



Introducing Microsoft Teams

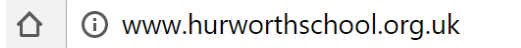
1. Browser Selection

Use an up-to-date Web Browser such as Google Chrome, Mozilla Firefox or Microsoft Edge.

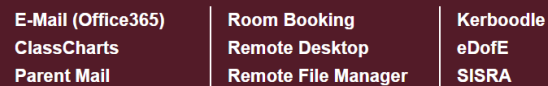


2. Always use the school website not via search engine.

Navigate to the school website.

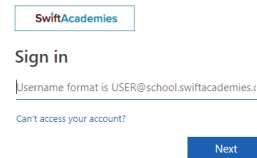


At the top right of the school website click on the link for "E-Mail" (Office 365)



Enter your school login details.
This is your 4 digit code
@hurworth.swiftacademies.org.uk and
password

(eg. 1234@hurworth.swiftacademies.org.uk)

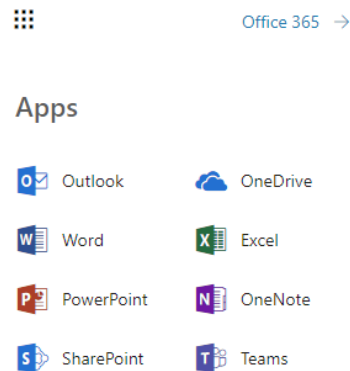


Need help? Contact Swift Academies IT Support Team by emailing itsupport@swiftacademies.org.uk. This site is operated by Microsoft on behalf of Swift Academies and is for the exclusive use of Swift Academies staff and students.

Select the waffle menu top left.



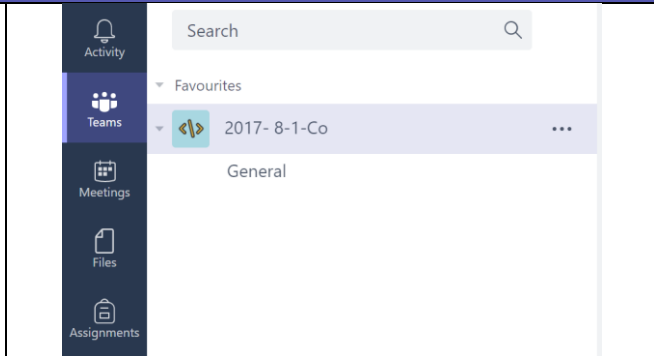
Select Microsoft Teams



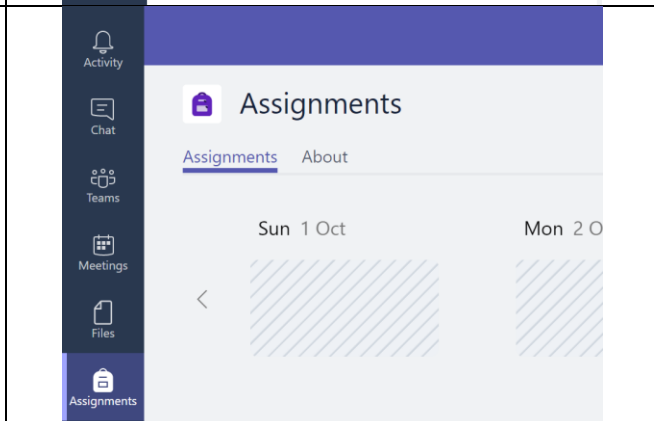
3. Use the assignments tab to see all Independent Learning Tasks due.

You can find individual classes by clicking the teams tab. Here you can see the conversation section, which allows you to ask sensible questions of your teacher/classmates.

You can also access the assignment calendar for that class only.



The assignments tab displays a calendar with all your Independent Learning tasks week by week. If the task has been set for a later week you will have to scroll through to the relevant date.



4. Completing Independent Learning Tasks

Not all tasks will be completed online.

If the teacher shares a task as “Reference Materials” you will be able to read this document only.

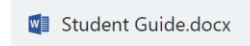
If you want to download, right click and press download. This will enable you to print if necessary.

Computing Task One

Instructions

Use the guide below to complete the task. Hand in on paper.

Reference materials



My work

+ Add

If a teacher would like the task to be completed online, they will send you a document under the “My Work” heading. Click the task and it will open up in Word Online.

You can also upload documents from your computer under the My work heading by clicking + Add.

Computing Task 2

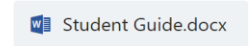
Instructions

Answer the questions in the following document.

Reference materials

None

My work



+ Add

5. Help

If you require any further help, please see any ICT Technician or a member of the Computing Department.