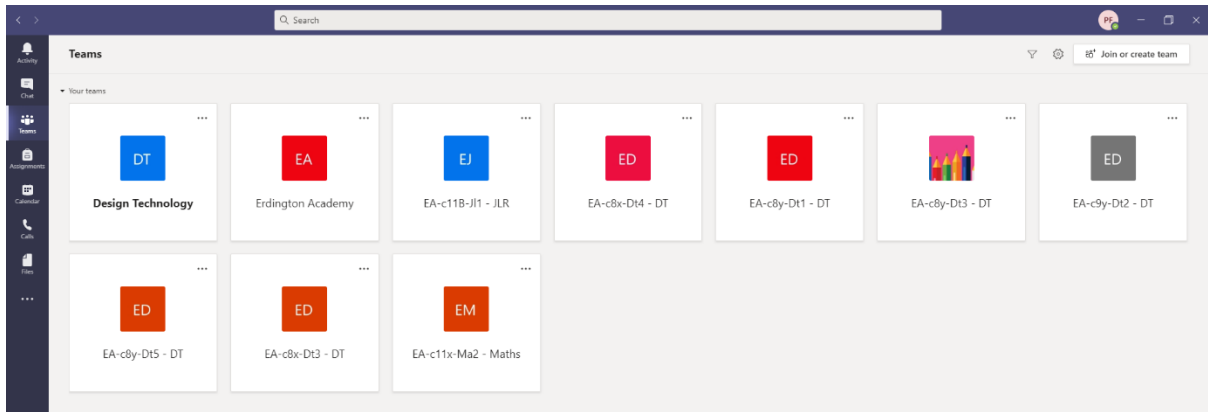
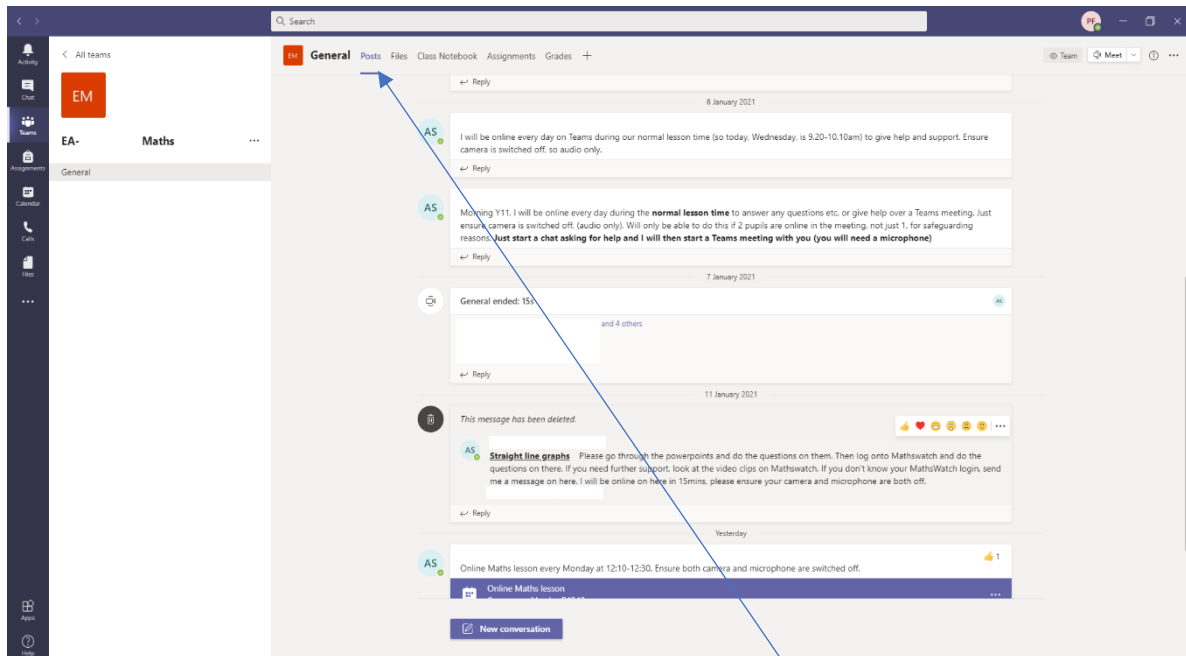


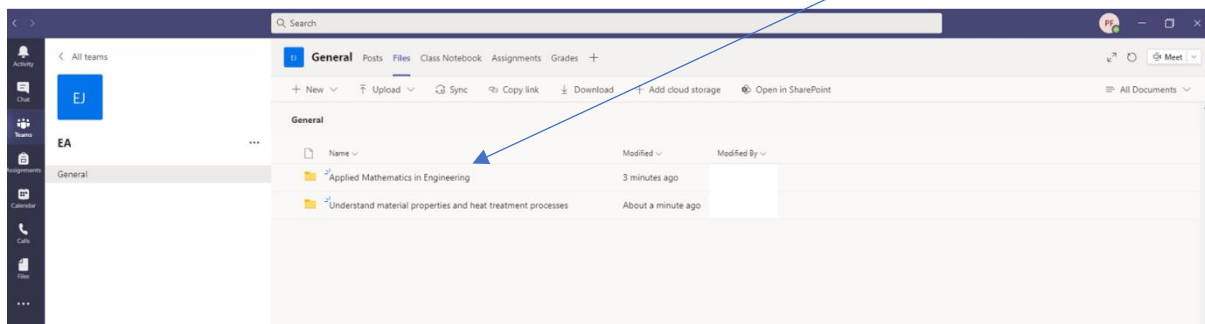
When you log into Microsoft Teams you will see something similar to the screen below:



