

Microsoft Teams

Here is a quick guide on how to access Microsoft Teams on your computer.

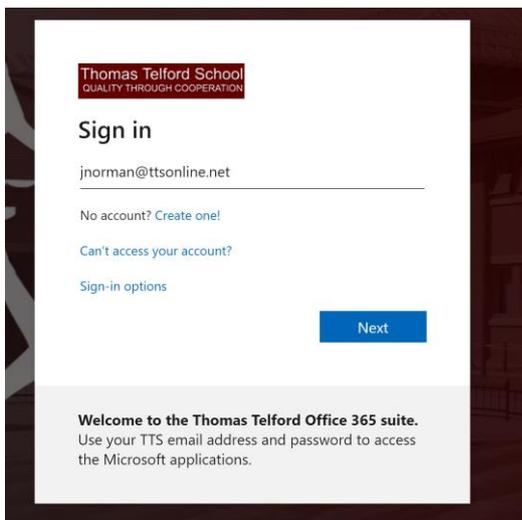
Step 1

Go to www.ttsonline.net and select Office 365.



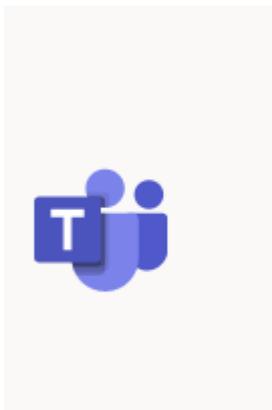
Step 2

Sign in using your Thomas Telford email address and password.



