How to Access Microsoft Teams

Visit https://www.office.com/
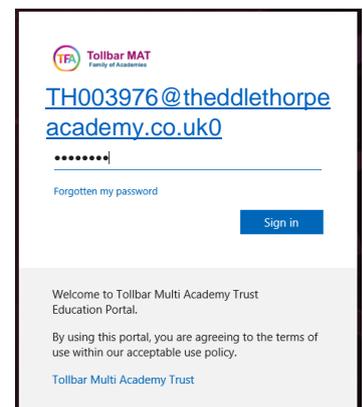
Click on 'Sign In'
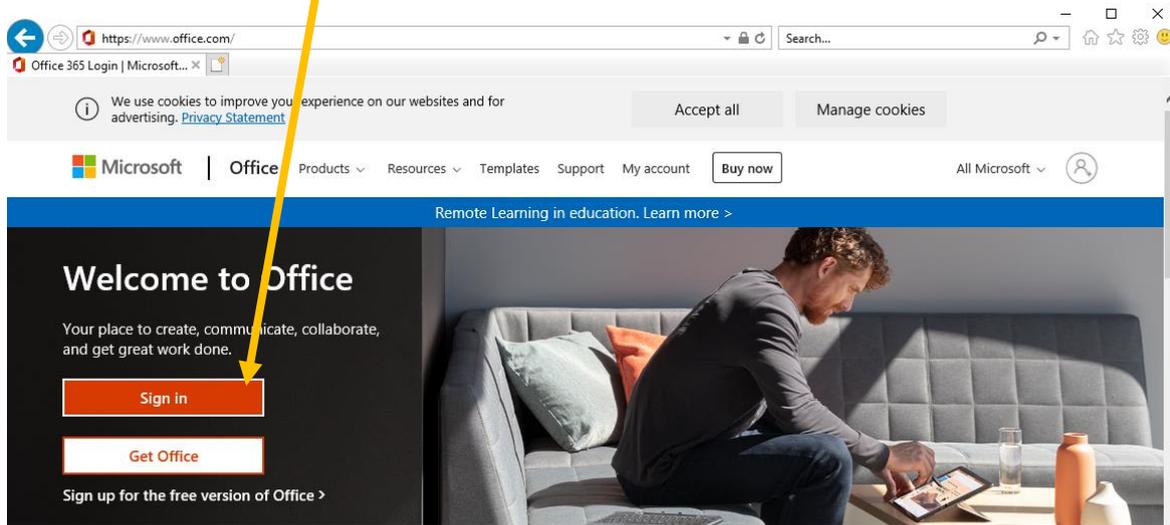
Sign in using your TA number, and add '@theddlethorpeacademy.co.uk' to the end. E.g. TH003976@theddlethorpeacademy.co.uk
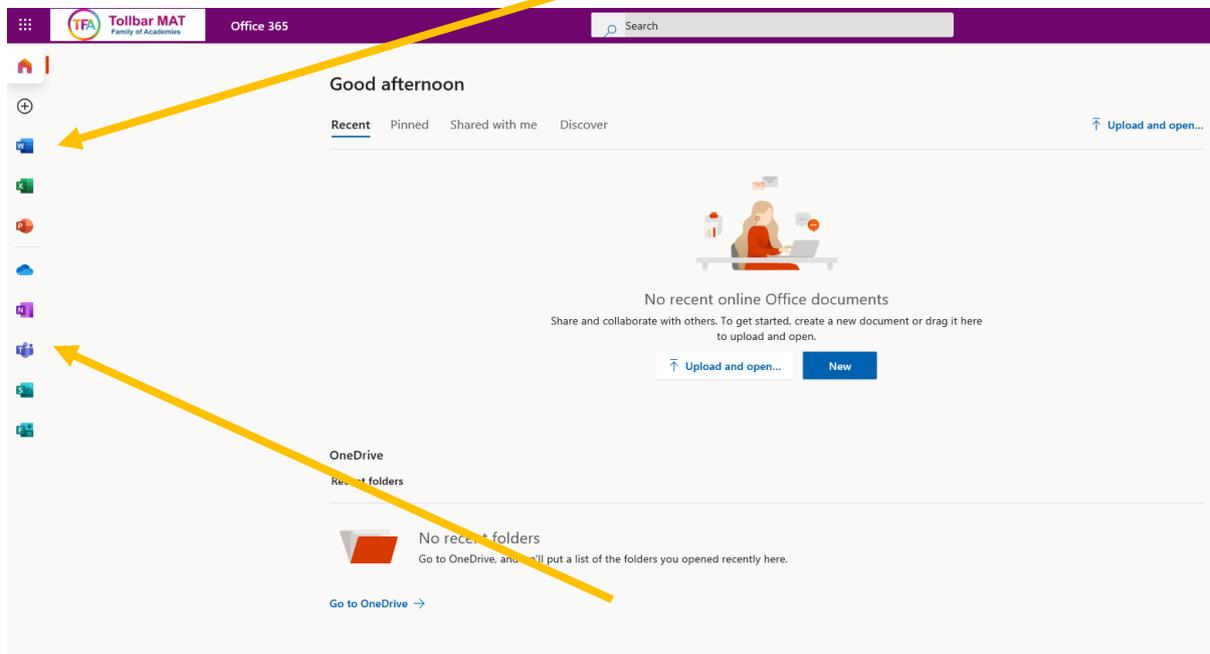
Click 'Next'
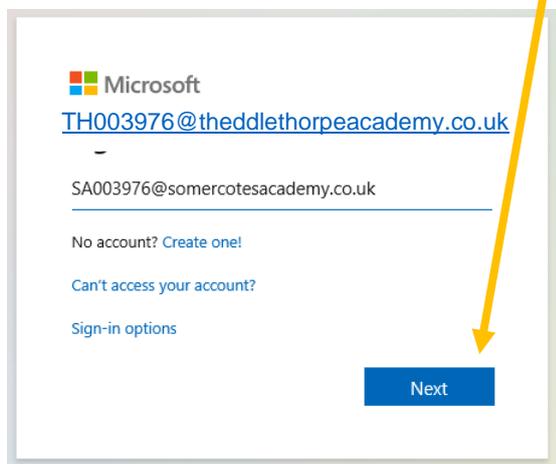
You will have been given your username and password already. Enter it then click 'Sign In'
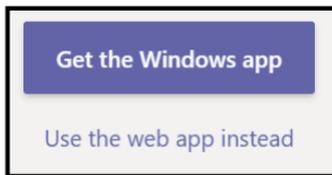
You will now see your Office365 home page. You have access to the full Microsoft Office suite of applications in the menu on the left-hand side.


