

# Setting Up Microsoft Teams

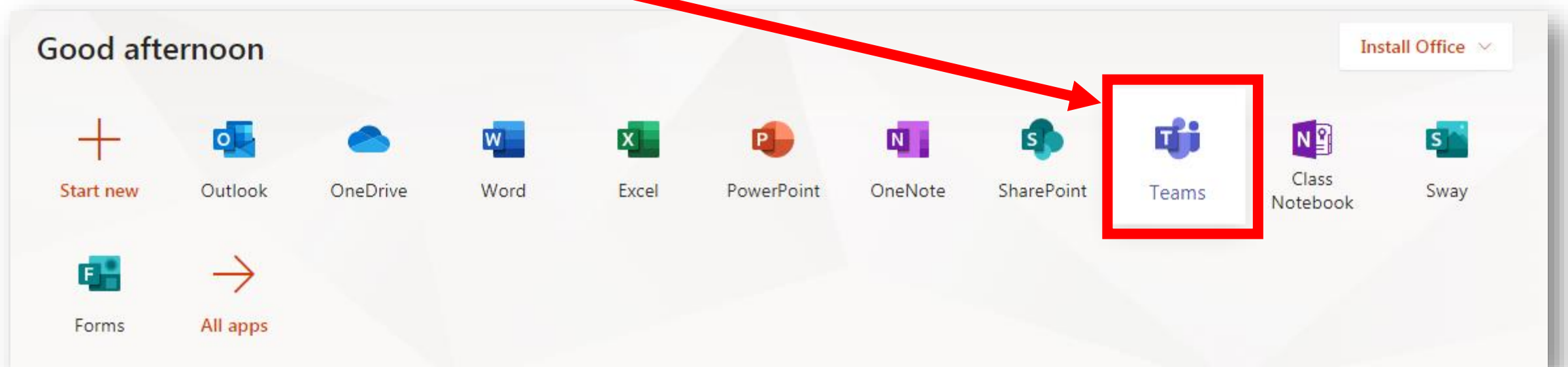
## Guide for Students



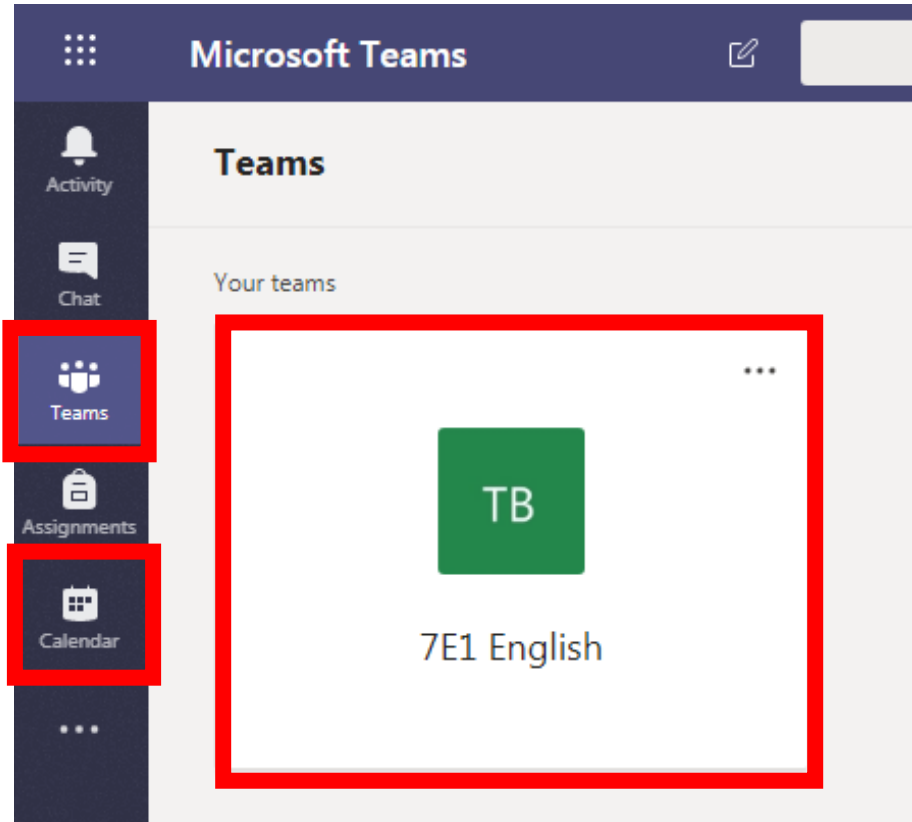
# 2

## Getting onto Office and Teams from a Laptop/Computer

- Go to [www.office.com](http://www.office.com)
  - Log in to office using your school email address and password (your school email address is your computer login with @hillsidehighschoolco.uk at the end of it)
- Your password is the same password you use for accessing the computers in school. If you can't remember then you need to call the school office on 525 2630 or email [itsupport@hillsidehigh.co.uk](mailto:itsupport@hillsidehigh.co.uk) from a different email address to ask for your password to be reset.



