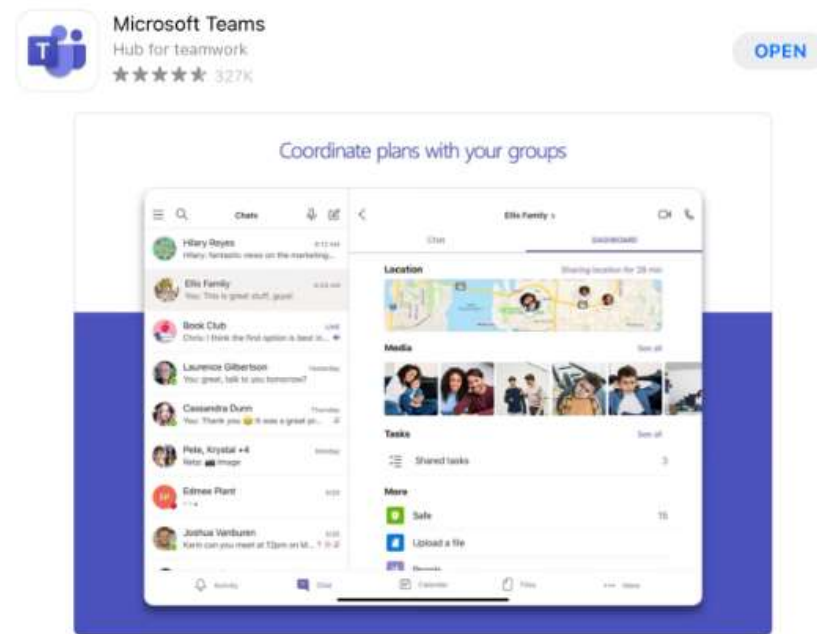# How to access Microsoft Teams
