

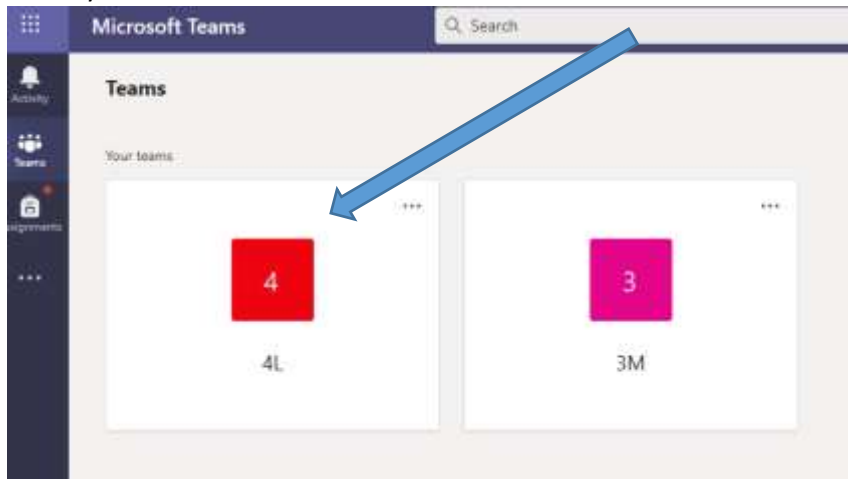
Microsoft Teams – Responding to home learning tasks from a **laptop/PC**

Step by step instructions

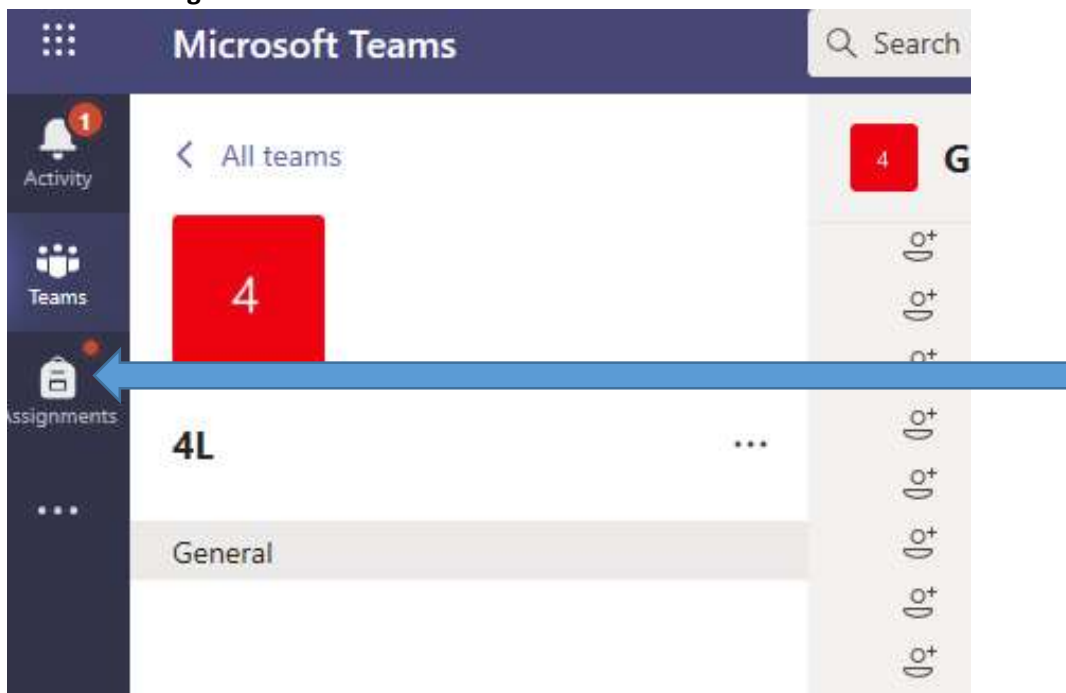
Login using the username and password given to you by the school.

