Introductory Teams Instructions

1. Go To your office 365 log in at: https://www.office.com

2. Log in using the same username and password that you would use to log into a computer in school. **Your username is followed by @bha.academy**
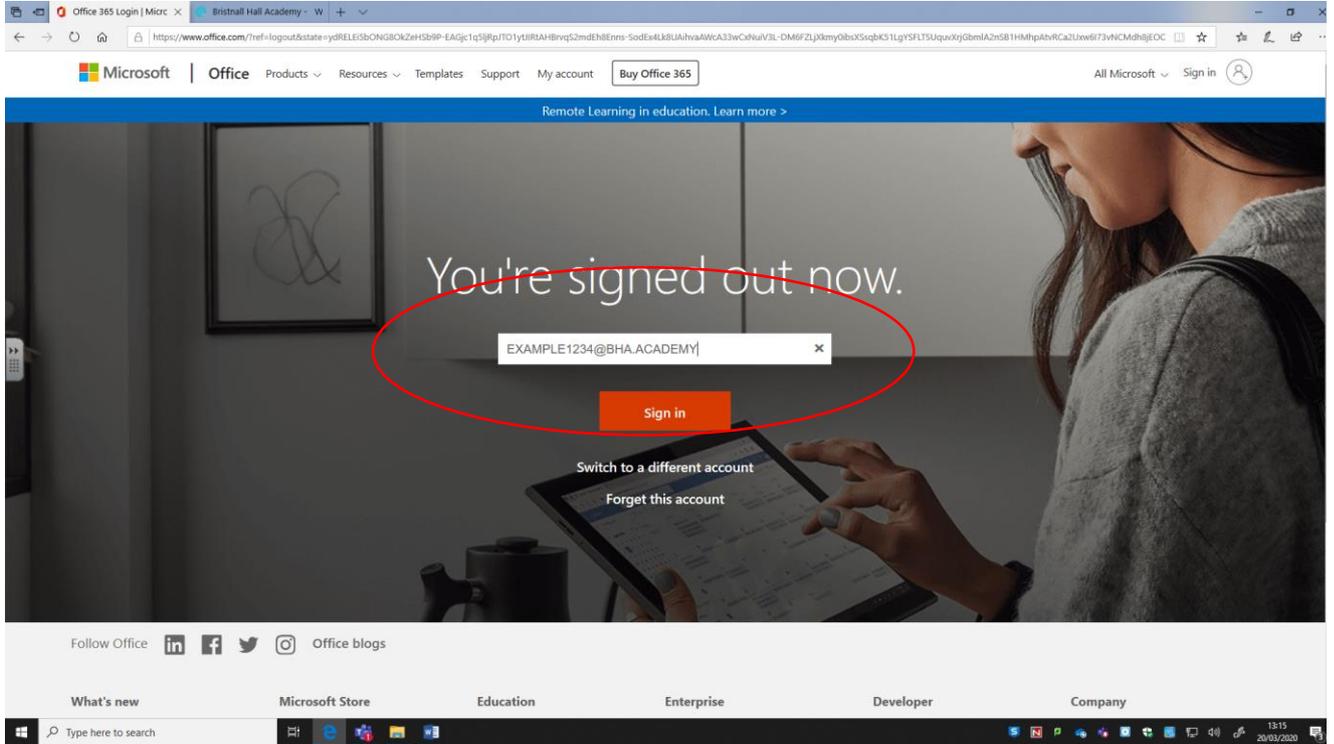
3. On the screen below click on Teams icon:
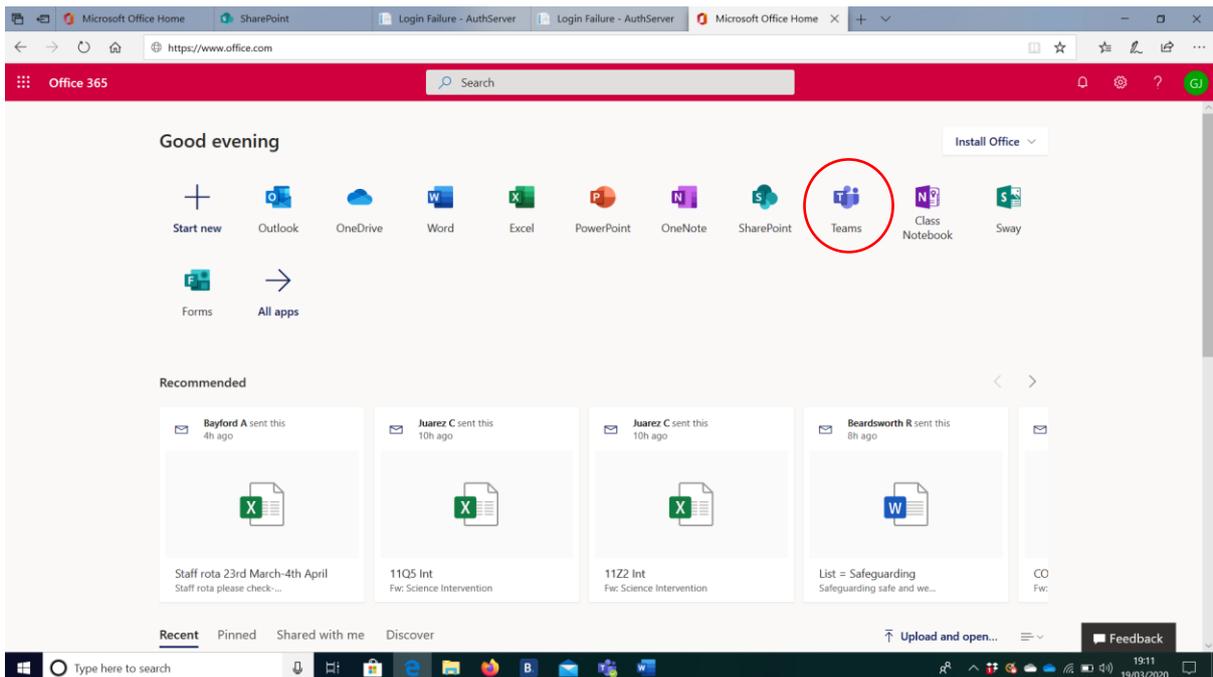
