



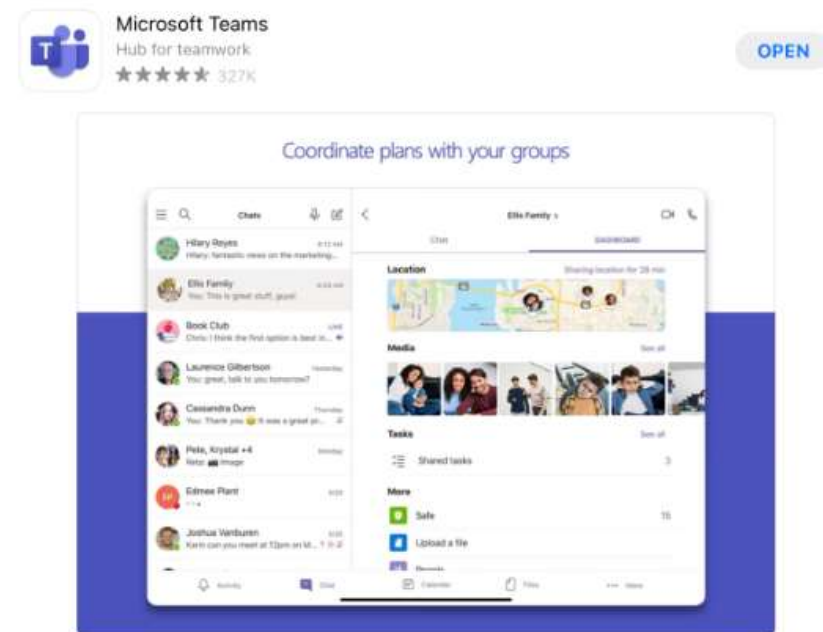
# How to access Microsoft Teams



Rastrick  
High School

# How to access Microsoft Teams

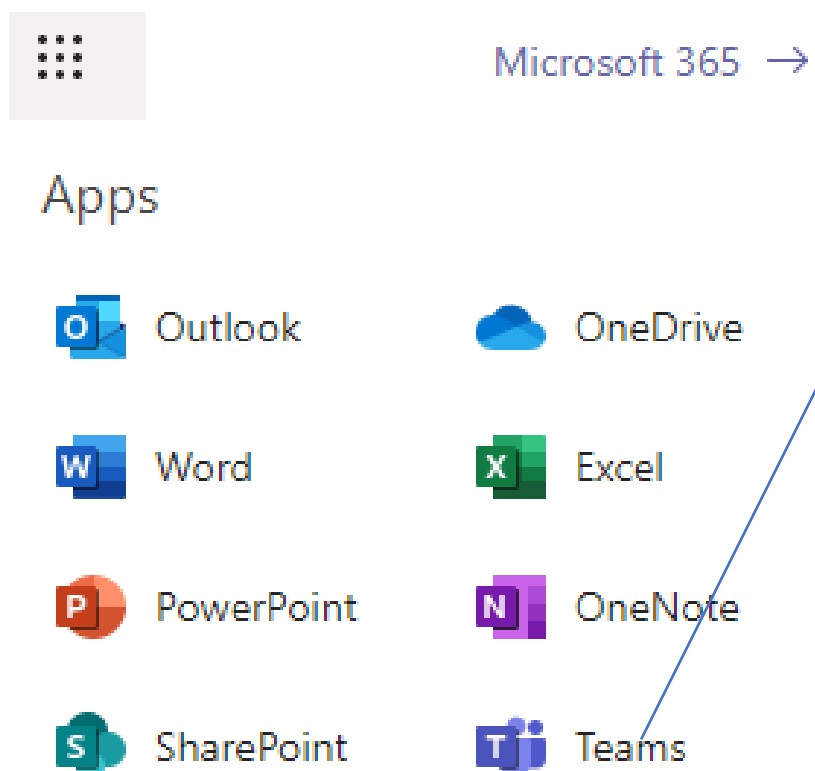
## Through the App Store



## Through the Play Store

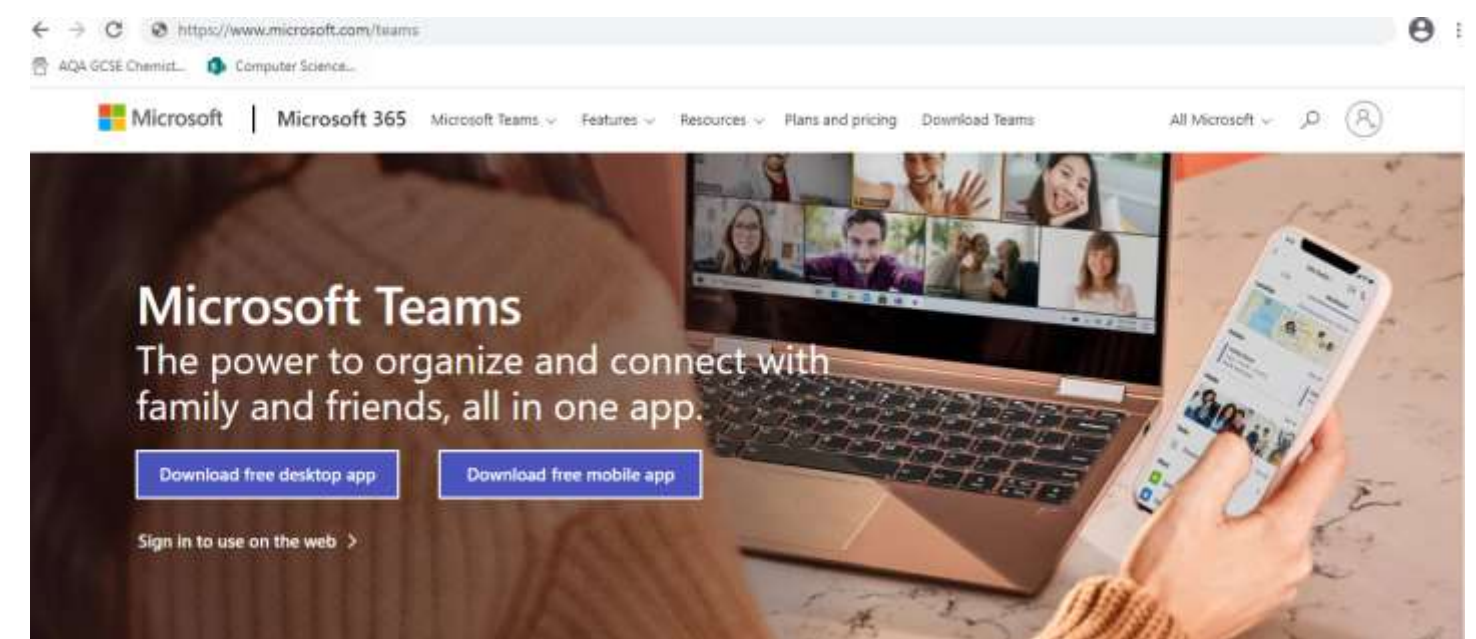


## Through your office 365 e-mail



For specific information  
How to do this please  
Watch the supporting  
video

## By going to [www.microsoft.com/teams](https://www.microsoft.com/teams)



# Once you have opened Teams on whichever platform, you will be asked to login.

## Microsoft Username is:

firstname.lastname@rastrick.calderdale.sch.uk



## Your password will be the same as your PRA

### If you forget or lose your password:

#### In School

1. Your form tutor can reset your password to Password12
2. Log in to a school computer and change this to your own choice
3. Write it in your planner

#### At Home

Email [student.ictsupport@rastrick.calderdale.sch.uk](mailto:student.ictsupport@rastrick.calderdale.sch.uk)

