Accessing Microsoft Teams from the Web
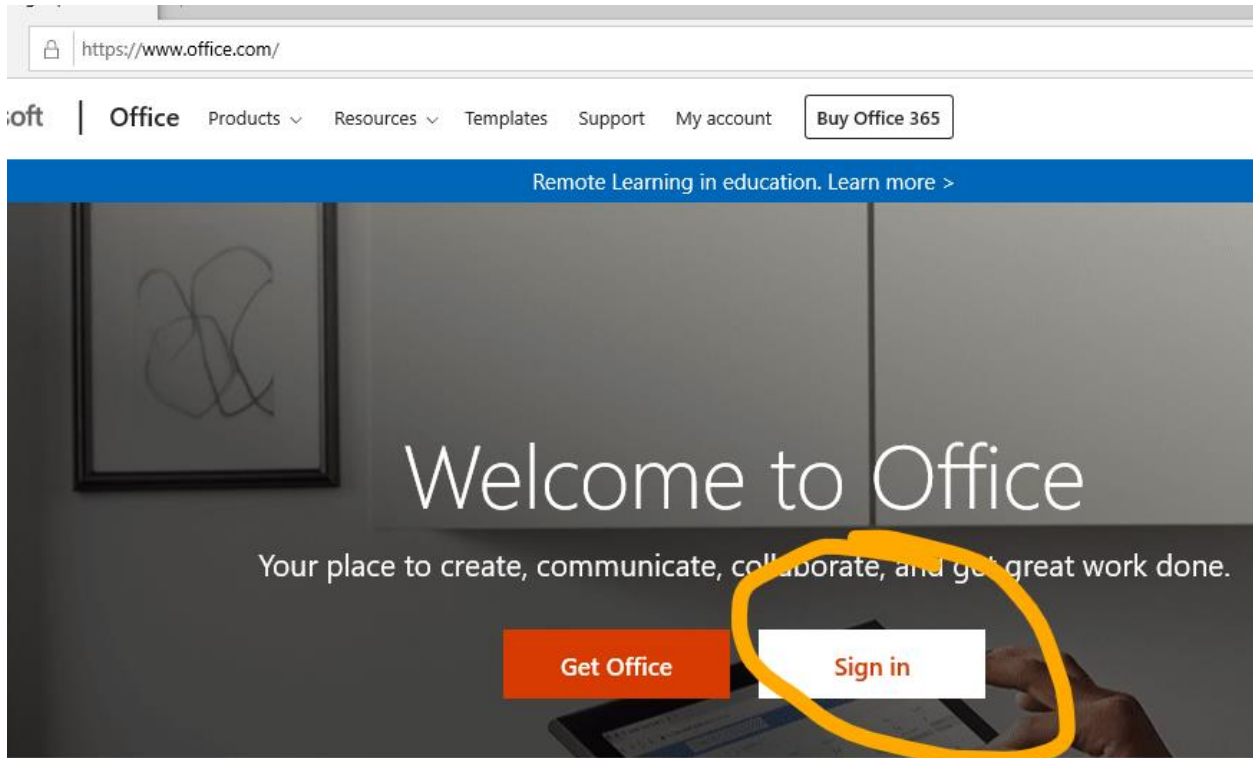
Step 1: Go to the following site: office.com

Step 2: On the screen that appears, click on "Sign in"

Step 3: Enter your email: Username used for computer log-in at school + email domain
_____ @charleston.k12.il.us

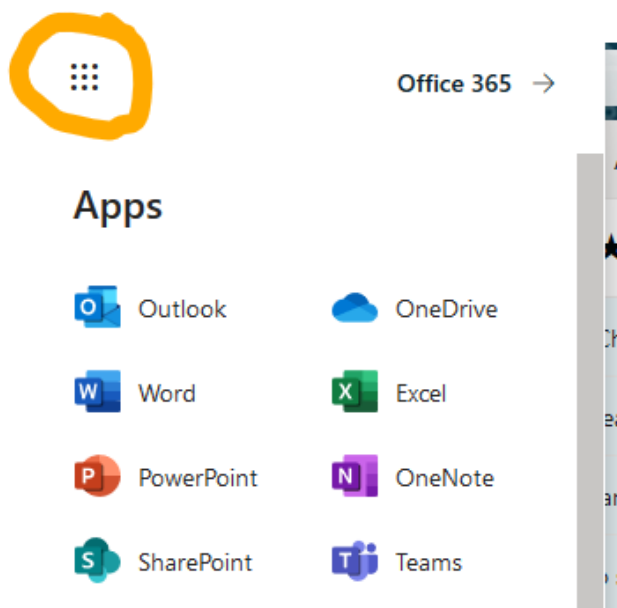Step 4: Enter your password: Same as computer log-in at school: _____