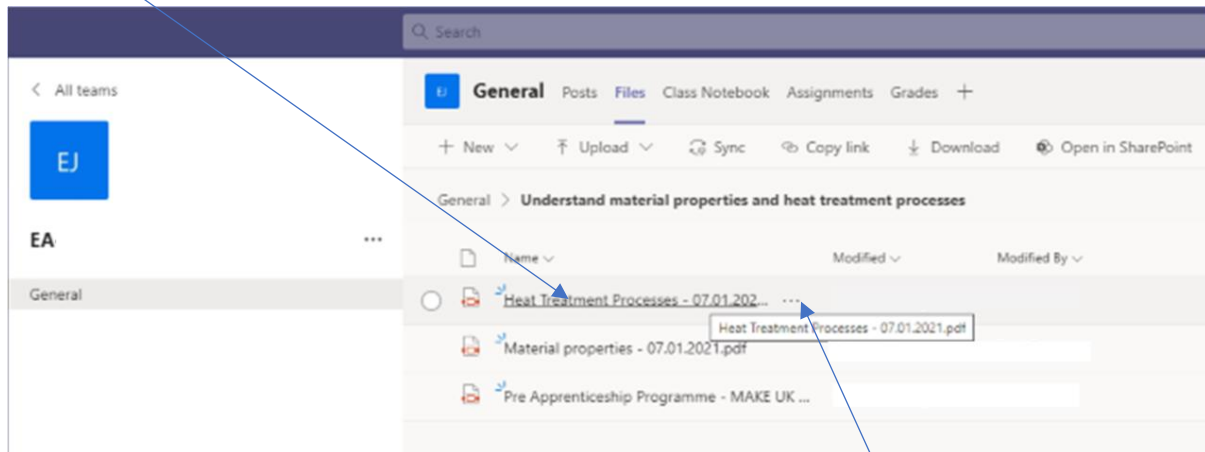
The tiles in the centre of the screen are all the subjects that the learner has. To enter the subject area, just click on the tile and you will see something similar to the image below.



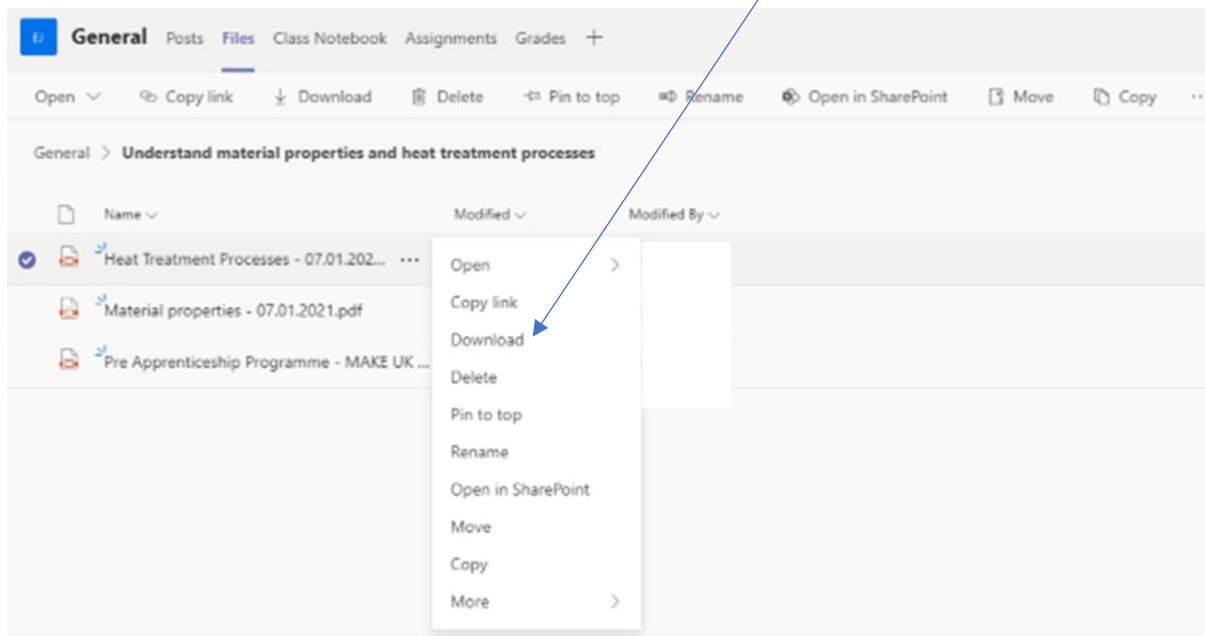
The information shown in the centre of the screen is the conversation that the teacher is having with the learners. At the top you can see that these are under the heading 'Posts'. There are a number of other headings that the learners will need to use and these are 'Files'. All relevant resources for the lessons will be placed in the files area of the class.



It may be easier for the learner to download the files to their computer to work from. To do this hover over the file that you wish to download. The file will be highlighted, shown in the image below.



Click on the three dots which are to the left of the file you wish to download, you will then receive a number of options and the third option is to download as shown below.



Just click on the file and it will download to the downloads folder on your computer.