



# How to access Microsoft Teams

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# Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

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Go to [www.office.com](https://www.office.com)

[Remote Learning in education. Learn more >](#)

# Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

[Sign in](#)[Get Office](#)[Sign up for the free version of Office >](#)

Select 'Sign in'





## Sign in

@o365.holycross.lewisham.sch.uk

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

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Next

Use your  
@o365.holycross.lewisham.sch.uk  
email address as your  
sign in



## Sign in

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Next

Select 'Next'



@o365.holycross.lewisham.sch.uk

Enter password

.....|

[Forgot my password](#)

Sign in

Type in your **8 character password.**

This is your LGfL password with extra # to make it 8 characters if needed.



@o365.holycross.lewisham.sch.uk

Enter password

.....|

[Forgot my password](#)

Sign in

Select 'Sign in'





Good evening,

Install Office

Recent

Pinned

Shared with me

Discover

Upload and open...

Select 'Search' and  
type in 'Teams'.



No recent online Office documents

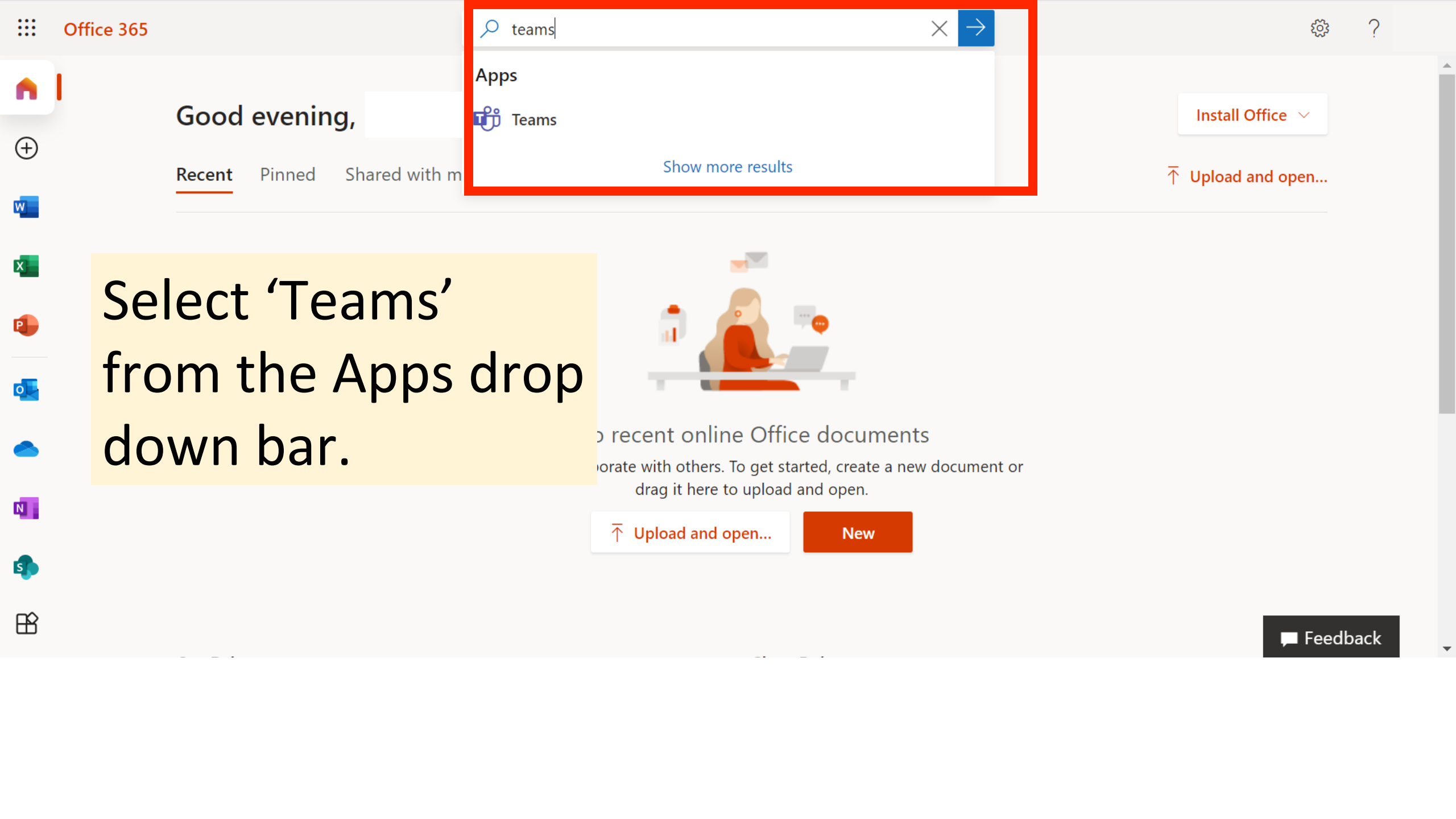
Share and collaborate with others. To get started, create a new document or  
drag it here to upload and open.

