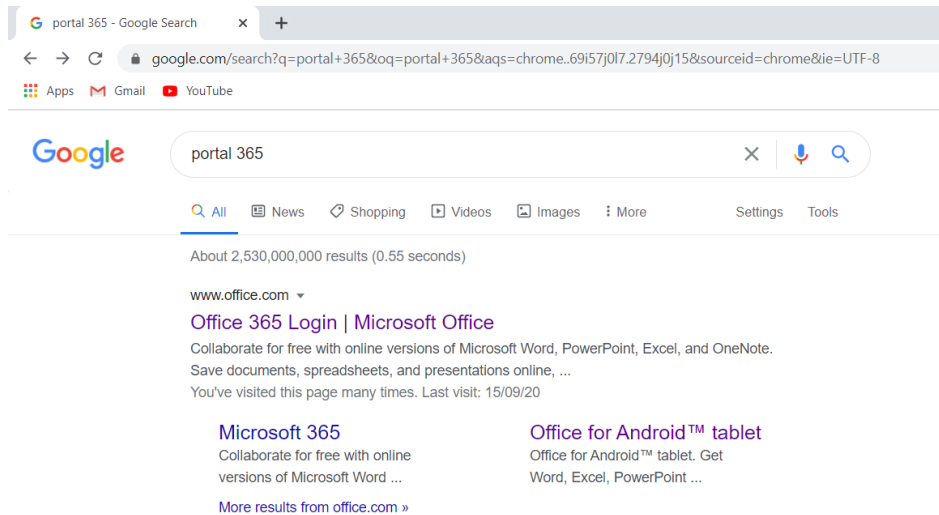


## Blended Learning

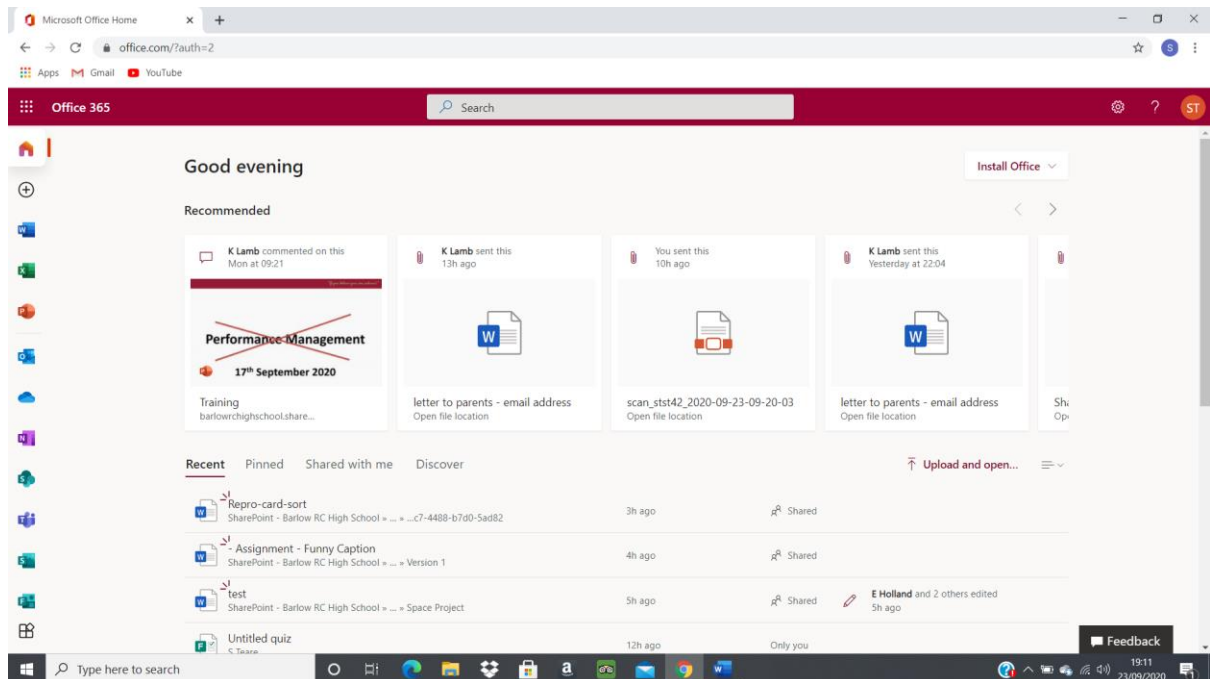
### Situation: Class/Year Group or Full Closure Protocols

