

Microsoft Teams

What it is and how does it work?

What will I be able to use it for?

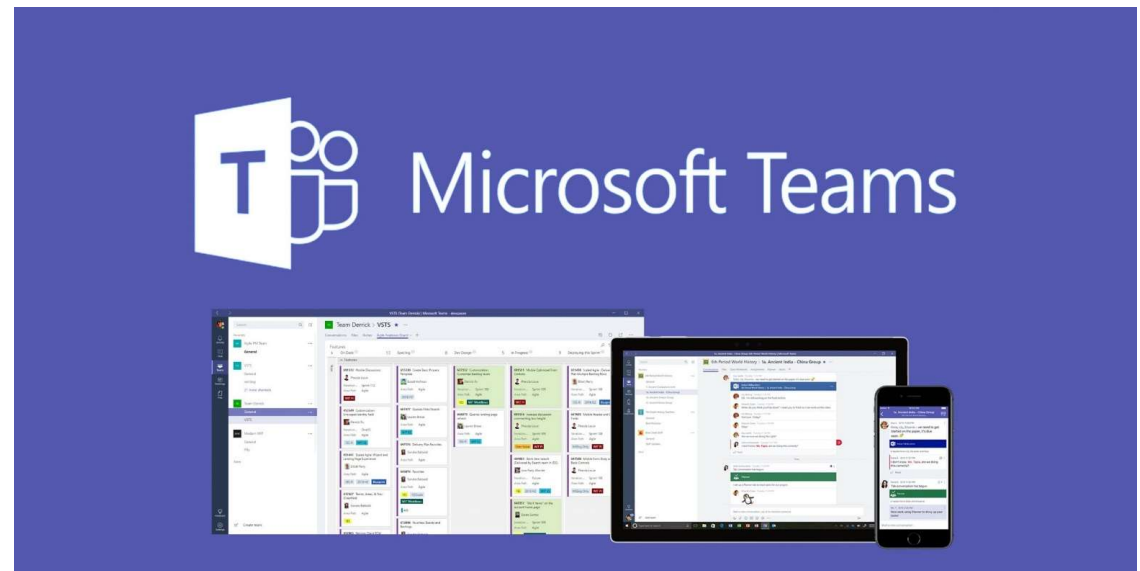
How do I get help if I need it?



What is it?

MSTeams is an online classroom that can be used by teachers to share resources and set assignments.

Students can access files from home and upload work for teachers to assess.

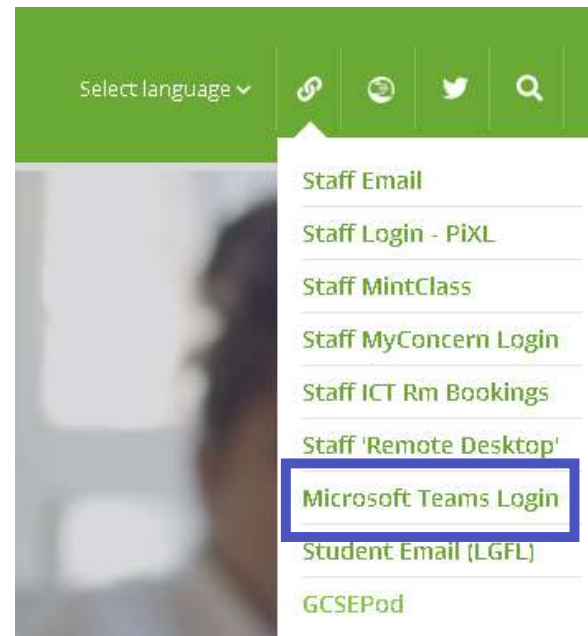


How does it work?

