

MICROSOFT TEAMS



[HTTPS://LOGIN.MICROSOFTONLINE.COM/](https://login.microsoftonline.com/)





Sign in

Email address, phone number or Skype

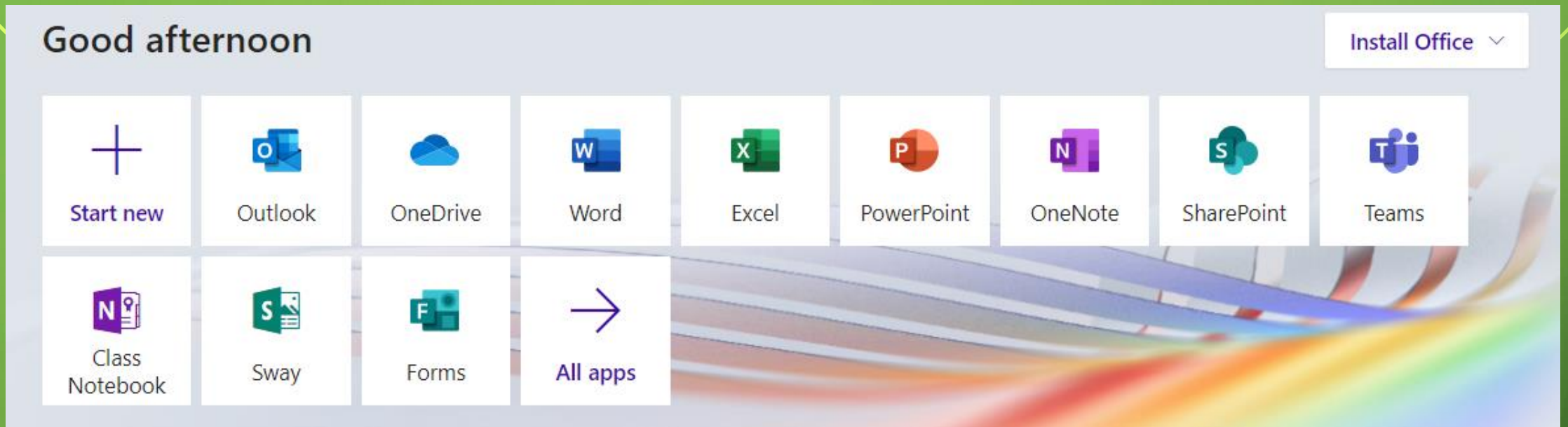
No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

