# How to use Microsoft Teams

What is Microsoft Teams?

Microsoft Teams is a communication and collaboration platform for document sharing with live meeting/teaching features we have chosen to use for remote learning.

Step One: How do I access Microsoft Teams?

Each child at Featherstone Academy has their own Microsoft account, which would have been provided to you by your class teacher. To get onto Microsoft Teams you need to open your web browser and type 'Microsoft office 365' once you are on their you will need to login using your child's school email address and unique password.
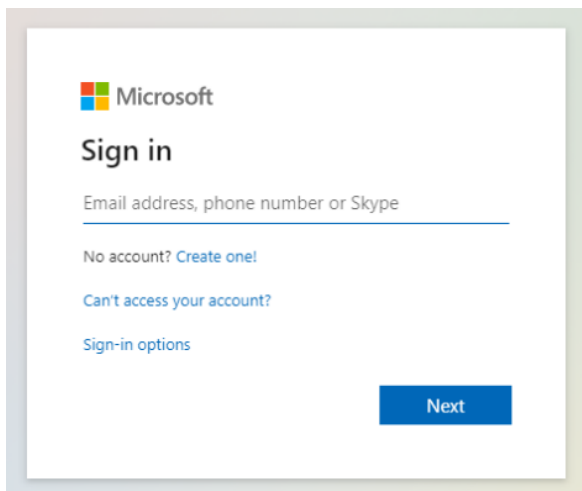
Step Two:

When you log in you will see all of your applications you will need to access are on the left hand side:
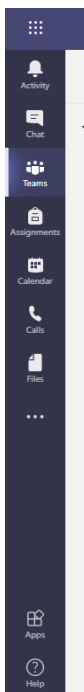
This Icon is where you can access student emails.

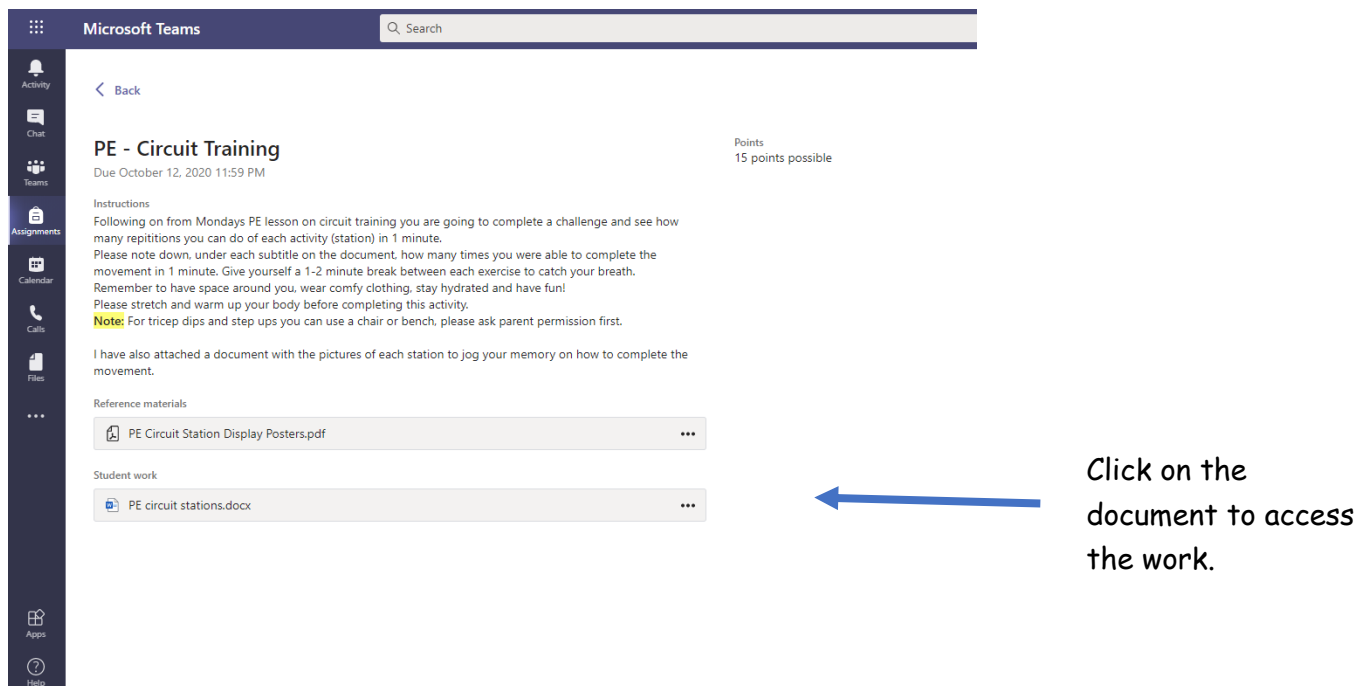This Icon is where you will access **Teams**

Step Three:

When you click on the teams icon, it will open a new window and this will ask if you want to use the web or app version. This is your choice, it will have the same features on either platform.

This Icon is where you will access the work your class teacher has set for the day
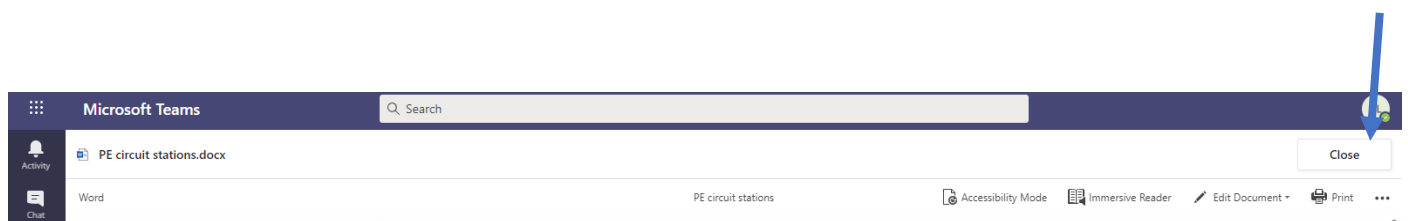
Step Four:

When you click on the work set by your class teacher you will see this screen with the instructions and documents you need to access.

Click on the document to access the work.

Once you click on the document and complete the work (the work will save automatically). Please click the 'Close' button and again in the same position there is a button that says 'Turn in' Please click that and your work will be submitted to your teacher for marking.

Step Five:

To review submitted work and feedback this can be accessed by clicking 'activity' at the top of the left navigation bar to see any/all of the feedback that has been left. It will show a little red circle with a number in it to show how many new items there are for you to view. You can also click into the assignment and look at the right side of the screen to see the feedback that has been left.