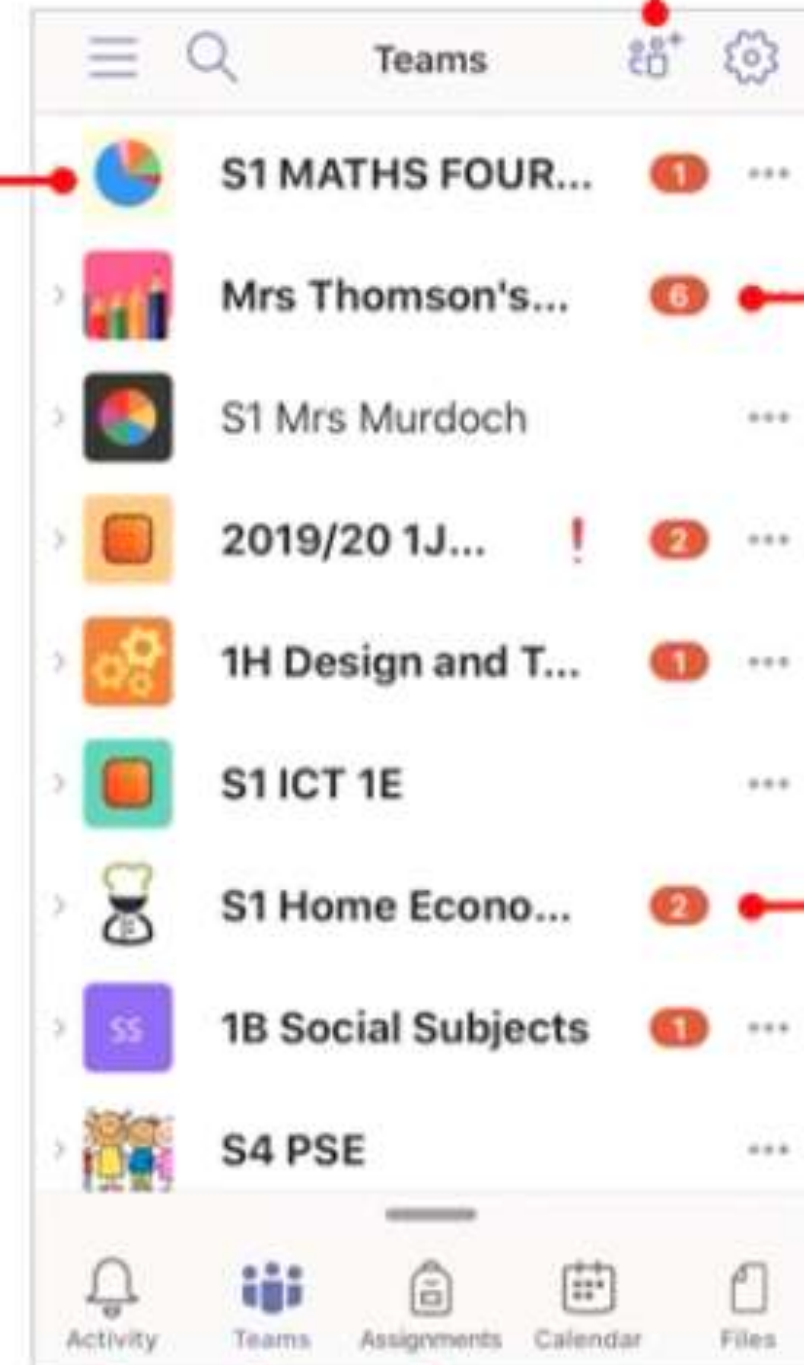
(This email address is on the school website)

# Navigating your Class Teams – List View

Click the **name** of the Team to view the list of channels.

Rather than the tiled grid view on the browser or *Desktop App*, here your Class Teams will be listed.

Join a Team with a code



Notification count per Team

A **bold** Team name also tells you that there has been new activity in the team since your last visit.

Switch between **Activity Feed**, your **Teams** and **Assignments**.

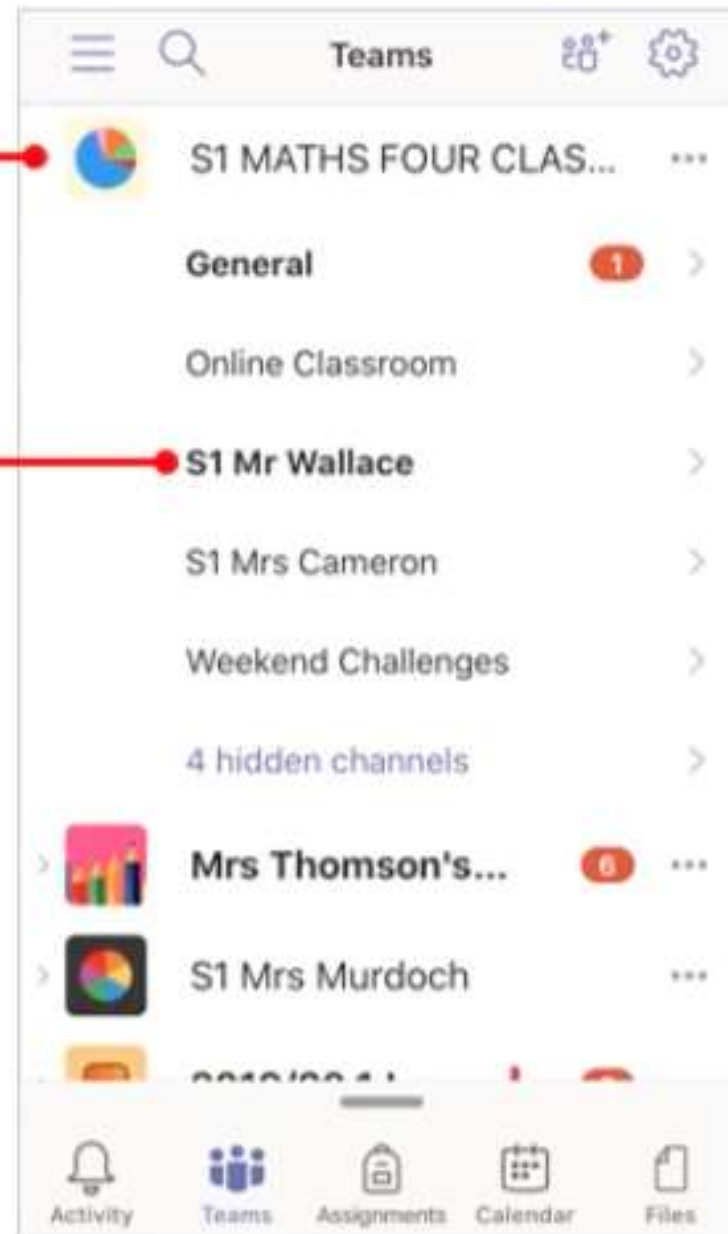


# Navigating your Class Teams – Teams Setup

Click to **view** the channels in the Team.