Enter password

Password

Forgot my password

Sign in with another account

Sign in

App Dashboard should appear upon logging in.

Email

Cloud Storage

Assignments & Classes

+ Start new

Outlook

OneDrive

Word

Excel

PowerPoint

OneNote

SharePoint

Teams

Forms

Video

→ All apps

Office 365 →
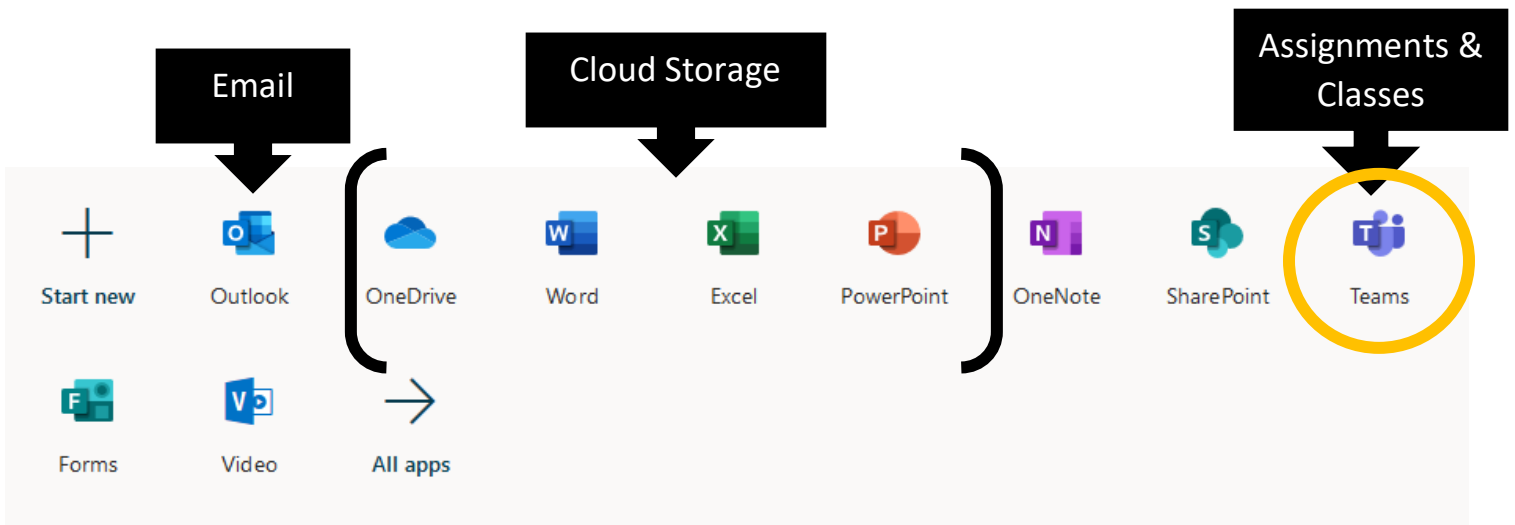
NOTE: If you don't see these apps, click on the "Waffle" or menu app in the upper left corner of your screen.

