

Microsoft Teams Student Guide



Getting Started

- Sign in at teams.microsoft.com/v2 or use the Teams desktop shortcut
- Your new email will end in **@huishepiscopi.org**
- Your password is the same as your school computer password

Navigating Teams



Teams - this is where you find your classes



Assignments – This is where you find homework



Calendar – Here you can see your lesson timetable



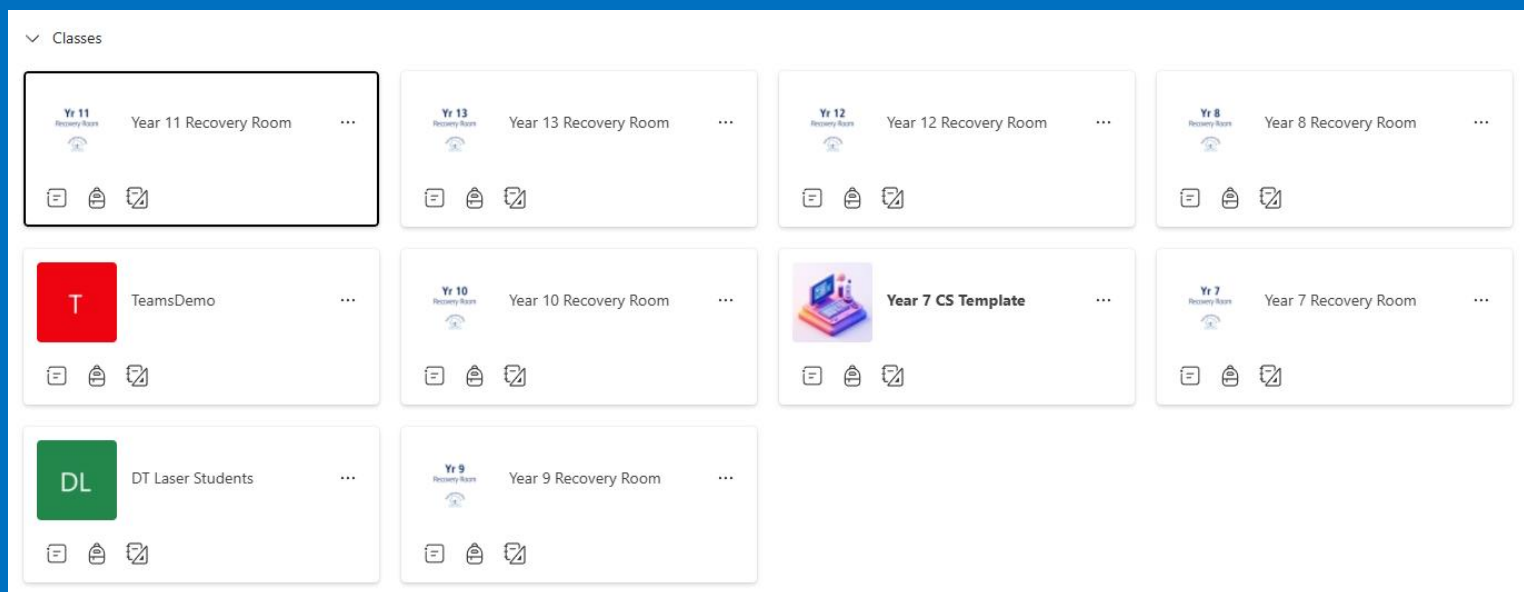
Classwork – Here is where you find PowerPoints





The 'Teams' tab

- Here you will see an overview of all your classes, click into each class to see more details



- All curriculum work in the 'Recovery Room' teams is to be completed if you are ever sent to Recovery.



Assignments / Homework

- Go to Assignments tab 
- Open assignment & read instructions
- Attach work where necessary
- Click 'Hand in'

[< Back](#)📄 ⌚ Not handed in [Hand in late](#)

7-2-5 Activity 1 - Match up!

Due 19 August 2025 23:59

  7-2-5 Internet services

Instructions

There are two tasks to complete in the activity sheet below, await your teacher's instruction before attempting each one.

My work

 A1 Worksheet – Lesson activities worksheet.docx ...

[📎 Attach](#) [+ New](#)



Accessing Resources

- Navigate to the team & click 'General'
- Click the 'Files' tab and find the resource you need

The screenshot shows the Microsoft Teams interface for a team named 'w7'. The 'General' tab is selected, and the 'Files' sub-tab is active. The interface displays a list of documents under the path 'Documents > General > English'. The list includes four items, all modified on July 2 by Rachel Mason (Staff):

Name	Modified	Modified By
Autumn 2 A Midsummer Night's Dream	July 2	Rachel Mason (Staff)
Autumn Girl of Ink and Stars	July 2	Rachel Mason (Staff)
Spring Oliver Twist	July 2	Rachel Mason (Staff)
Summer Conflict	July 2	Rachel Mason (Staff)

Guardian Summaries

- Weekly email sent on Sundays
- Shows work done, missing, needs revision
- Check spam/junk if not received