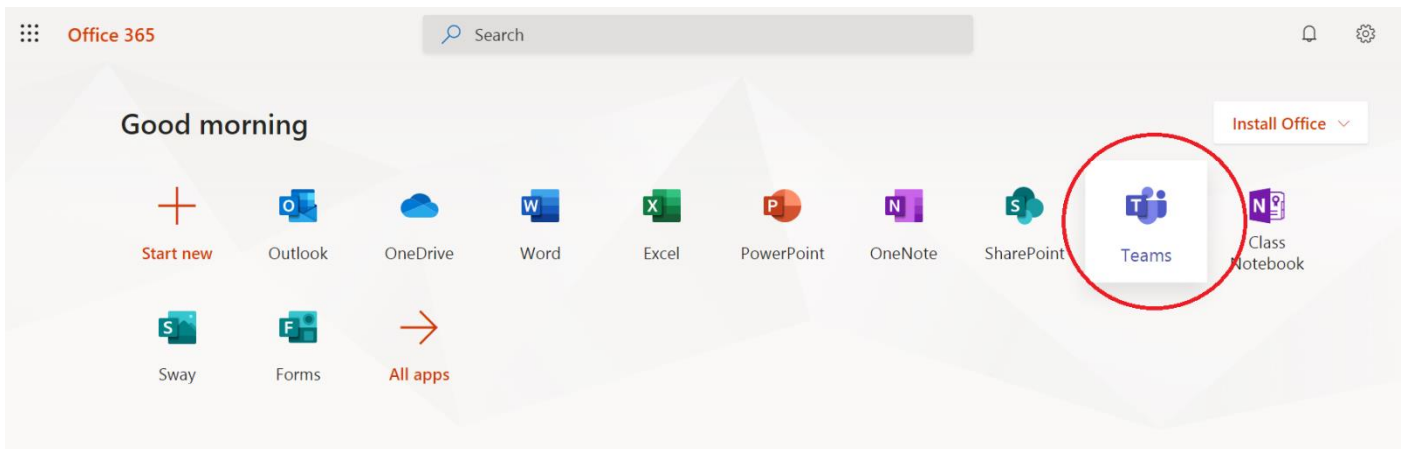
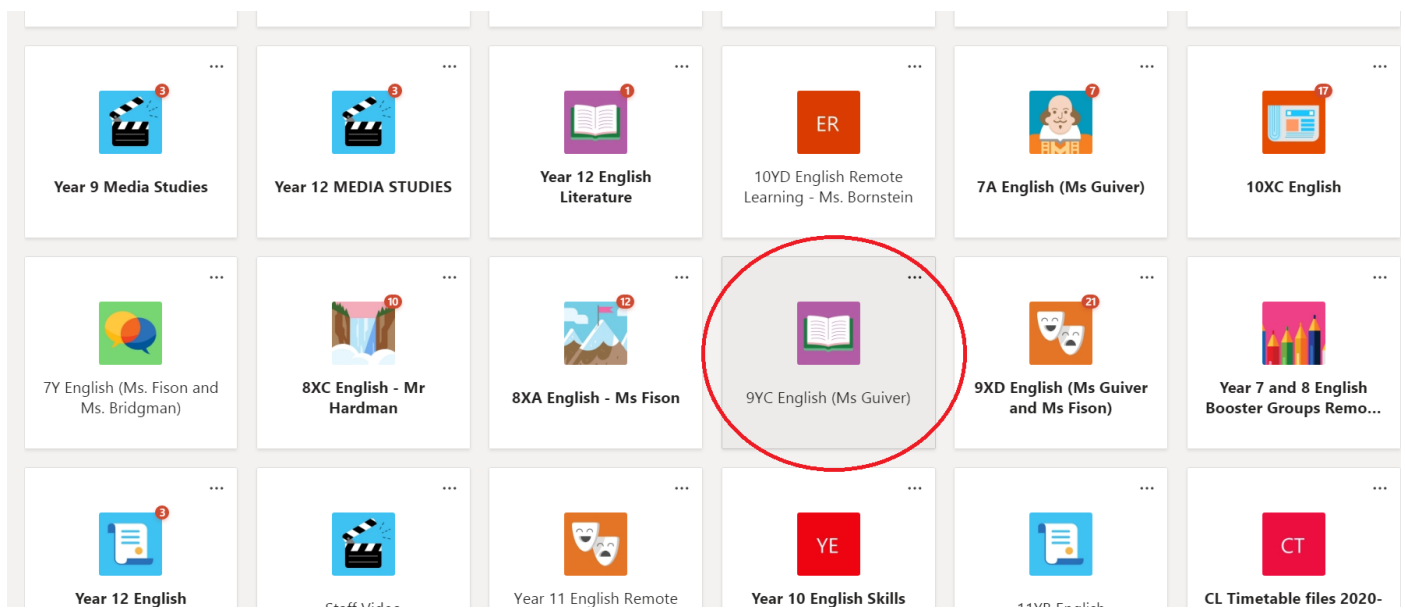