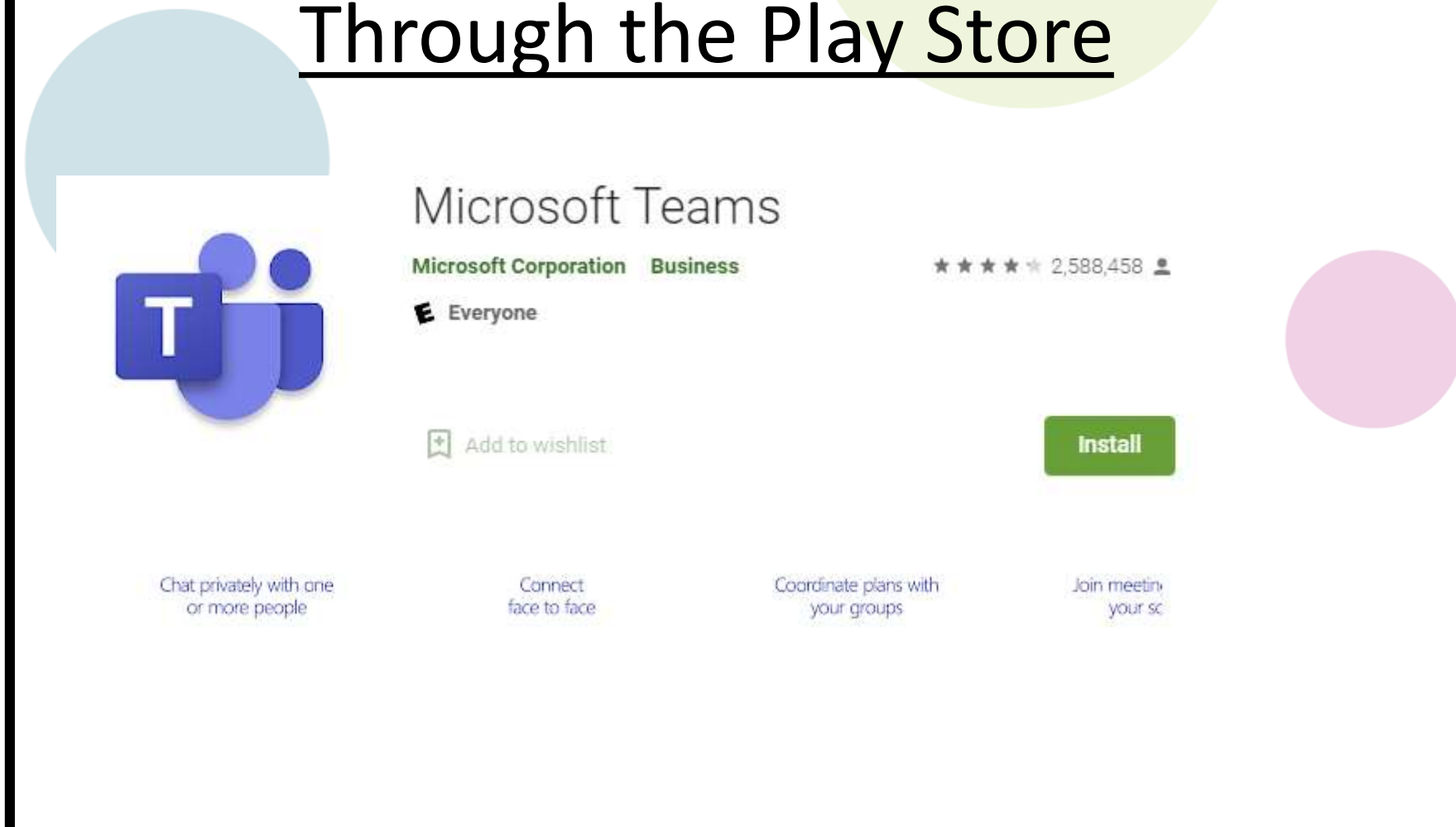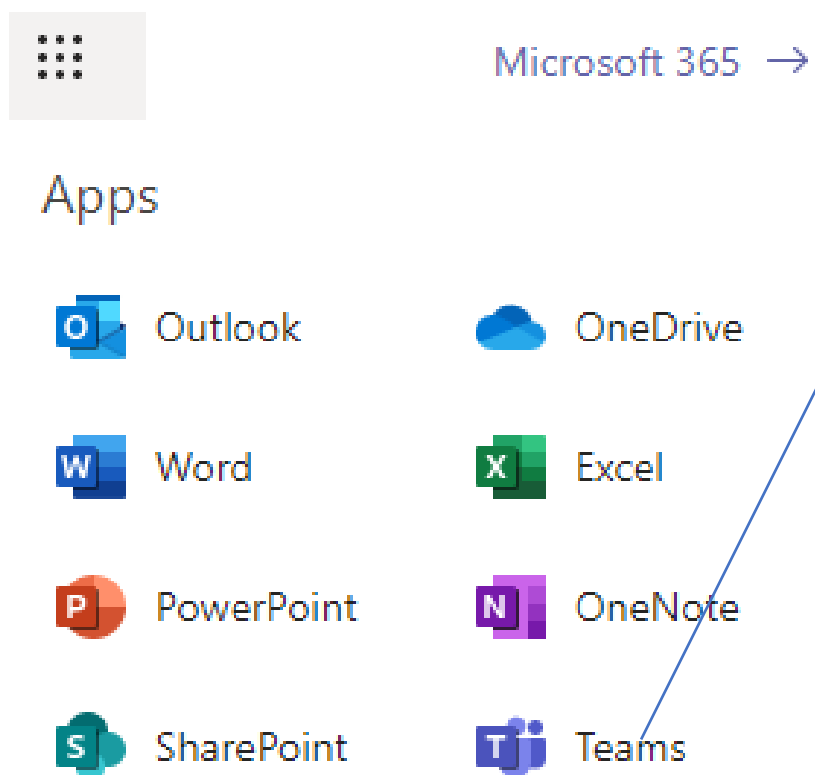
How to access Microsoft Teams

