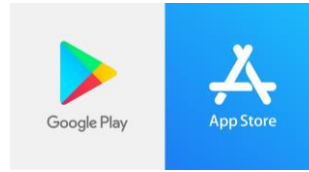


## Accessing Teams with a smart phone

The Teams app is the best way to keep up to date with your work and complete quick quizzes.

1. Navigate to either the [App Store \(iOS\)](#) or [Google Play Store \(Android\)](#).



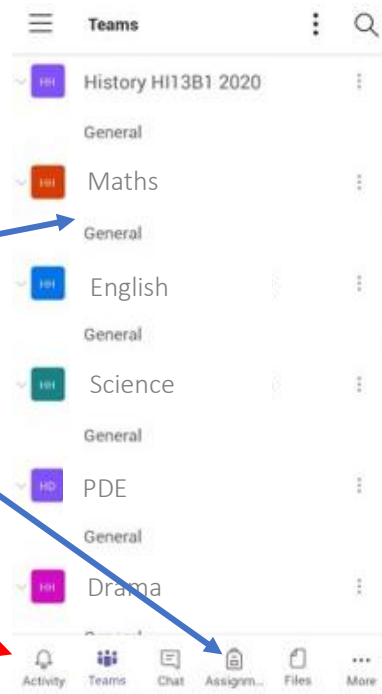
2. Search for **Microsoft Teams**, and proceed to the **correct search result**.



3. Select **Get (iOS)** or **Install (Android)**.

4. This will download and install the application on your phone.

5. Use your **school email** (e.g. [1234@jorichardson.org.uk](mailto:1234@jorichardson.org.uk)) and **password** to login and register your device



Each of your classes will have a **Team**

You can check the class work you have been sent in **Assignments**

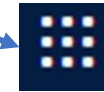
You will receive notifications instantly when your teacher sends new work

## Accessing Teams with a laptop or desktop

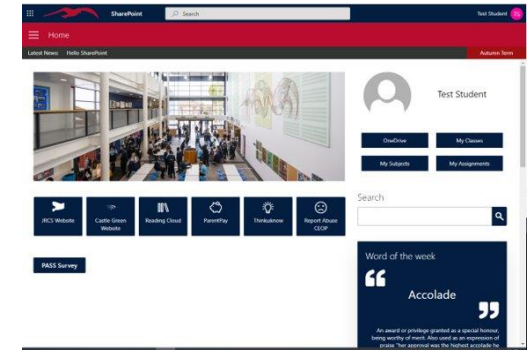
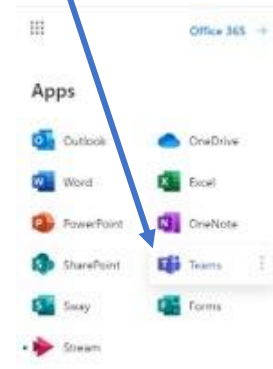
It is best to use a **laptop** or **desktop** to complete more detailed tasks. This allows students to **view and edit documents** sent by their teachers while watching video tutorials.

1. Go to [office.com](https://office.com) and login using your **school email** (e.g. [1234@jorichardson.org.uk](mailto:1234@jorichardson.org.uk)) and **password**

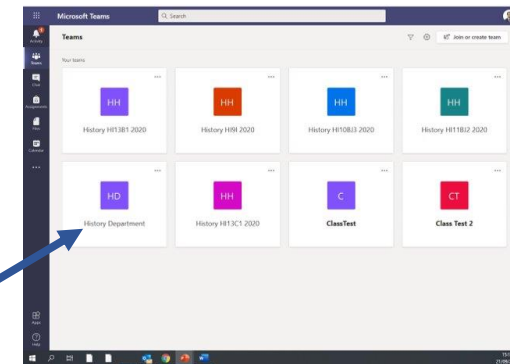
2. Click the **app browser menu**



3. Select the **Teams** app



4. Click on your class **Teams** to view work and notifications from your teachers



5. For **help and support** go to:

<https://sites.google.com/view/jrcs-remotelearning/>