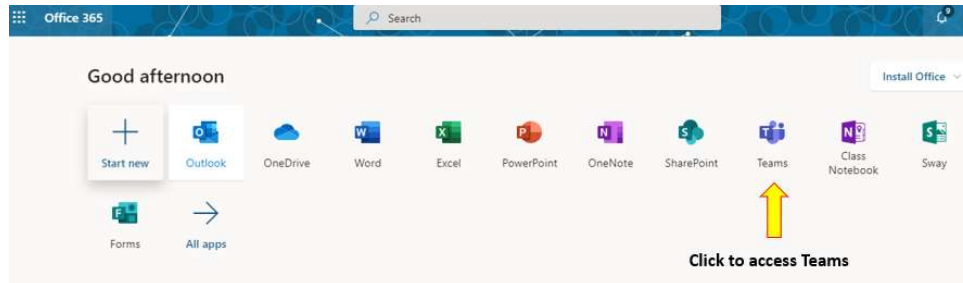


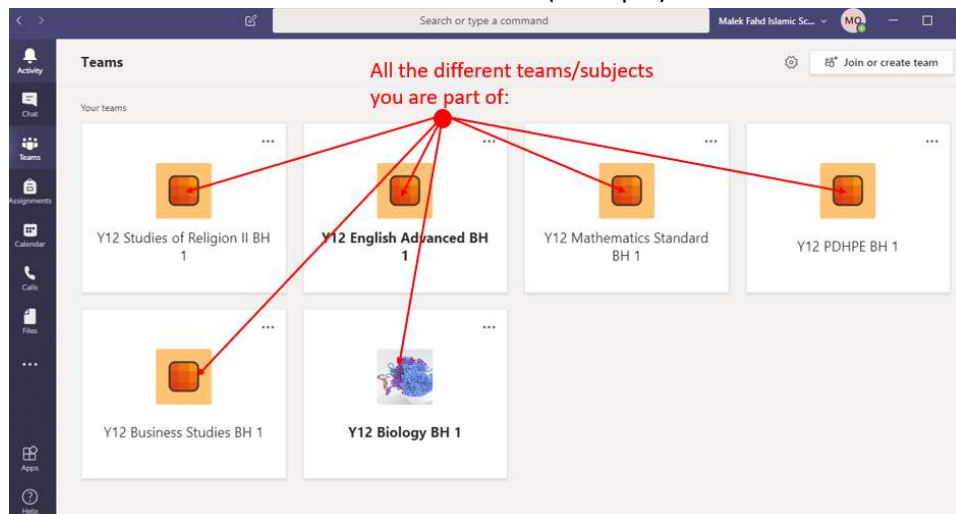
# How to use Microsoft Teams – Student

**Note:** Ensure you are logged into Office 365 portal before you can proceed. If you need assistance, refer to FAQ – Office 365 Login instructions

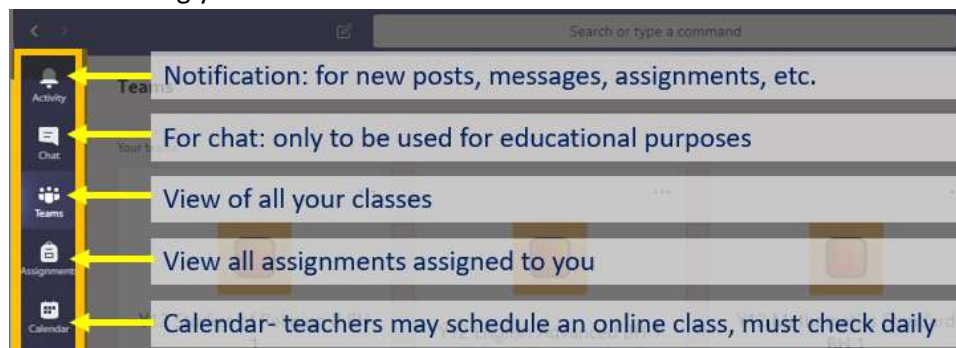
1) At the screen below, click “Teams”



