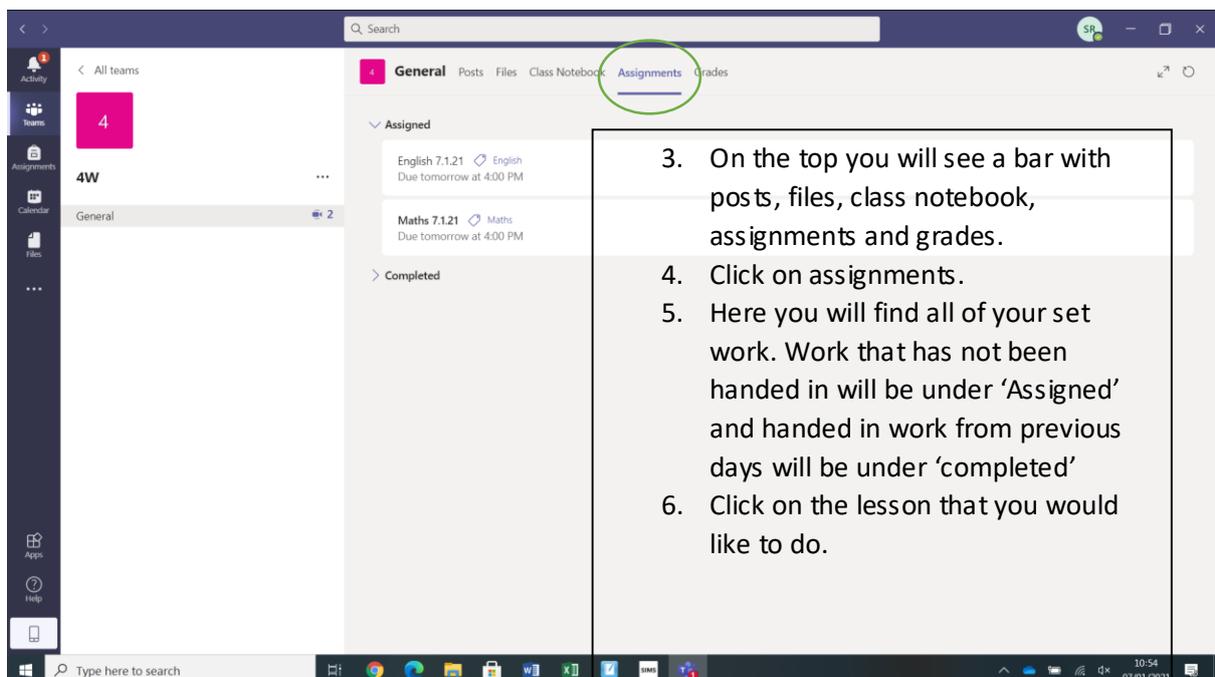
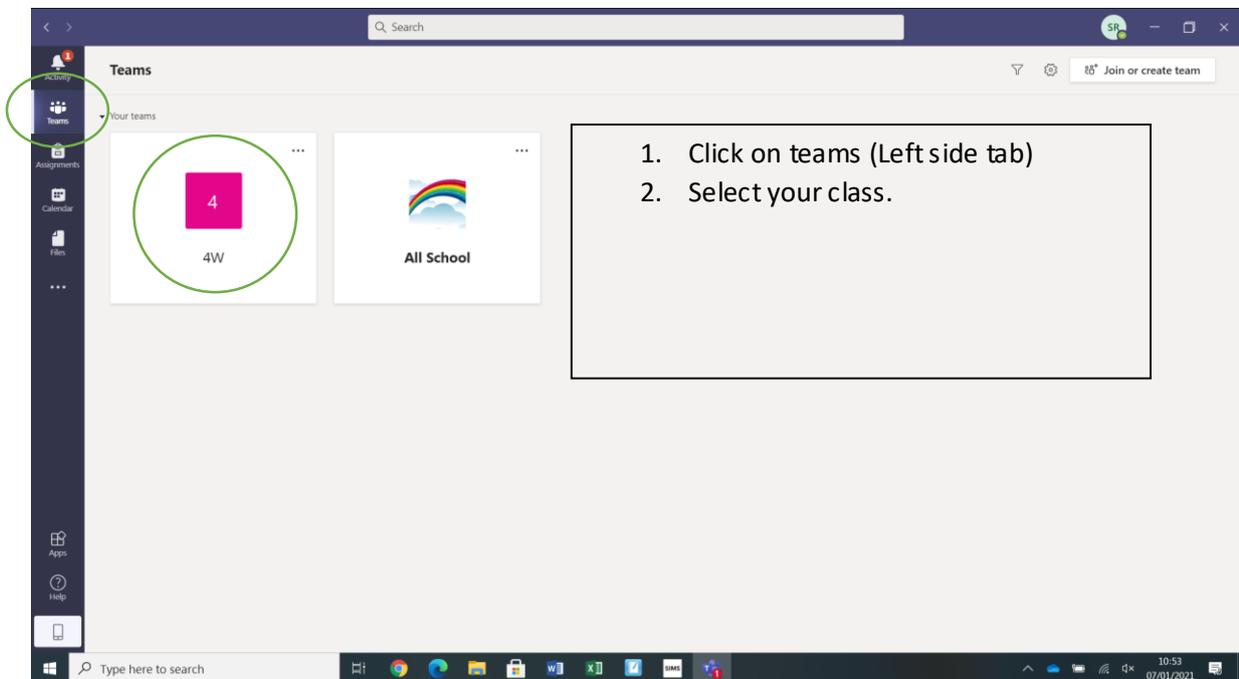