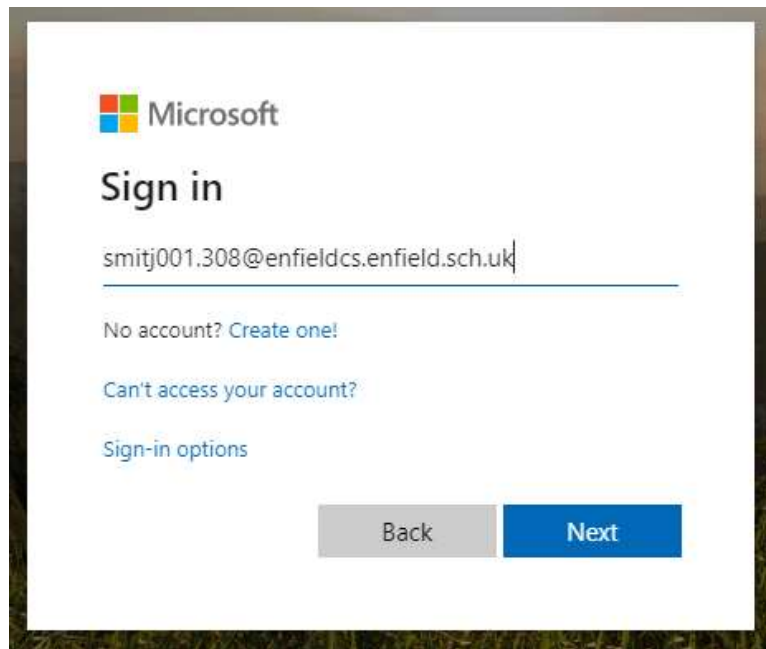
- You can log in via the school website or <https://teams.microsoft.com/>
- To login you will use your school login, e.g. **smitj001.308**
- Followed by **@enfieldcs.enfield.sch.uk**
- The first time you login, your password will be **Password123**

For example:

smitj001.308@enfieldcs.enfield.sch.uk



Logging in



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "smitj001.308@enfieldcs.enfield.sch.uk". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button.

Enter password

Password

[Forgot my password](#)