Through the App Store

Through the Play Store

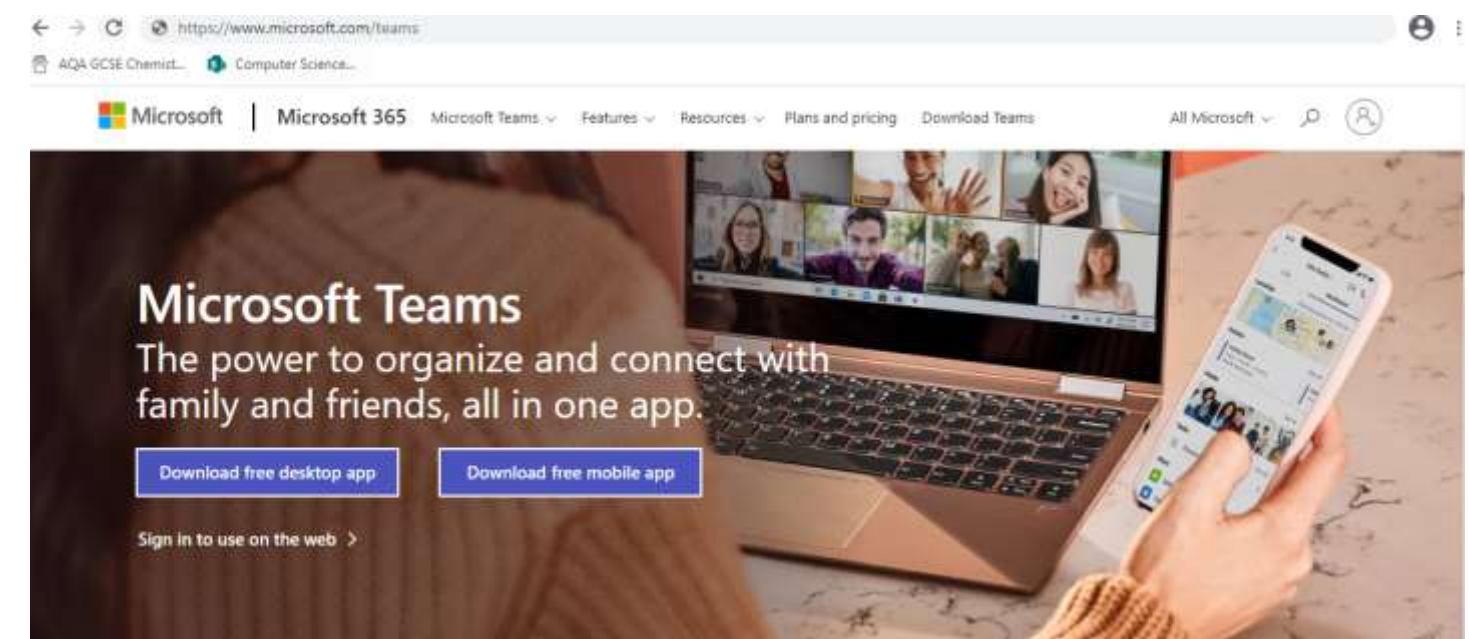

Through your office 365 e-mail

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

By going to www.microsoft.com/teams

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

Microsoft Username is:

firstname.lastname@rastrick.polarismat.org.uk

Your password will be the same as your PRA

If you forget or lose your password:

<u>In School</u>

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

<u>At Home</u>

Email   student.ictsupport@rastrick.polarismat.org.uk

(This email address is on the school website)

Navigating your Class Teams – List View

Join a Team with a code

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

Notification count per Team

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

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

Switch on channel notifications.

