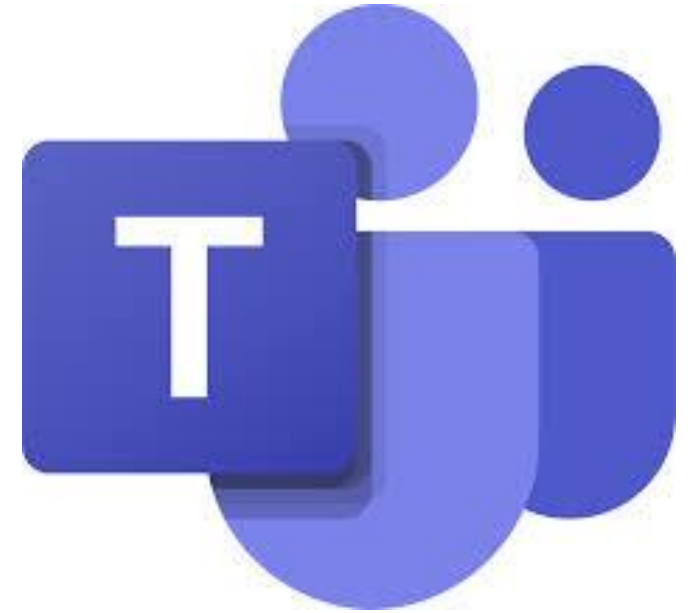




THE  
GRANGE  
ACADEMY

# Setting Up Microsoft Teams Guide for Students



MEMBER OF THE  
WADE DEACON TRUST

**ASPIRE FOR EXCELLENCE**

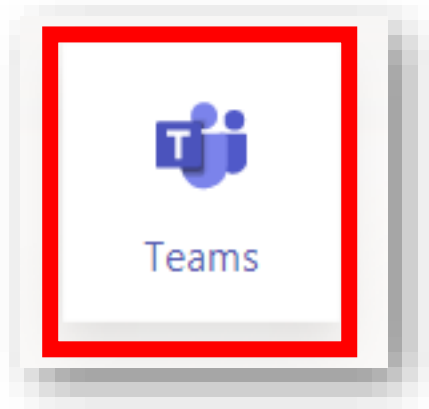
# WHERE TO LOOK

**Accessing on a laptop/computer: Slides 3 – 6**

**Accessing on a phone, iPad or tablet: Slides 7 - 11**

# Getting onto Office and Teams from a Laptop/Computer

- Go to [www.office.com](http://www.office.com)
- Log in to office using your school email address and password. Your school email address is the first initial of your first name, followed by a dot, followed by your surname and then there is a different number for each year group (as below), followed by @thegrangeacademy.co.uk.
- Your password will be the same password as you use to log onto the computer in school



Once you are logged into Office 365, click the Teams icon.

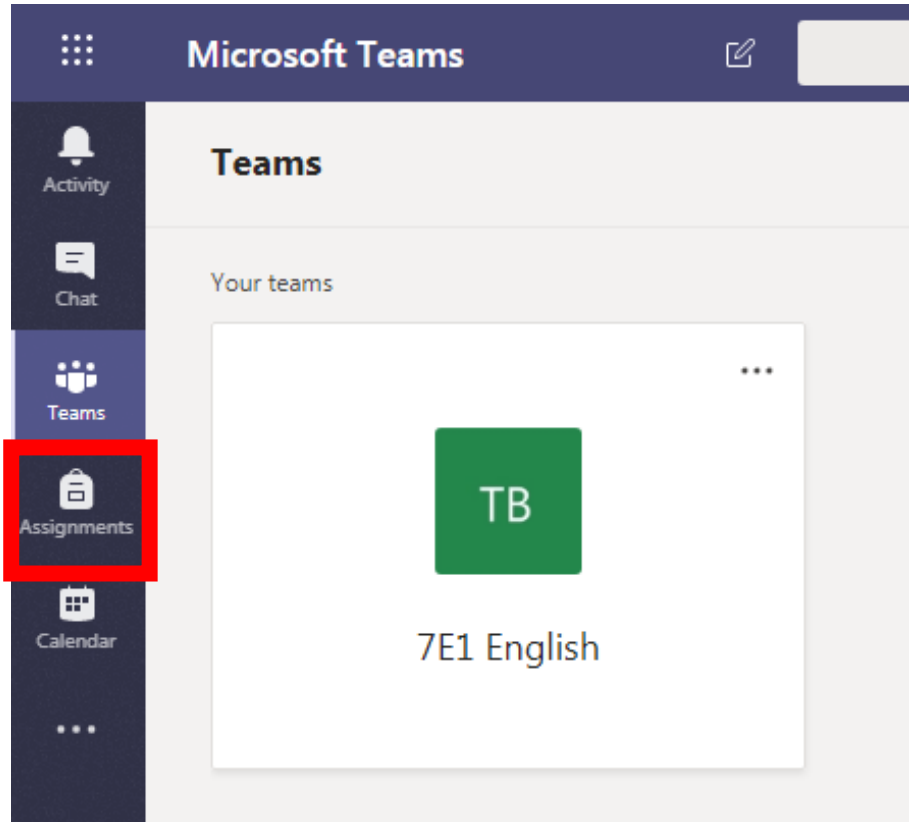
## Year Group Numbers:

