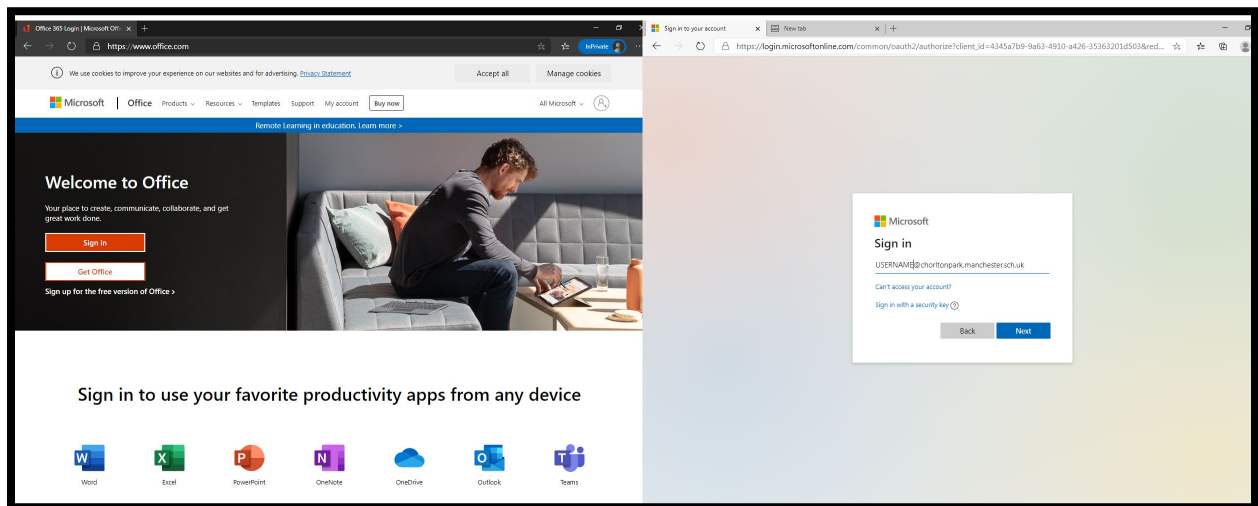


# Microsoft Team @ Rolls Crescent



## Logging in to Teams on a browser

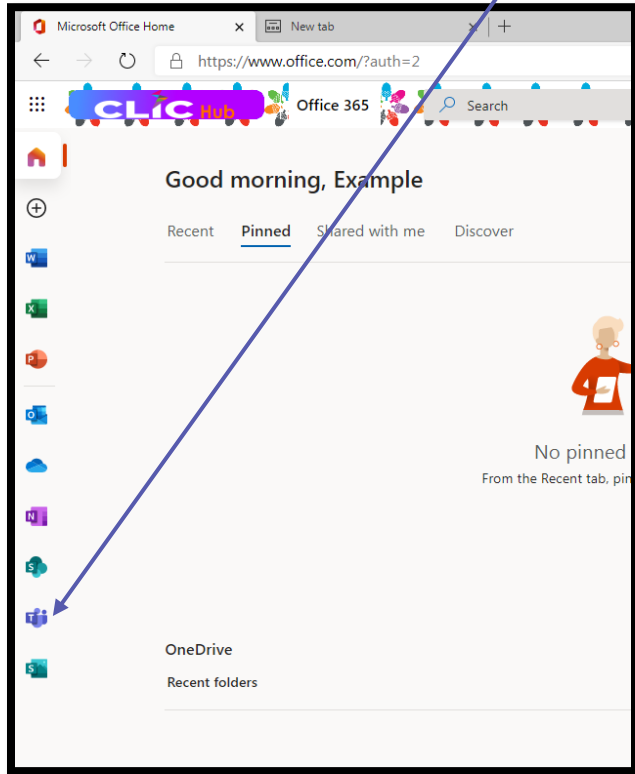
In the browser go to [office.com](https://www.office.com) and click the Sign In button. This will take you to the login screen where you add your school email. Your username @rolls-crescent.manchester.sch.uk, your username will be sent to you on Seesaw or through the post.