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

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

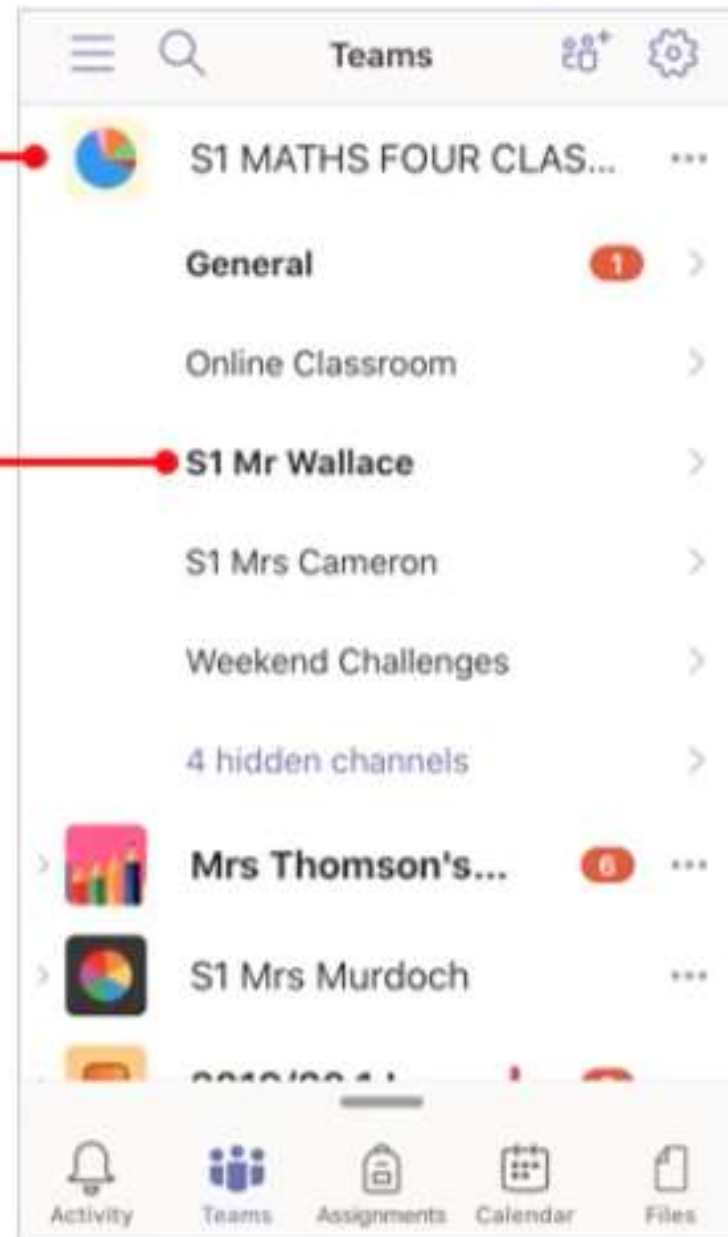Every team has channels. Teachers will typically set **tasks** and **assignments** for the week ahead in the **General channel.**

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.

Teams screenshot:
- S1 MATHS FOUR CLAS... ...
- General (1) >
- Online Classroom >
- S1 Mr Wallace >
- S1 Mrs Cameron >
- Weekend Challenges >
- 4 hidden channels >
- Mrs Thomson's... (6) ...
- S1 Mrs Murdoch ...

Bottom nav: Activity | Teams | Assignments | Calendar | Files

General — S1 MATHS FOUR CLASSES 2020

Tabs: Posts | Files | More

Work for Week Beginning Monday 27th April

- Good morning everyone, we hope you had a good weekend.
- This work in this post is for **Mr Wallace's class,** Mrs Cameron's class, Mrs Dick's Class and Miss Payne's Class only.

- Click Here to open the sway presentation for this week.
- The sway presentation is a little different to usual – it has links to all the resources rather than resources in it – hopefully it will be easy to follow.

