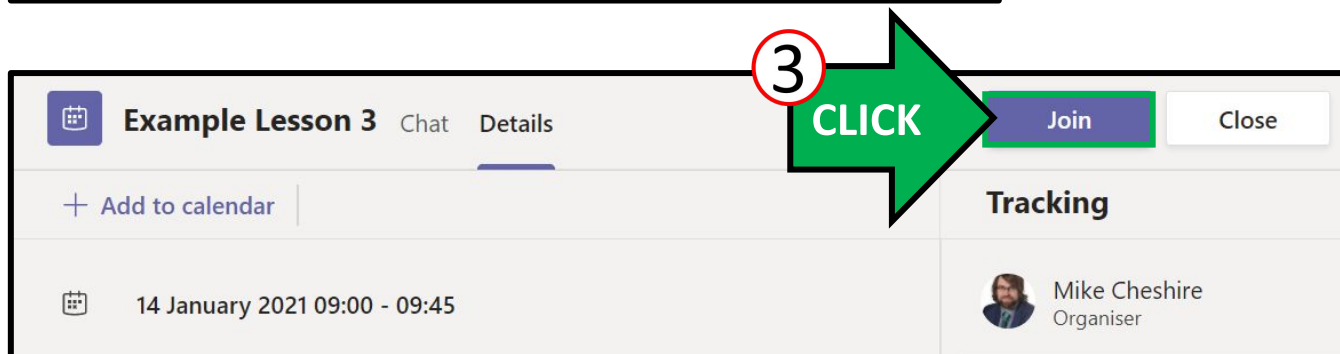
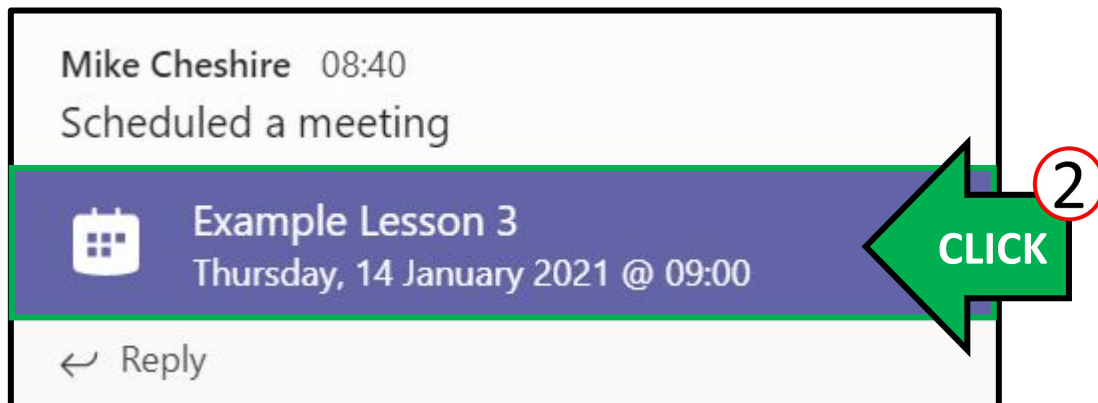
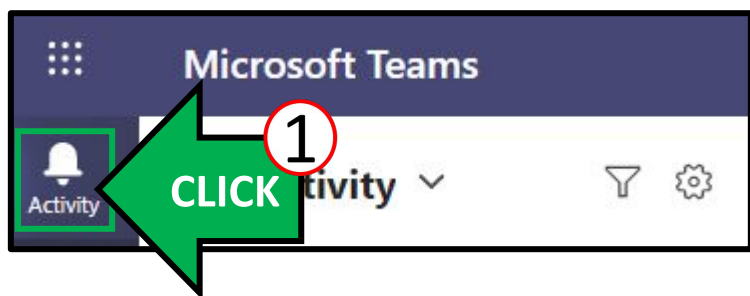