Year 7: 15  
Year 8: 14  
Year 9: 13  
Year 10: 12  
Year 11: 11

For example, a student in Year 7, with the name Fred Bloggs would use the email address:

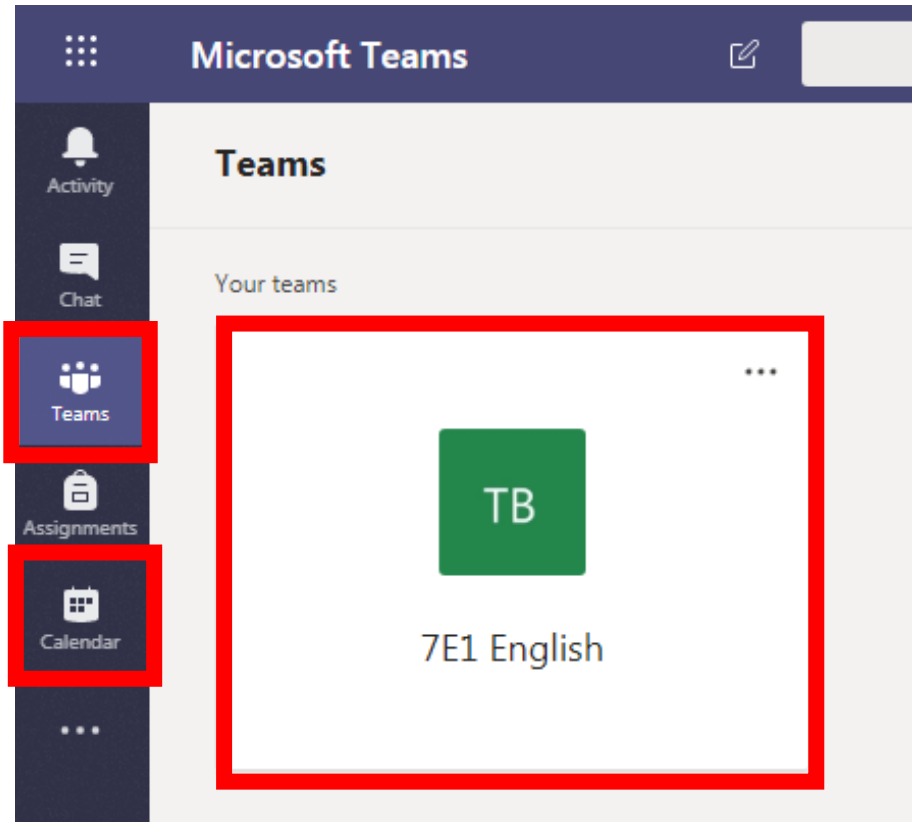
**f.bloggs15@thegrangeacademy.co.uk**

# Accessing your 'Assignments'



- Teachers will be setting your Homework through Microsoft Teams this year.
- Click on the button on the left-hand side that says assignments.
- All of your assignments will appear on the screen and you can click into them to see what you need to do.

# Accessing your 'Teams'



- On the left hand side, click on the 'Teams' icon. All of the different teams you are part of will appear on the screen. Click into the class you want to look at. From here you will be able to access any documents or resources that have been shared by your teacher and you will also be able to enter into a group chat if you need support.