You are
going to
type your
username
here

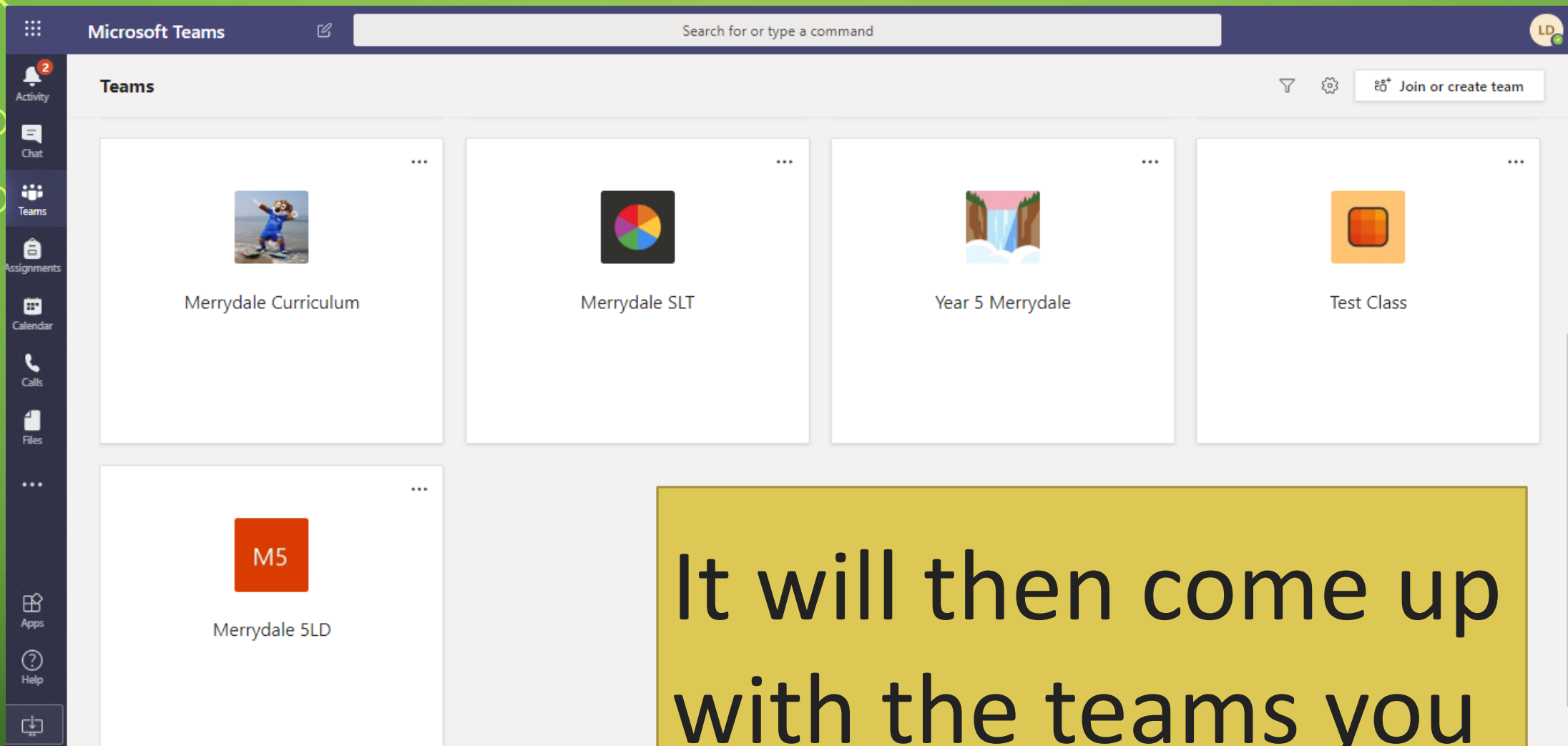


When you login it will come up with these different icons.