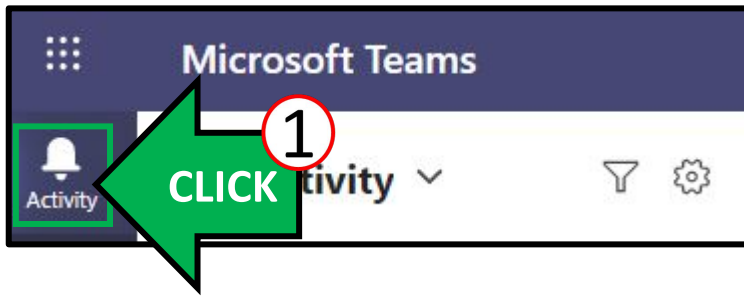
The Student Guide for Microsoft Teams

2021

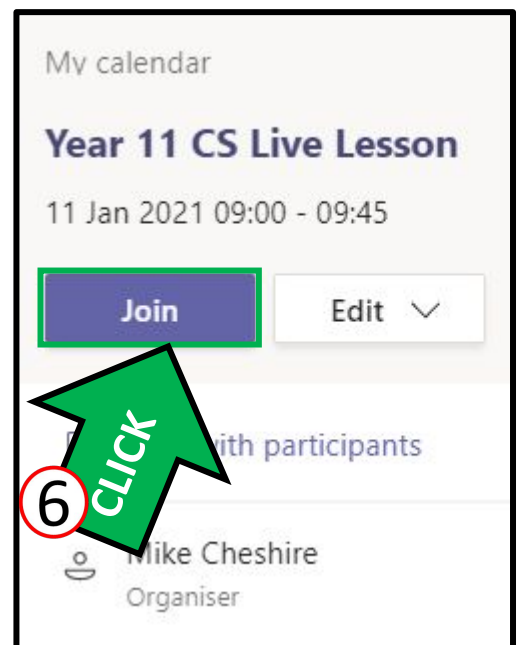
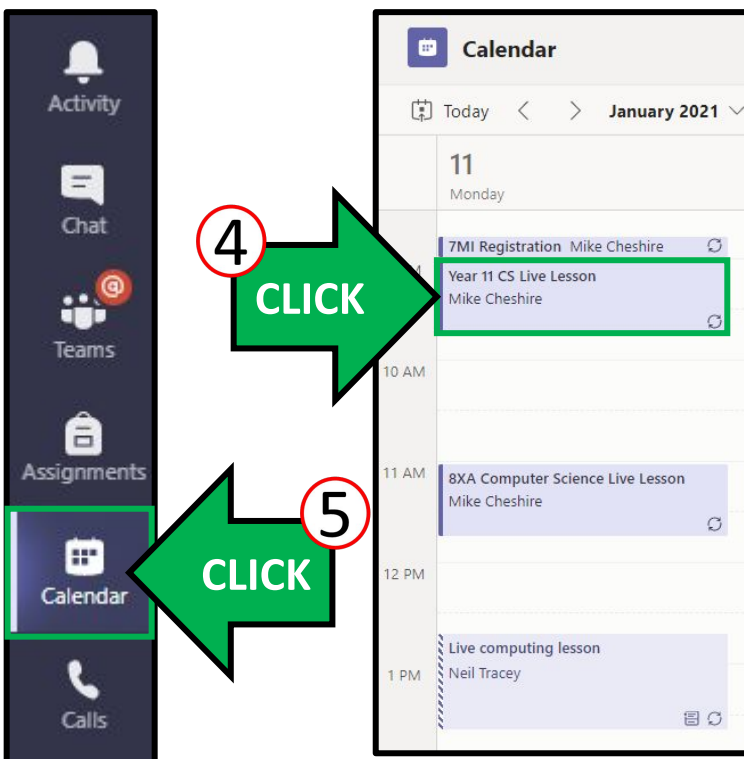
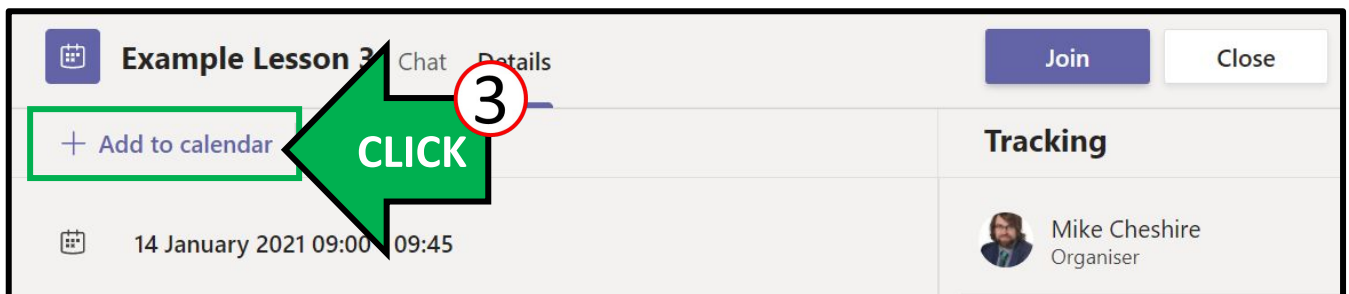
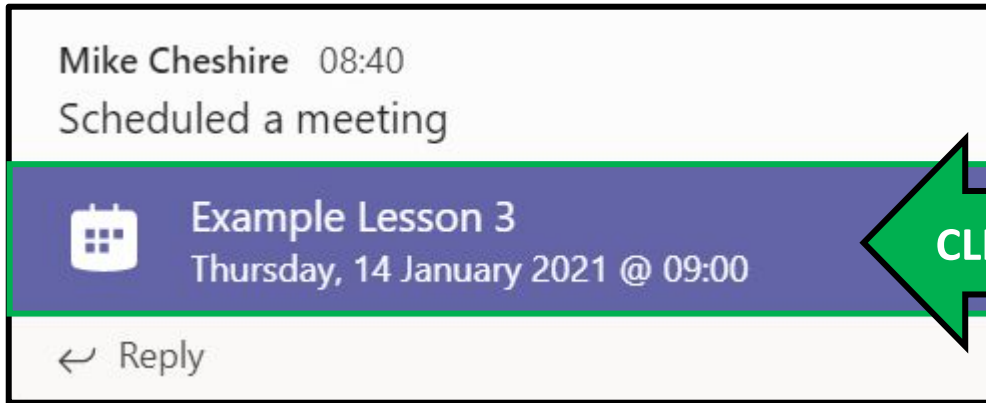
Attending Live Lessons (Main Method)



