# How to use Microsoft Teams on a mobile device

Rules:

- Everything you write can be seen by everyone
- Be polite
- No Text speak
- Emojis are ok just don't overdo it

How To:

1. This is the screen you will see when you login. You will see any new posts here. On the left of the screen, there is a feed. All activity is shown here. New activity will be at the top and have a dot next to it (see red arrow). New assignments will show here.
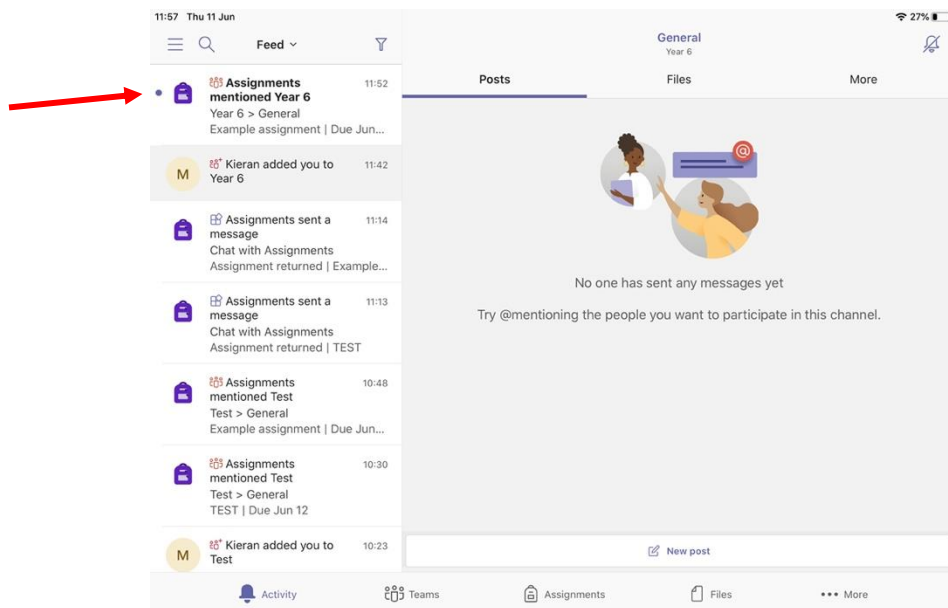