Sign in

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

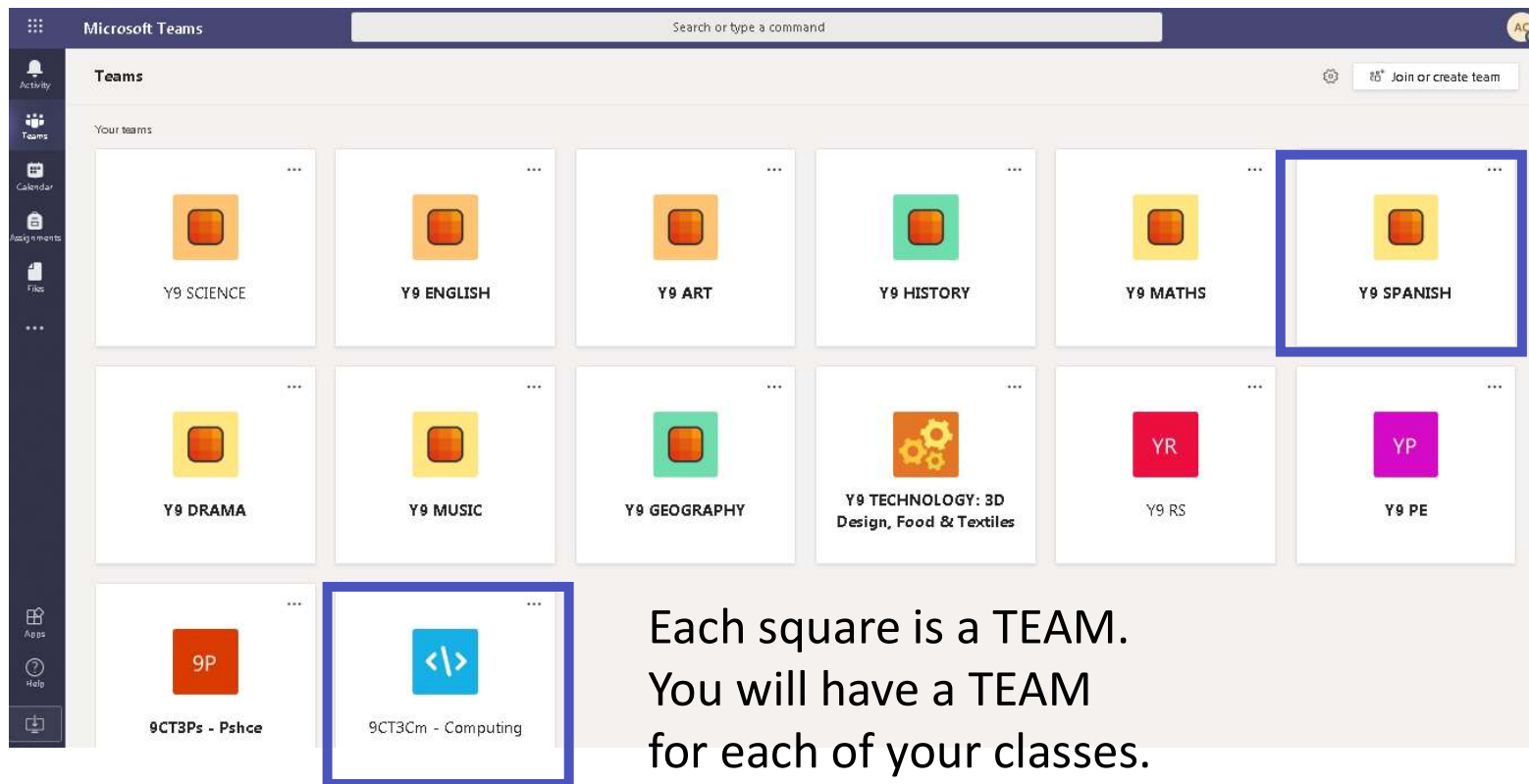
Sign in

Your password should not include your username, first name or surname. If it is not complex enough you will be asked to create another one.



What will I be able to use it for?

You will also have a TEAM for each of your subjects.



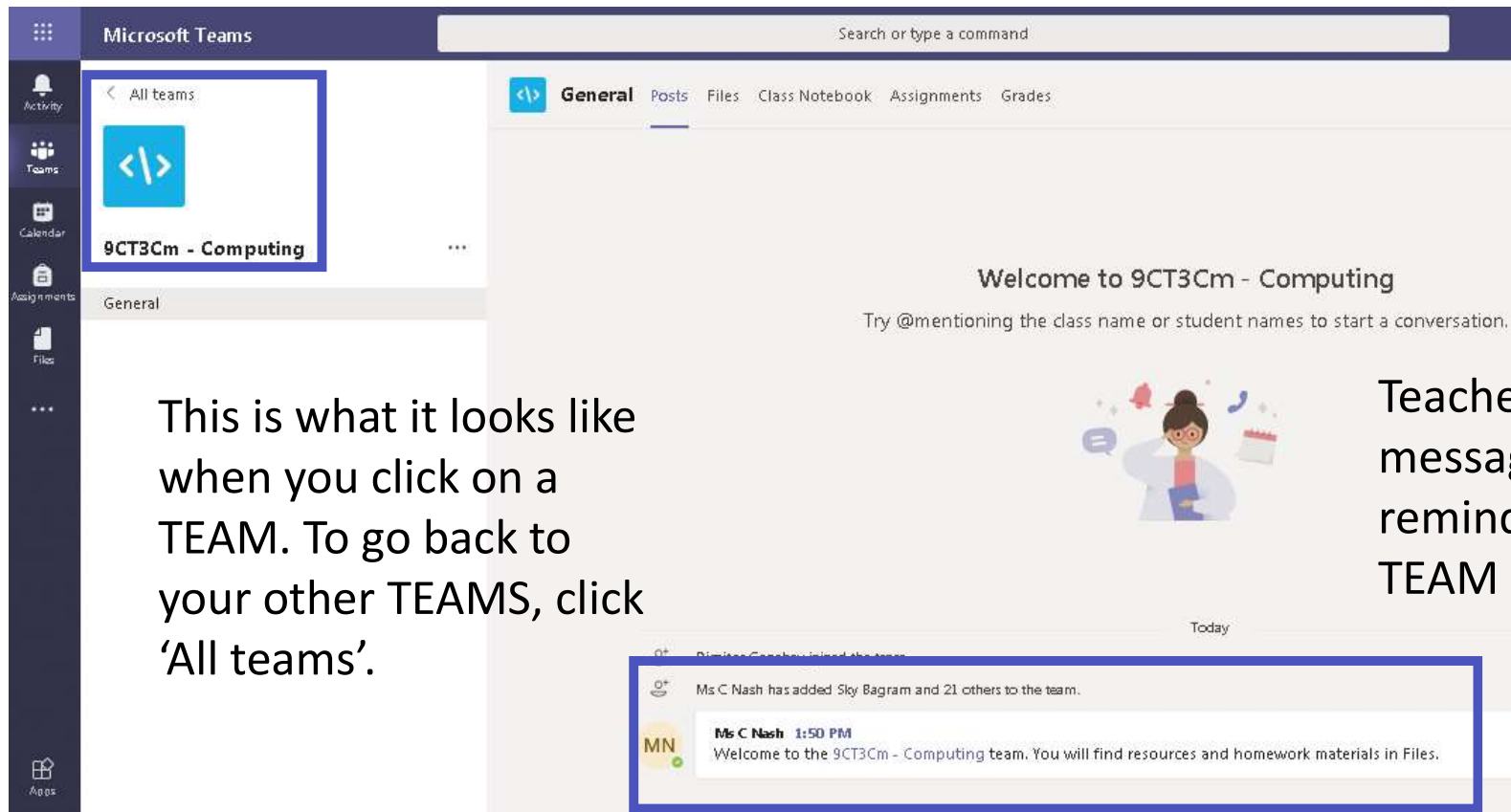
The screenshot shows the Microsoft Teams application interface. At the top, there is a search bar with the text "Search or type a command". Below the search bar, the "Teams" section is visible, with a "Join or create team" button. The main area displays a grid of 17 team tiles, each representing a different subject or class. The tiles are arranged in three rows: the first row has six tiles, the second row has six tiles, and the third row has five tiles. Two tiles are highlighted with blue borders: "Y9 SPANISH" in the top row and "9CT3Cm - Computing" in the bottom row. The tiles include icons and text labels for each subject.