Attending Live Lessons (Alternate Method)



Note:
STEPS 1 to 3 are only needed if a lesson is **NOT** on your calendar



Finding Assignments

Activity

Chat

Teams

Assignments

Calls

Files

Assigned

To view older assignments, navigate to an individual class team.

Example Assignment

CS old • Due tomorrow at 23:59

Example Assignment

Due tomorrow at 23:59

Instructions

Video: <https://web.3e14c002002b>

Complete the attached sheet and TURN IN.

My work

Public and Private.docx

Add work

1

2

3

CLICK

CLICK TO WATCH

Watching videos

Example Assignment

Due tomorrow at 23:59

Instructions

Video: <https://web.3e14c002002b>

Complete the attached sheet and TURN IN.

My work

Public and Private.docx

Add work

1

CLICK TO WATCH

Note:

If you get a permission error, please contact your teacher to fix this.


Adding work to Assignments if documents are attached


Example Assignment
Due tomorrow at 23:59


Instructions
Video: <https://web.microsoftstream.com/video/1277315a-f5d6-4519-9e4d-3e14c002002b>

Complete the attached sheet and TURN IN.

My work

 Public and Private.docx ...





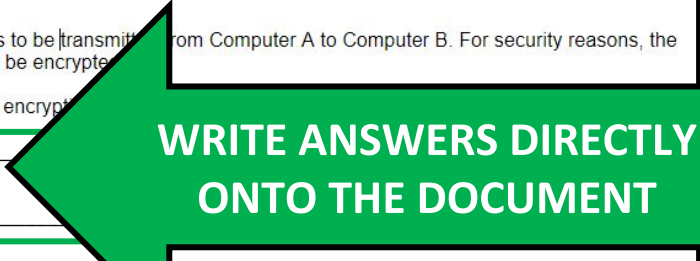
Public and Private.docx

File Home Insert Layout References Review View Help Tell me what you want to do Editing

Arial 11 A B I U

Q1.
A message is to be transmitted from Computer A to Computer B. For security reasons, the message will be encrypted.

(a) What is encryption?



Activity Chat Teams Assignments Calls Files


< Back


Example
Due tomorrow

Instructions
Video: <https://web.microsoftstream.com/video/1277315a-f5d6-4519-9e4d-3e14c002002b>

Complete the attached sheet and TURN IN.

My work

 Public and Private.docx ...