#### Accessing Teams

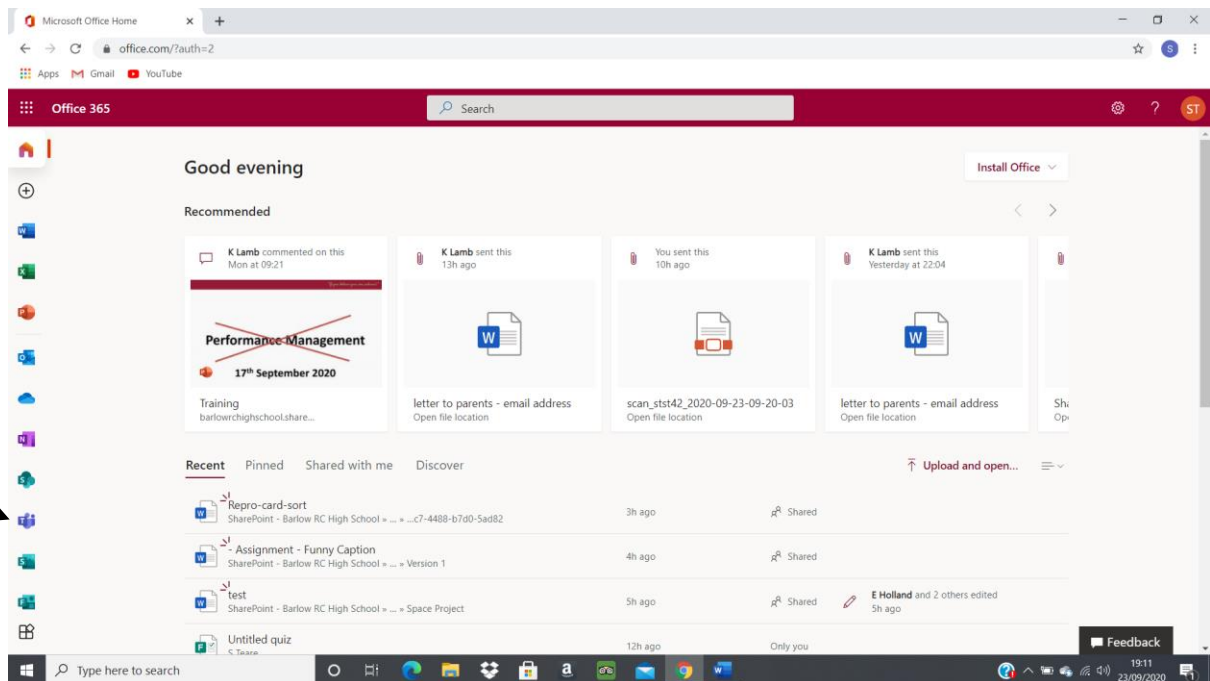
##### 1. Search for Portal 365 via Google Chrome



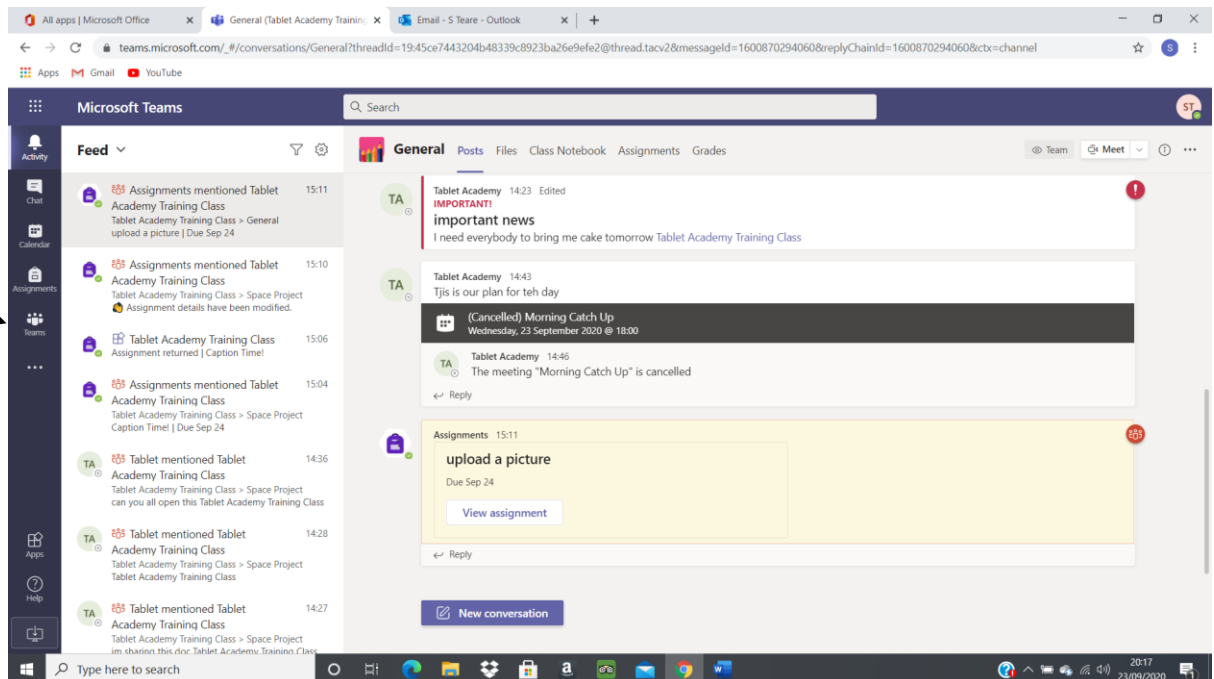
##### 2. Log into your Office 365 account using your email and password → this screen should then appear.