Upload and open...

New

Feedback





Apps

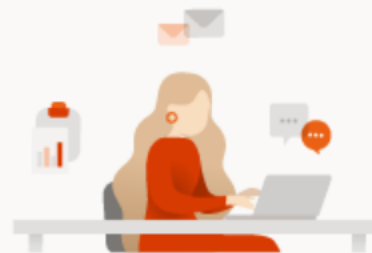
Teams

Show more results

Install Office

Upload and open...

Select 'Teams' from the Apps drop down bar.



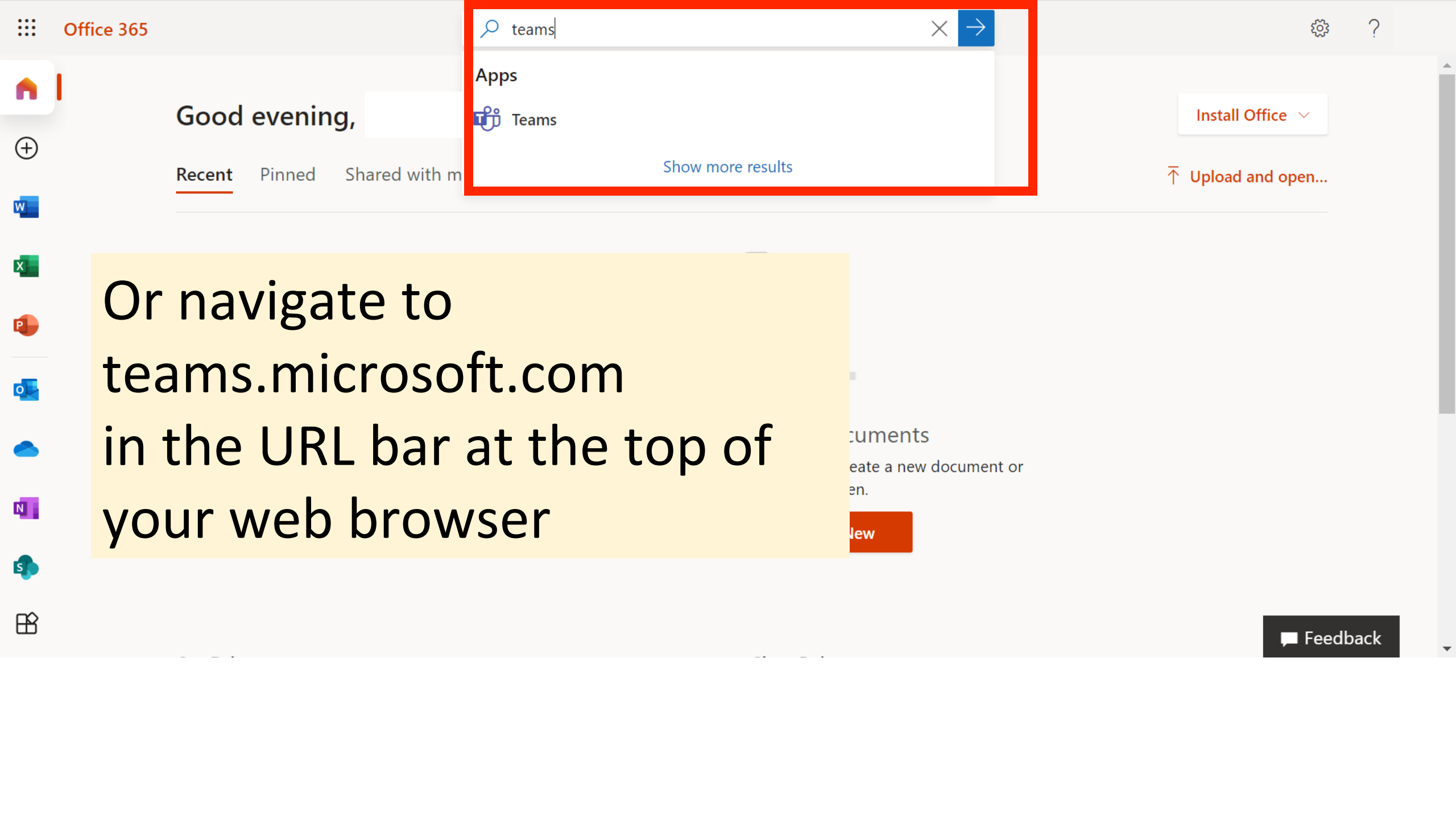
recent online Office documents

collaborate with others. To get started, create a new document or drag it here to upload and open.

Upload and open...

