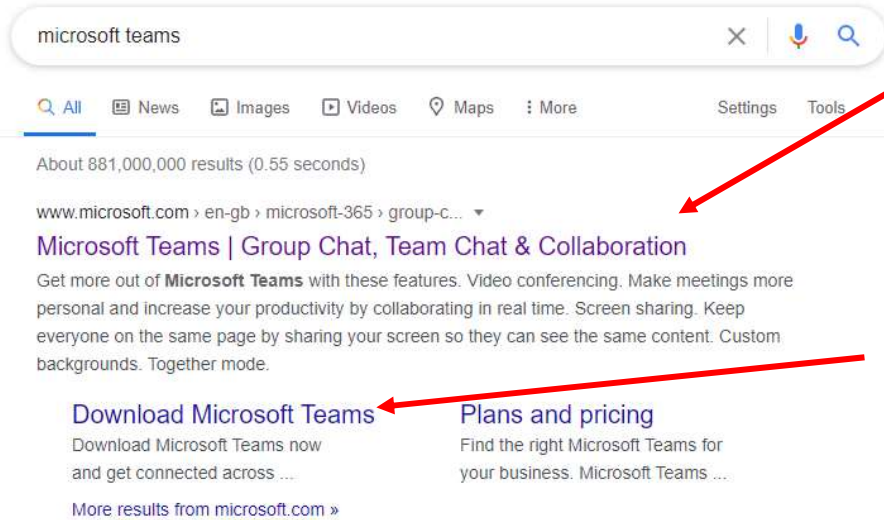


How to Access Microsoft Teams

PC/ Laptop

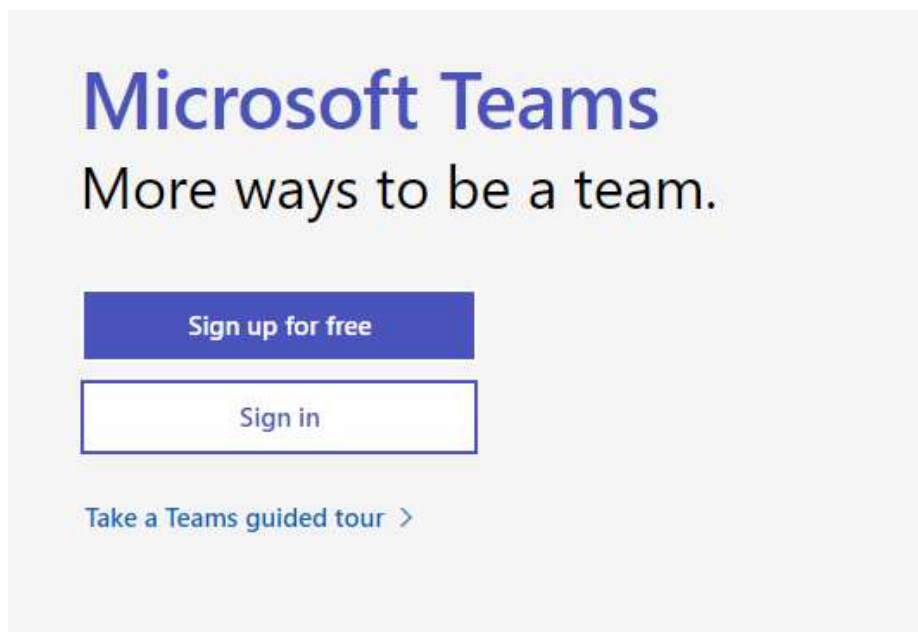
1) Open up an internet browser and search for Microsoft Teams.



Click on the first link

If you would like to download the free software instead of using the web version, click here

2) Press the Sign in button



3) Enter the email address and password provided by the school.
e.g. pa004401@pilgrimacademy.co.uk



Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next



← pa004401@pilgrimacademy.co.uk

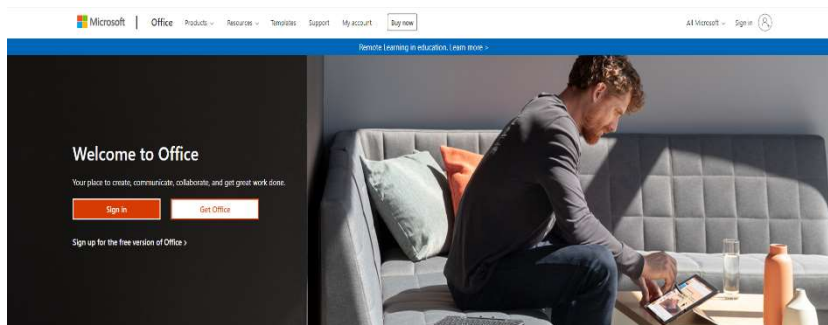
Enter password

Password

[Forgotten my password](#)

Sign in

You can also, access Microsoft Teams by visiting www.office.com



Here, you will also be able to access the other Microsoft applications such as Word, PowerPoint and Excel.

Sign in to use your favorite productivity apps from any device



Phone/Tablet

Open up the App Store/ Google Play Store and search for Microsoft Teams.



Download the app and sign in using the email address and password provided by the school.

It will also be useful to download Microsoft Word. This will allow you to edit word documents within Teams.



If the app is not supported on your mobile device, search Microsoft Teams on a web browser.

Games Consoles

On Xbox, click on the Microsoft Edge application and search for Microsoft Teams.

On PlayStation, click on the Internet Browser application and search for Microsoft Teams.



Finding and Completing Assignments

1) Click on the assignments tab on the left hand side of the page to view the assignments you have been set.



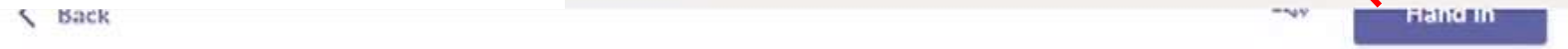
Alternatively, click on the class team and click on the channels which have a 1 next to them.



2) Click on the assignment you wish to view.

Read the instructions for the assignment

Once you have completed the assignment, press this button



Writing 11.01.21

Points
No points

Due 11 January 2021 15:30

Instructions

- 1) Watch the video of Mr Gibbon teaching the English lesson below.
- 2) Look at the picture provided and the model text.
- 3) Answer the questions on the document named 'Setting Description Template'

Reference materials

- Writing Resource 11.01.21.docx
- English 11.01.21.mp4

My work

- Setting Description Template.docx

Add work

View the resources the teacher has added.

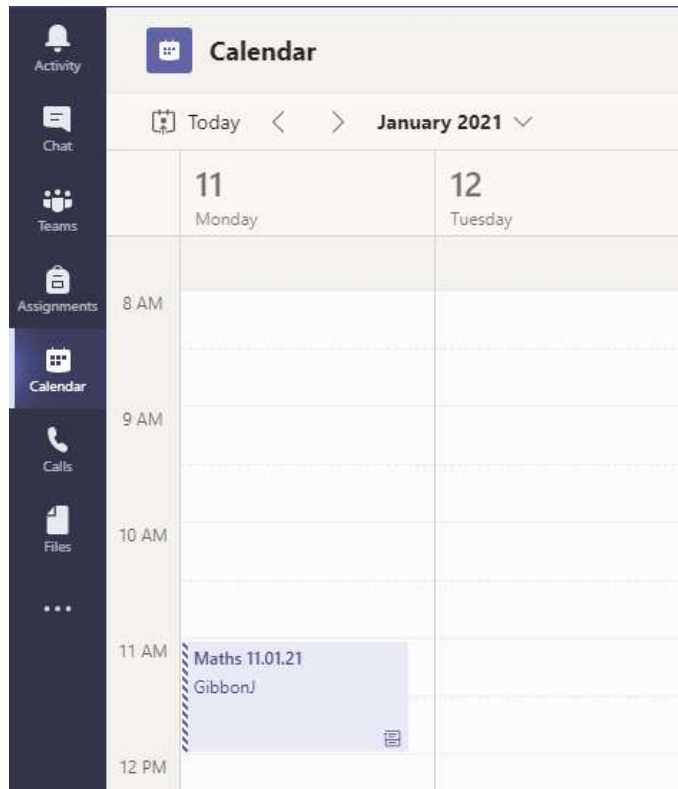
If the teacher has recorded themselves teaching the lesson, it will also appear here.

If there is a document under the 'My work' section, this means that you can click on the document edit it directly. Your work will automatically save.