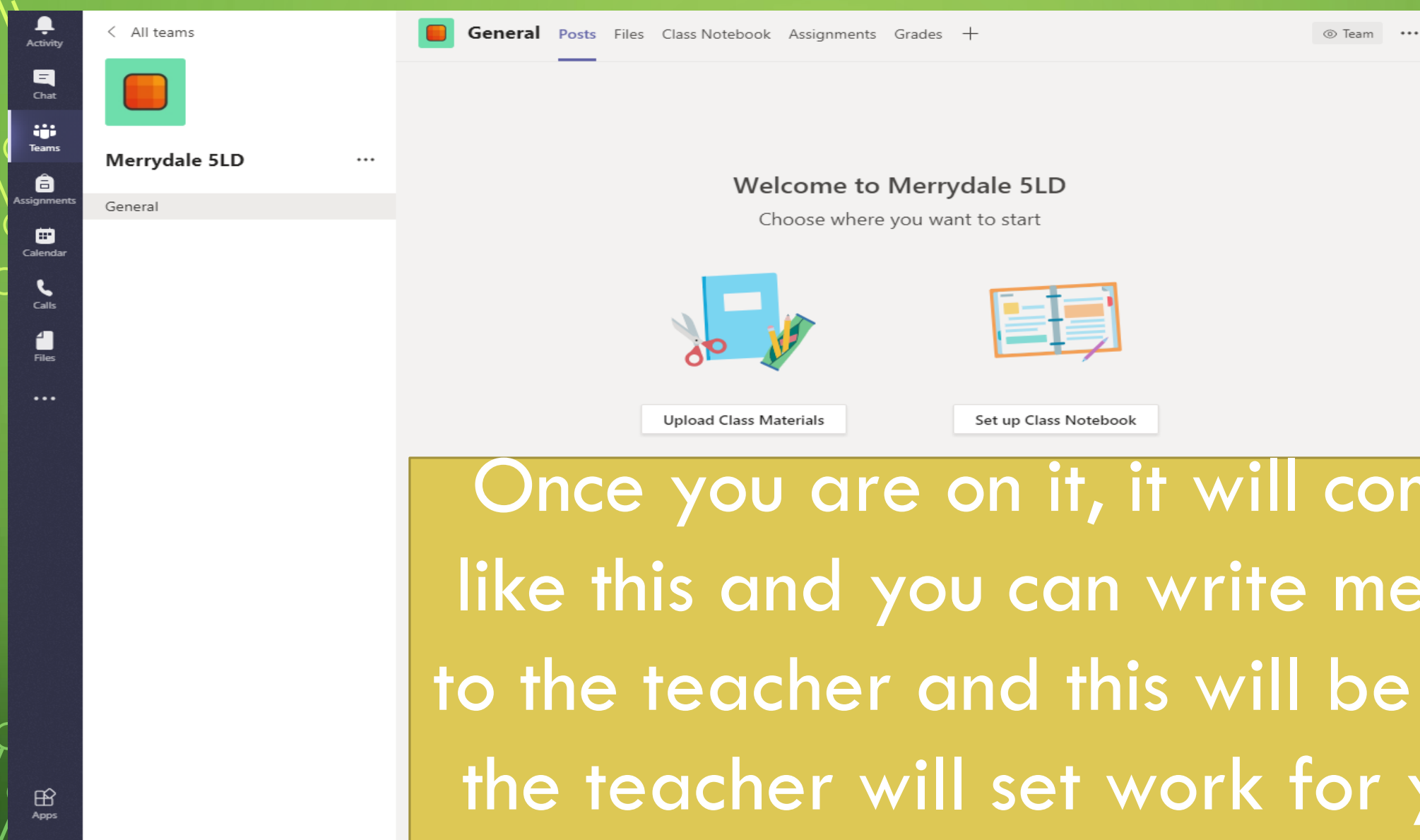


Teams

You need to
click this
icon to get
on to teams.



It will then come up
with the teams you
are involved in.



Once you are on it, it will come up like this and you can write message to the teacher and this will be where the teacher will set work for you to do.