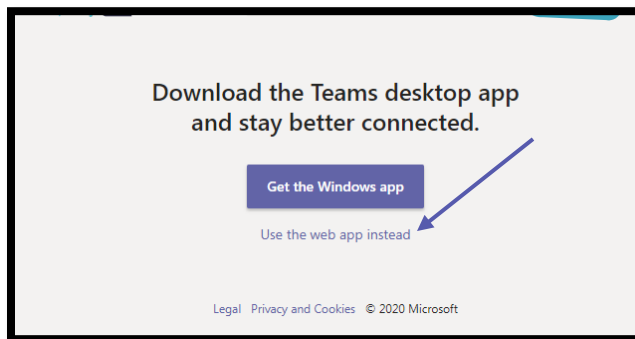
# Open Teams

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Teams is on the left of this page, click the Teams icon to open it.



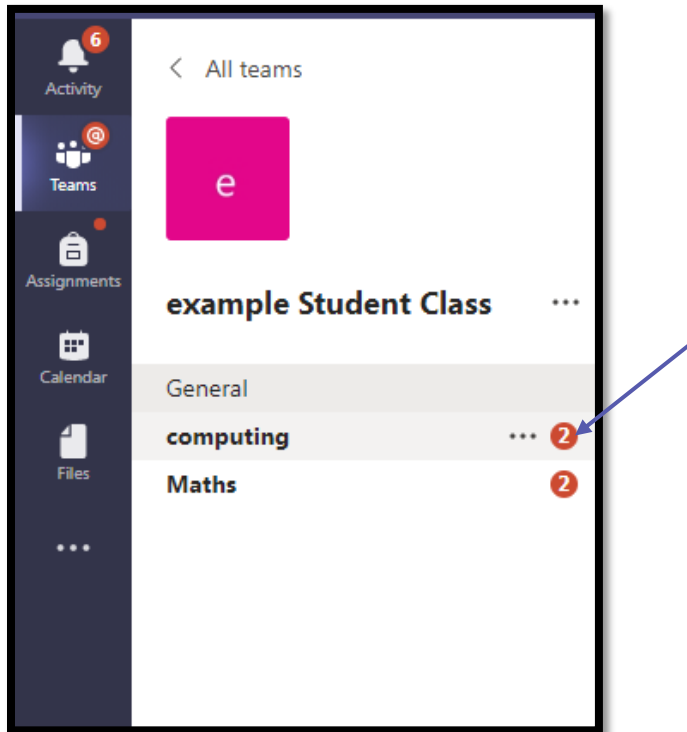
Click use web app



# Opening work

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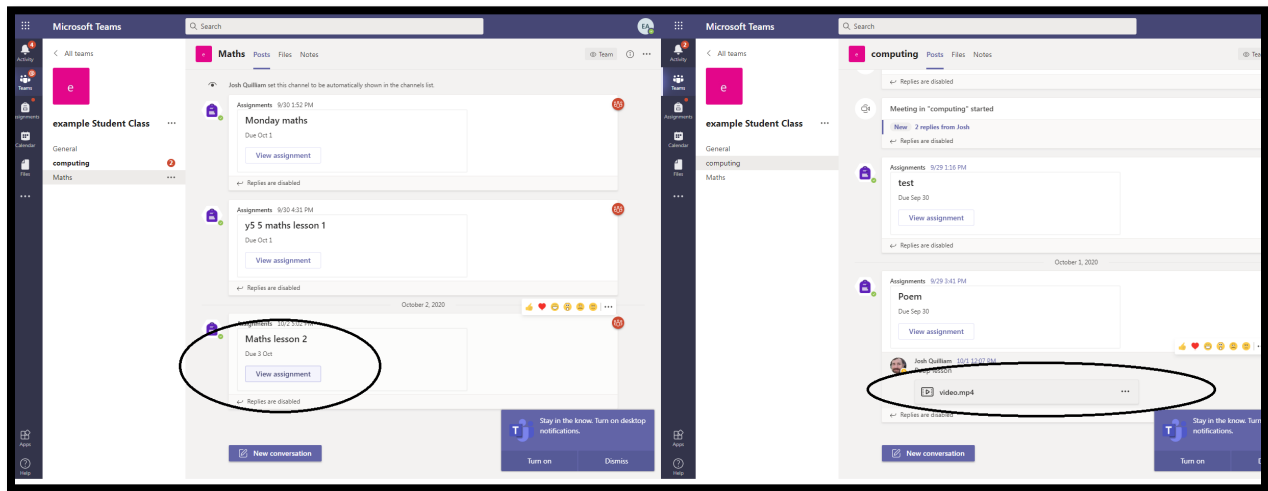
Open your class select and check for new lessons. You will see a red number if new work is ready.



