



Microsoft Teams FAQ Sheet

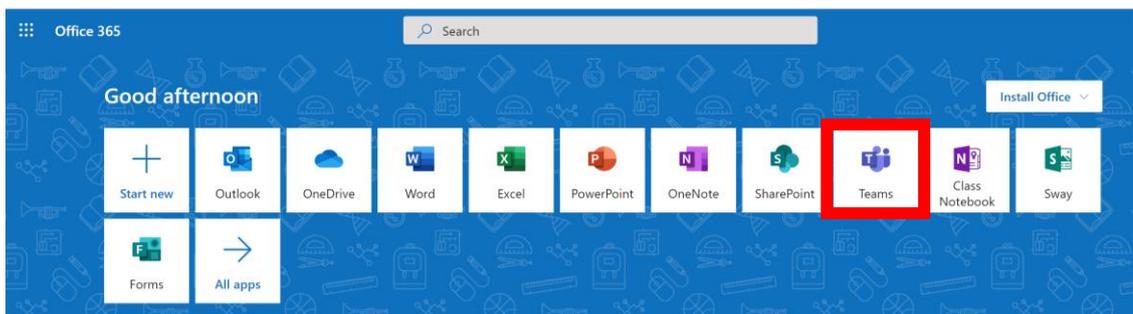
Please see below some frequently answered questions.

1. How do I log onto teams?

To log into teams, you need to have your school e-mail address and school password. Your child should have their school e-mail address and password in their planner. If they don't their email address is in the following structure:

school_username@huntington-ed.org.uk

Got the website: www.office.com Click the sign-in button. Once the student has logged in you will see this screen:



Click the teams icon and your child can access work. Addition help can be found in this [video](#)

2. How do I hand work into my teacher?

Your child will receive work through teams as assignments. To complete the assignment the student should click view assignment and complete any work. To hand work pupils should fill out any worksheets that are attached (1) to the assignment and attach any additional work that they have used using the add work button (2). Pupils then hand in their work by clicking the hand in button (3).



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Hand in

Space Lesson 1 - Our Solar System

Points
No points

Due 25 March 2020 23:59

Instructions

Good Morning Year 7 Science Students,
Here is your work for today.

- Read through the PDF Document '1. Our Solar System'.
 - In this document are tasks with clear instructions for you to complete in your book.
- When you have finished, take photos of the work you have done in your exercise book and upload them at the bottom of the assignment as 'My work'.

Please email if you are unsure how to upload your work.
Thanks,
Miss McLaughlin

Reference materials

1. Our Solar System.pdf ⋮

1

+ Add work

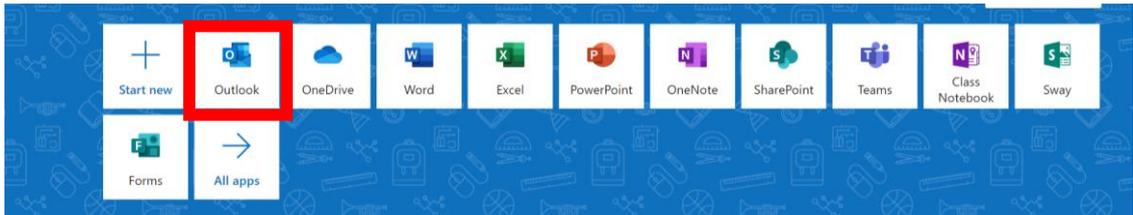
2

3. What should I do if there is no hand in button?

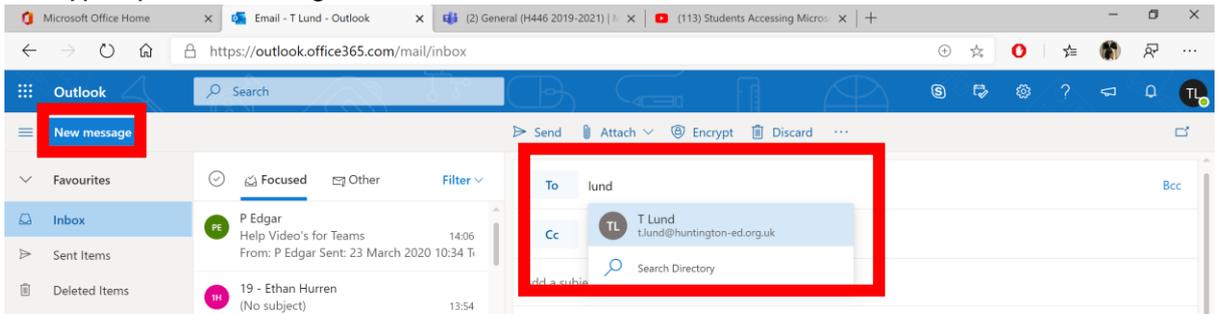
If there is no hand in button then pupils should complete the work in their school book or on a blank word document and e-mail the work to their tutor. They can use the method below.

4. What should I do if I don't understand the work?

If your child does not understand the work that has been set then they should e-mail their teacher. For students to access their e-mails log onto www.office.com the same way as normal. But this time click outlook. Students can then send an e-mail to their tutor.



Click the new message button. In the "To" section start typing your tutor's last name. Their e-mail will then pop up. Once that e-mail is clicked it will be entered and pupils can type up their message. Click send and the e-mail will be sent.





5. Teams can't connect or there is an unknown error

If this happens then please do not worry. This can be due to a lot of people logging onto teams at once. Just leave it for an hour and try again. This will give time for the system to settle down and allow other students on.

6. I have forgotten my log in details or have another query

Any further questions or queries then you can forward queries to Tom Lund (t.lund@huntington-ed.org.uk) who will be happy to help.