Apps

Outlook

OneDrive

Word

Excel

PowerPoint

OneNote

SharePoint

Teams

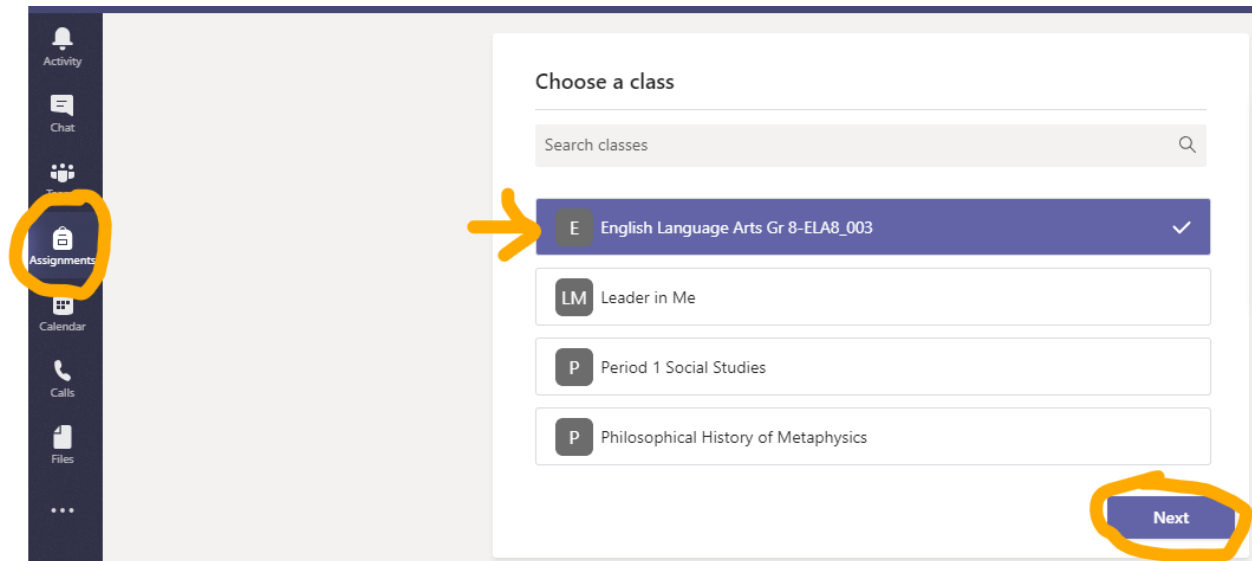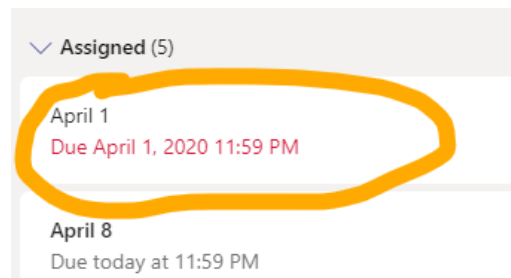# Accessing and Turning in Assignments in Teams

Step 1: Click on the "Teams" icon from your app dashboard (see image above).

Step 2: Click on the "Assignments" icon on the left of your screen. The list of all your classes that have posted assignments will appear. Choose which class you want to look at and click on "Next."

Step 3: Choose an assignment from the list that appears.

Step 4: Read the directions to learn what your teacher is asking you to do.

The documents under "Reference materials" are resources you teacher wants to you access and read.