Microsoft Teams – where teaching will take place, is available in this menu, and can be recognised by the 'T' icon.

You may see an option to download the Teams software (if you can we would recommend you do this as it is easier to use).

In Teams, your main functions that you will need are the 'Teams' page, which each of your classes have; the 'Assignments' page, which has outstanding assignments set by your teachers, as well as submitted ones with feedback; and the 'Calendar' feature, where you will see an appointment for each of your meetings. These are all accessed using the menu on the left side of your screen.
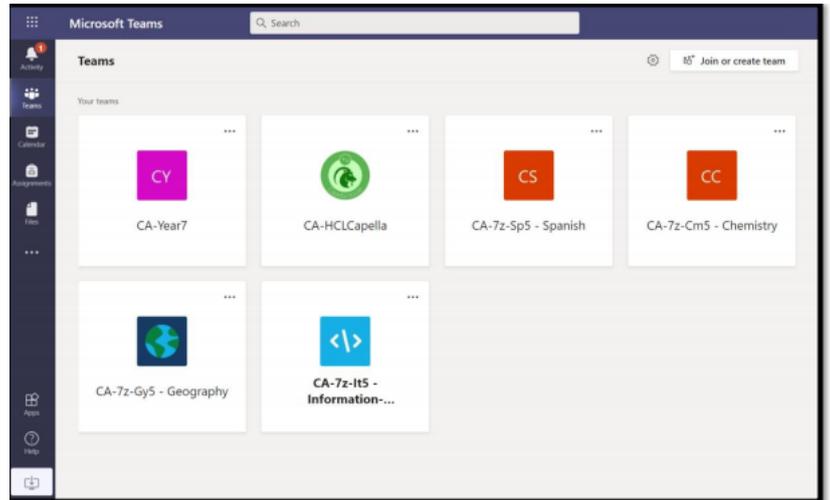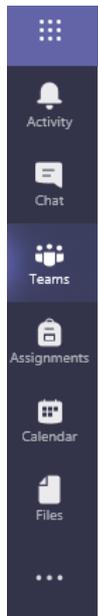
When you have signed into Teams, you should see a homepage similar to this.