Team Name	Icon Description
Y9 SCIENCE	Orange square with a white circle
Y9 ENGLISH	Orange square with a white circle
Y9 ART	Orange square with a white circle
Y9 HISTORY	Green square with a white circle
Y9 MATHS	Yellow square with a white circle
Y9 SPANISH	Yellow square with a white circle
Y9 DRAMA	Yellow square with a white circle
Y9 MUSIC	Yellow square with a white circle
Y9 GEOGRAPHY	Green square with a white circle
Y9 TECHNOLOGY: 3D Design, Food & Textiles	Orange square with three white gears
Y9 RS	Red square with white text "YR"
Y9 PE	Purple square with white text "YP"
9CT3Ps - Pshce	Red square with white text "9P"
9CT3Cm - Computing	Blue square with white code symbols "<>"

Each square is a TEAM.
You will have a TEAM for each of your classes.



What will I be able to use it for?



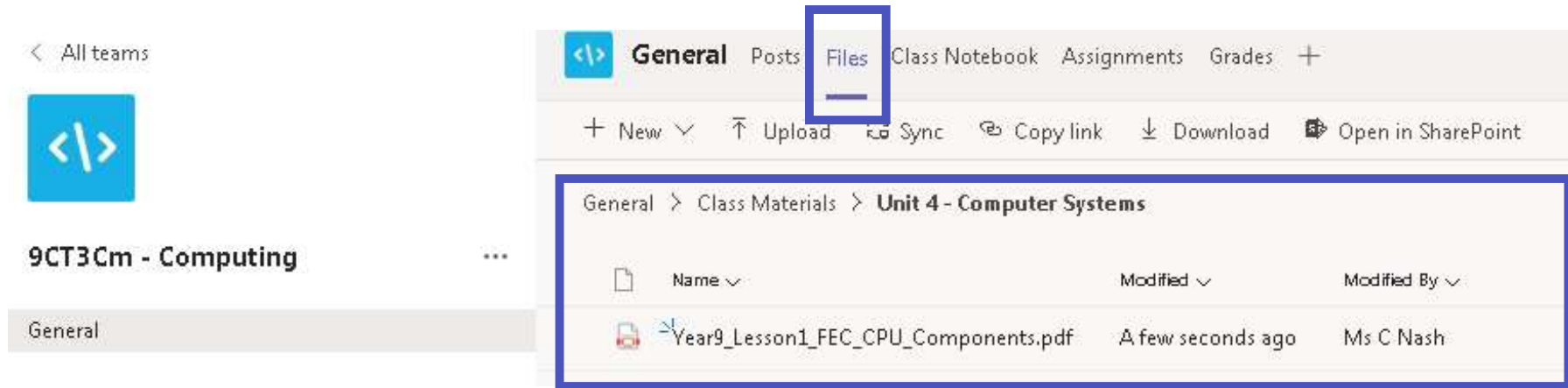
This is what it looks like when you click on a TEAM. To go back to your other TEAMS, click 'All teams'.

Teachers can post messages and reminders to you in the TEAM



What will I be able to use it for?

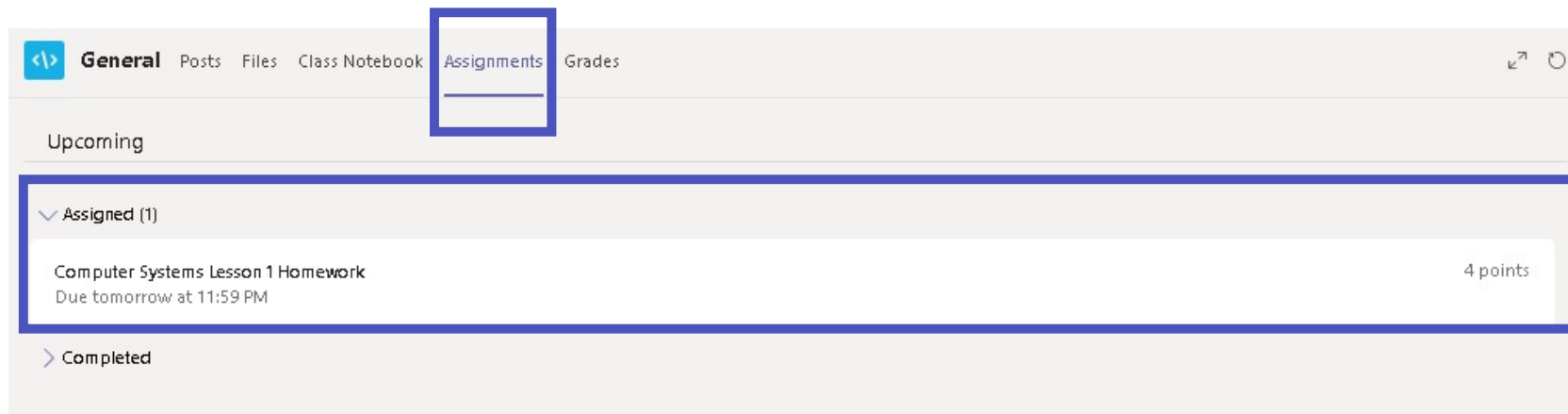
If you click on 'Files' you will be able to look at and download class resources.



Teachers will use folders to organise files which you can find using the breadcrumb. You can open or download files from here.



What will I be able to use it for?



If you click on 'Assignment' you will see all of the assignments set for you by your teachers.

This is an example of a quiz that has been set as homework. The due date is under the name of the assignment.



What will I be able to use it for?

Computer Systems Lesson 1 Homework (9CT3Cm - Computing) Close

Computer Systems Lesson 1 Homework (9CT3Cm - Computing)

*** Required**

1. What does the CPU stand for? *
(1 Point)

- Centralised Processing Unit
- Central Processing Unit
- Central Program Unit



What will I be able to use it for?



Click 'Turn in' to send work to your teacher or to confirm that it is complete.

