How to access Microsoft Teams

1. Go to www.office.com
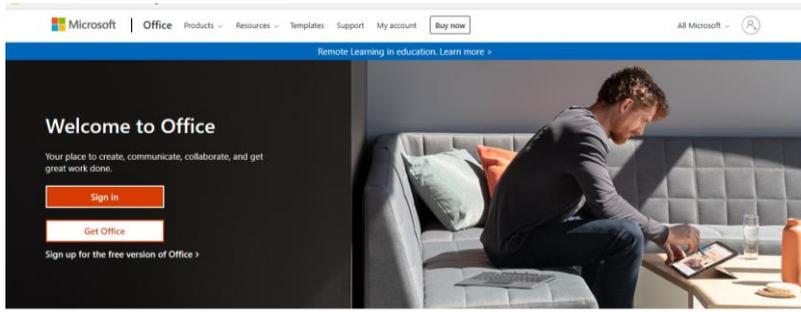
2. Sign in using the normal school login e mail e.g. 16albertk@slade.kent.sch.uk

3. Click on the Microsoft Teams Icon on the left-hand side
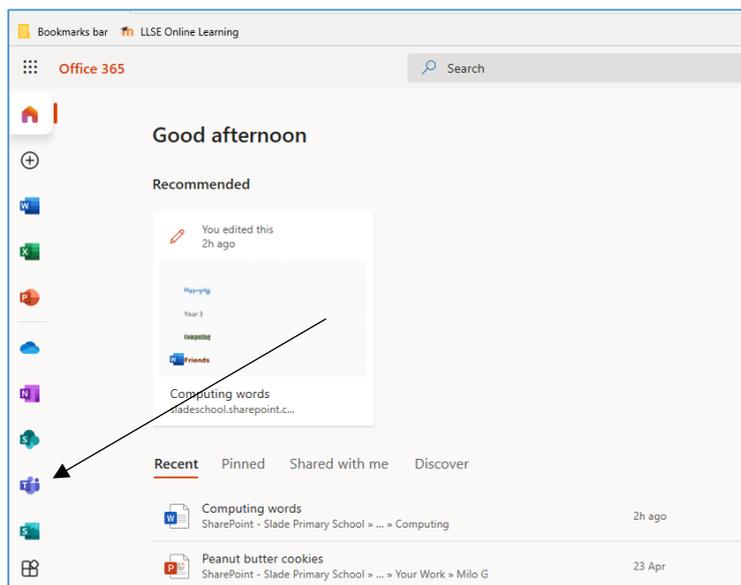
4. Click on your class team that you have been assigned to