2. Click on the **Teams** tab at the bottom to get to this screen. Here you will see all the Teams you are a part of (you may have more than one team). You should only have one Team so you will be taken to the General Posts section. Posts is like a news feed or a timeline that <u>everyone</u> has access to and <u>everyone</u> can see. In the Posts area you will see when assignments have been uploaded.
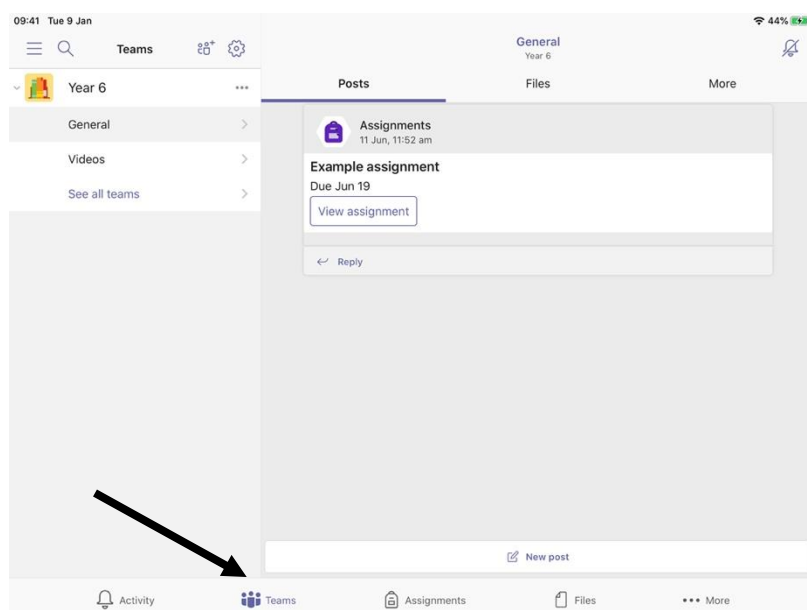
3. If you have a question about an assignment then simply click on reply under the assignment you need help with, type in your question and press send. Teachers will then be able to see this and answer your question, so remember to keep checking back to be able to view the reply.
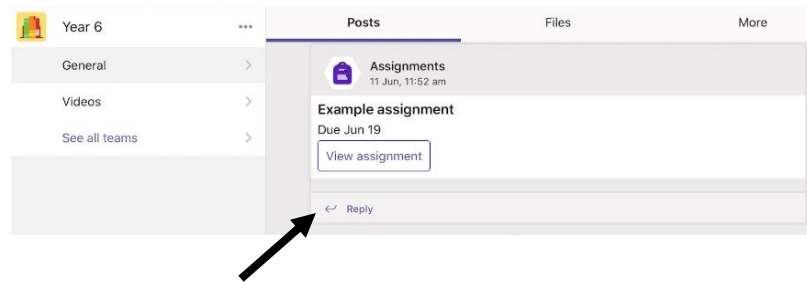
4. If you have a general question that doesn't relate to an assignment then you will need to go right to the bottom of the page where it says 'type a new message. Begin typing in this box and then press the send button (red arrow is pointing to where it is). Remember that the Posts area acts like a news feed and therefore when you are looking for a reply to a question you might need to scroll further up the page to find it.
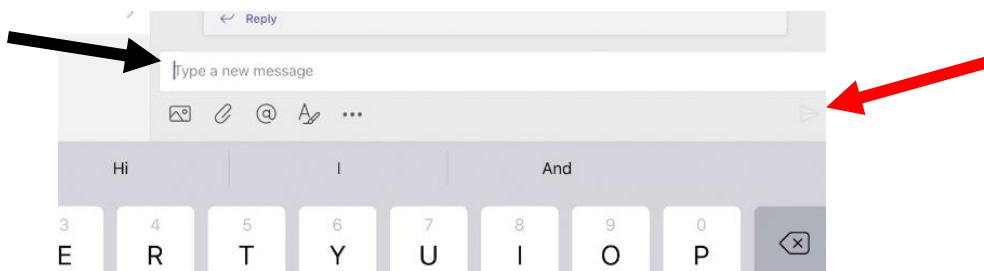

5. Teachers will also be posting short videos about <u>some</u> of the assignments. You will be able to find these videos here:
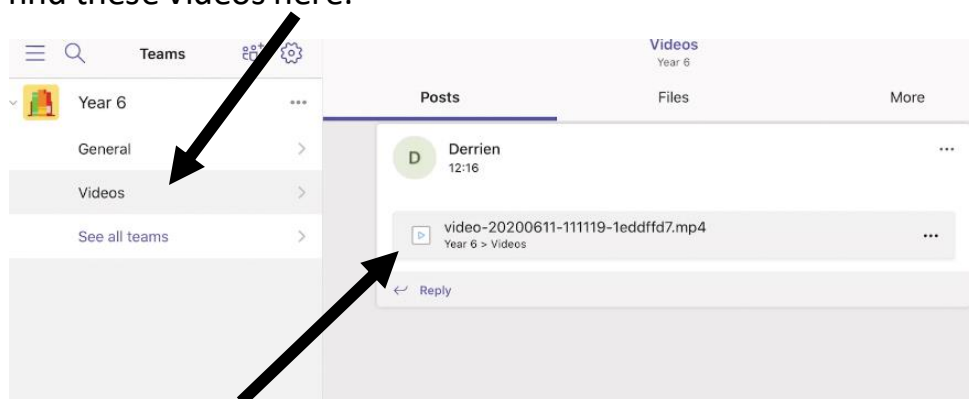

You then click on the file and it will open. You can then press the play button in the middle of the screen to play the video.
If you have any questions about the video, again, you can click on the reply button under the video.