The documents under "My work" is the document where you will show your work.
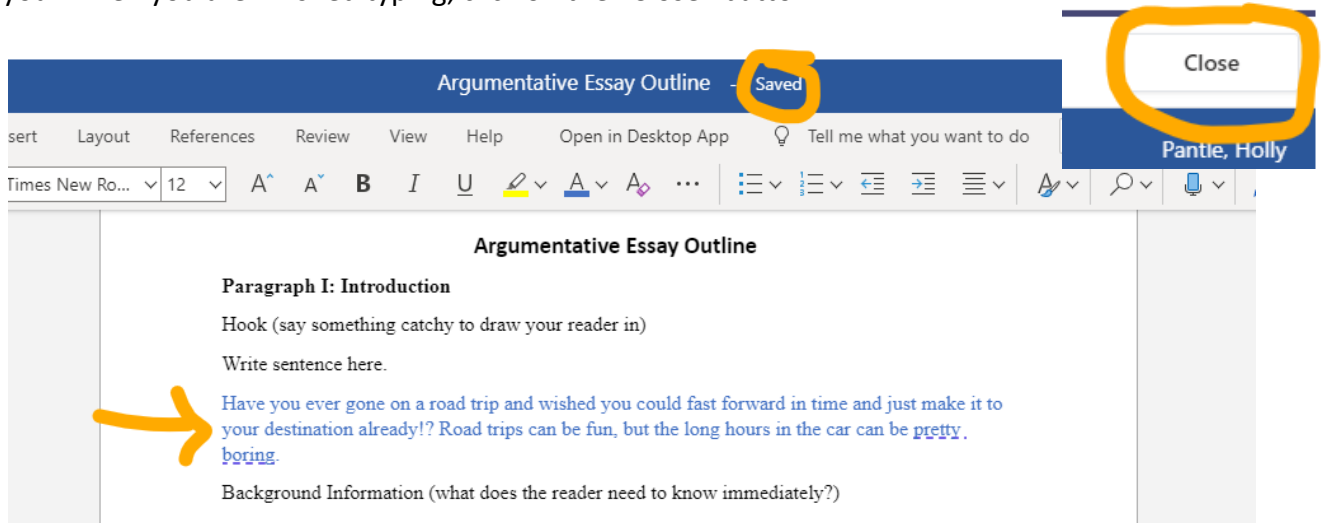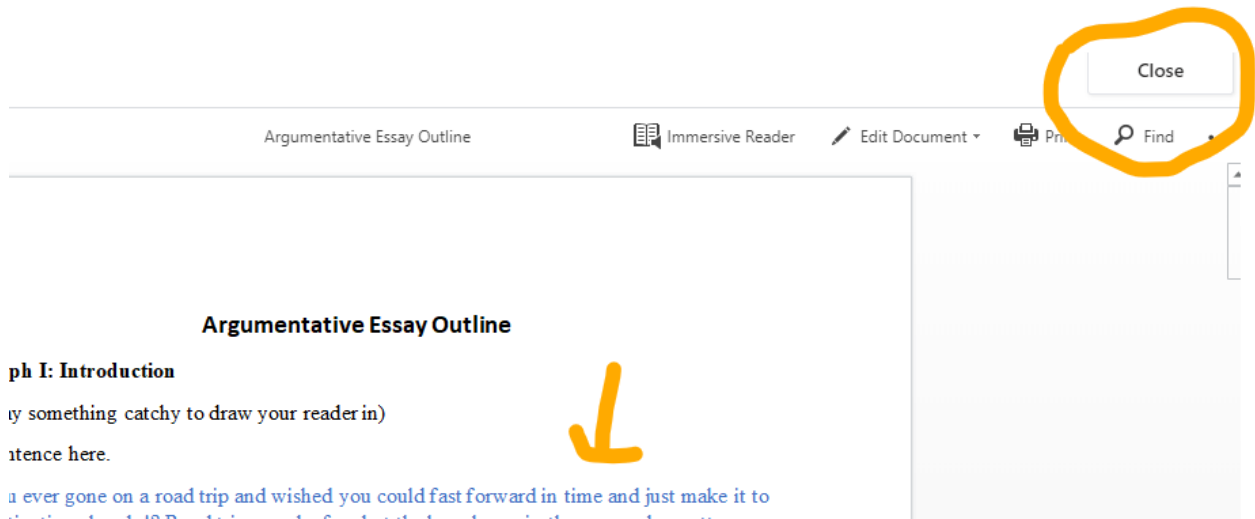
Step 5: To show your work, click on the document in the "My work" area. It will take you to the following screen. You can print the document if you prefer a hard copy. You can also edit the document by clicking on "Edit Document" and choosing "Edit in Browser."

Close

Argumentative Essay Outline   Immersive Reader   ✎ Edit Document ▾   🖶 Print   🔍 Find   ...

