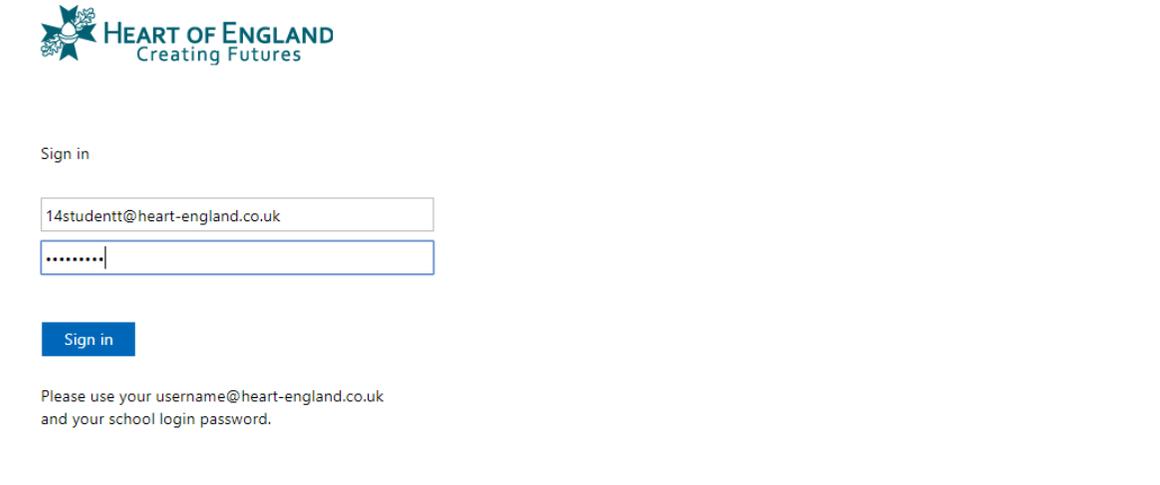
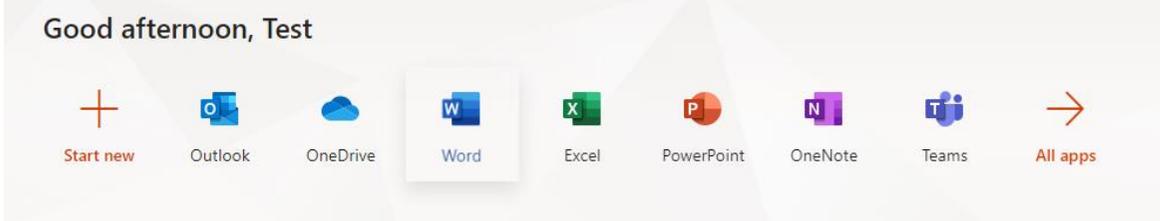
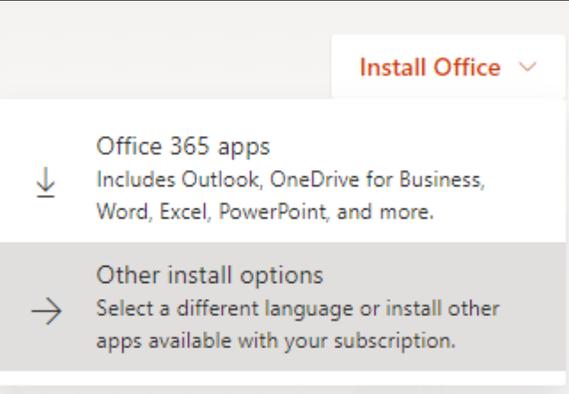
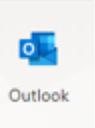
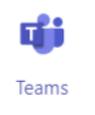
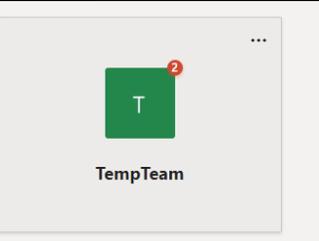
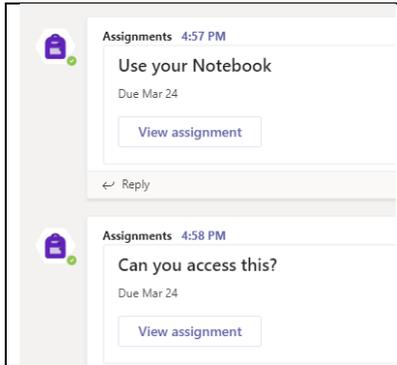
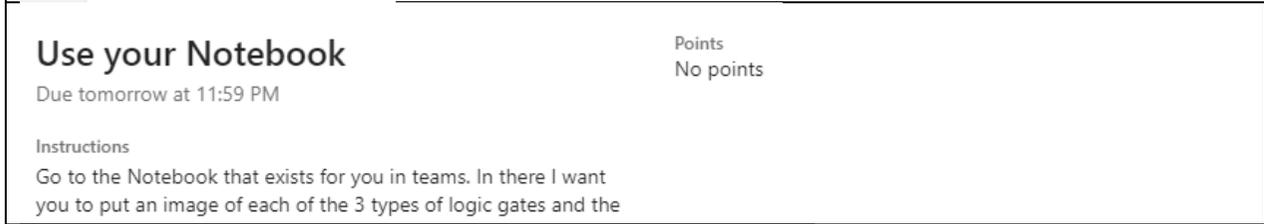
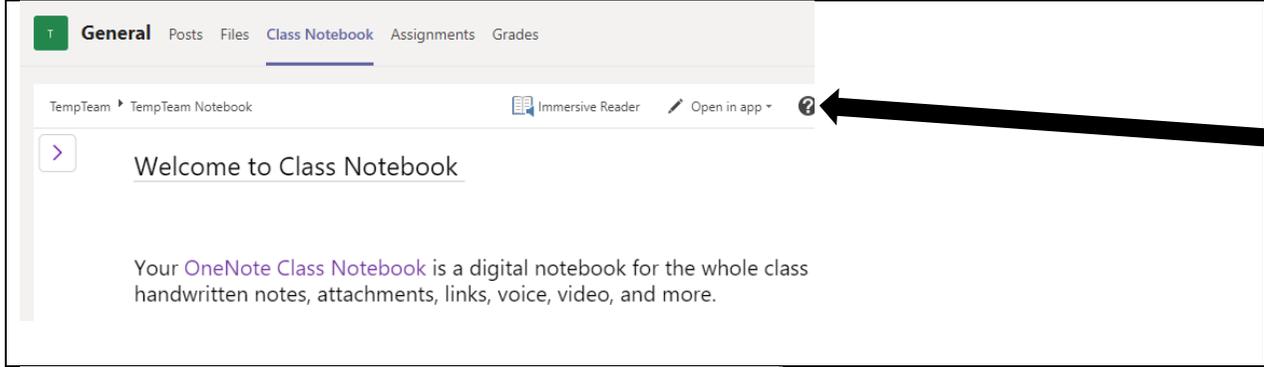
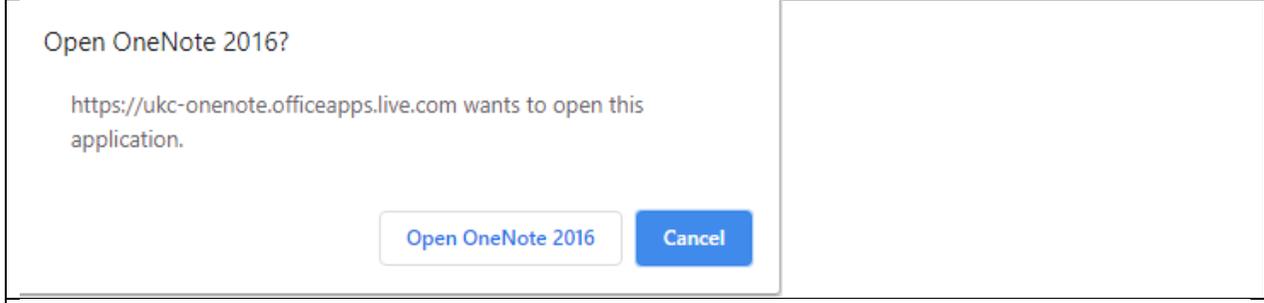
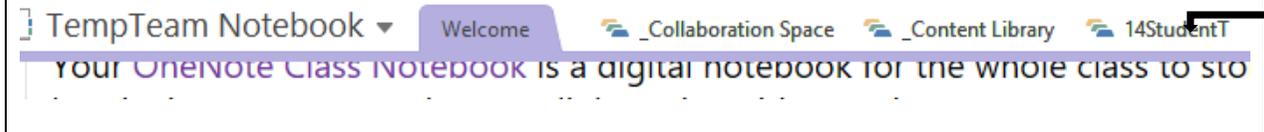
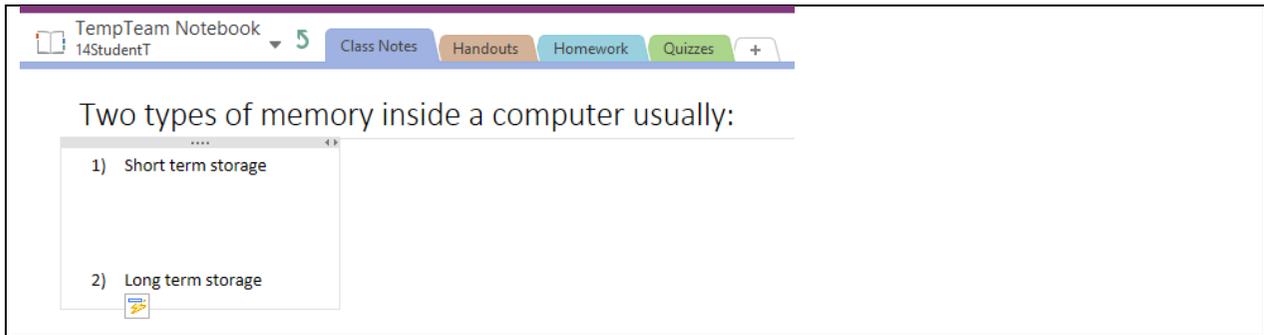
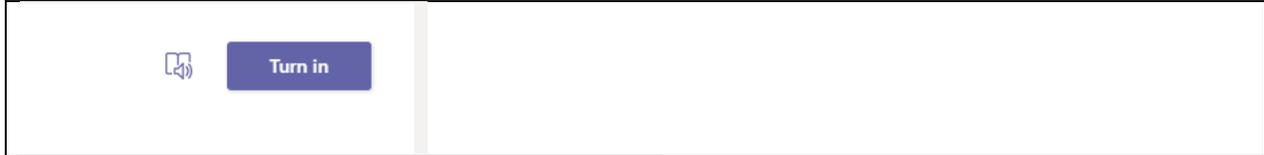
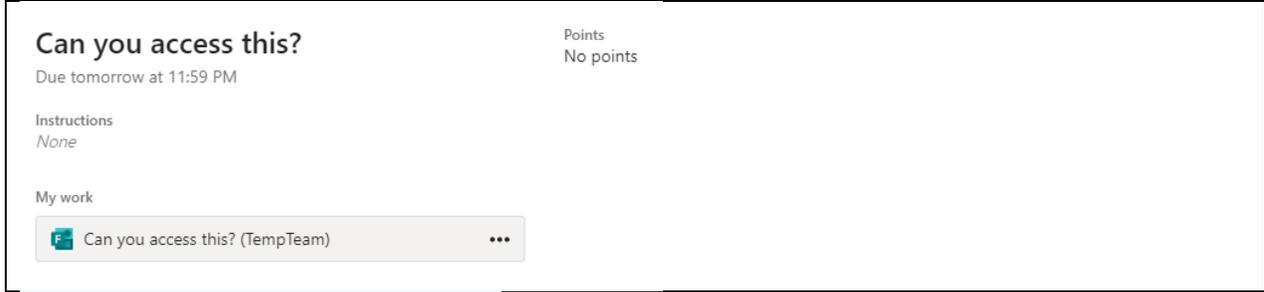
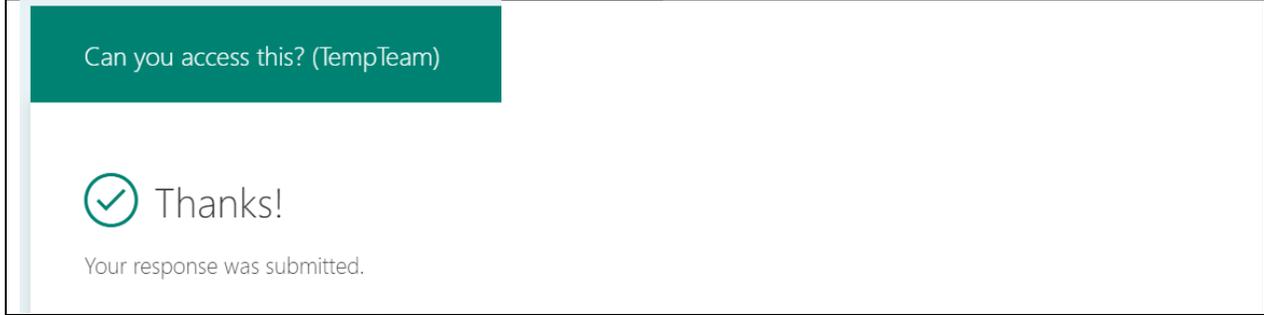
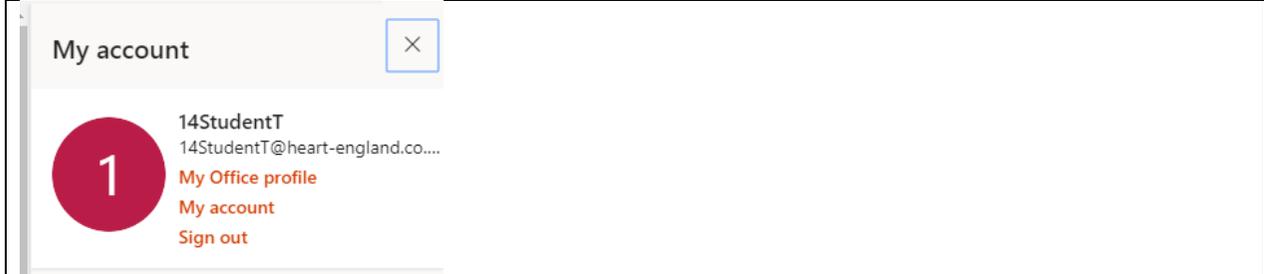


# Quick Guide to Getting Started with Teams

	<ol style="list-style-type: none"><li>1. Go to <a href="http://www.office.com">www.office.com</a></li><li>2. Type in <b>YOUR USERNAME</b> followed by <b>@heart-england.co.uk</b> (for example 19surname1@heart-england.co.uk)</li><li>3. Click <b>Sign in</b></li></ol>
