



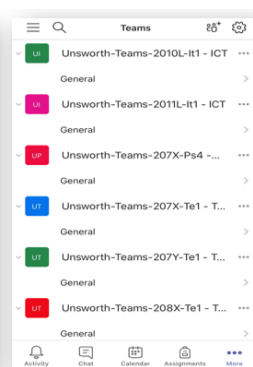
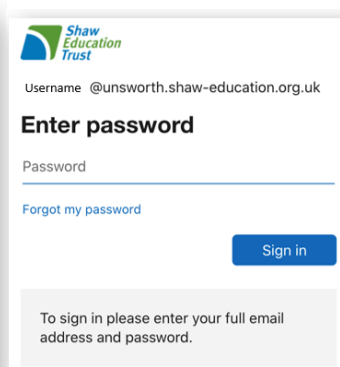
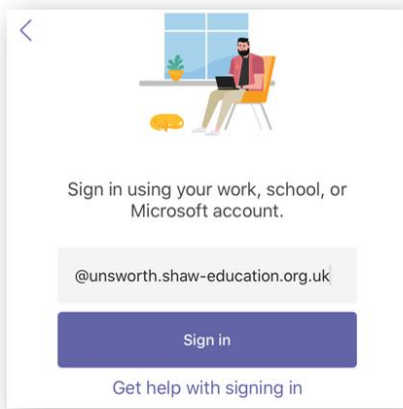
## Microsoft Teams Quick Start Learner Guide



To access your lessons at home you will be using Microsoft Teams. Use this quick start guide to help.

### Logging Into Teams

1. Download Microsoft Teams from your usual App Store. It can be downloaded to any device (Desktop, Laptop, Tablet, Smart Phone).
2. Log in using your school e mail address and password.



Enter your network password

All your classes will be listed

Your school E Mail Address is:

*username@unsworth.shaw-education.org.uk*

*E.G. Bill Smith's e mail address would be*

*20bsmith@unsworth.shaw-education.org.uk*

***If you are having trouble accessing Show My Homework please e mail  
remotelearning@unsworth.shaw-education.org.uk***

### Navigating Microsoft Teams

Activity – Shows you notifications from all Teams

Teams - allows you to see all your classes

Calendar - allows you to see and join live lessons

Click on your Team to see all activity for that class

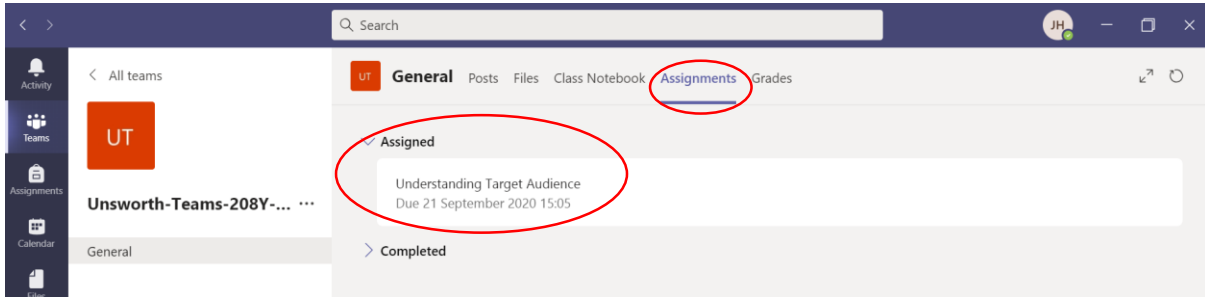


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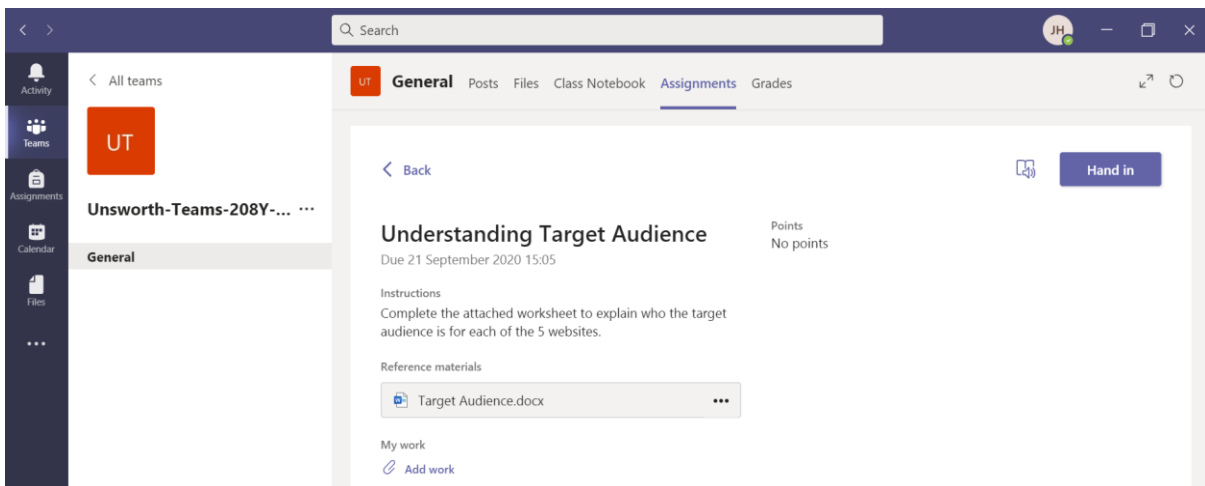


### Accessing Learning Resources

Once you have selected your class select Assignments. Here you will see a list of learning Resources. Click on the assignment to open it.

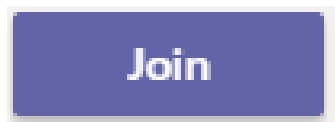


Here you will see the details of the assignment, instructions and any resources needed. If asked to you can use the Hand In button to submit work.



### Accessing Live Lessons

You will be notified of live lessons in your Activity feed and your calendar. To join these you need to open the notification and select Join.



### Further Help and Support

For further help and support go to the 'For Learners' section of the school website.