# Open assignment and hand in work

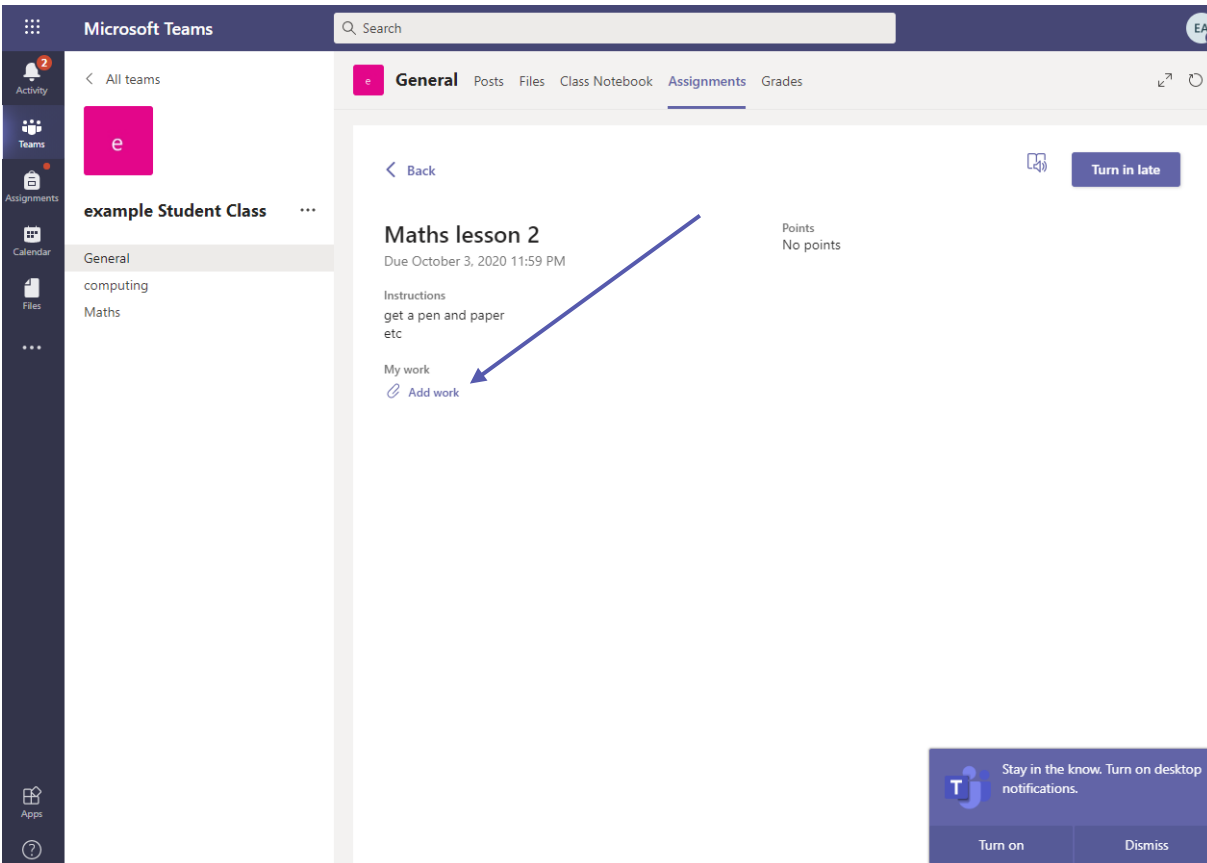
Look for **New Assignment** or **videos** from the teacher.

1. Click on the video to play it.
2. Click View assignment to open any school work

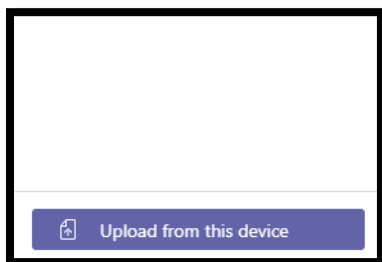


Check the Assignment page for the instructions from the teacher.

