

MICROSOFT TEAMS

P U P I L G U I D E

Using Assignments to see your homework

STEP 1: Login



Access the 'links' tab on the school website:

<http://www.george-eliot.warwickshire.sch.uk/links>

Click the Outlook link (pictured)

Login user your email address and password.

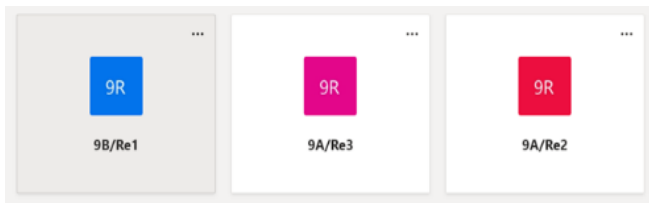
STEP 2: Select your Teams



The best user experience is in the computer app Microsoft Teams, which is free to download
Teams apps are also free for phones/tablets

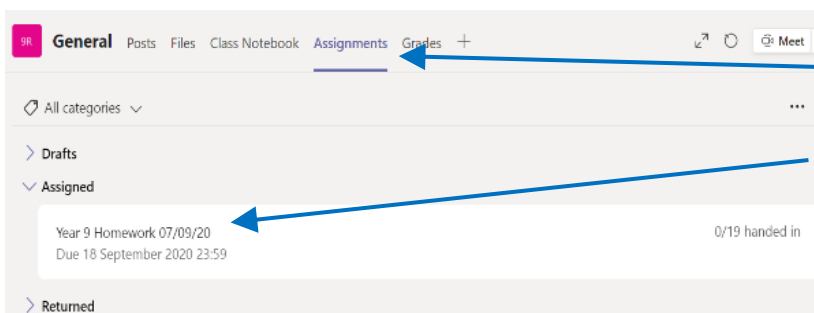
You can also access it through your computer's internet browser (eg Chrome or Internet Explorer) by selecting the 9 dots from the top left hand corner. Here you will see all the Teams (classes) you belong to

STEP 3: Select a Class



You will see all the classes you belong to. These are classified as "Teams". Select one of your classes.

STEP 4: View your Homework



Select the Assignments tab and all homeworks will be displayed.

Click on the homework and the task will be displayed.

Remember you will need to do this for each of your subjects.