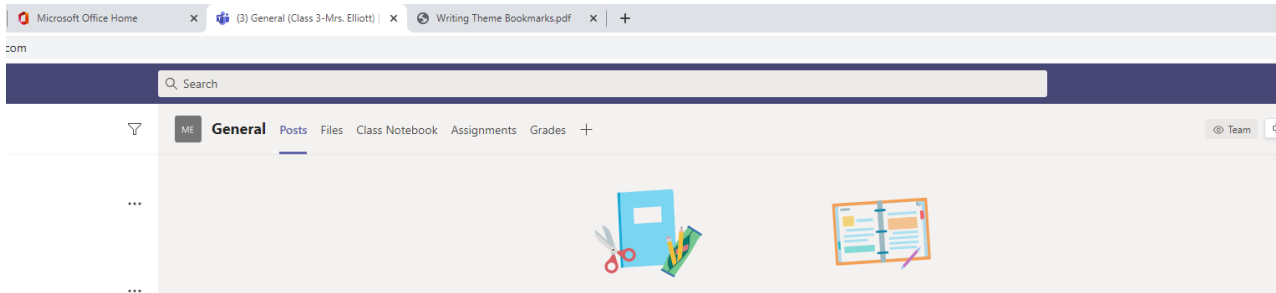


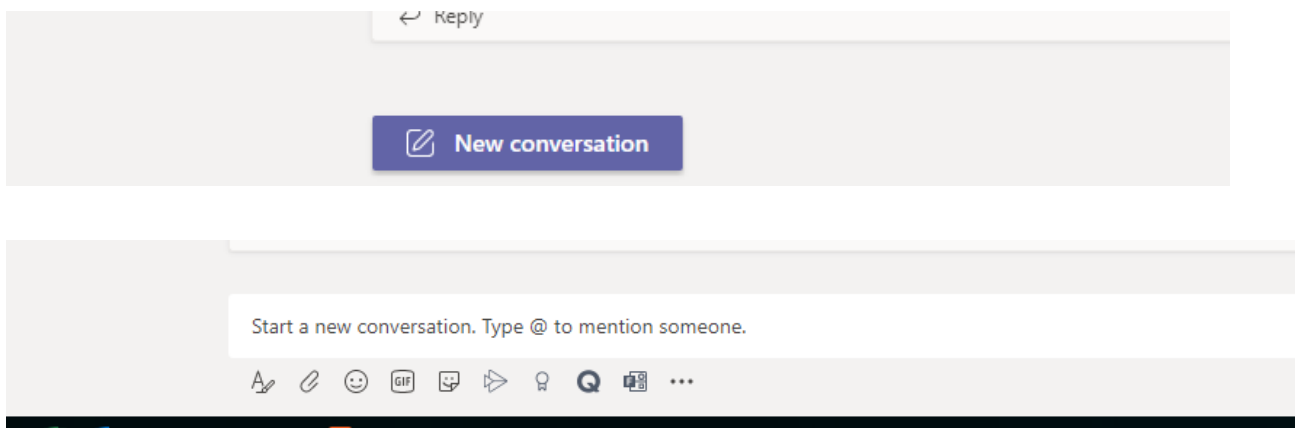
Guide to using TEAMS to share learning

To send work to your teacher using Teams, use these steps:

1. Open Microsoft Teams.
2. Click on **Teams**.
3. Select the **team** (channel).
4. Click the Posts button in the general section.



5. Click new conversation



Type @l.Elliott in the class 3 team or @kate.underwood in the class 4 team at the start of the message so that an email is sent directly to the class teacher (**this email should only be used to send work or ask about work**). Use the paperclip icon to attach your work or paste a picture into the dialogue box.

6. Click the Send button.