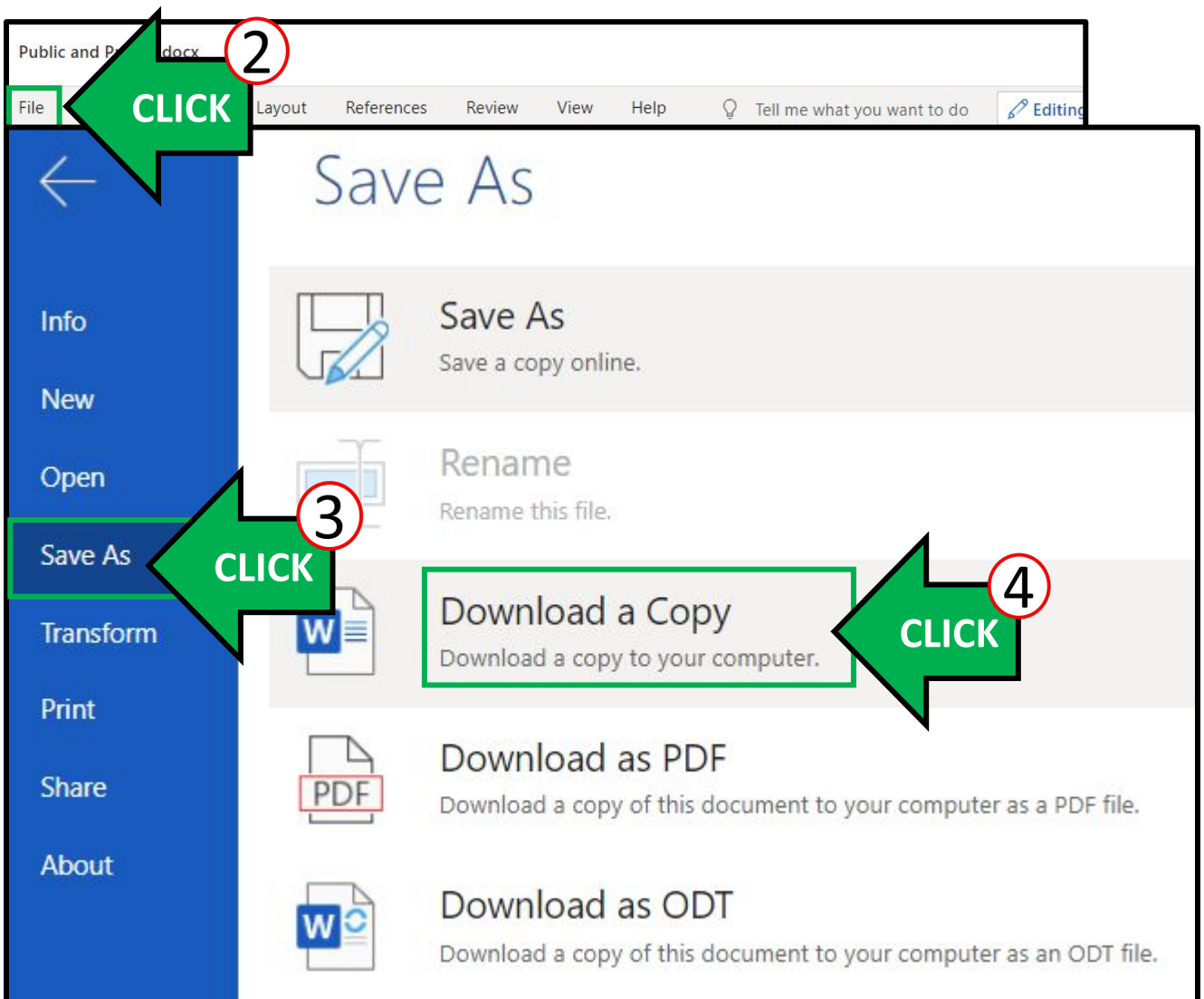
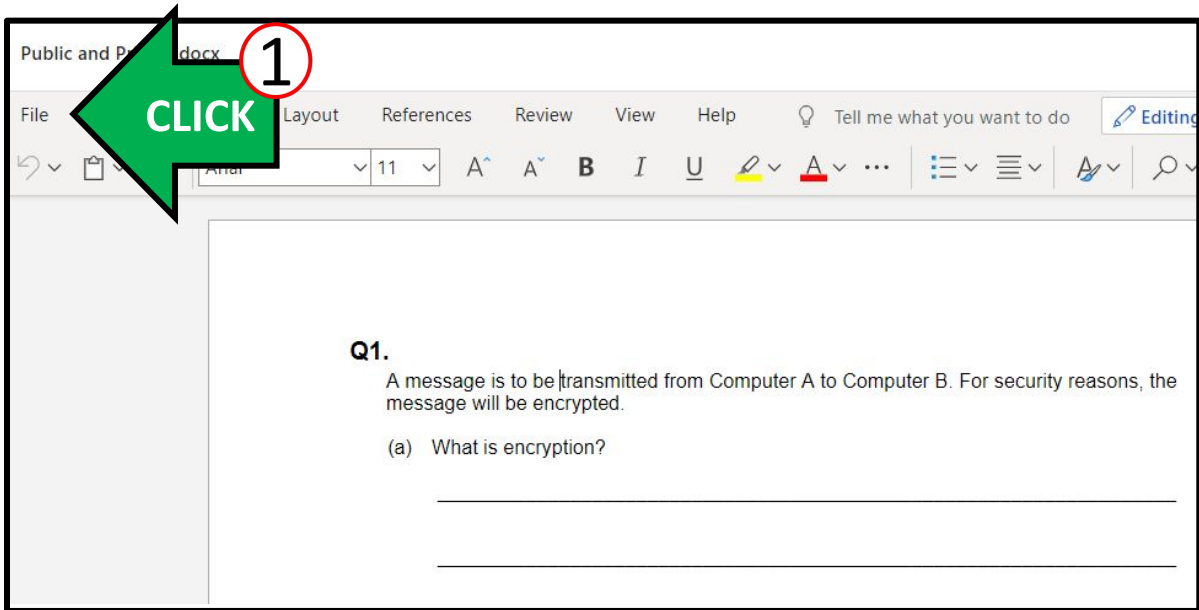


Points
No points





To download a file and work offline



Upload work to TURN IN

Activity

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Hand in

Example Assignment

Due tomorrow at 23:59

Instructions

Video: <https://web.microsoftstream.com/video/1277315a-f5d6-4519-9e4d-3e14c002002b>

Complete the attached sheet and TURN IN.

My work

Public and Private.docx

Add work

Points

No points

1

CLICK

OneDrive

New file

Link

Teams

No files available.

Upload from this device

Attach

2

CLICK

Open

This PC > Documents > Downloads

Organise

New folder

Name	Date modified
Example Work to Upload	15/01/2021 02:44

File name: Example Work to Upload

3

Find file and click

Activity

Chat

Teams

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Example Assignment

Due tomorrow at 23:59

Hand in

4

CLICK