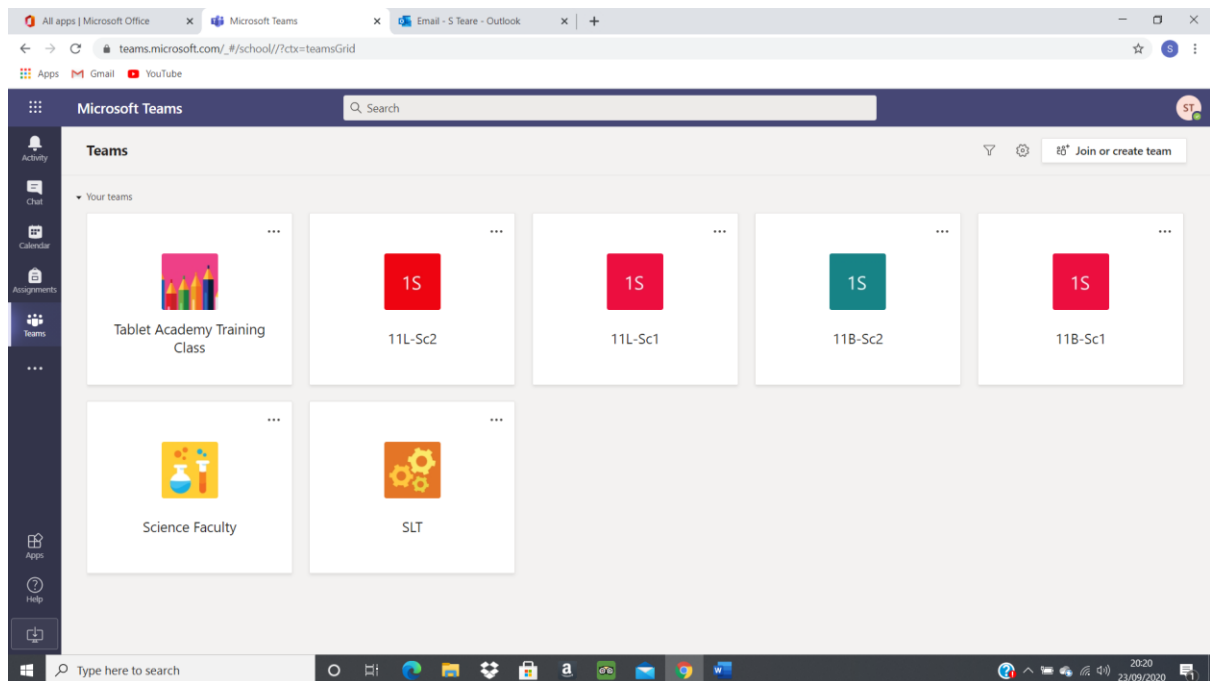
### 3. Click on the Team Icon



### 4. Click on the Teams icon once loaded



5. You should now see this screen. These are all the Teams (Classes) you teach this academic year.



6. Click on a 'Team' (Class) and it will go to the Posts section. This is where you can click 'View Assignment' and complete the work set by your class teacher.
7. If you wish to message teachers, and the whole class see this, then you can post messages in Posts section by clicking 'New Conversation'.