Edit in Desktop App
Use the full functionality of Microsoft Word

Edit in Browser
Make quick changes right here using Word.
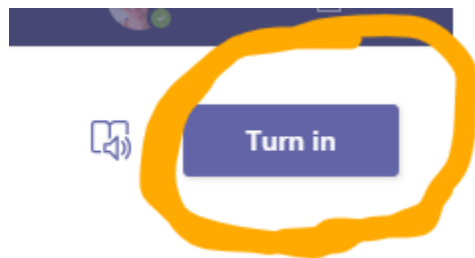
Argumentative Essay Outline

o draw your reader in)
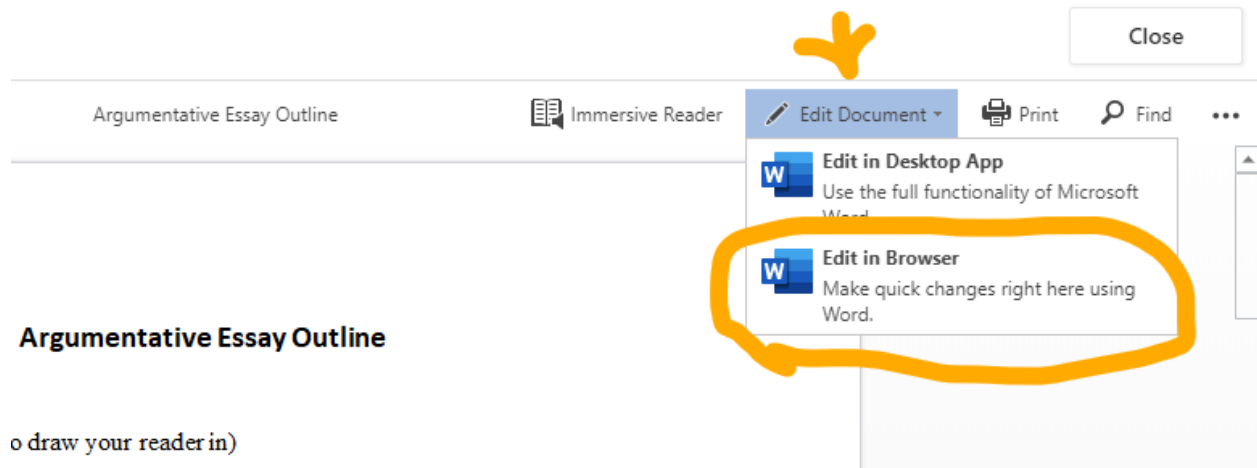
Step 6: This option allows you to type right into the document and it saves automatically for you. When you are finished typing, click on the "Close" button.

Close

Argumentative Essay Outline   —   Saved

sert   Layout   References   Review   View   Help   Open in Desktop App   ♀ Tell me what you want to do   Pantie, Holly

Times New Ro... ▾ 12 ▾   A˄ A˅   **B** *I* U̲ ✐▾ A̲▾ A̸   ...   ☰▾ ☷▾ ⇤ ⇥ ☰▾   A̷▾ 🔍▾ 🎤 ▾

Argumentative Essay Outline

Paragraph I: Introduction

Hook (say something catchy to draw your reader in)

Write sentence here.

Have you ever gone on a road trip and wished you could fast forward in time and just make it to your destination already!? Road trips can be fun, but the long hours in the car can be pretty, boring.

Background Information (what does the reader need to know immediately?)

Step 7: This will take you back to the launch page for the assignment. Notice the blue text is my typing. Click on "Close" button again to return to the Team assignment page.

Close

Argumentative Essay Outline   Immersive Reader   Edit Document ▾   Pri   Find

Argumentative Essay Outline

ph I: Introduction

y something catchy to draw your reader in)

tence here.

ever gone on a road trip and wished you could fast forward in time and just make it to