< Back

Computer Systems Project

Due tomorrow at 11:59 PM

Points
No points

Instructions

Please upload your PowerPoint presentation that includes information on the following:

- How does the CPU work?
- What is the difference between RAM and ROM?
- What is the difference between a compiler and interpreter?

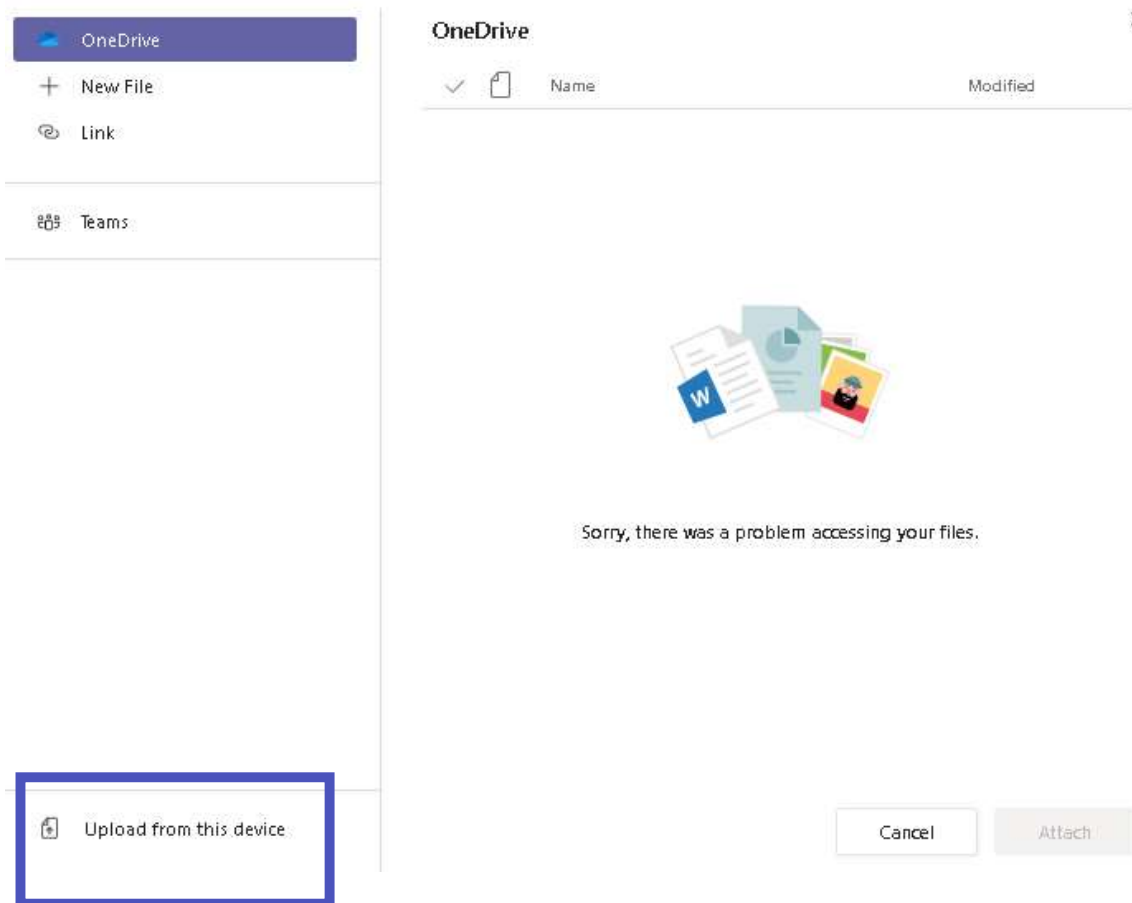
My work
+ Add work

Your teacher may also set you a task to complete. You can add work by clicking on 'Add work'



What will I be able to use it for?

