



# ACCESS TO TEAMS



Open Teams on your digital device.

If you do not have it can be downloaded from the following Store:



This can be accessed online at office 365

[www.office365.com](http://www.office365.com)

These can also be downloaded from popular App Stores.

## Logging on:

To Log in to Teams you must use:

**Login:** `username@astn.allsaintsmat.org`

This is the first 6 letters of your surname, the first 2 letters for your first name followed by a full stop. Finally, you must enter the year you started the school.

**Example:** `jonesjo.21@astn.allsaintsmat.org`

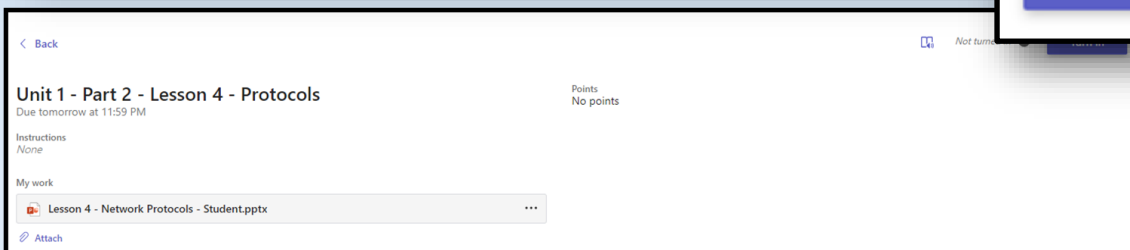
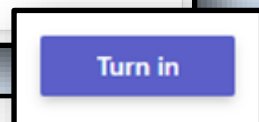
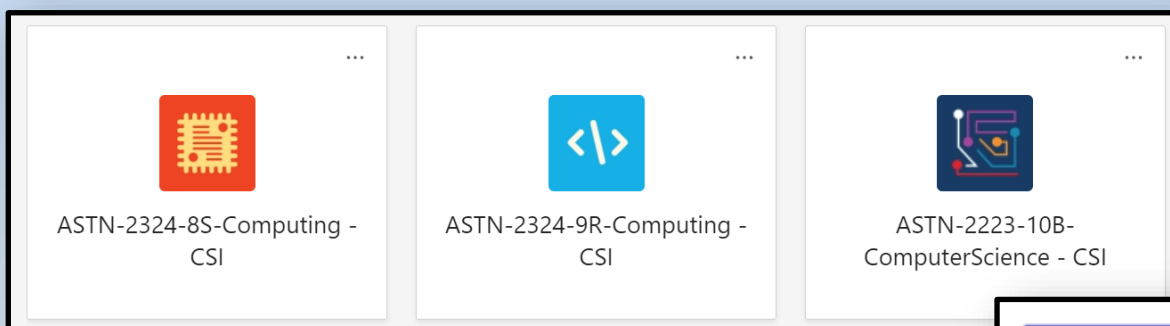
**Password:** School Password - This is the same as the password used to log on to the computers in school.

## Accessing your learning activities for today:

- You will have used Teams in school for individual subjects such as Computing, so you are all familiar with how it works.
- For today, Work for Years 7, 8 and 9 work will be set on Teams within the in the **Year Group Team**.
- Years 11, 12 and 13 will be set in individual **Subject/Class Teams**.

## Returning Work:

Please ensure you turn in the assignments for staff to review when completed.



## Accessing Assignments

1. Click on **Teams** to find a list of all your classes/Teams. Please access the work for today via your year group team for Years 7 to 10. Work will be accessible by subject Teams for Years 11, 12 and 13.

2. Then click on **Assignments** to find all the lessons/tasks.

3. Click on the chosen **assignment** to open the work. You can **edit** the work within the teams app.

4. When completed click on **close**, your work will be **saved** automatically.

5. To submit your work to teachers click on **turn in**.

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