



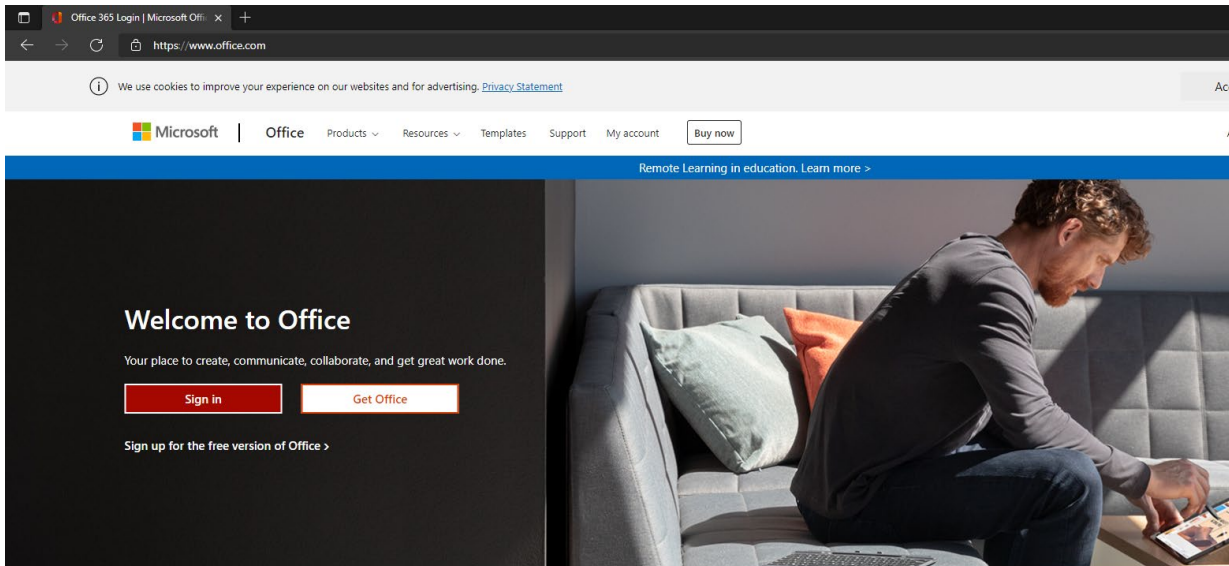
Chesswood Junior School

Accessing the Microsoft Teams for Homework – Pupils



Chesswood Junior School is using Microsoft Teams to set homework. Please follow these steps with your child so they can access, view, complete and hand in their homework.

On an internet connected device, goto [office.com](https://www.office.com), then click the red sign in button:

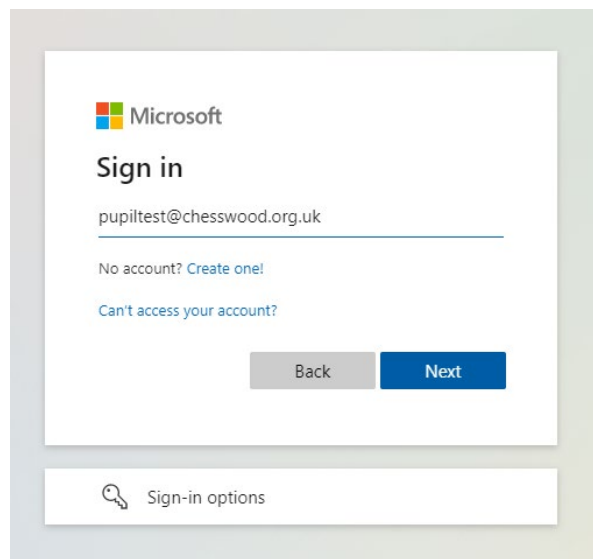


Sign in to use your favorite productivity apps from any device



It will now ask for an email address, this is in the format of [%USERNAME%@chesswood.org.uk](mailto:pupiltest@chesswood.org.uk)

The username is their normal login they use for the computers at school. The password is also the same.