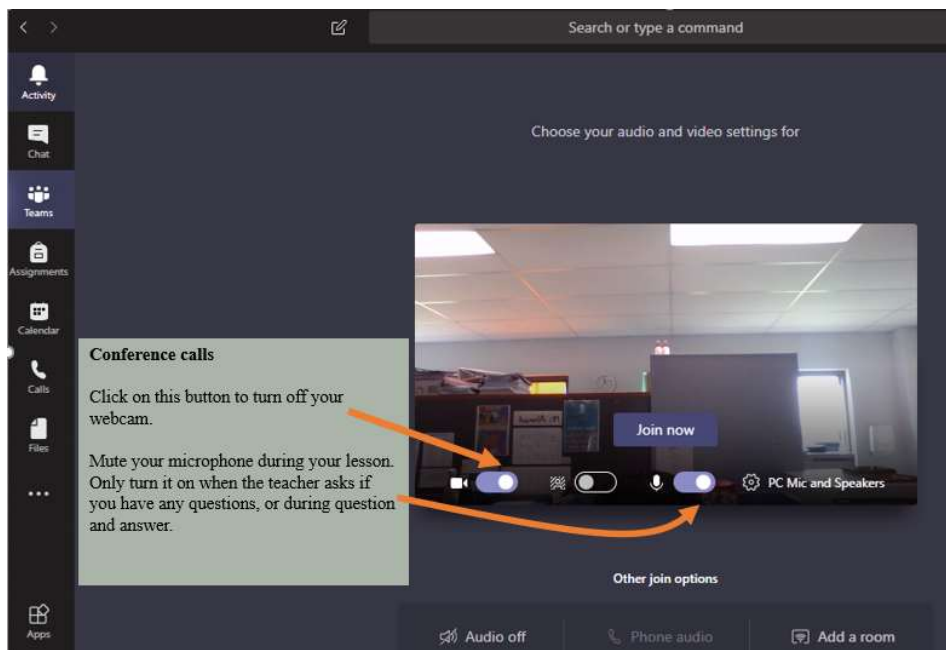
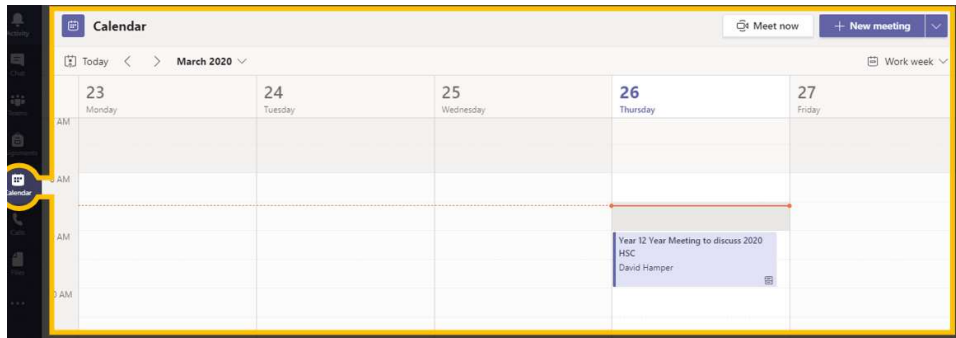
2) Below is the dashboard of Microsoft Teams (example)



3) Understanding your Microsoft Teams

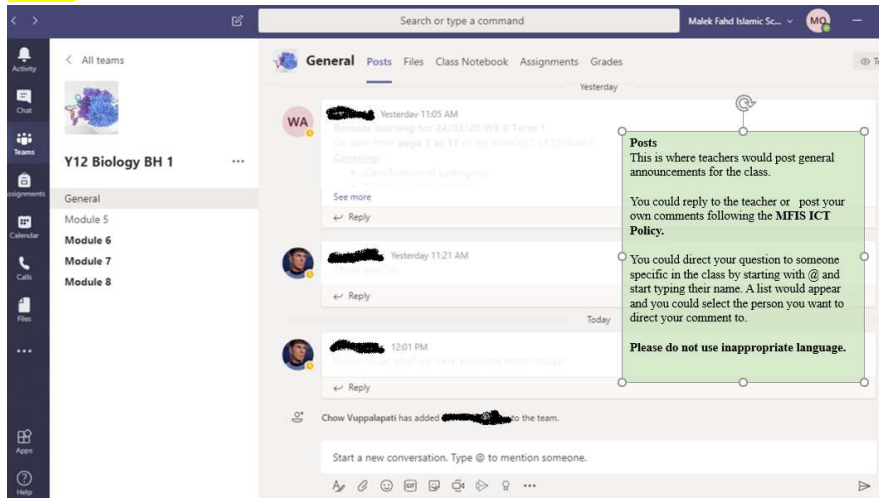


- 4) It is important to check Calendar daily to view when online lessons are scheduled, see sample below. Click on the invite from your teacher and 'join' the meeting.