6. The work that you have been accessing from the Home Learning area on the John Ruskin website will now also be on Teams. You will be able to find it by clicking on Assignments. Then select the Year 6 Team (You will probably only have one team here) Then click 'Next'.
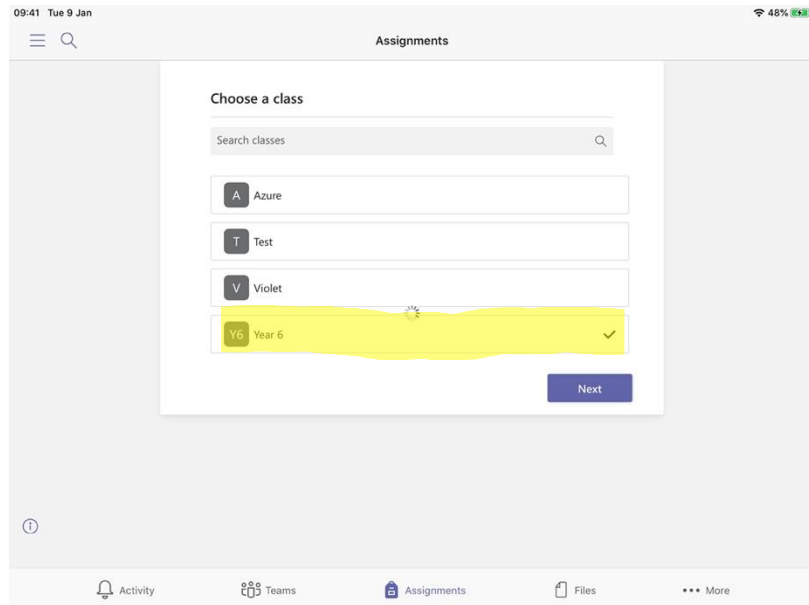

7. The assignments for the whole week will be added. To access an assignment, click on the title, which in this case is 'Example assignment'.
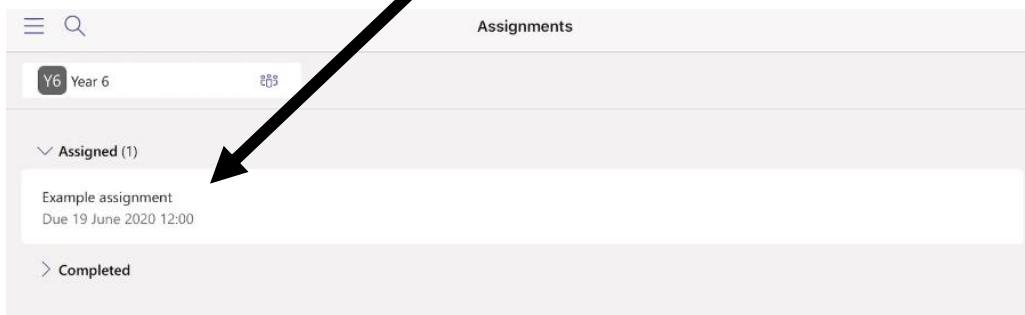
Click here and it will open within the App.

