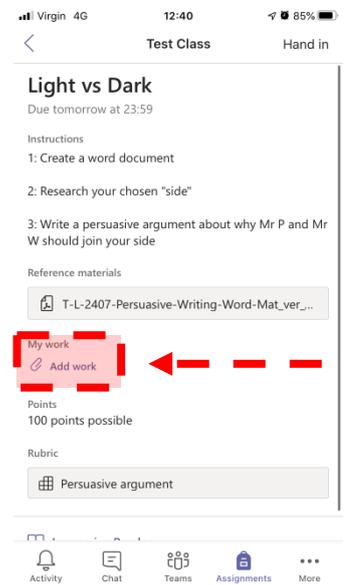


Here you see your team messages, files and assignments. There will be a post announcing your assignment.

Tap the **assignment**.



Here you can see the work set for you. **Add work:** Tap to **upload a file** you have on your device, or to create a new document. Your changes will be saved back automatically to this assignment as your own work.



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