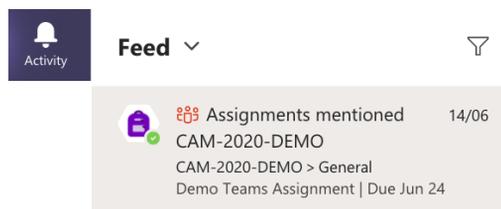


Handing in Assignments through Microsoft Teams

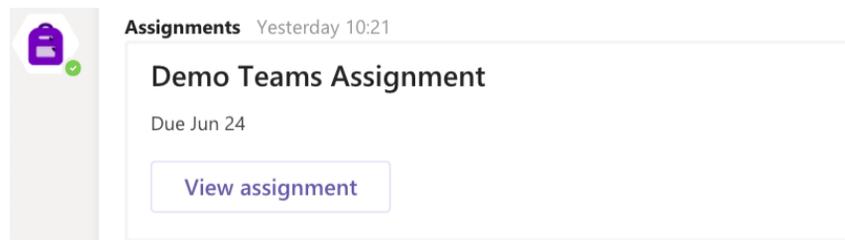


Step 1 Go to your school Office365 homepage (**login.live.com**) and click on the Teams icon *or* go to the app on your computer or mobile device (download from Self-Service on a school iPad)

Step 2 Click on the assignment in the Activity feed



Step 3 Click *View assignment*



Step 4 If there is a OneNote link or other document, click on it

Demo Teams Assignment

Due 24 June 2020 20:00

Instructions

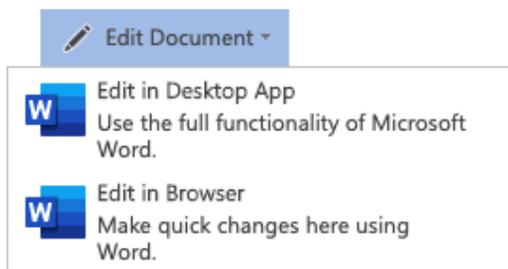
Open the notebook below and edit the document directly (it will auto save!) Don't forget to click the "Hand in" button.

My work



+ Add work

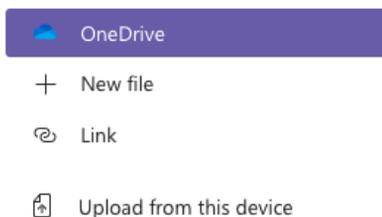
Step 5 Computer If you are asked to edit a Word document, you can do so in the desktop app, if you have it installed, or in the browser



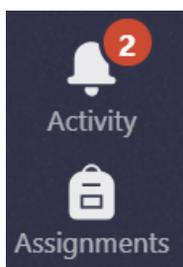
iPad You can edit a Word document in the app by clicking 

The document will **autosave**

Step 6 If you need to add other documents or images, click on **+ Add work** and use one of the options



Step 7 Click  and you're done!



Teams will notify you of any feedback and you can see all of your assignments for any subject using the assignments tab