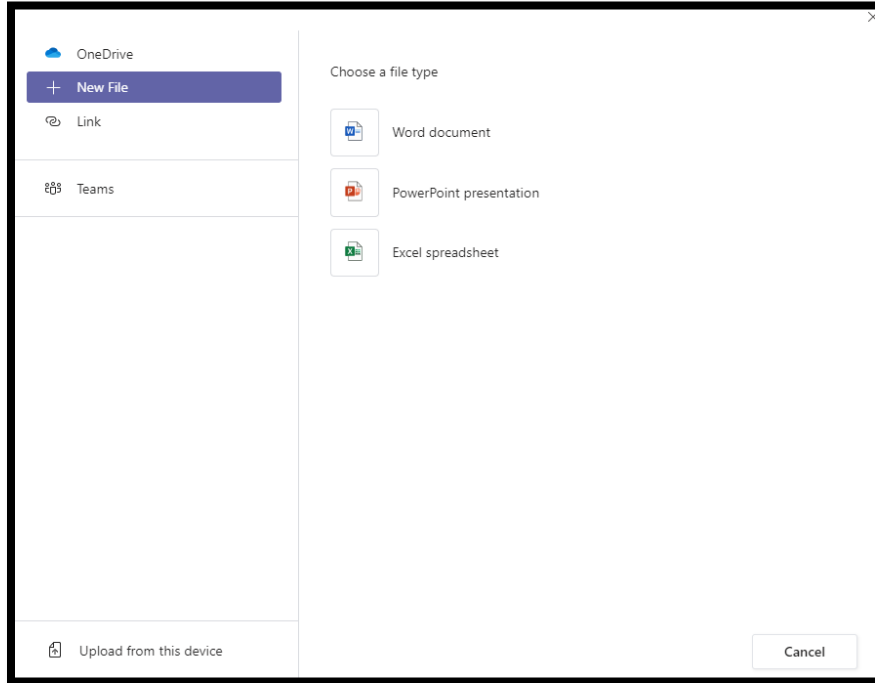
To create work or take a picture of work click **add work**



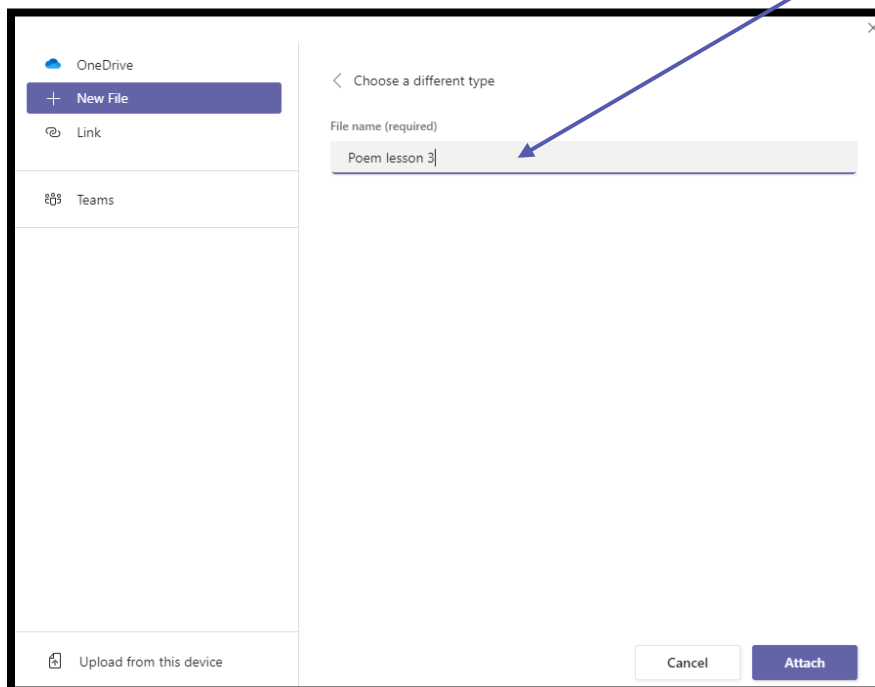
**Adding a picture:** Click **upload from device** to send a picture of work