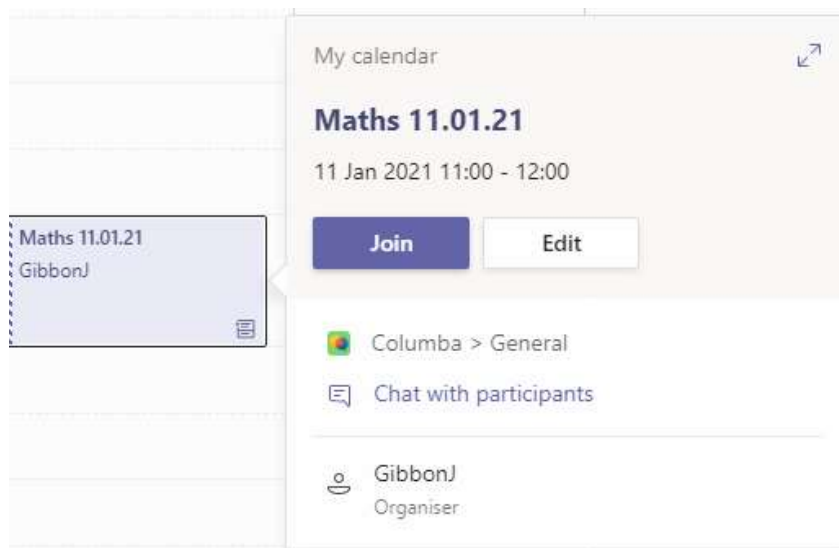
If you would prefer to complete the assignment on a piece of paper, take a picture of your work and press the add work button. Then click on the file you want to submit

Joining Live Meetings

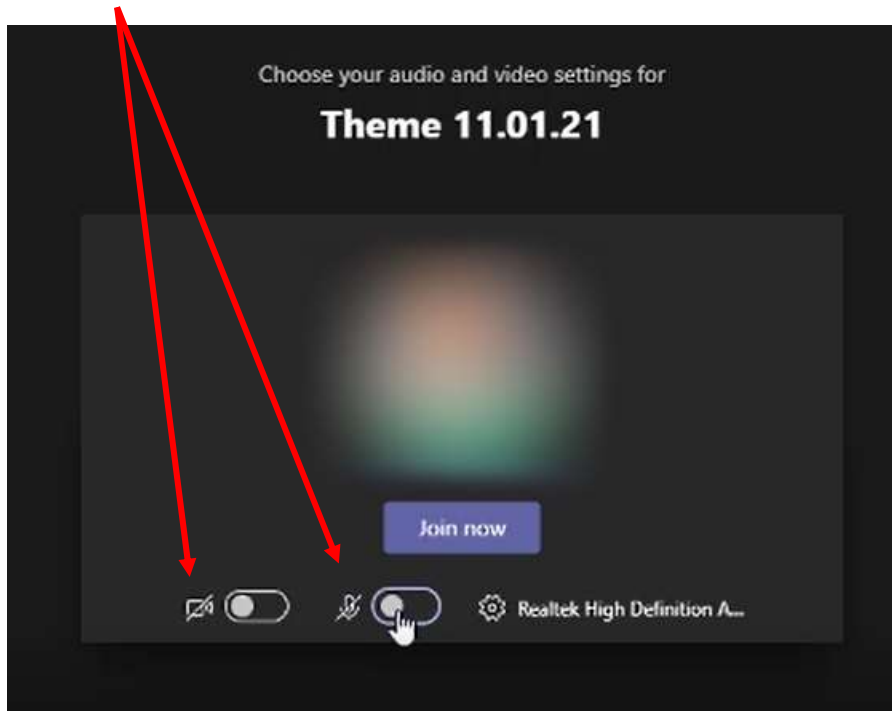
1) To see when your teacher has scheduled live sessions, click on the calendar tab on the left hand side of the page.



2) 5 minutes before the meeting is about to begin, click on the join button.



3) Ensure your camera and microphone are switched off. This will be indicated by a line through the camera and microphone icons.



You must only switch your camera/microphone on when instructed to by your teacher.

4) Press the speech bubble to bring up the live chat.
Here you can interact with your teacher in the lesson.
Note: Everyone in the meeting can see your messages. You must ensure all of your messages are work related.

