

# Using Teams – Pupils/Students

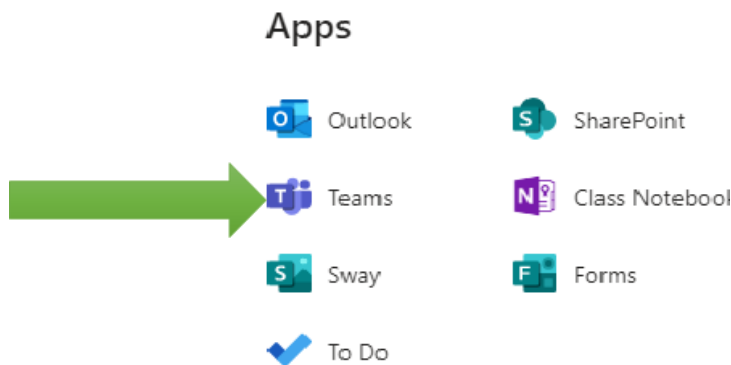
From Monday 15<sup>th</sup> June your school work will be set via a platform you might already be familiar with called Microsoft Teams (and no longer via the “Cloud”). Teachers will also be able to communicate with you, offering you greater personalised feedback on your work and additional support.

To use Teams – follow these instructions:

- Log on to your school email account
- On the top left of the page, click in the nine square “waffle”



- From the list, select Teams



- This will open the Web version of Teams
- Log in using your school email and password
- You can download the app (see bottom left of your web-based Teams screen) but you do not have to
- Once you log in – you should see your classes (Teams)
- Click on these to see activities, recorded lesson and lesson related “chat”
- **Remember – this is for school-based work and is to be used appropriately. Use appropriate language and note that all that is said is recorded and visible to all including your teacher!**
- Lesson content material will appear in the Files section of your class Team. Initially this will be in the form of narrated PowerPoints. Teachers may also set work here or in the Assignments section.
- You can leave messages for your teacher in Teams – asking questions about the work if you need to.

- Your teacher may also communicate with you individually or your whole class using Teams
- Your tutor will be using Teams to get in touch too.
- If you're a bit anxious about using this new system, just remember that Teams is new for most of your teachers too – and we'll all get better at using Teams as we go along!
- There are lots of introduction and support videos on YouTube to help you use Teams, including this one: <https://www.youtube.com/watch?v=SemjM2fHV2Q>

If you have problems regarding work being set – please contact your class teacher.

You can also contact your Tutor or your Head of Year.

For technical issues only, such as accessing Teams – please contact the IT helpdesk:  
[ithelpdesk@thomasmills.suffolk.sch.uk](mailto:ithelpdesk@thomasmills.suffolk.sch.uk)