> Instructions for the assignment will be added here.
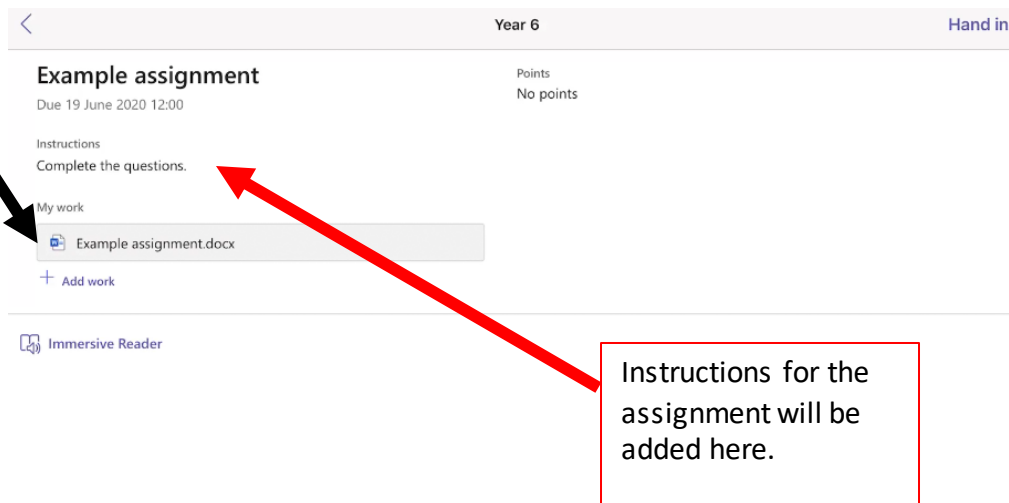
8. When you click on a word document, you will be taken to this screen. You will see the assignment. If you are using an ipad or iphone, click on the edit button to open the document in the Word App (you may need to download this app). If you are using an android device, click on the word icon to open the document in the Word App, then click on the pencil icon. You will now be able to fill in the relevant sections.
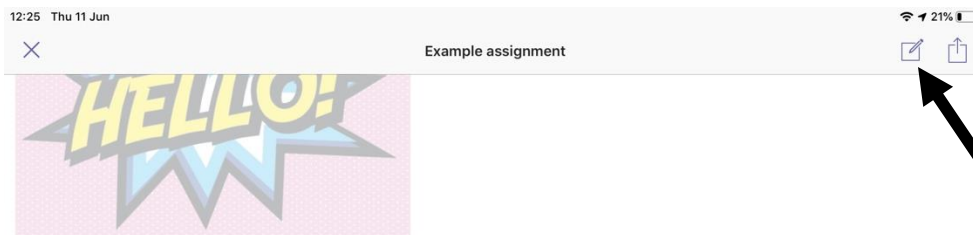
9. Here is the assignment in the Word App. This is your own copy of the assignment. Complete the relevant sections. The changes you make will save automatically. When you have finished, if you are using an ipad or iphone, click on the Teams button (top left). This will take you back to the previous page and you just click the x top left. If you are using an android device click on the √ when you have finished, followed by the back arrow (top left)
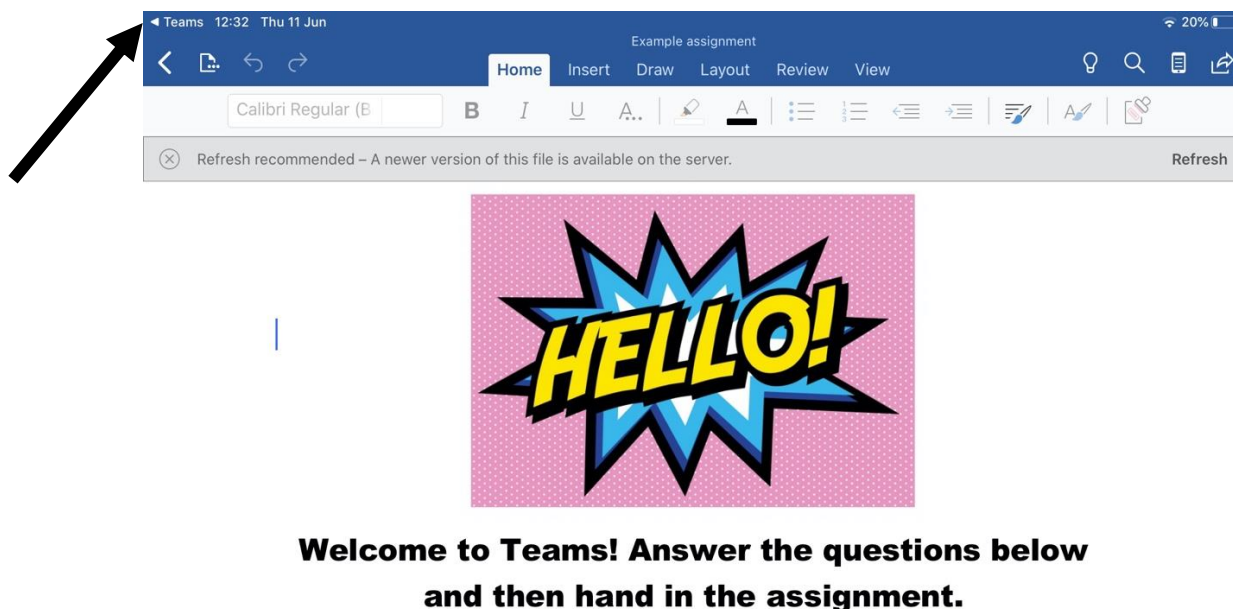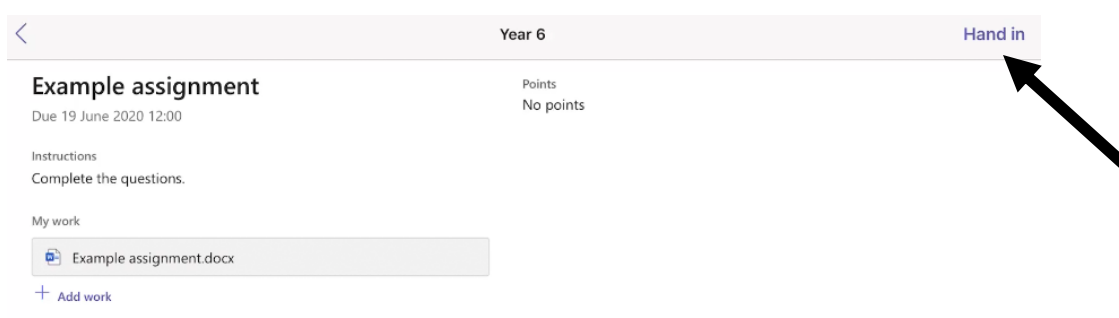