When you click on a meeting in your **calendar** for each lesson, it shows you the **'join'** button which you will click to attend the lesson virtually.
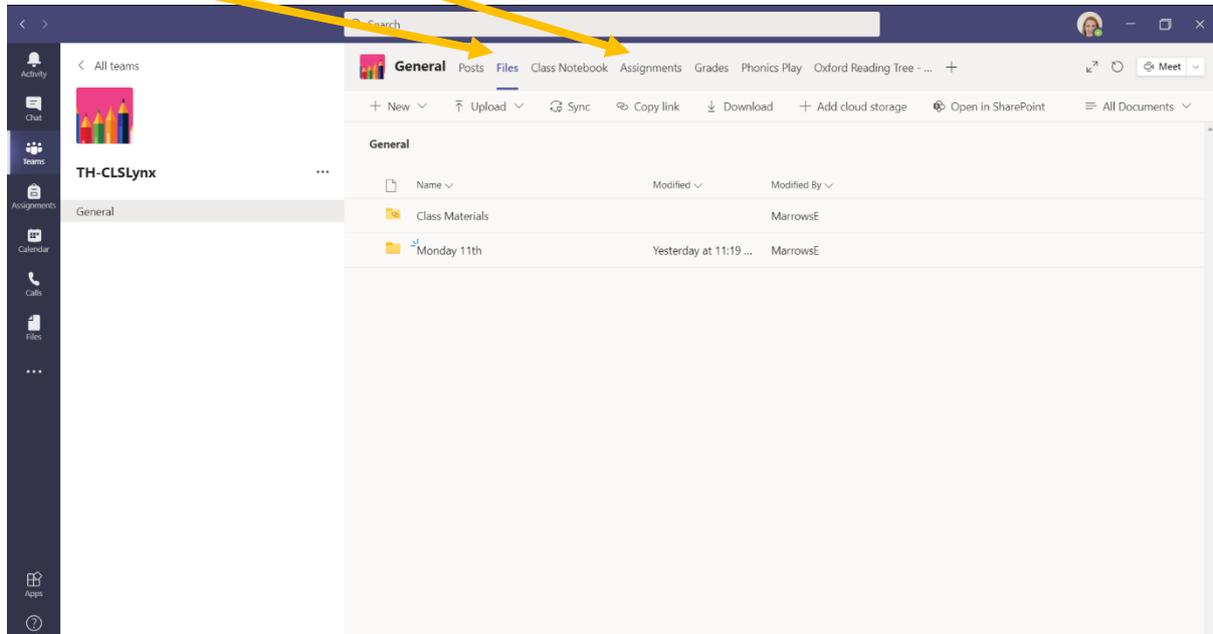**Please make sure your microphones on mute.**
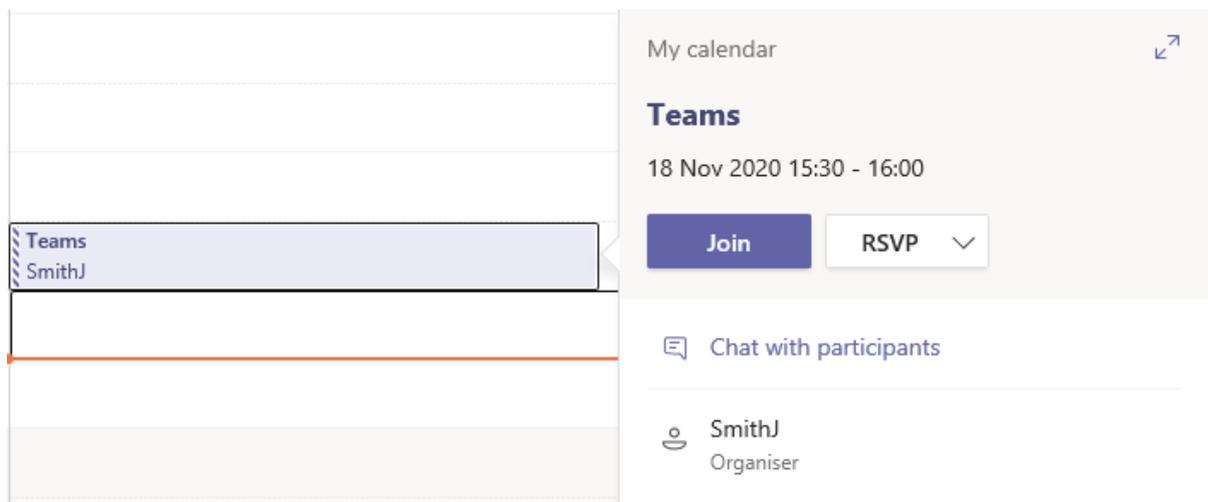
Accessing home learning