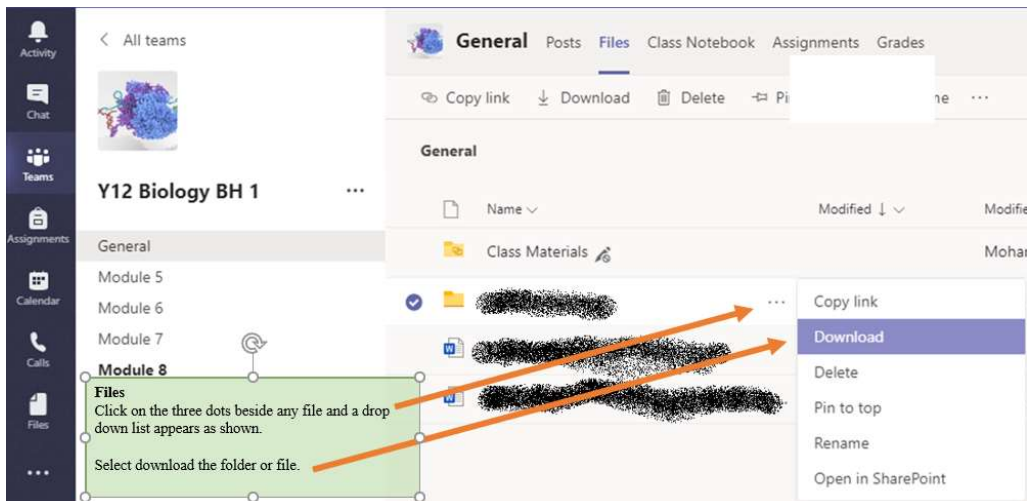
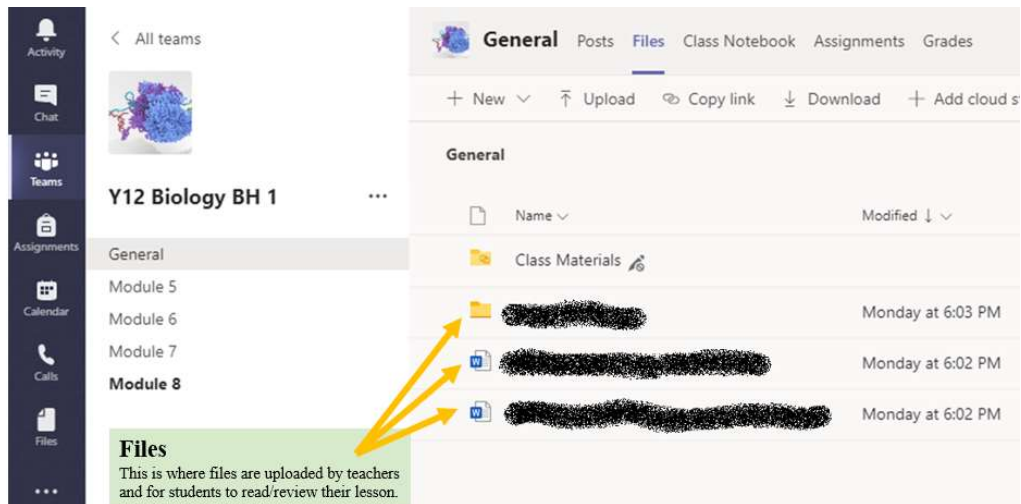


- 5) Click on the class you want to enter (refer to point 2 above). Below explains what each tab means:

### Posts



### Files



## Assignments

**Assignments**  
Under the assignments tab is where teachers would assign you assessment tasks.  
Click on the task to open it.

Y12 English Advanced ...

General  
2 hidden channels

General Posts Files Class Notebook Assignments Grades

Upcoming

Assigned (1)

Speaking Task  
Due tomorrow at 11:59 PM

Completed

**Assignments**  
Details of assignments displayed  
To submit work, click on 'Add work'  
Once the file is added and you are ready to submit, click on the 'Turn in' button.

Y12 English Advanced ...

General  
2 hidden channels

General Posts Files Class Notebook Assignments Grades

Back Turn in

Speaking Task  
Due tomorrow at 11:59 PM  
Points 25 points possible

Instructions  
Write a speech on Keats and Campion

My work  
+ Add work

**Assignments**  
Once you have submitted the assignment, it could be withdrawn to edit and resubmit.  
Click on the "Undo turn in" button to withdraw the assignment.

Y12 English Advanced ...

General  
2 hidden channels

General Posts Files Class Notebook Assignments Grades

Back Turned in Wed Mar 25, 2020 at 12:17 PM Undo turn in

Speaking Task  
Due tomorrow at 11:59 PM  
Points 25 points possible

Instructions  
Write a speech on Keats and Campion

My work

Technical support email: [itsupport@mfis.nsw.edu.au](mailto:itsupport@mfis.nsw.edu.au)