To access Teams:

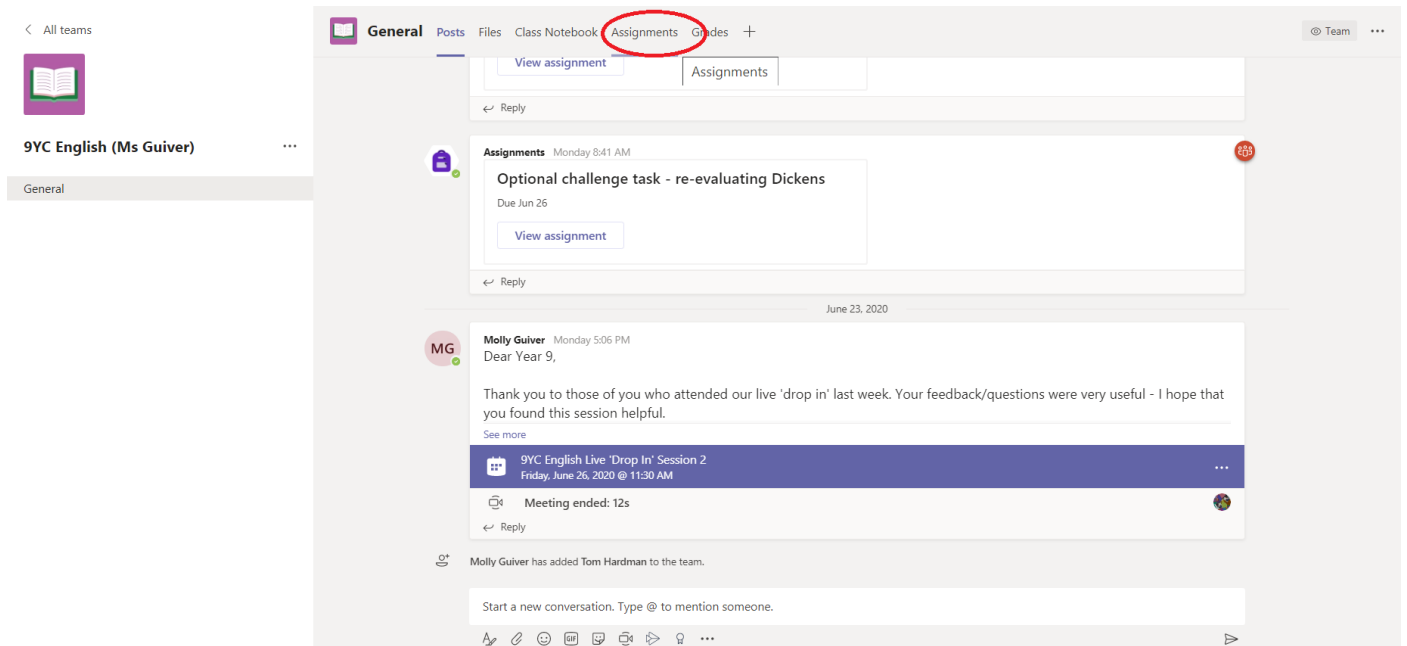
1. Go to www.office.com and sign in with your normal Sydenham email address
2. It should then display this screen – click Teams.