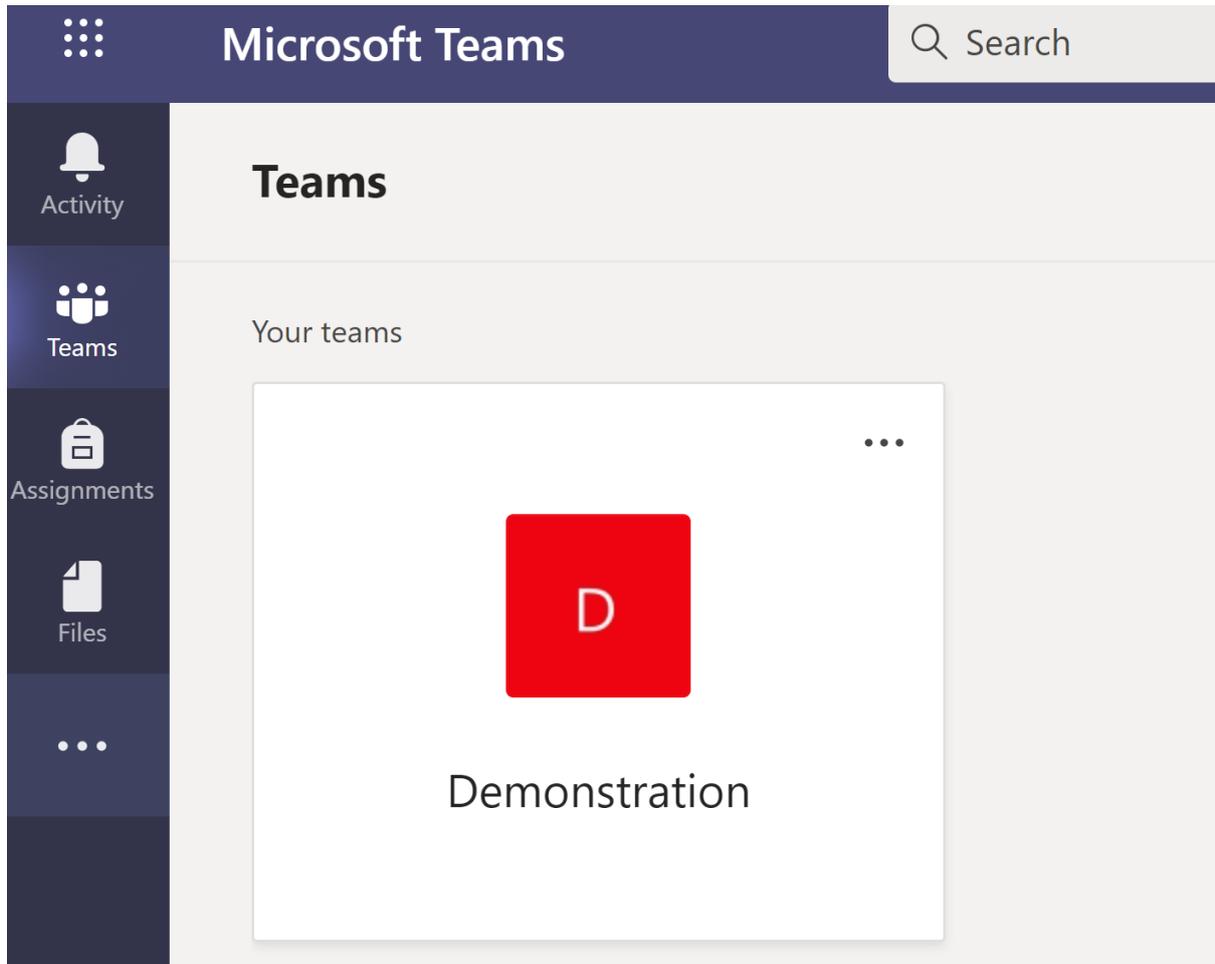
Step 3

Select the Teams App from the left hand side of the screen.

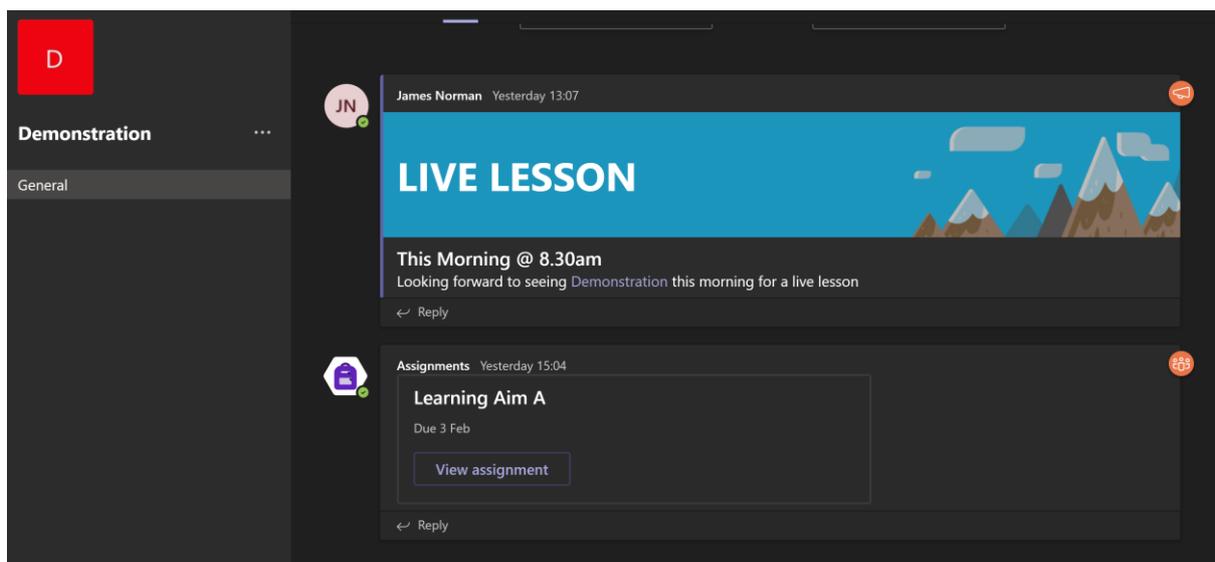


Step 4

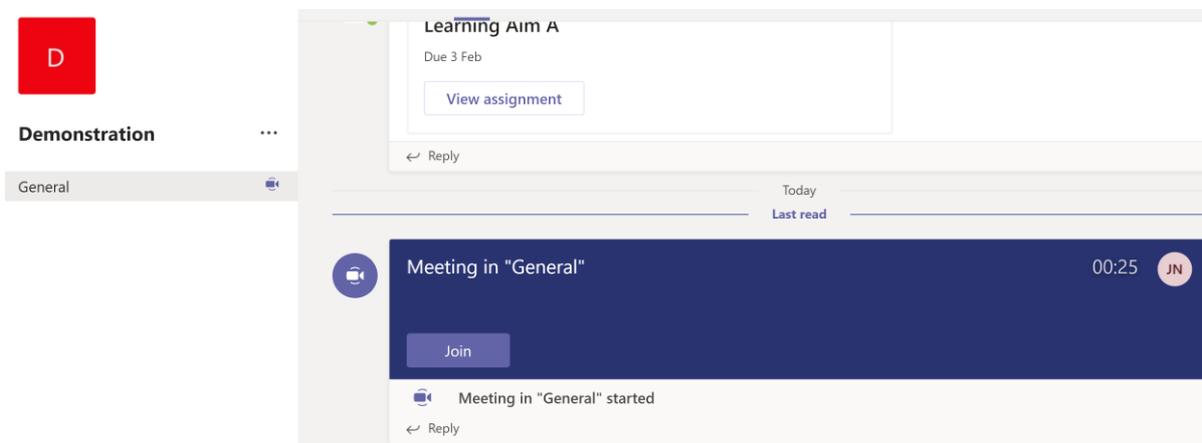
You will arrive here where you will be able to access the teams (classes) you have been allocated to.



