

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



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2. Enter your username, click Next -

| Microsoft | | | |
|----------------------------|---------------|------|---|
| Sign in | | | |
| Email address, phone nur | nber or Skype | | _ |
| No account? Create one! | | | |
| Can't access your account? | | | |
| Sign-in options | | | |
| | | Novt | |

| Ente a. | r your password, click Sign in If this is your PC click Yes |
|--------------|--|
| | on the next screen |
| | |
| | Microsoft |
| \leftarrow | comp@.0365.bushhillpark.enfield.sch.uk |
| Er | iter password |
| Pas | sword |
| For | gotten my password |
| | Sign in |

Main Avenue Bush Hill Park Enfield EN1 1DS Tel: 020 8366 0521 Twitter: @Bushhillschool Email: <u>office@bushhillpark.enfield.sch.uk</u> 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 –



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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.

| Choose a file type | | |
|--|-------------------------|---------------------------------|
| Word document | OneDrive New file | OneDrive × |
| PowerPoint presentation Excel spreadsheet | C Link | |
| t | 1 ະິຕິອີ Teams | |
| Teams > Test Class | | Web address (required) https:// |
| Documents | Dpload from this device | Enter description |

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| 1(| 0. Once you have attached the | e new file – you can edit it by clicking onto it. | | 1 | |
|----|-------------------------------|--|-----|-------|--|
| | My work | | | 1 | |
| | 🖻 My homework.docx | | ••• | ┥ — ┙ | |
| | Add work | | | | |

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

| FileHomeInsertLayoutReferences \checkmark Open in Desktop App \bigcirc Search $\checkmark \checkmark$ \bigcirc | File Home Insert Layout References Open in Desktop App Search Image: Comparison of the second sec | My h | omework.de | ocx | | | | | Close | |
|--|--|------|---|--|---------------------|----------|---------|----------------|--------|---|
| Jndo Clipboard Font Paragraph IS Styles IS Editing Dictation Editor | Undo Clipboard Font Paragraph IS Styles IS Editing Dictation Editor | File | Home A A A A A A A A A A A A A A A A A A A | Insert Layout References \checkmark Calibri (Body) \checkmark 11 \checkmark A [*] A [*] A _Q B. J. II ob \times \times x^2 Aarr A is | Open in Desktop App | Search | O Find | Dictate | Editor | |
| | | Jndo | Clipboard | Font $D = \frac{1}{2} + \frac{1}{$ | Paragraph r | Styles 🗤 | Editing | Y Dictation | Editor | Î |

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.

| 🗲 Back | Handed in Tue 22 Sep 2020 at 11:15 🗸 Undo hand-in |
|--|---|
| Light vs Dark Due tomorrow at 23:59 | Points 100 points possible Rubric |
| Instructions 1: Create a word document | Persuasive argument |
| 2: Research your chosen "side" | |
| 3: Write a persuasive argument about why Mr P and Mr W should join your side | |
| Reference materials | |
| T-L-2407-Persuasive-Writing-Word-Mat_ver_1.pdf | |
| My work | |
| My homework.docx | |

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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**.

Il Virgin 4G 12:40 🕫 🖉 🖬 I $\equiv Q$ Assignments TC Test Class ះកំទ Light vs Dark v at 23:59 Completed Û Ξ ໍ່ເດີງ â ...

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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