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

1. Select your current class.



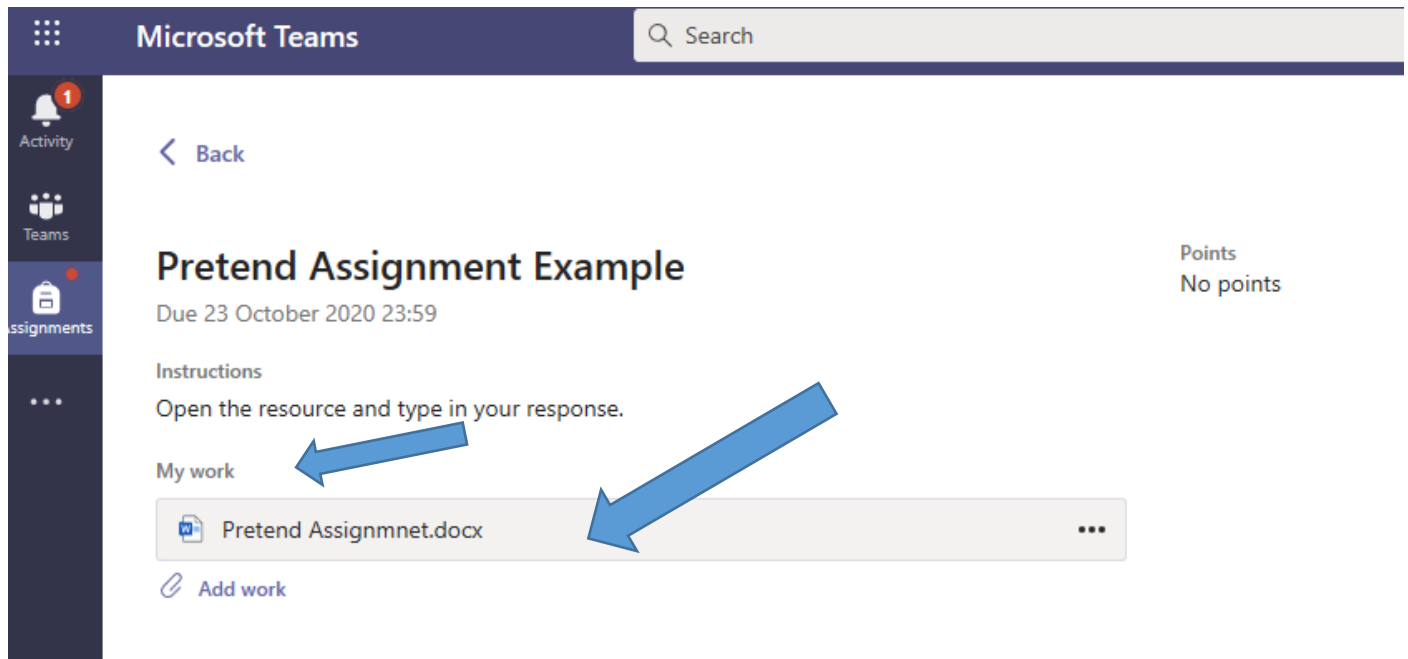
2. Select the 'Assignments' icon on the left hand side.



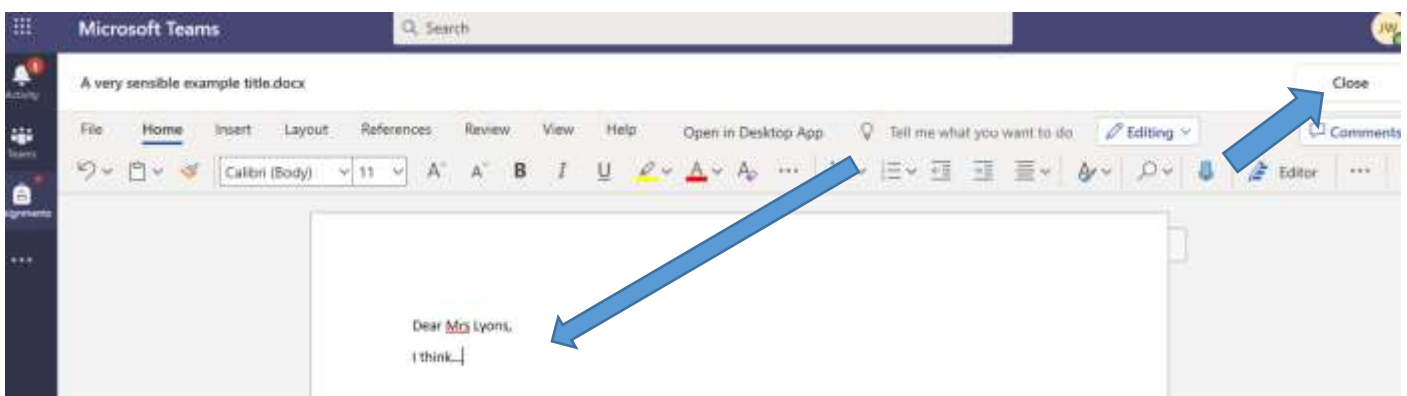
3. Click on the assignment that you wish to complete.



4. Read the 'Instructions' and click on 'My work'. This will open the document that your teacher has sent.



5. After reading the information on the document you can now type in your answer (no need to save). When you are ready select 'Close'.



6. You can now finally press the 'hand in' button and your work will be sent!