4. Once in Teams you will see all of your classes. Click on the class you want to enter:
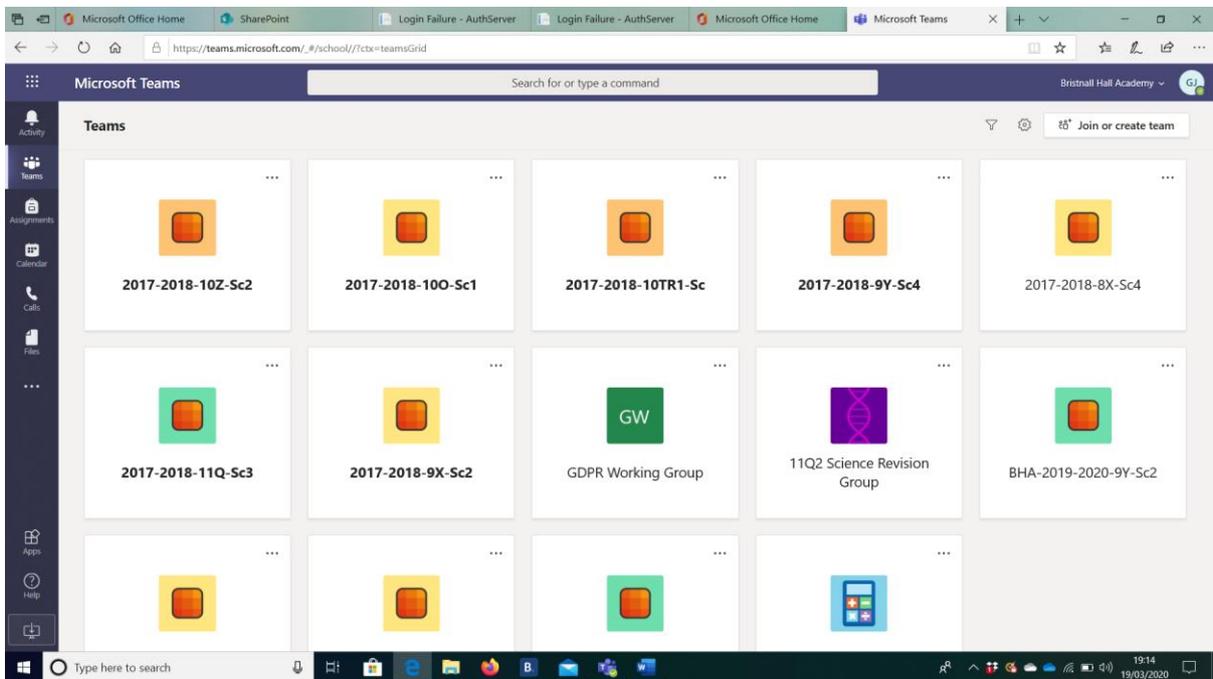
5. You will now be on the activity feed where you can have conversations online with the rest of your class or your teacher – just type in the bottom box and press enter:
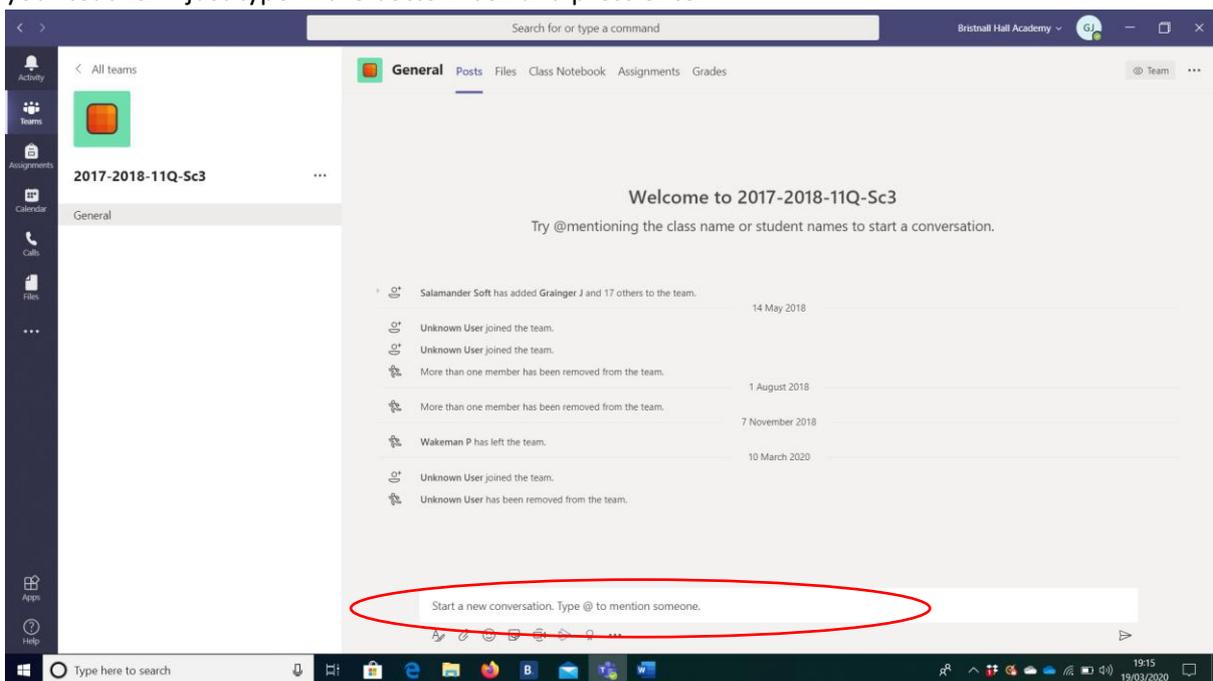
6. Your teacher may put work directly into this activity feed or they may put it in the 'class