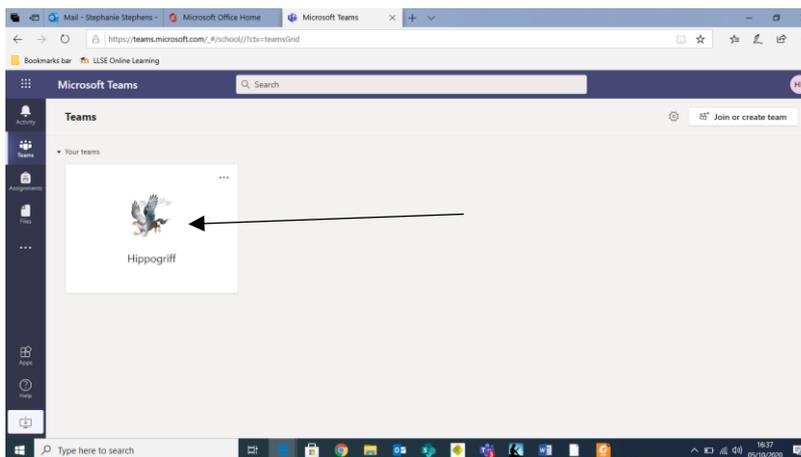
5. Posts from the teachers will appear on the newsfeed.
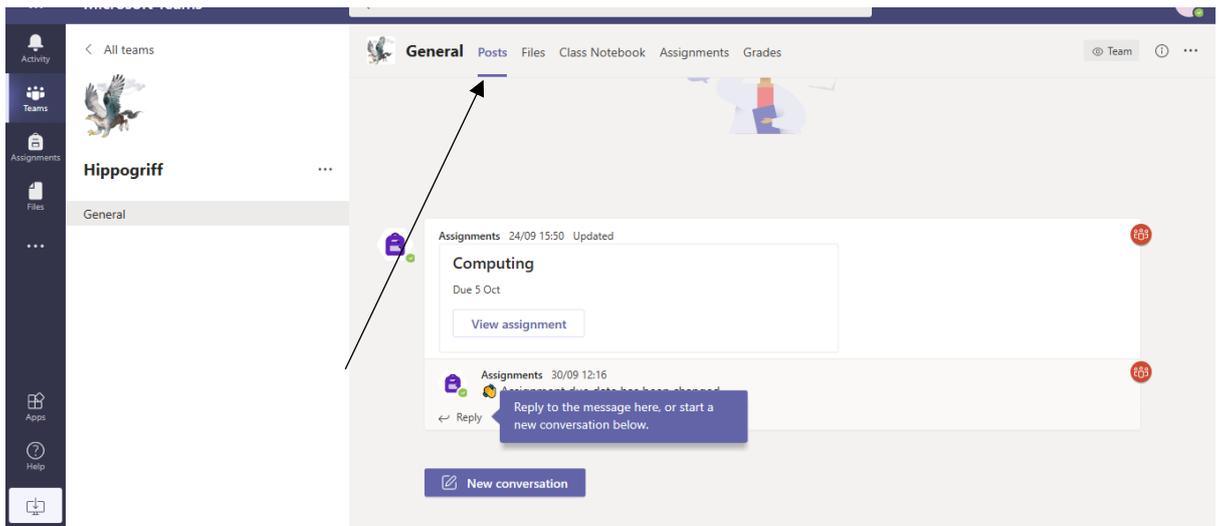
6. Spellings set for the week will be stored in the 'read-only' files section
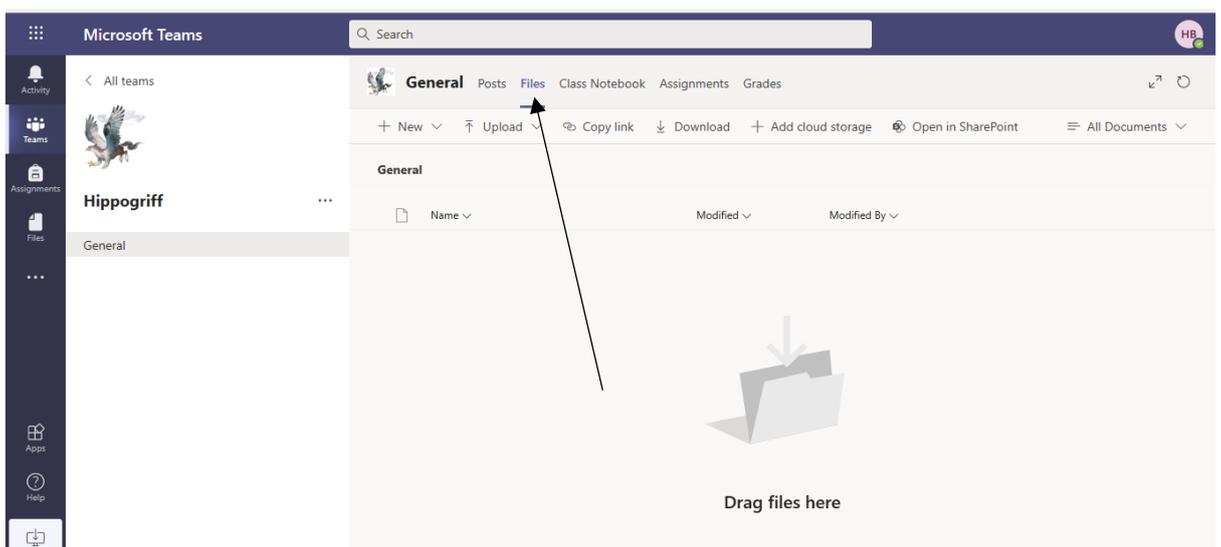
7. Any work to be completed will be set in the 'assignments' section