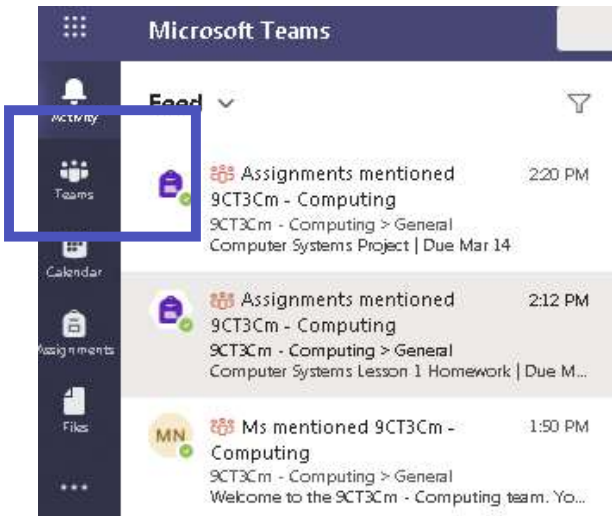
You can upload work from your computer, from your OneDrive online storage or create a NewFile.



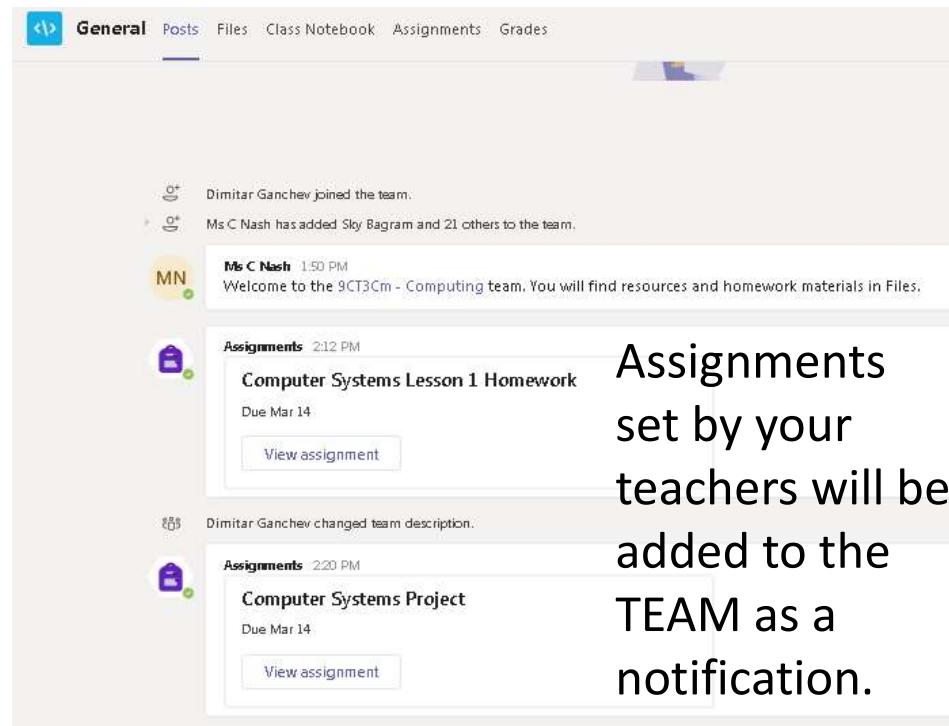
The screenshot shows the OneDrive web interface. On the left, there is a navigation pane with options: 'OneDrive' (selected), '+ New File', 'Link', and 'Teams'. The main area is titled 'OneDrive' and contains a table with columns 'Name' and 'Modified'. Below the table, there is a message: 'Sorry, there was a problem accessing your files.' with an icon of a folder containing documents. At the bottom, there are two buttons: 'Cancel' and 'Attach'. A blue box highlights the 'Upload from this device' button in the bottom left corner.



What will I be able to use it for?



Your 'Feed' will also list notifications for all of your TEAMS. If you click on one it will open the corresponding TEAM.



How do I get help if I need it?

- Your Computing teacher will give you some time this week to get familiar with MStTeams.
- If you **forget your password**, tell your teacher or the ICT Technican who will be able to help you get a new one.
- For technical help while at home, email teams@enfieldcs.enfield.sch.uk