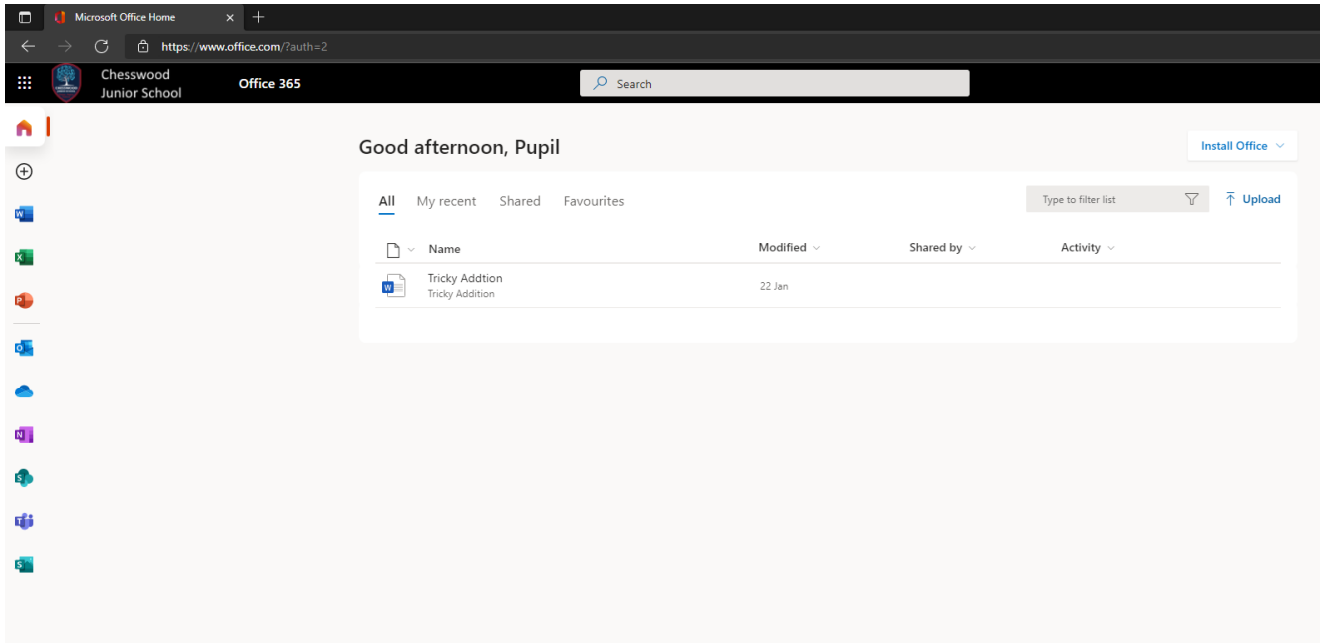
If the email address is correct the background will change blue and the Chesswood logo will appear.

Once signed in successfully, you will be taken to the Office 365 homepage.