# Accessing your 'Teams'



- Click on Teams.
- You should have a Team for each of your classes.
- Click on the class you want to look at.
- From here you will be able to access any lesson videos, documents or resources that have been shared by your teacher.

# 4

# Accessing video lessons and resources

The screenshot shows the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help. The main area is divided into a left-hand pane for team navigation and a right-hand pane for the team's content. The top navigation bar includes the Microsoft Teams logo, a search bar, and the organization name 'The Grange Academy'. The team navigation pane shows a list of teams, with 'All teams' highlighted by a red box and a red arrow pointing to it. The team's main pane shows a header with the team name '7E1 English' and a 'General' channel. A red box highlights the top navigation tabs: 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A red arrow points from the text 'You will be able to write to your teacher and upload your work down here' to the bottom chat input area, which is also highlighted with a red box. The chat input area contains a text field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, link, emoji, GIF, video, voice, and more options.

Microsoft Teams

Search or type a command

The Grange Academy

< All teams

Go back to see all of your classes... here

7E1 English

General

Posts Files Class Notebook Assignments Grades +

Your teachers will be able to share video lessons, PowerPoint, quizzes and other files using the tabs at the top.

Welcome to 7E1 English  
Choose where you want to start

Upload Class Materials Find help & training

Start a new conversation. Type @ to mention someone.

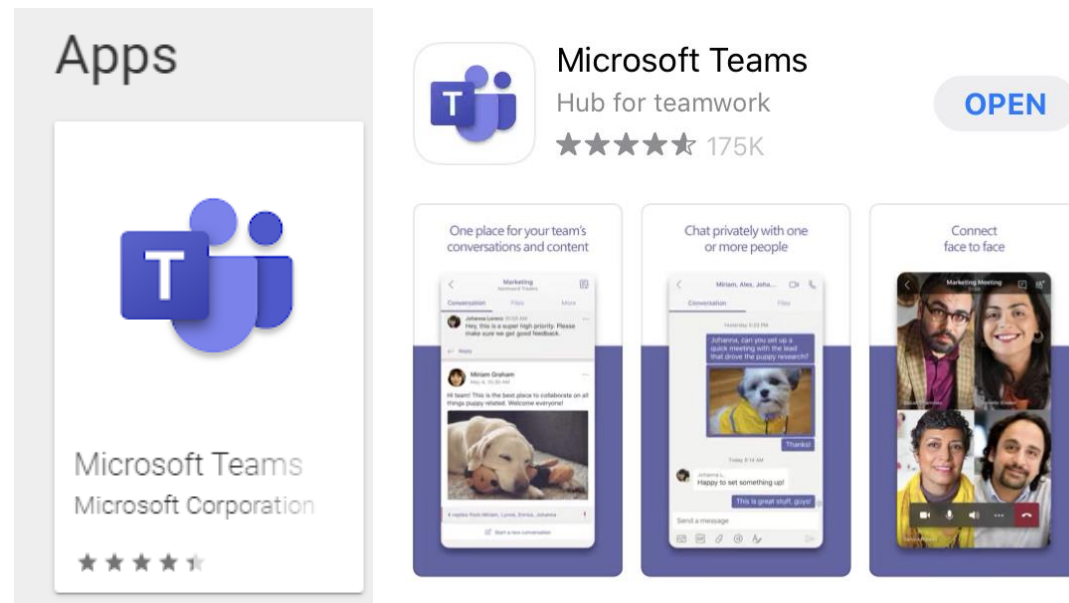
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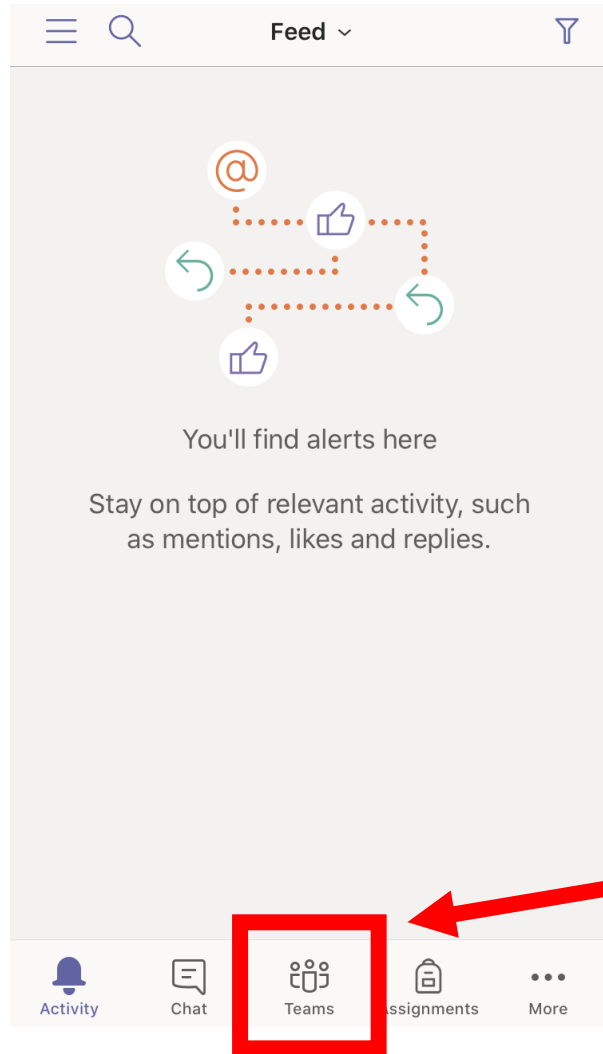
# Getting onto Microsoft Teams from a mobile phone or iPad/tablet