# Accessing the Class Notebook

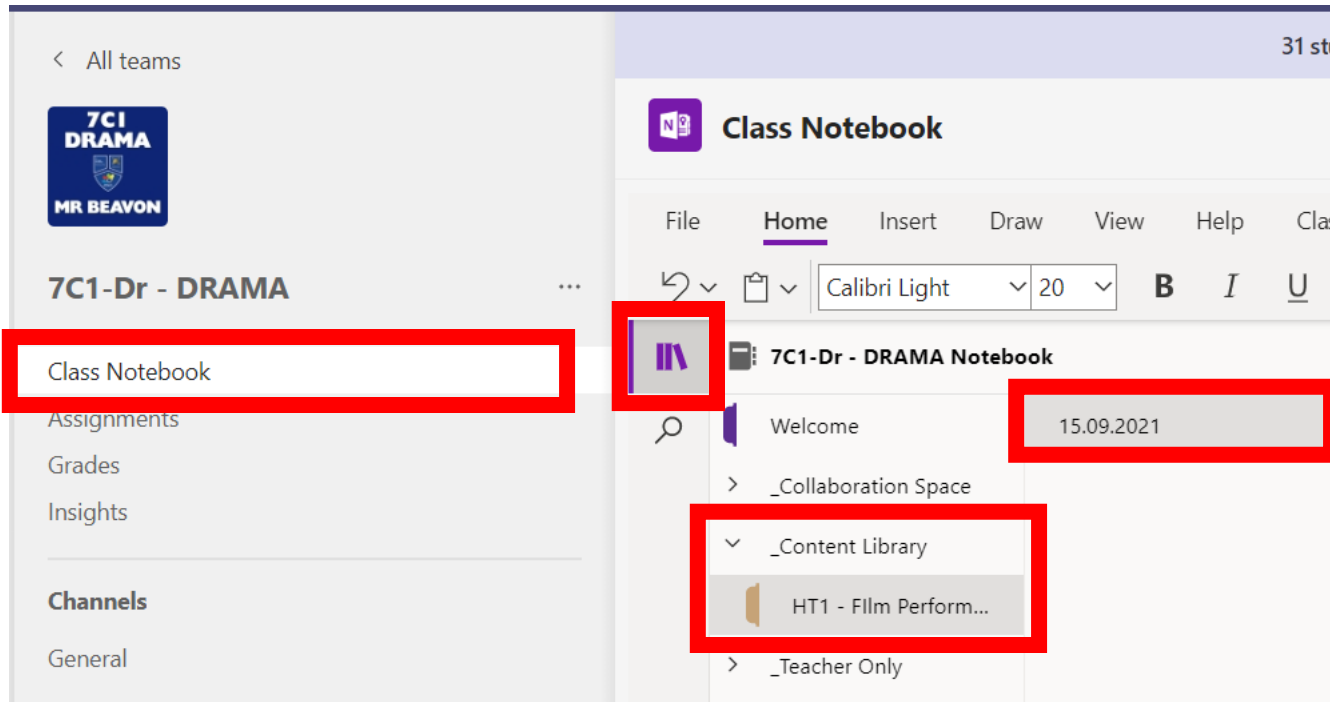
Your teachers will be uploading all of your lesson resources to Class Notebook before every lesson. This means that you can still access your work for that lesson if you need to self-isolate.

## To access your work in Class Notebook:

- Click on the icon that looks like three books
- Click on 'Content Library'
- Click on the half-term we are currently in
- Find the page that has the right date on and you will find a PowerPoint, lesson resources and instructions on the page

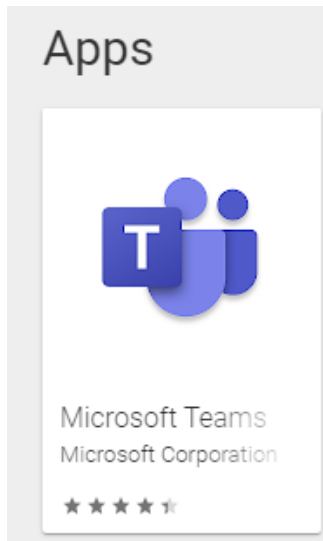
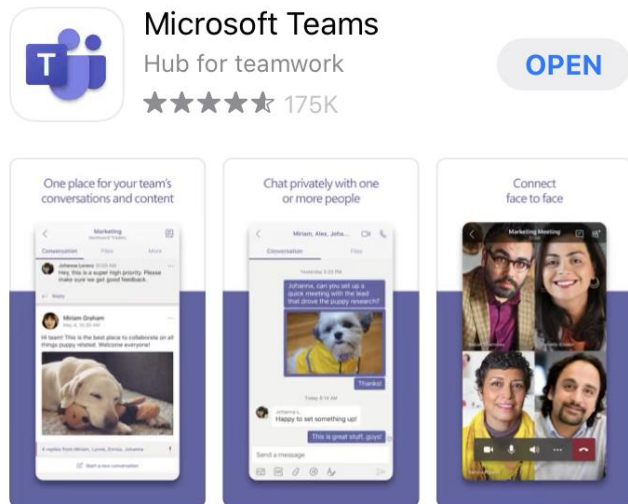
## To upload work to Class Notebook:

- Click on the icon that looks like three books
- Click on the folder that has your name on it
- Click '+' to add a new page and label it with the date
- Click 'Insert' and then 'File as Attachment'
- Find the file you want to upload in your area



# Getting onto Microsoft Teams from a mobile phone or iPad/tablet

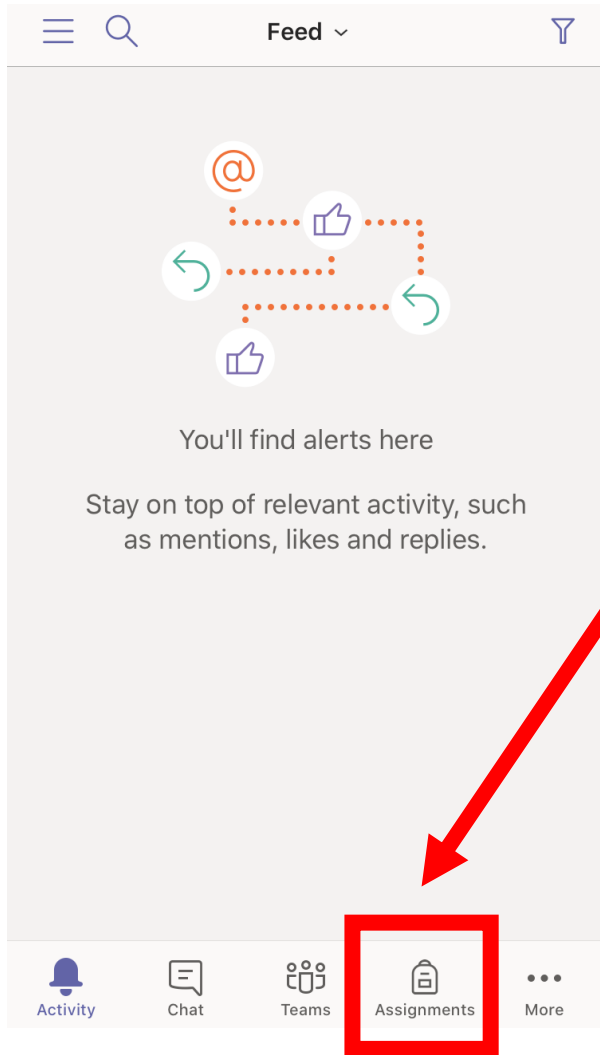
- Go to your phones/tablets App store and search for Microsoft Teams and download.
- Log in to office using your school email address and password. Your school email address is the first initial of your first name, followed by your surname and then there is a different number for each year group (as below), followed by @thegrangeacademy.co.uk.
- Your password will be the same password as you use to log onto the computer in school



**Year Group Numbers:**  
 Year 7: 15  
 Year 8: 14  
 Year 9: 13  
 Year 10: 12  
 Year 11: 11

For example, a student in Year 7, with the name Fred Bloggs would use the email address:  
**fbloggs15@thegrangeacademy.co.uk**