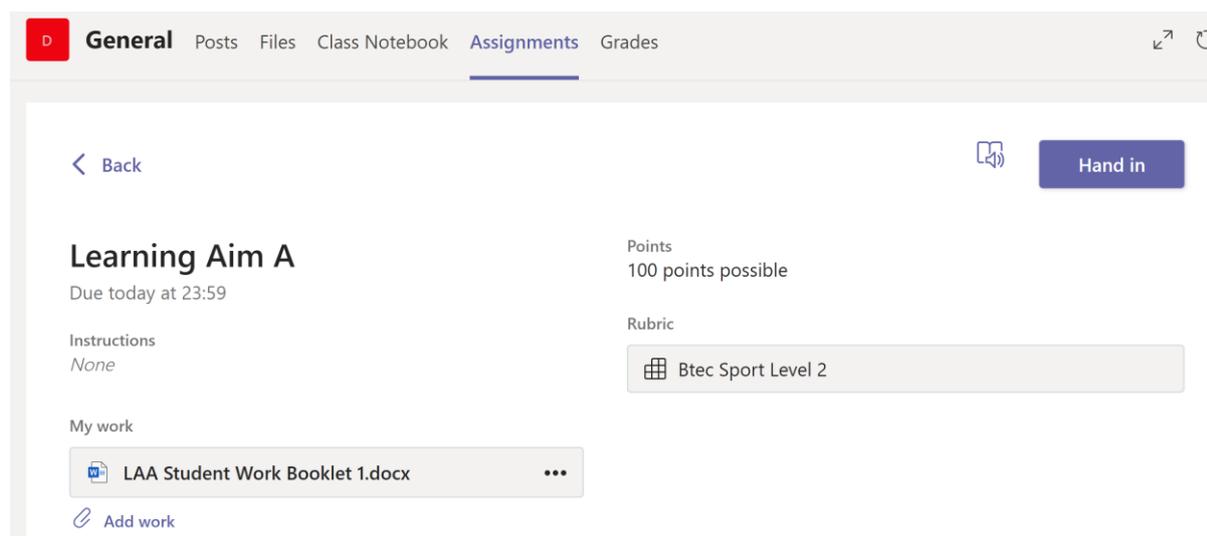
From here you can access the individual classes to see posts, and access all the areas that relate to the team.



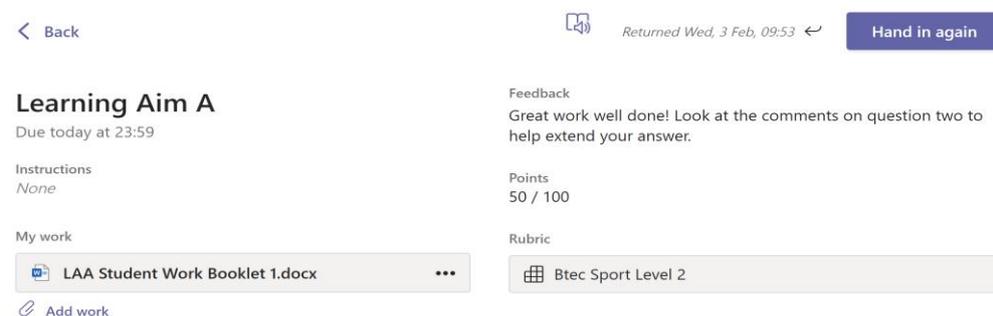
You can also join meetings (live lessons) from here by clicking “JOIN”



Here you can access the assignments your teacher may have set you. You can “Add work” by uploading from your computer by clicking the blue paper clip. When you completed the work you click the “Hand in” button and this will go straight to your teacher.



Your teacher may provide feedback on the work via teams, which can be found when you go back the assignments tab. From here you can also “Hand in again” the work once you have made the changes.



You may also have feedback in the comments box with the document you have handed in. Open the document and click the comments box to see this feedback.