- Go to your phones/tablets App store and search for Microsoft Teams and download.
- Log in to office using your school email address and password (your school email address is your computer login with @hillsidehighschool.co.uk at the end of it)

Your password is the same password you use for accessing the computers in school. If you can't remember then you need to call the school office on 525 2630 or email [itsupport@hillsidehigh.co.uk](mailto:itsupport@hillsidehigh.co.uk) from a different email address to ask for your password to be reset.

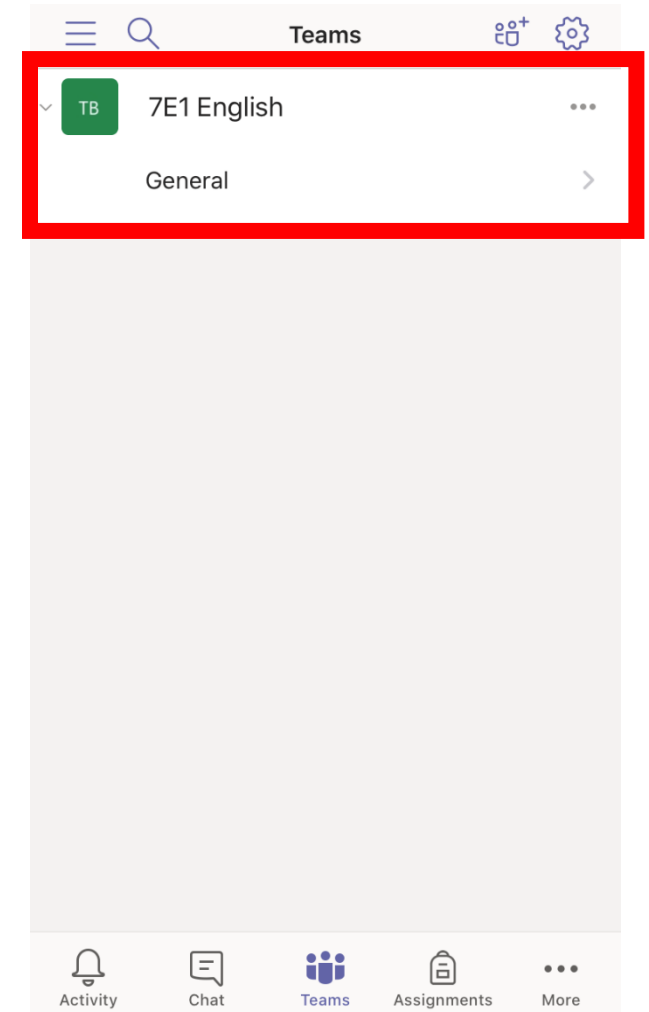


# Accessing your classes (Teams)



**You will then be able to see a list of all of your classes. You need to click on 'General' under the subject you want to look at. This will take you to the main page where you can see any messages, resources or lessons for that subject.**

**When you open Teams you will be taken to your 'Feed'. You then need to click 'Teams' here:**



# 7

# Accessing the class chat and resources