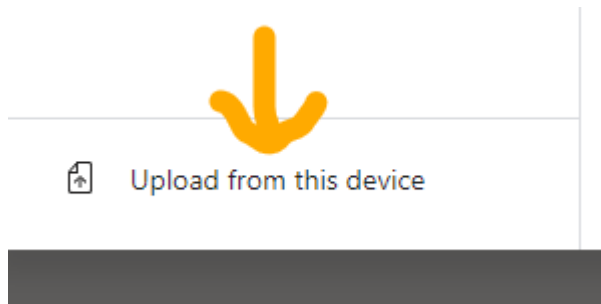Step 8: Final step. "Turn in" the assignment!
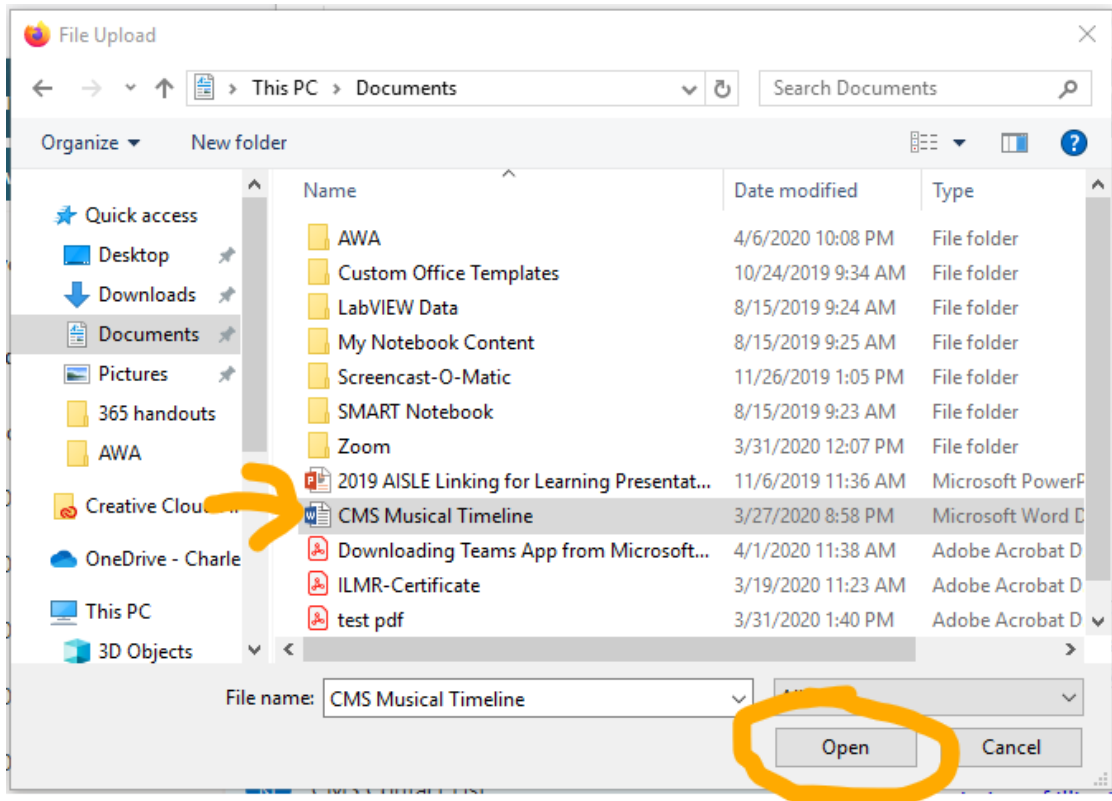
Turn in

Turning in Assignments You have Saved in Documents

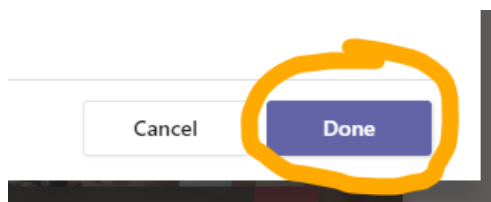Step 1: To add a document that you have saved on your computer, under the My Work section click on "+ Add work."

My work

mentative Essay Outline.docx

+ Add work
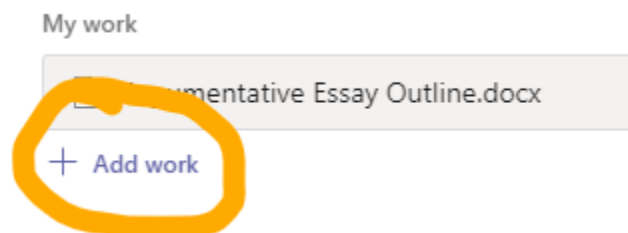
Step 2: In the window that pops up, click on the "Upload from this device" button at the bottom.

Step 3: From the window that pops up, click on the file you want to upload. Then click on "Open."

Step 4: Once the file loads, click on "Done."

Step 5: Final step.
"Turn in" the assignment!