



Microsoft Teams User Manual Home Version



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Rory Blakemore	02/04/2020	V1.0



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Logging into Teams

1. Navigate to <https://www.chosenhillschool.co.uk/>
2. Click on Staff & Student Login



3. Enter your Username and Password Provided by the [IT Department](#). If you do not know what this is, or it fails to work you can raise a ticket for this to be resolved. You will find the [IT Contacts](#) at the bottom of this document.



Staff & Student VLE Log In

4. When you arrive at the next screen Click on the Email Icon at the top left of the screen
5. This will open your work emails on [Office 365](#)
6. Click on you will find this on the top left of your emails.
7. Click on Teams
8. You can also download the Microsoft Teams App from the App Store. Click on the file below for guidance:



SVID_20200611_151754_1.mp4



Assignments

1. To turn in an assignment, select its assignment card.
2. Navigate to the General channel in the desired classroom, then select Assignments. You can also use your search bar to search for an assignment by keyword.
3. Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.

Upcoming ...

Reading Reflection #8
Due September 5, 2019 9:59 PM

Shakespeare Sonnet Annotation Homework 100 points
Due September 13, 2019 9:59 PM

Chapters 14-18 Review Review
Due September 20, 2019 9:59 PM

My Sonnet
Due October 4, 2019 11:59 PM

World Voices Essay #1 Outline
Due November 8, 2019 11:59 PM

4. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select - Add work and upload your file. Note: You can attach a file up to 50 mb in size.



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Tip: Work on Office files associated with this assignment right from here—no need to leave the app. Older files with .doc, .xls, and .ppt file extensions can only be edited in the desktop versions of those apps. You can copy content into a new file created in Teams to make them editable again.

The screenshot shows a Microsoft Teams assignment page. At the top left is a back arrow and the word 'Back'. At the top right is a purple 'Turn in' button. The main title is 'Shakespeare Sonnet Annotation' followed by a lock icon and the word 'Homework'. Below the title is the due date: 'Due September 13, 2019 9:59 PM'. Underneath is the 'Instructions' section: 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' Below that is the 'My work' section, which contains a single file entry: 'How to Read a Sonnet.pptx' with a PowerPoint icon and a three-dot menu icon to its right. Below the file entry is a '+ Add work' link. At the bottom left is the 'Points' section: '100 points possible'.

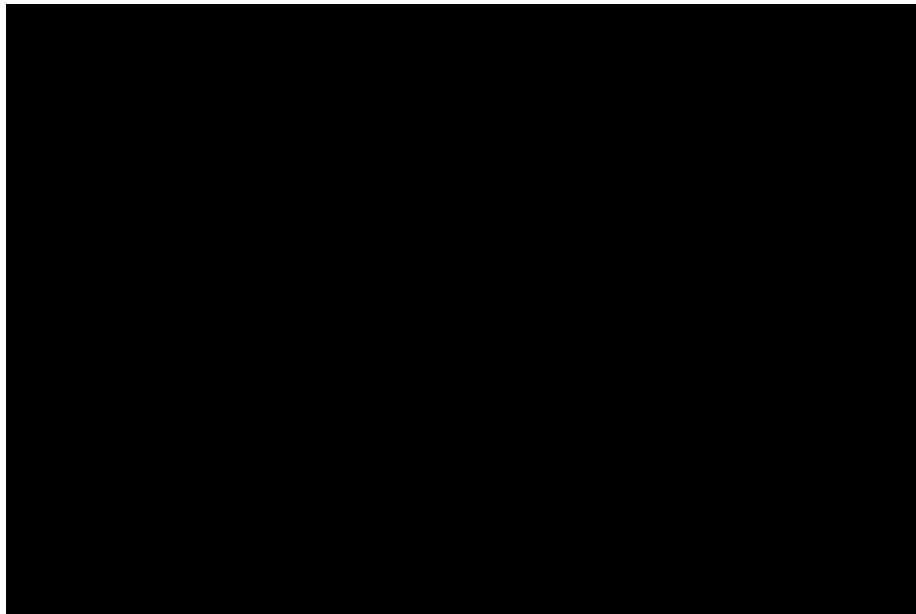
5. Select the Turn in button to turn in an assignment before its deadline. The button will change depending on the status:
 - **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
 - **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
 - **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
 - **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.



Joining a Meeting in Teams

Underneath is a video that explains how you can join a Teams meeting. Click the play icon on the video and then click the title to open YouTube to be able to make the video Fullscreen. If you cannot click the video below here is the link to it on YouTube:

<https://www.youtube.com/watch?v=5yT1K34RJo4>



Help

If you find that you cannot log in to Teams in the first place, then make sure that you are using Google Chrome and have a look at the *How to Remove Temporary Data and Cookies* document. Double click on the icon below to be able to view this.



How to remove
temporary data and



Help with setting the Time Zone in Office 365

1. Each Office 365 Setup dictates the time zone and is selected by the user at first login. Below are some instructions on how to check and change the time zone. You may need to check and change this if you are having difficulty with joining meetings at the correct time.

Step 1 – Open Outlook

Step 2 – Select Setting Cog



Step 3 – Select View all outlook settings

Step 4 – Search for Language and region

The screenshot displays the Office 365 Settings interface. On the left, the 'Settings' sidebar is visible with a search bar and a list of categories including 'General', 'Email', 'Calendar', 'People', and 'View quick settings'. The 'Language and time' category is selected and highlighted in green. The main content area shows the 'Language and time' settings page with the following fields:

- Language:** English (United Kingdom)
- Date format (for example, September 1, 2020 is displayed as follows):** 01/09/2020
- Time format:** 01:01 - 23:59
- Current time zone:** (UTC+00:00) Dublin, Edinburgh, Lisbon, London
- When I change time zones, ask me if I want update my time zone



IT Department Contact

For any advice or issues please do not hesitate to contact us and we will help you the best we can.

EE Support Desk

Email - chosenhill.support@euroele.com

Telephone – 01865 734 444

Chosen Hill School

Email - itservices@chosen-hill.gloucs.sch.uk

IT Manager – Colin Johnston

Email - CJJ@chosen-hill.gloucs.sch.uk

Telephone – 01452 713 488

Ext – 448

IT Apprentice Technician - Rory Blackmore

Email - rbl@chosen-hill.gloucs.sch.uk

Telephone – 01452 713 488

Ext - 449