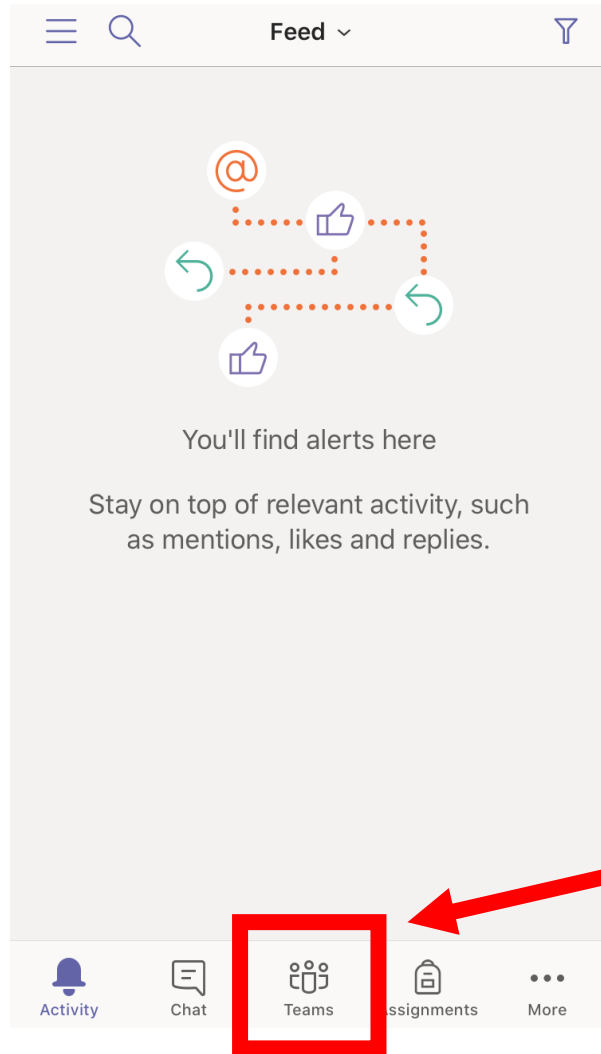
# Accessing your Assignment



- Teachers will be setting your Homework through Microsoft Teams this year.
- Click on the button on the left hand side that says assignments.
- All of your assignments will appear on the screen and you can click into them to see what you need to do.

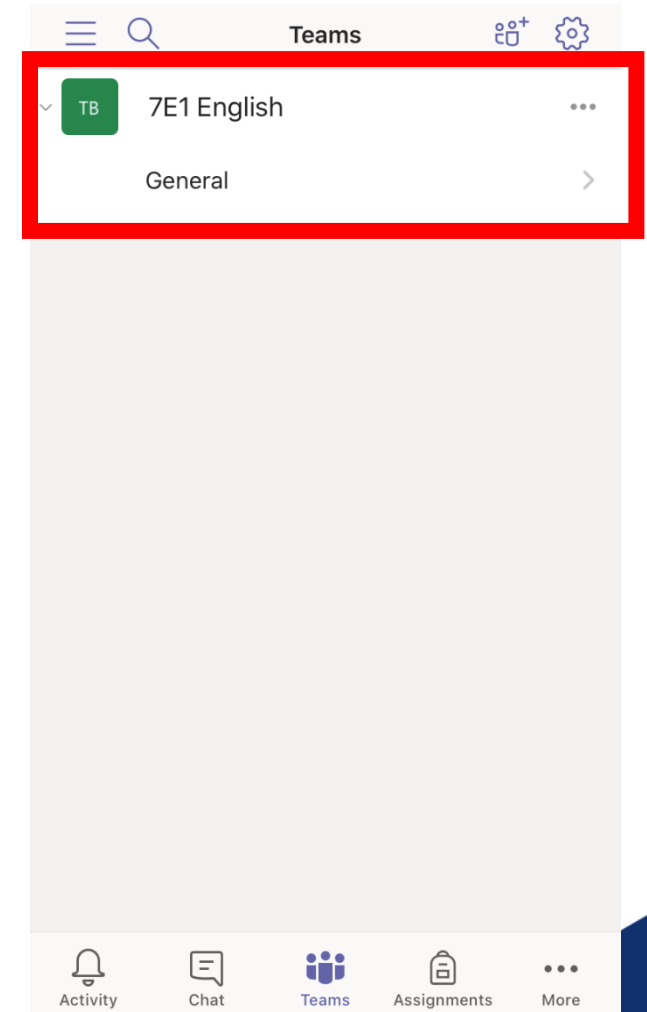


# Accessing your classes (Teams)



You will then be able to see a list of all of your classes. You need to click on 'General' under the subject you want to look at. This will take you to the main page where you can see any messages, resources or lessons for that subject.

When you open Teams you will be taken to your 'Feed'. You then need to click 'Teams' here:



# Accessing the Class Notebook

Your teachers will be uploading all of your lesson resources to Class Notebook before every lesson. This means that you can still access your work for that lesson if you need to self-isolate.

## To access your work in Class Notebook:

- Click 'More' and then click 'Class Notebook'
- Click on 'Content Library'
- Click on the half-term we are currently in
- Find the page that has the right date on and you will find a PowerPoint, lesson resources and instructions on the page

## To upload work to Class Notebook:

- Click on the icon that looks like three books
- Click on the folder that has your name on it
- Click '+' to add a new page and label it with the date
- Click 'Insert' and then 'File as Attachment'
- Find the file you want to upload in your area

Once you are in a Team, click 'More' and select 'Class Notebook'