materials folder'. This can be found by clicking files at the top and then Class Materials:
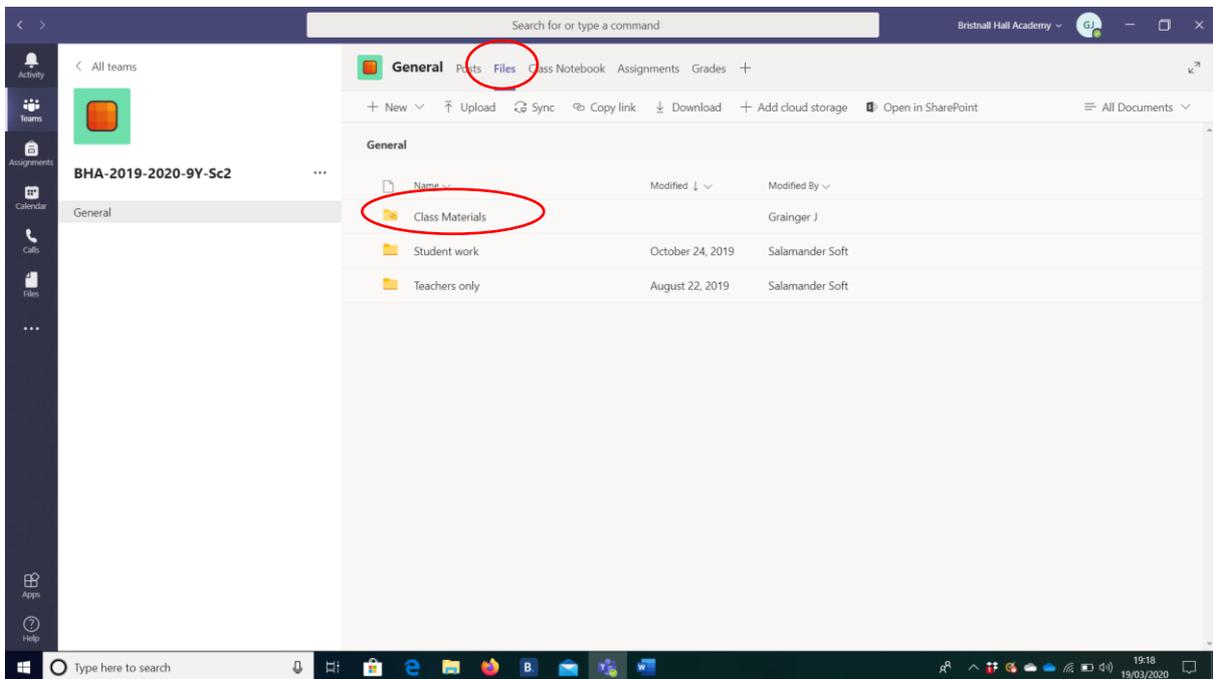
7. If the teacher requests you to upload work then you can do so by again clicking on 'files' once in the activity feed but instead of class materials upload it into your student folder.

Remember any technical difficulties please email BHA-ITSUPPORT@bha.attrust.org.uk