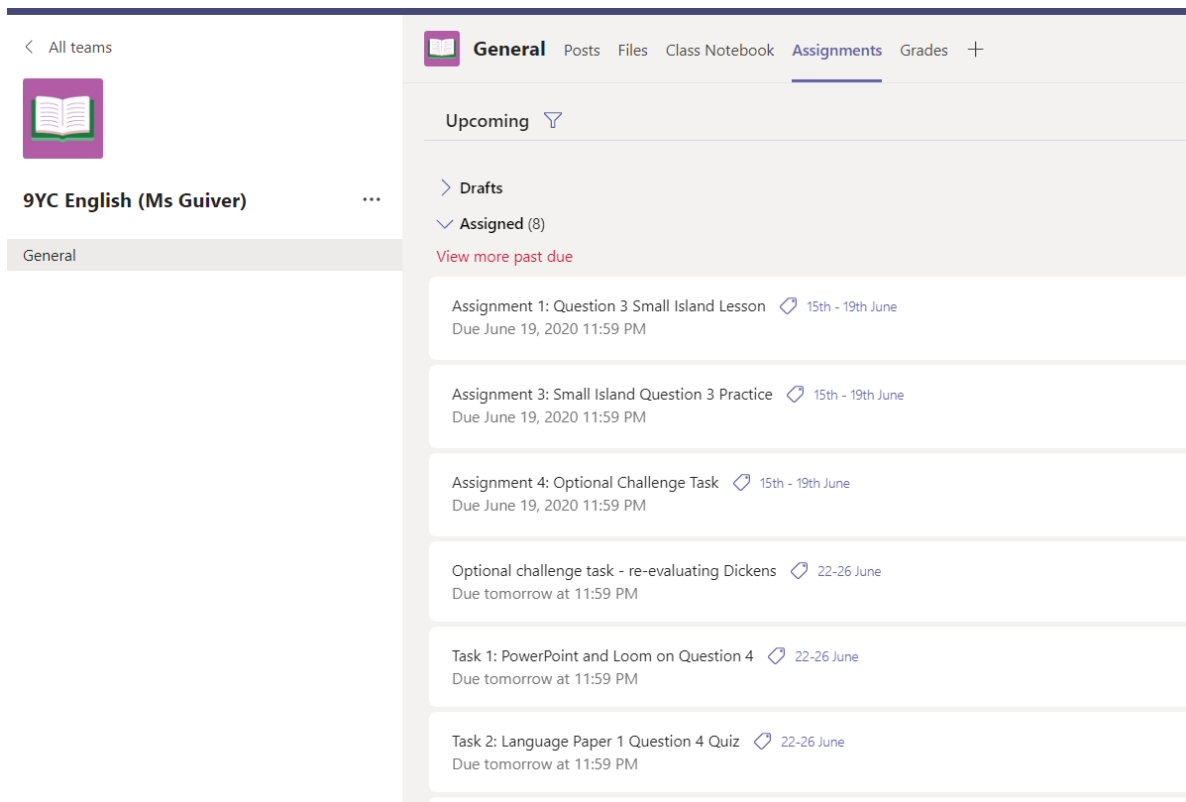
3. It will then bring up the Teams you have been added to. Select the subject you want e.g. English (your screen will look slightly different to mine, as you are a member of different Teams to me) –



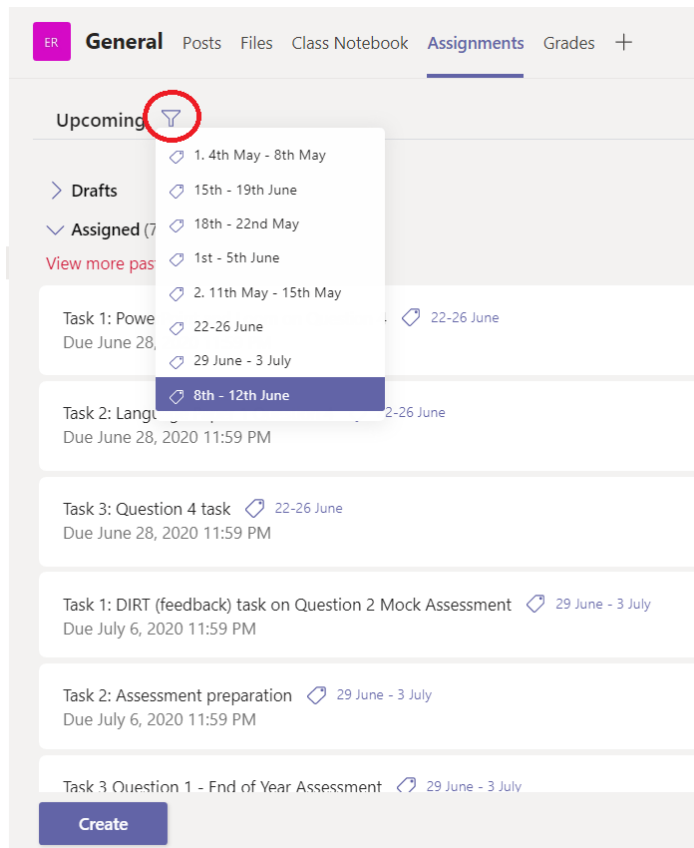
4. Click 'Assignments' on the top –



5. This will then bring up all the work that has been set (again, your screen might look slightly different to mine)



6. You can filter so that just this week's work appears by clicking this symbol –



You can also use this function to look back at previous work and catch up if you have fallen behind.

7. Click on the assignment you need to view the work. Watch this video for an explanation of how to turn work in on assignments - <https://www.youtube.com/watch?v=mQgDGn69oj4&feature=youtu.be>