If the home learning lesson isn't live, there will still be work uploaded for that day and lesson in the **files** or **assignments** pages of you class team.
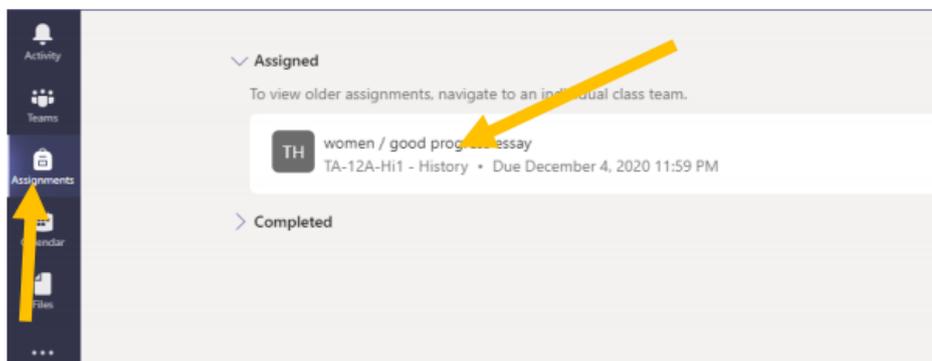

You will find the resources you need in here. It might be a word bank or something for you to do and return to your teacher.

How to Complete Assignments using Office 365 and Teams

First, go to the Assignments Tab on the left of the screen and this will open all the assignments you have been sent by your teacher.

To open an assignment simply click on it.

This will pull up the assignments screen.

To complete work on this, you just need to click on the **'add work'** section. Sometimes your teacher will have uploaded a document you can work on without needing to add your own document.
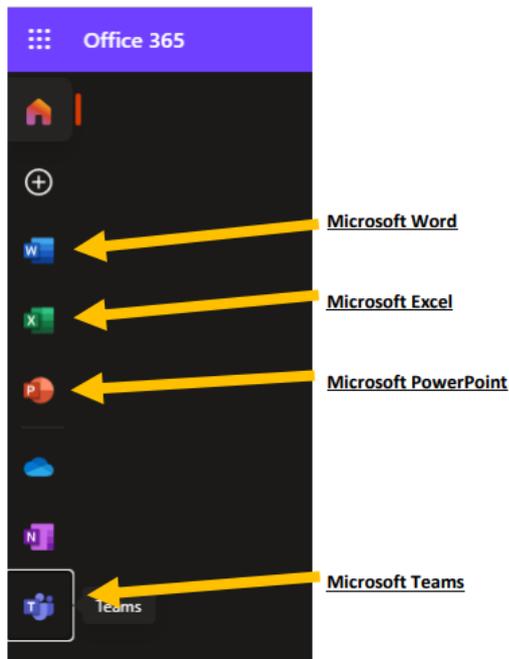
Example assignment where the student needs to upload the work:

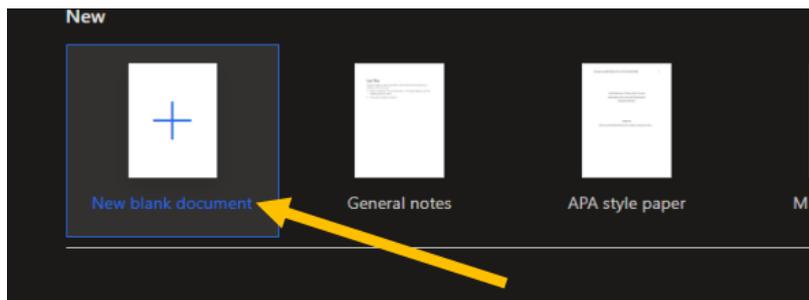When you have finished the assignment, you need to click **turn it.**

Using Word, PowerPoint and Excel on Office 365

As part of the Microsoft Office365 package students will now have access to all of these programmes on any Windows or Mac PC or even on tablets and phones.

When you open one of these programmes you can create a new document or you can edit one you have already been working on.

When you select **'New blank document'** it will open a fresh page for you to work on.

When you have finished with the document simply close it by clicking the X and then it will be saved for you and ready to upload to an assignment or worked on later.