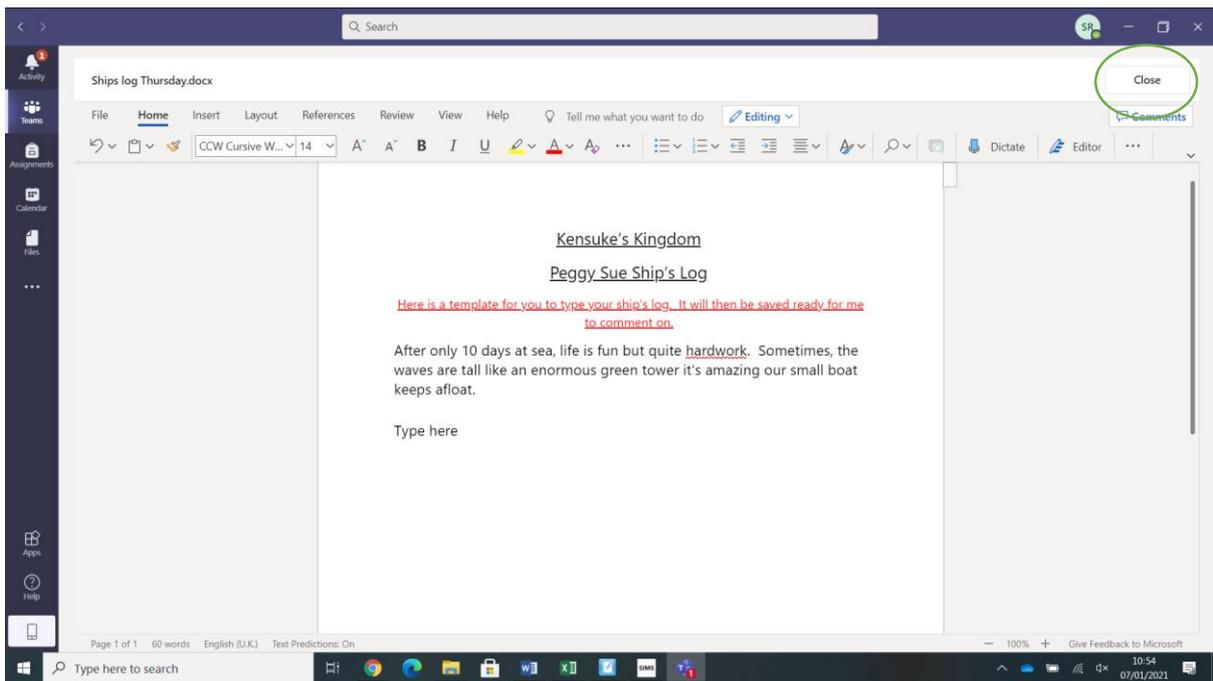
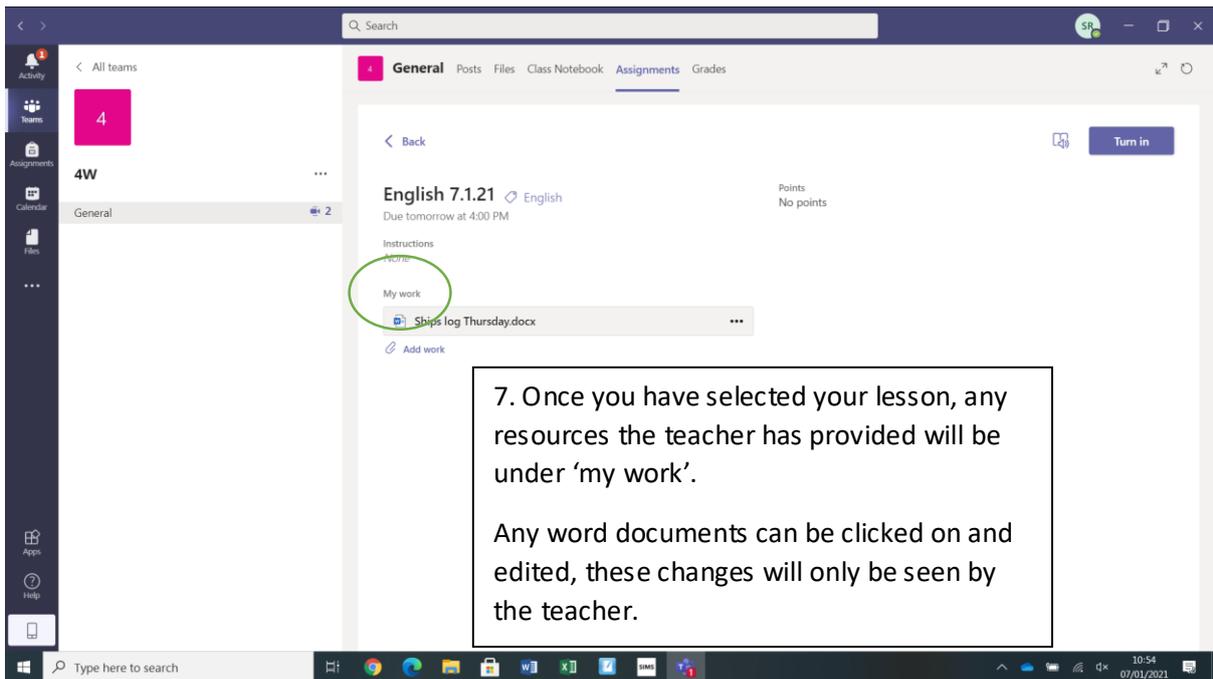


