

Microsoft Teams basic home screen information

Microsoft Teams will work on multiple devices such as laptop, Mac, PC or mobile phone. The most user friendly way of using Microsoft teams is by using the app version.

To download the app just follow this link (if the link does not work, copy and paste into your search bar or google download Microsoft teams and click the first link):

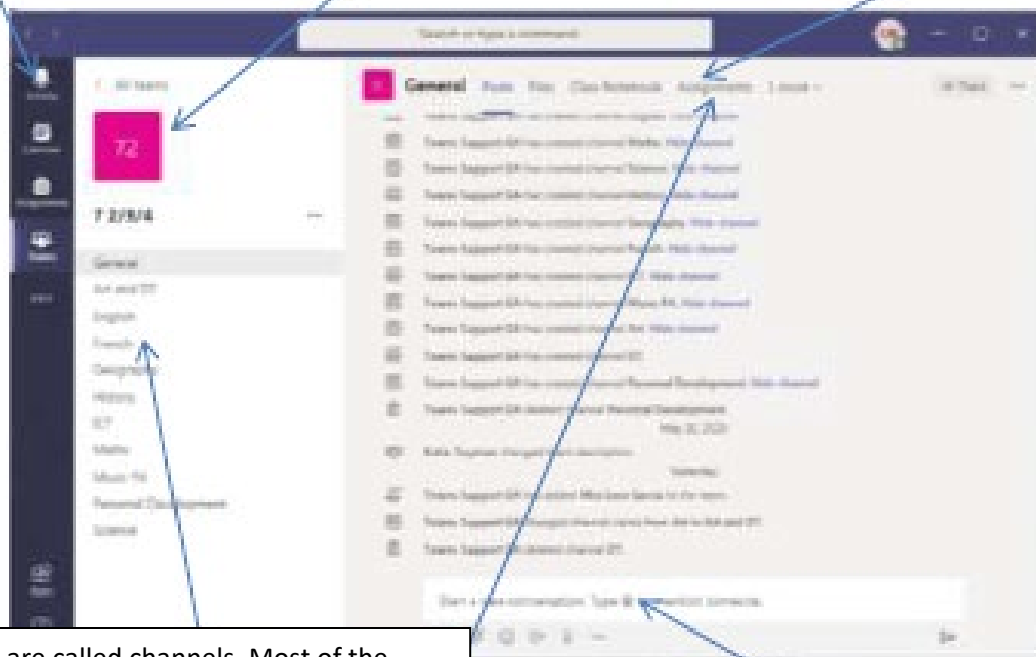
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Once you have logged in using your sflt.org.uk email and password you will bring up the Teams home screen, please be patient it will take time to load when first opened.

If you have been set work, or a teacher has commented it will indicate so here.

This is the team you are in; team is just another word for class.

Assignments is where you will find all the work you need to complete; with the date it is due.



These are called channels. Most of the assignments will be found under the assignments tab in the **general channel**. However, you may see channels for different subjects. You will need to click on the individual subject channel to find the information on that subject. Remember you must go to **assignments** in whichever channel you are in to find the work.

If you have any questions about MS Teams you can write them in here and your teacher will see them.