	<ol style="list-style-type: none"><li>4. Enter <b>your password</b> (it's the same one that you use when in school)</li><li>5. Click <b>Sign in</b></li></ol>
	<ol style="list-style-type: none"><li>6. You will see these <b>apps</b>.</li></ol>

	<p>7. In the top Right Hand Corner you can see the “<b>Install Office</b>” drop down.</p> <ul style="list-style-type: none"> <li>You can install the apps on your own computer. Just follow the instructions.</li> </ul>
	<ul style="list-style-type: none"> <li><i>Outlook</i>: This is where you can access all your <b>emails</b></li> </ul>
	<ul style="list-style-type: none"> <li><i>Word, Excel and PowerPoint</i>: You know how to use these</li> </ul>
	<ul style="list-style-type: none"> <li><i>OneNote</i>: This is one of the ways in which you can store your work (see later)</li> </ul>
	<ul style="list-style-type: none"> <li><i>Teams</i>: This is where teachers will set you work.</li> </ul>
	<ul style="list-style-type: none"> <li>Each teacher may have added you to a Team. The <b>team name will usually be the same as the class name</b> you use for the subject e.g. 8A/Rs</li> </ul> <p>8. <b>Click on the team</b> to open it and find out what has been assigned to you.</p>

	<ul style="list-style-type: none"> <li>• Here are two assignments.</li> </ul> <p>9. Click on <b>View assignment</b> to see what work you have to do.</p>
	<ul style="list-style-type: none"> <li>• This is the first assignment.</li> </ul>
	<p>10. Click on <b>Class Notebook</b></p> <ul style="list-style-type: none"> <li>• You'll get some "blurb"</li> </ul> <p>11. Click "<b>Open in app</b>"</p> <ul style="list-style-type: none"> <li>• <i>This is the same as the OneNote app from the front menu of apps when you logged in.</i></li> <li>• <i>A notebook is basically the same as an exercise book, but on a computer.</i></li> </ul>
	<p>12. Click <b>Open OneNote2016</b></p> <ul style="list-style-type: none"> <li>• You may have to sign in again.</li> </ul>
	<p>13. Click on YOUR USERNAME (here it is 14StudentT)</p>

	<ul style="list-style-type: none"> <li>• Here is <b>an example</b> of some class notes that have been added.</li> <li>• You can add text, images, videos and hyperlinks as you want. They will stay where you put them.</li> </ul>
	<p>14. When you've finished go back to the Assignment and click "<b>Turn in</b>".</p> <p>15. Watch the animation. Feel smug. 😊</p>
	<p>16. A <b>quiz</b> was also set. Click on it.</p> <p>17. Answer all the questions on it.</p>
	<p>18. Click <b>Submit</b>.</p>
	<p>19. When you have finished, click on your image in the top right hand corner.</p> <p>20. Go down to <b>Sign out</b> and click on that.</p>