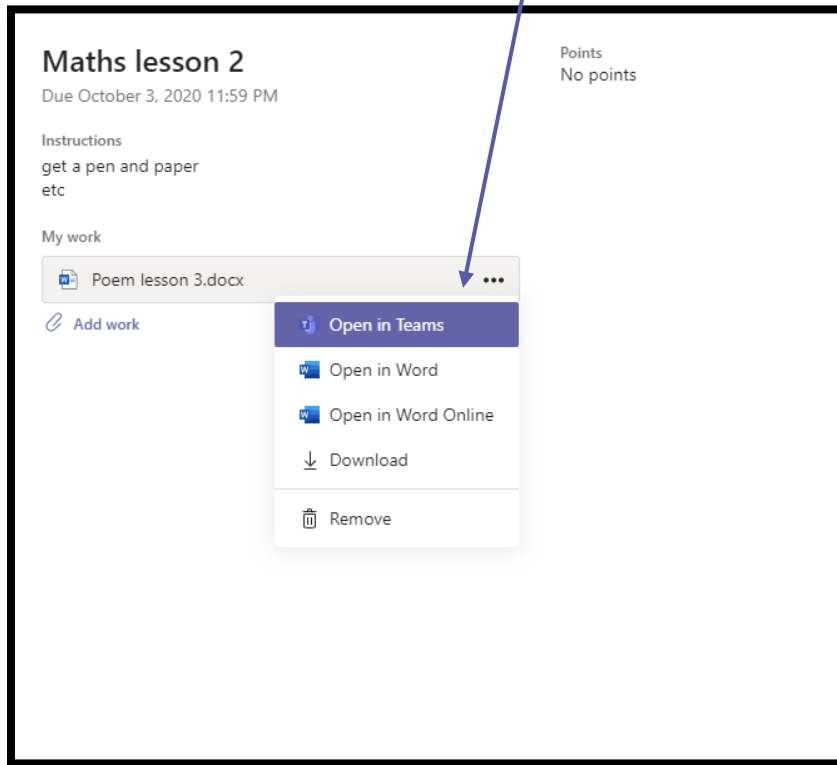
Creating a document in Teams: Click **New File** and the **Word Document or Powerpoint**



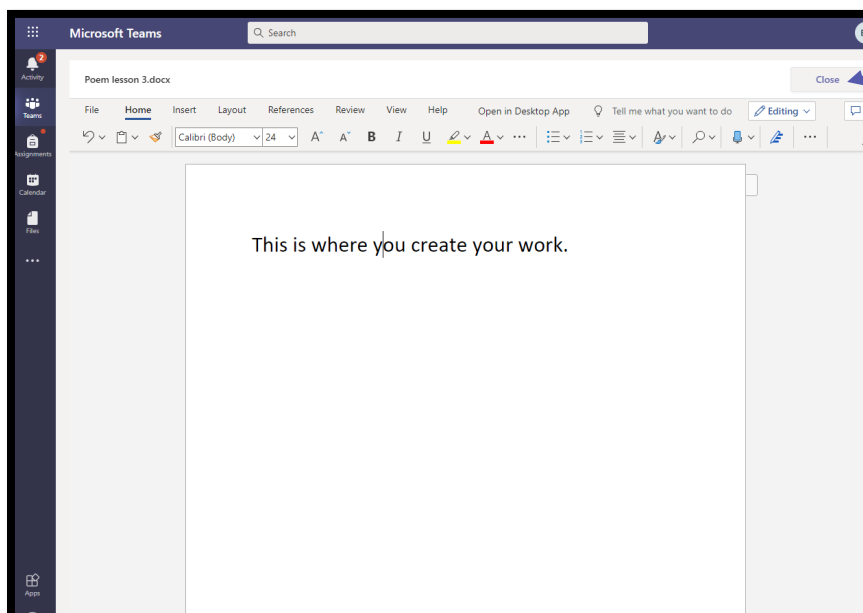
Name the document



Click the **three dots** and click **Open in Teams**



The document will open and allow you to create your work. When you have finished click **CLOSE**



Click **Hand In** to sent the work to the teacher

