

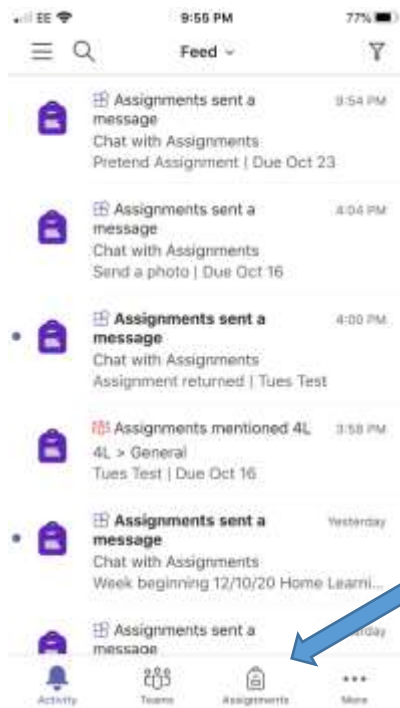
Microsoft Teams – Responding to home learning tasks from a **smartphone**

Step by step instructions

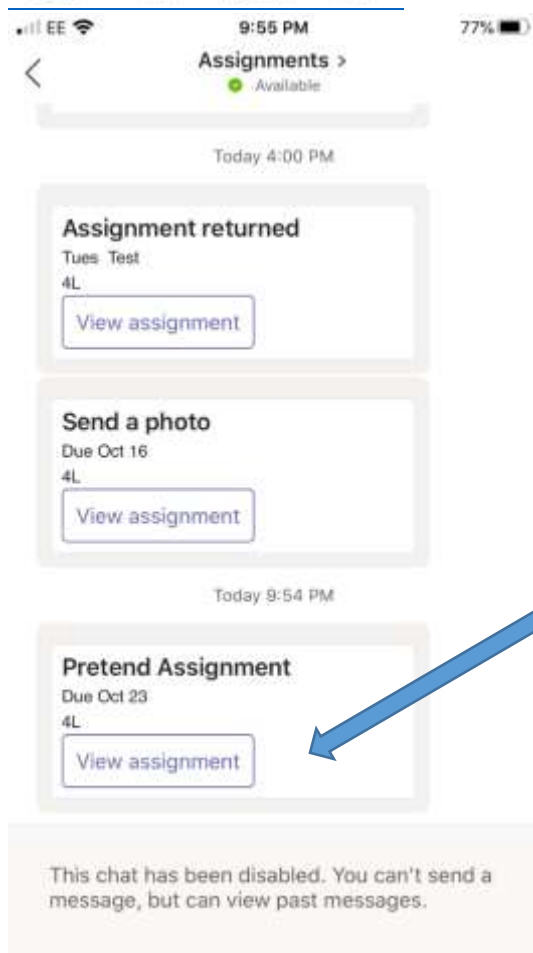
Login using the username and password given to you by the school.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in>

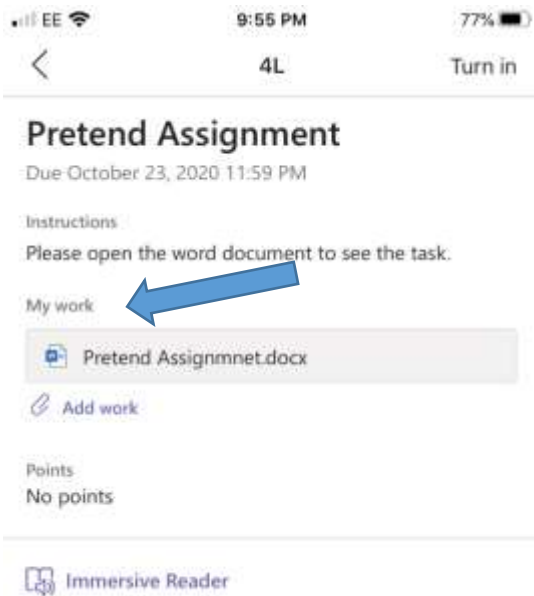
You will be directed to download the Teams app at this point



- 1) Once logged in, select the **'Assignments'** icon on the bottom of the screen.



