

Accessing Microsoft Teams

Step 1.

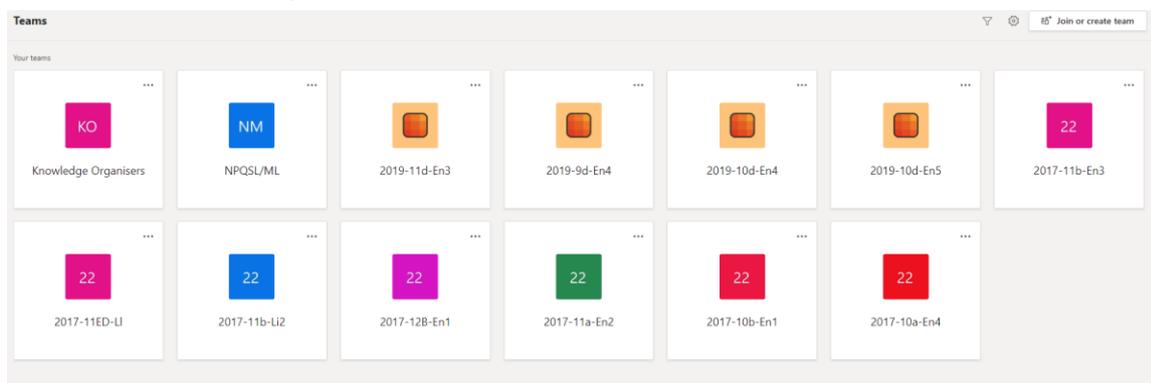
Via our school website click “Students” from the top menu then select “Microsoft Teams”
Alternatively you can select “Office 365” from the Useful links menu on the left-hand side of our website.

Step 2.

You will then be asked to login to do this use your school email address and password.
example email address 19JBloggs@birchwoodhigh.org

Step 3.

You will have been redirected to the Microsoft Teams webpage and there you should find a “Team” for each of your classes.



Step 4.

Accessing course materials can be done by click the “Files” tab. Word, Excel and Powerpoint work can be done via office online or by downloading your free copy of Office 365.

To send in completed work, in the “Assignments” tab you should see an assignment relating to that work. Click + Add work then “Hand in” once all work is uploaded.

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Test

Due tomorrow at 23:59

Instructions
None

My work

[+ Add work](#)



Hand in

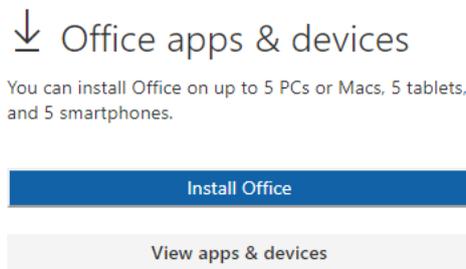
Downloading Office 365

Office 365 is free to every Learner, Student and Staff member at Birchwood.

To install it go the Birchwood 365 Home Page and click the “Office 365 Click Here to Install” image.



This will bring you to an Office download page, simply click “Install Office” to begin the download.



Useful website addresses

www.birchwoodhigh.org

<https://teams.microsoft.com/>

portal.office365.com