10. You will be taken back to the previous page and you just click the x top left.
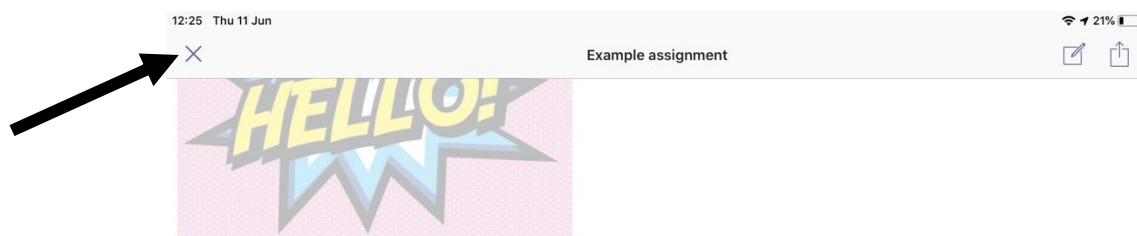
11. Once you have clicked x, you will be taken back to the page where you can hand it in. Click on the **Hand in** button which was shown earlier and your assignment will be submitted.

If you want to make and changes then you can 'Undo hand in' make the changes but don't forget to click on 'Hand in' again to send it to the teachers.

12. To look at your feedback, you will then need to access the 'completed' folder. Click on the assignment name again and you will be able to see your feedback.
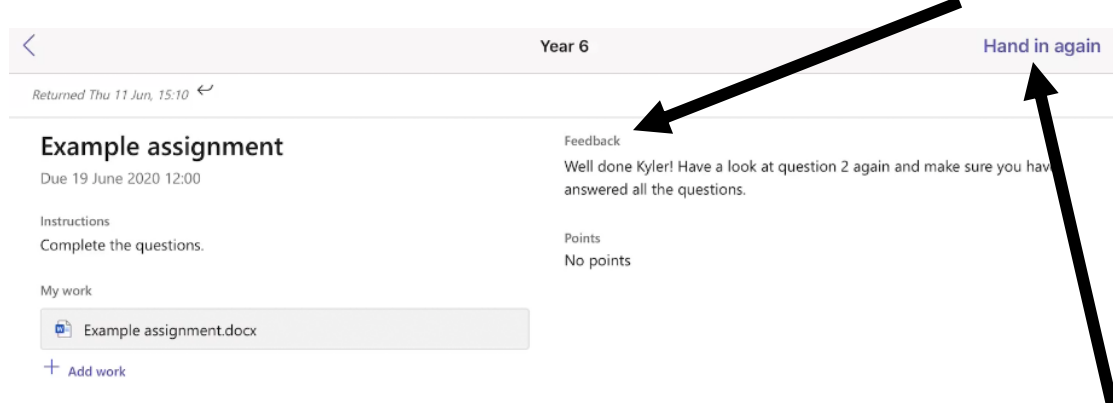
If you need to make in changes, you can hand it in again. Just click on the 'Hand in again' button