Merrydale 5LD



General



General

Posts

Files

Class Notebook

Assignments

Grades



Team



Welcome to Merrydale 5LD

Choose where you want to start

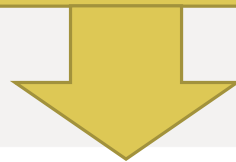


Upload Class Materials

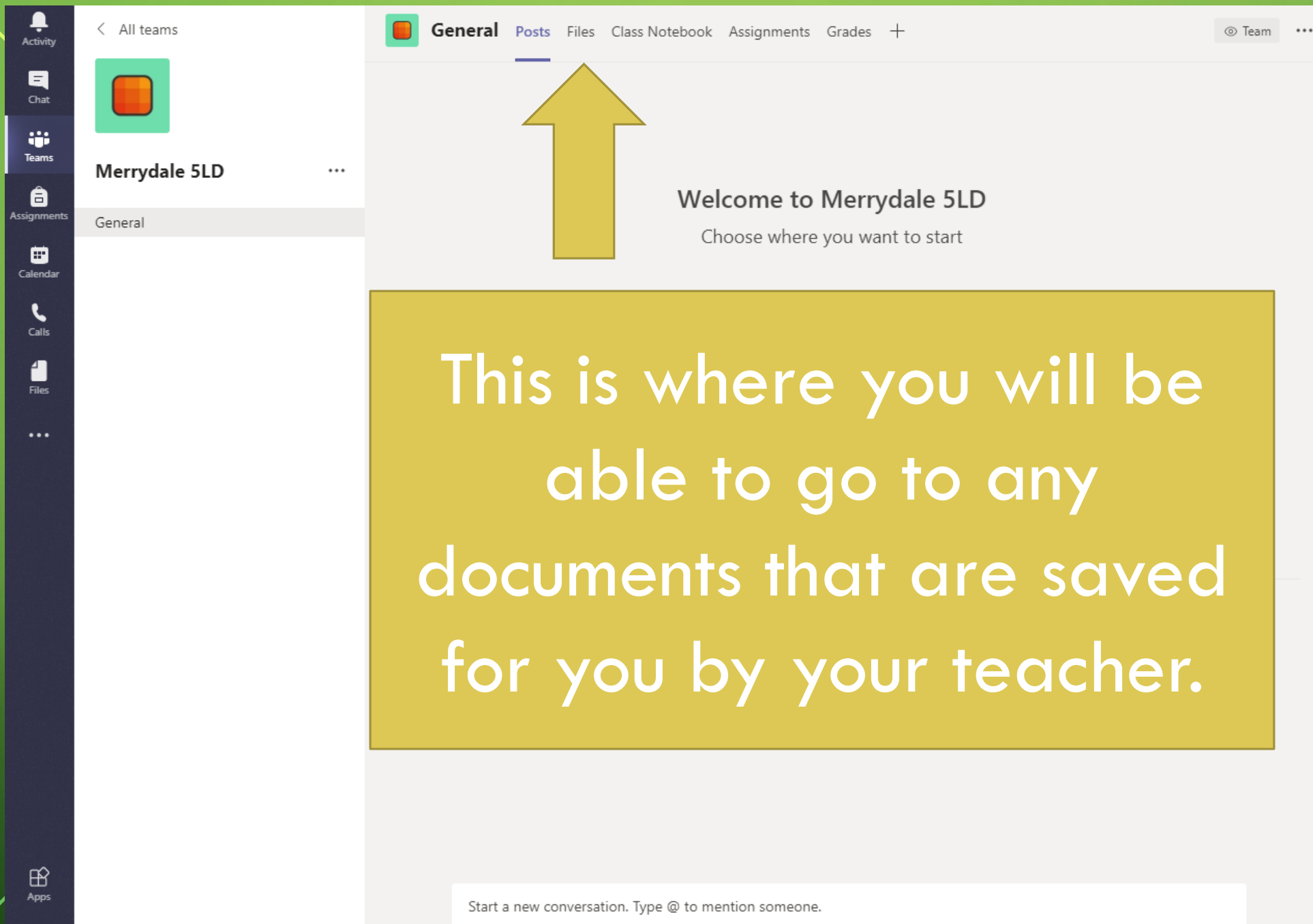


Set up Class Notebook

Here is where we write a
message.



Start a new conversation. Type @ to mention someone.



< All teams

Merrydale 5LD ...

General

General

Posts

Files

Class Notebook

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Grades

+

Team

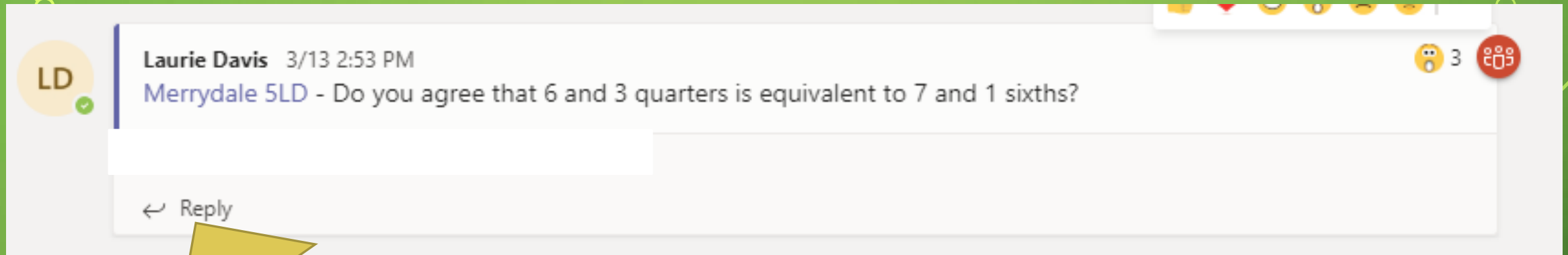
...

Welcome to Merrydale 5LD

Choose where you want to start

**This is where you will be
able to go to any
documents that are saved
for you by your teacher.**

Start a new conversation. Type @ to mention someone.



When someone makes a comment or asks a questions that we want to answer, we need to ensure that we click reply and write in the relevant box.

You can also access Teams using either an IOS or Android app, these are available from their respective app stores (Just look for the logo below). Just search for Microsoft Teams and once installed, simply log in using the same username and password.