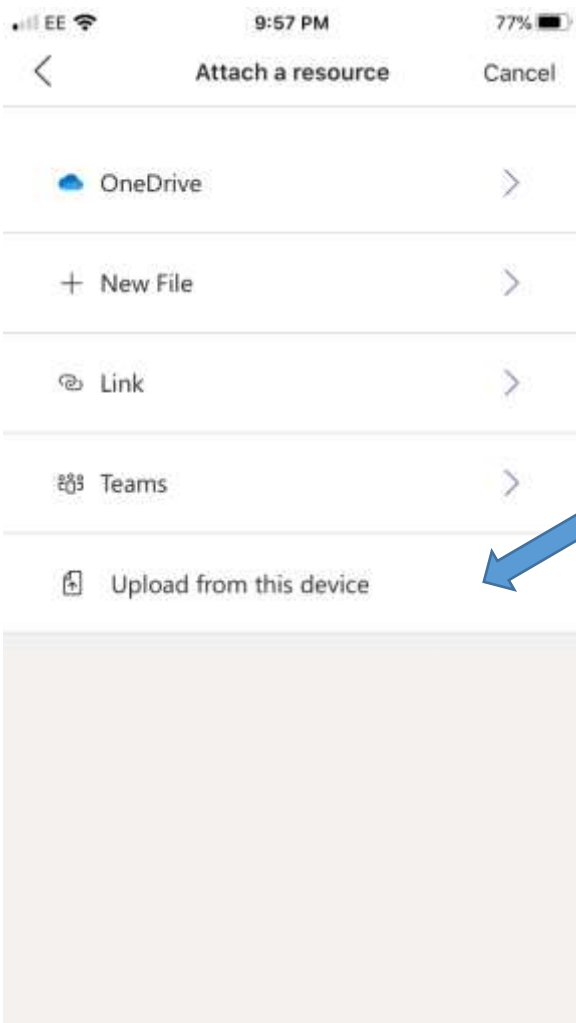
- 2) Select the assignment that you wish to complete.



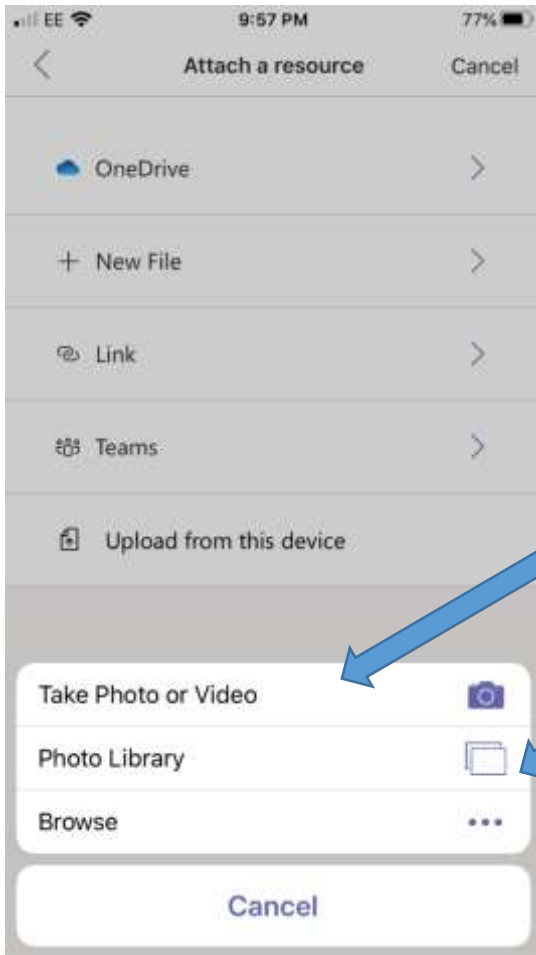
3) Read the **'Instructions'** and click on **'My work'**. This will open the document that your teacher has sent. You need to decide how to respond.

- 1-Write your answer on paper and send a photo back. This method may be less time consuming.
- **2-Edit the file with a free download app. If you choose this method you can type in your answer This method is not outlined in detail in this document.**

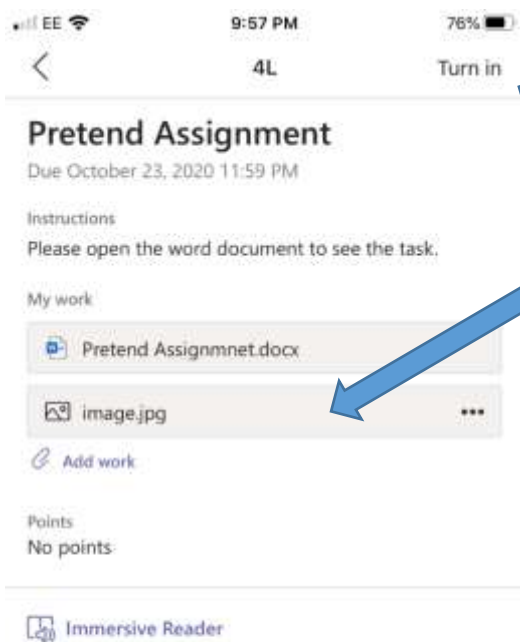
THE FOLLOWING INSTRUCTIONS WILL SHOW YOU HOW TO ATTACH A PHOTO OF THE WORK



4) Select 'Upload from this device'



- 5) Select 'Take a photo or Video' if you wish to take the photo or video at that moment as the work is complete. Or, 'Photo Library' if the photo of the work has already been taken and in your library.



- 6) You can see if the image has attached by looking in the 'My work' section.

When you're ready, press 'Turn in'.

Turned in Tue Oct 13, 2020 at 10:01 PM ✓

Pretend Assignment


Due October 23, 2020 11:59 PM

Instructions

Please open the word document to see the

My work

 Pretend Assignmnet.docx

 image.jpg

Points

No points

 Immersive Reader

7) You should see a celebration animation on the top right hand of the screen.