## Microsoft TEAMS – Finding assignments and uploading work from a laptop / computer

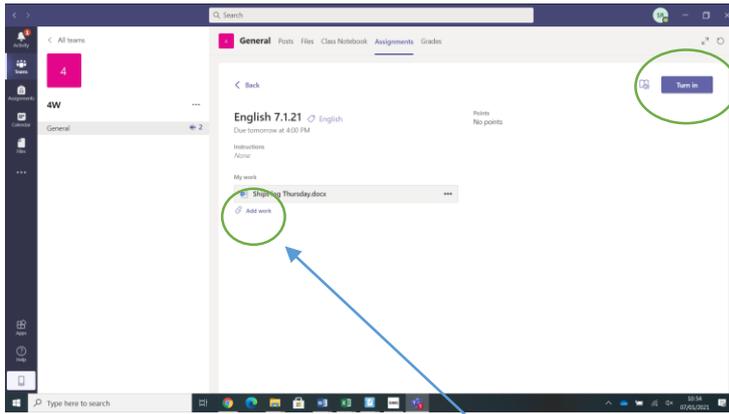
If you are using the web browser version of teams, it will look the same.

However you can download the teams app by googling – ‘Download Microsoft teams’

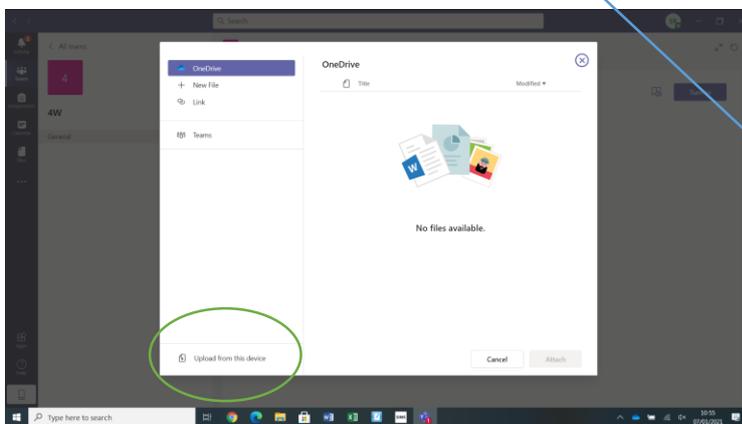




7. When you click on a word document, it will appear in teams like this.
8. When you have typed your work, click on close. This will save your work automatically. (It might be wise to highlight all words and copy just in case). You can double check work has saved by clicking on this document again.



9. When you're ready to hand in click 'Turn in'.



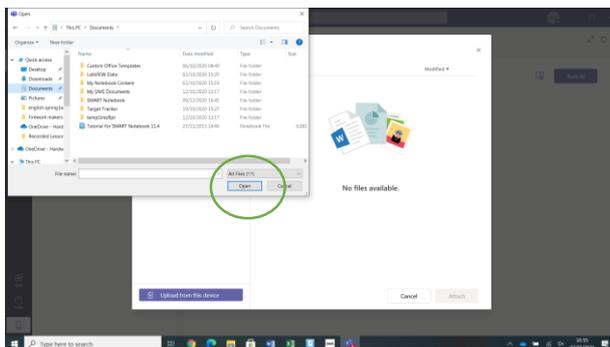
10. If you do not want to edit the document provided by the teacher or it is not working, you can create your own word document. Click save as and save it in your documents when complete.

11. To upload any new documents click on 'Add work'.

12. Then select, 'Upload from my device'

13. Browse your computer files and select your saved work.

14. Then turn in work when all files have been added.



## **Taking a picture and uploading to teams.**

**It may be easier to do your work on paper and upload a picture.**

There are 2 ways to do this –

1. Download the TEAMS app on a mobile device or tablet (that has a camera)
  - Select assignments
  - Click on the correct lesson that has been set.
  - Click add work
  - Select upload from my device
  - Select picture
  
2. Take a picture with your smartphone, email it to yourself.
  - Open the email on your laptop/computer.
  - Save picture and then upload the picture following steps 10-14 above.