Posts restricted

Navigating your Class Teams – Posts & Files

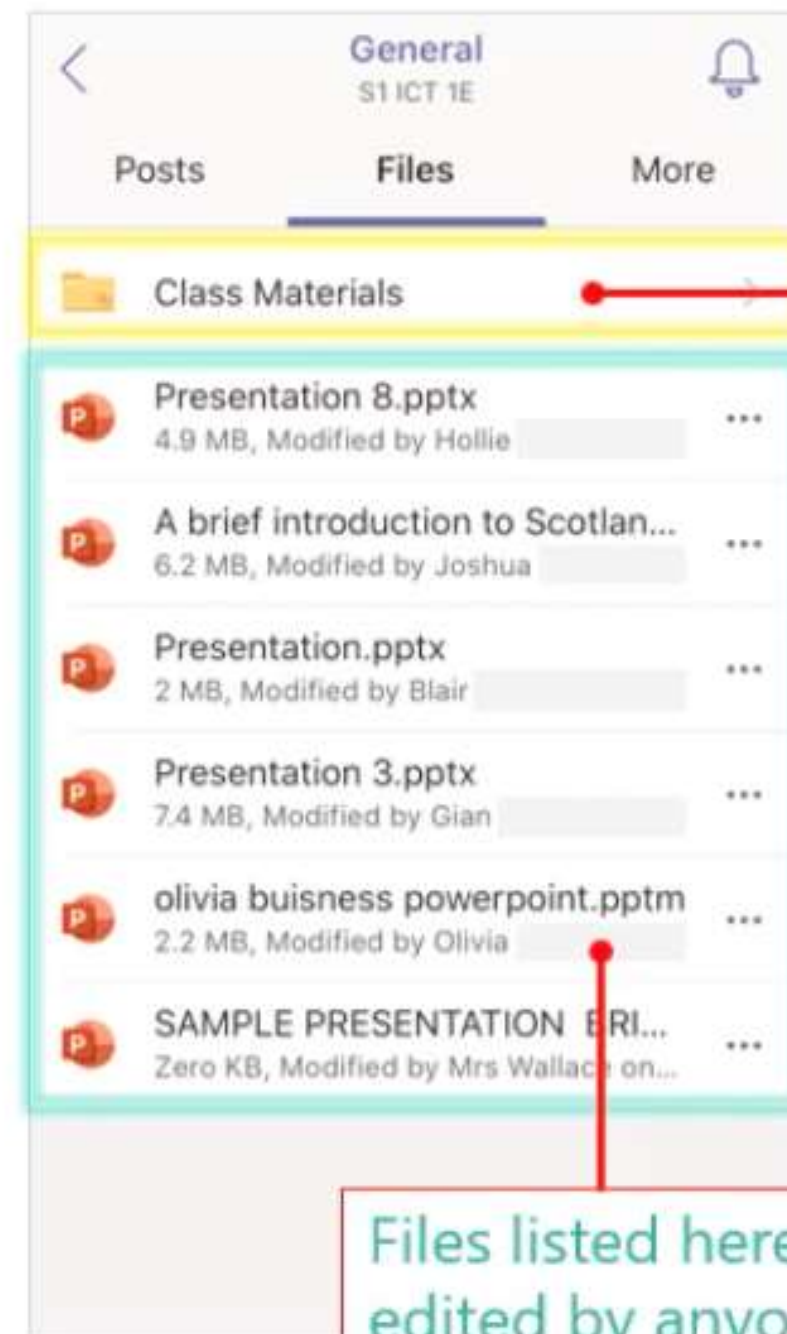**Within the appropriate channel, students can contact their teacher for help, or attach a file or image for review.**