A **bold** channel name shows that there has been recent activity.

Every team has channels. Teachers will typically set **tasks and assignments** for the week ahead in the **General channel**.



Switch on channel notifications.

Within each Team, and each channel, you can navigate between the tabs for **Posts**, **Files** and **Assignments**.

Click **More** to view Assignments and Grades – only available within the **General** channel.



**Posts** from students will likely be disabled in the **General** channel.



# Navigating your Class Teams – Posts & Files

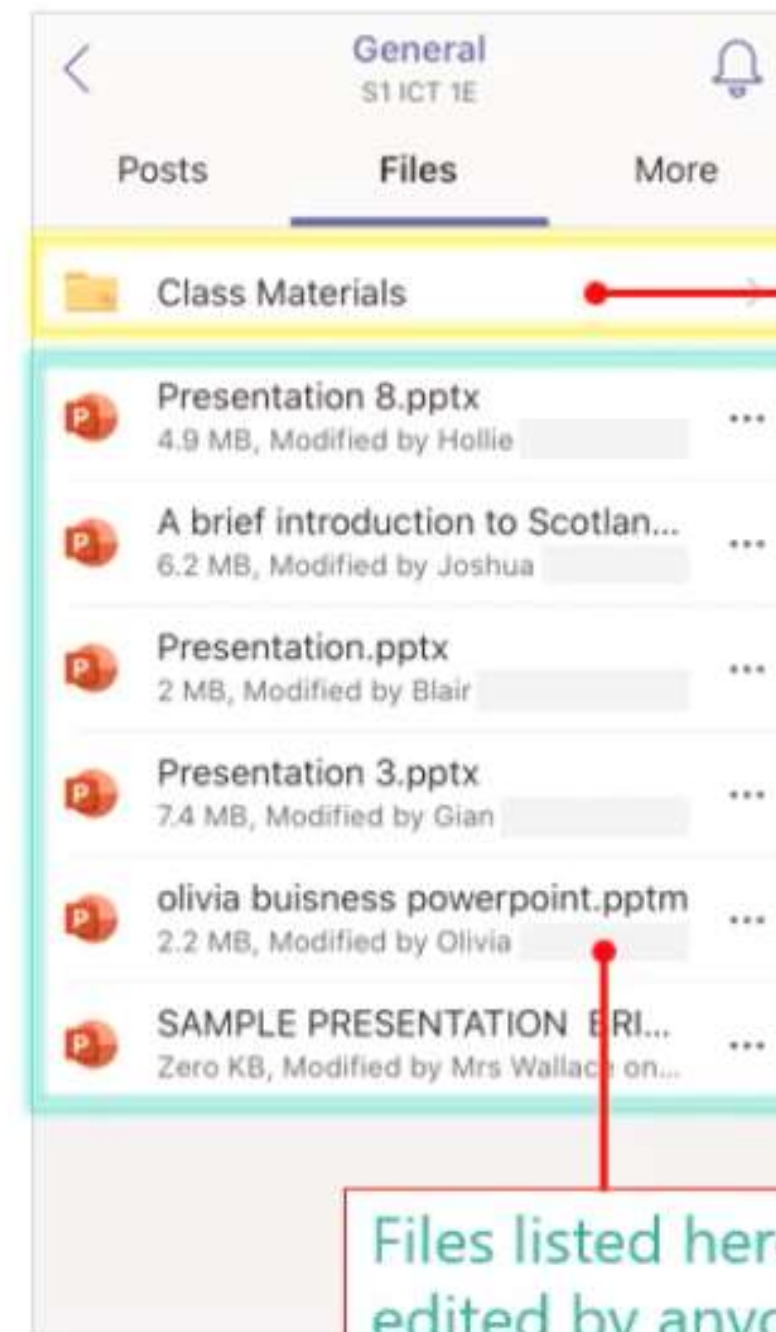
Within the appropriate channel, students can contact their teacher for help, or attach a file or image for review.



Type @ then the teacher's name to tag them in your post. They will be notified.

Click **Reply** to continue the conversation.

Only start a **new post** if you need to!



Within the **Class Materials** folder, you can open a **read-only** file, or download your own copy to edit then submit. Students cannot save into the Class Materials folder.

Files listed here can be opened and edited by anyone in the Team. A file attached to a post will also appear here.