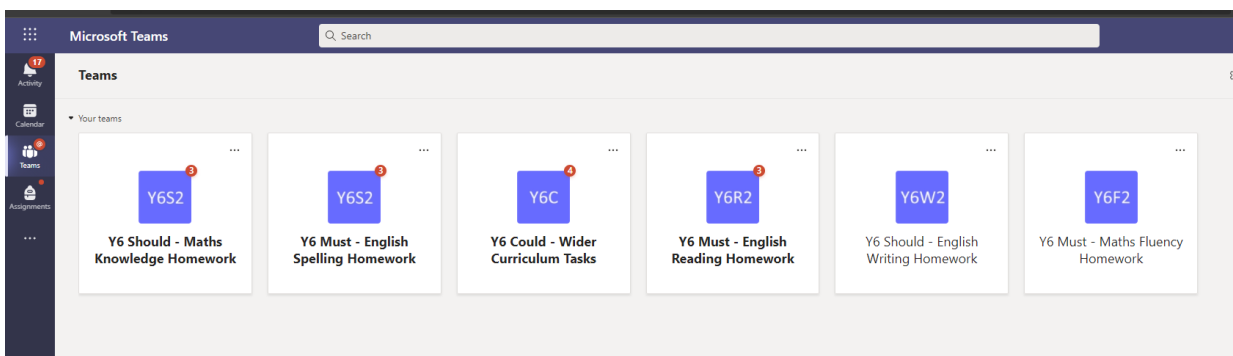
Chesswood Junior School

Accessing the Microsoft Teams for Homework – Pupils



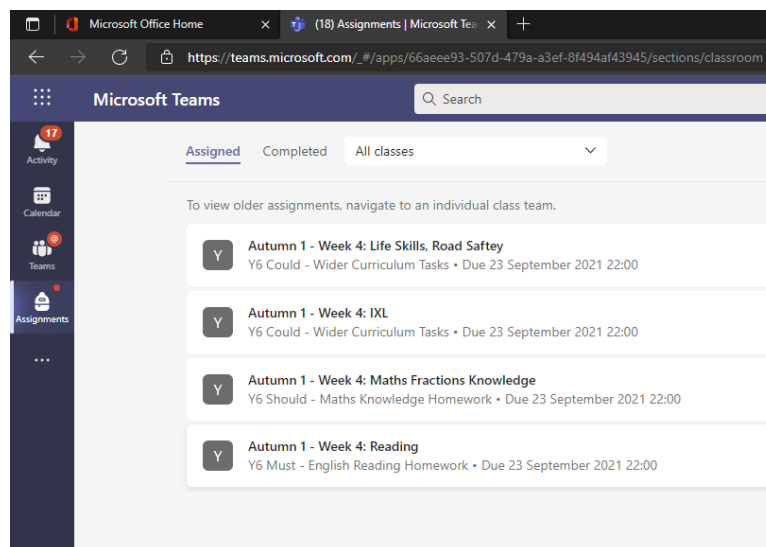
To access Teams, click the Teams icon which is marked with a T and 3 little people.

You may be asked to download the desktop app, you can do this or just click use the Web version.



You will then be presented with the teams your child is a member of, any outstanding tasks for these teams will be shown as a numbered red icon.

To get an overview of all the outstanding assignments, click the assignments tab on the left toolbar.

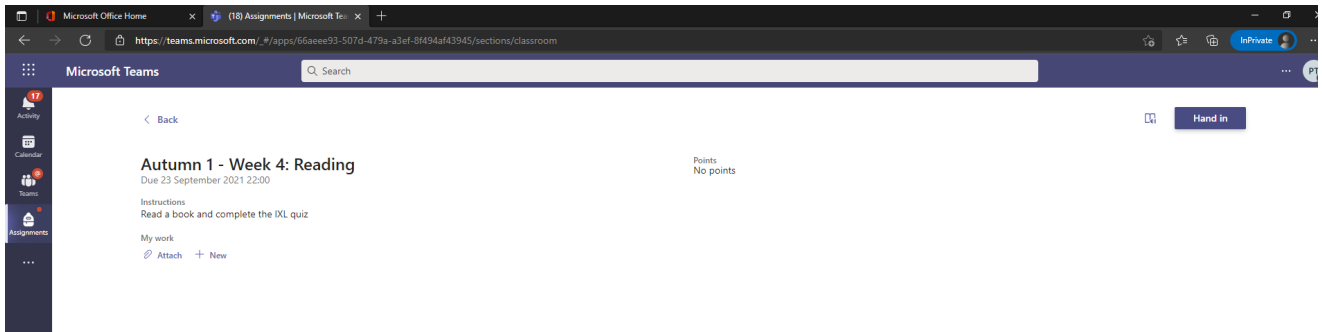




Chesswood Junior School Accessing the Microsoft Teams for Homework – Pupils



Clicking each of these assignments will give more details on what needs to be completed. Once this homework has been done, click the blue hand in button.



This assignment will then disappear from the first tab, this piece of homework has now been completed. They can then continue to do other assignments or just log out of teams.