Cooking Challenge
S1 Home Economics

Posts | Files | More

Lewis
1 May, 14:45

See more

👍 2
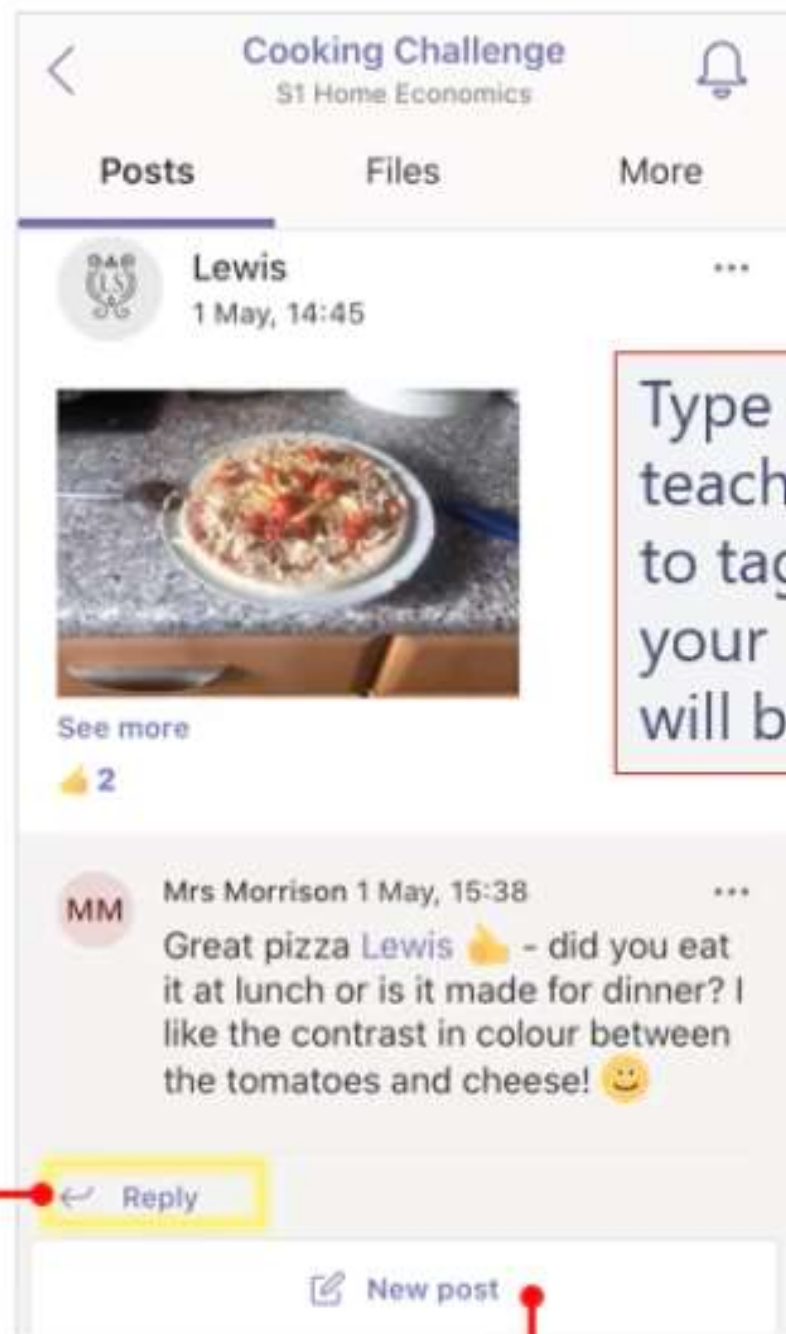
Type @ then the teacher's name to tag them in your post. They will be notified.

MM Mrs Morrison 1 May, 15:38

Great pizza Lewis 👍 - did you eat it at lunch or is it made for dinner? I like the contrast in colour between the tomatoes and cheese! 😊

↩ Reply

✍ New post

Click Reply to continue the conversation.

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

General
S1 ICT 1E

Posts | Files | More

📁 Class Materials

Presentation 8.pptx
4.9 MB, Modified by Hollie

A brief introduction to Scotlan...
6.2 MB, Modified by Joshua

Presentation.pptx
2 MB, Modified by Blair

Presentation 3.pptx
7.4 MB, Modified by Gian

olivia buisness powerpoint.pptm
2.2 MB, Modified by Olivia

SAMPLE PRESENTATION BRI...
Zero KB, Modified by Mrs Wallace on...

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.