New

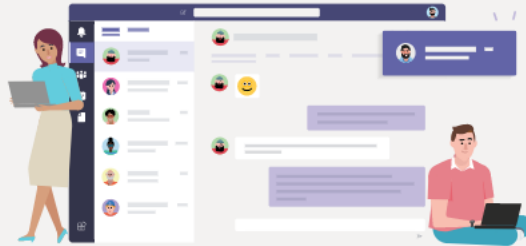
Feedback



Or navigate to  
teams.microsoft.com  
in the URL bar at the top of  
your web browser

Select 'Get the Windows app' if you want to download Microsoft Teams to your device.

## Microsoft Teams

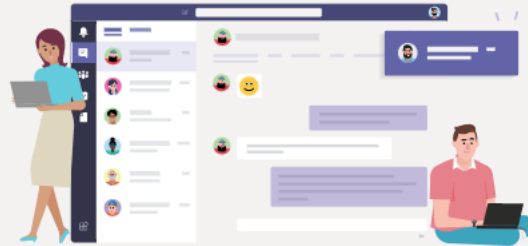


Download the Teams desktop app  
and stay better connected.

Get the Windows app

Use the web app instead

## Microsoft Teams

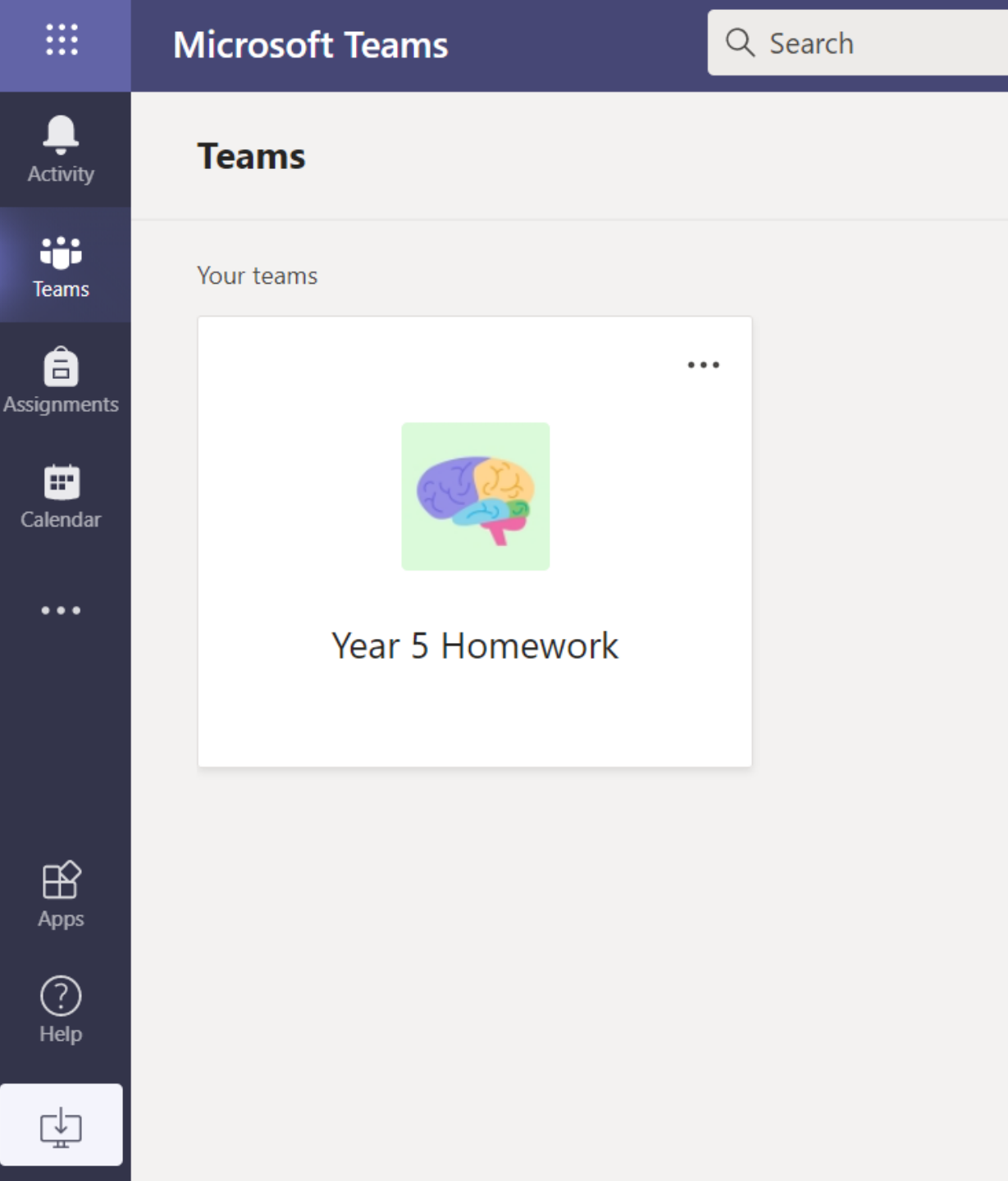


Download the Teams desktop app  
and stay better connected.

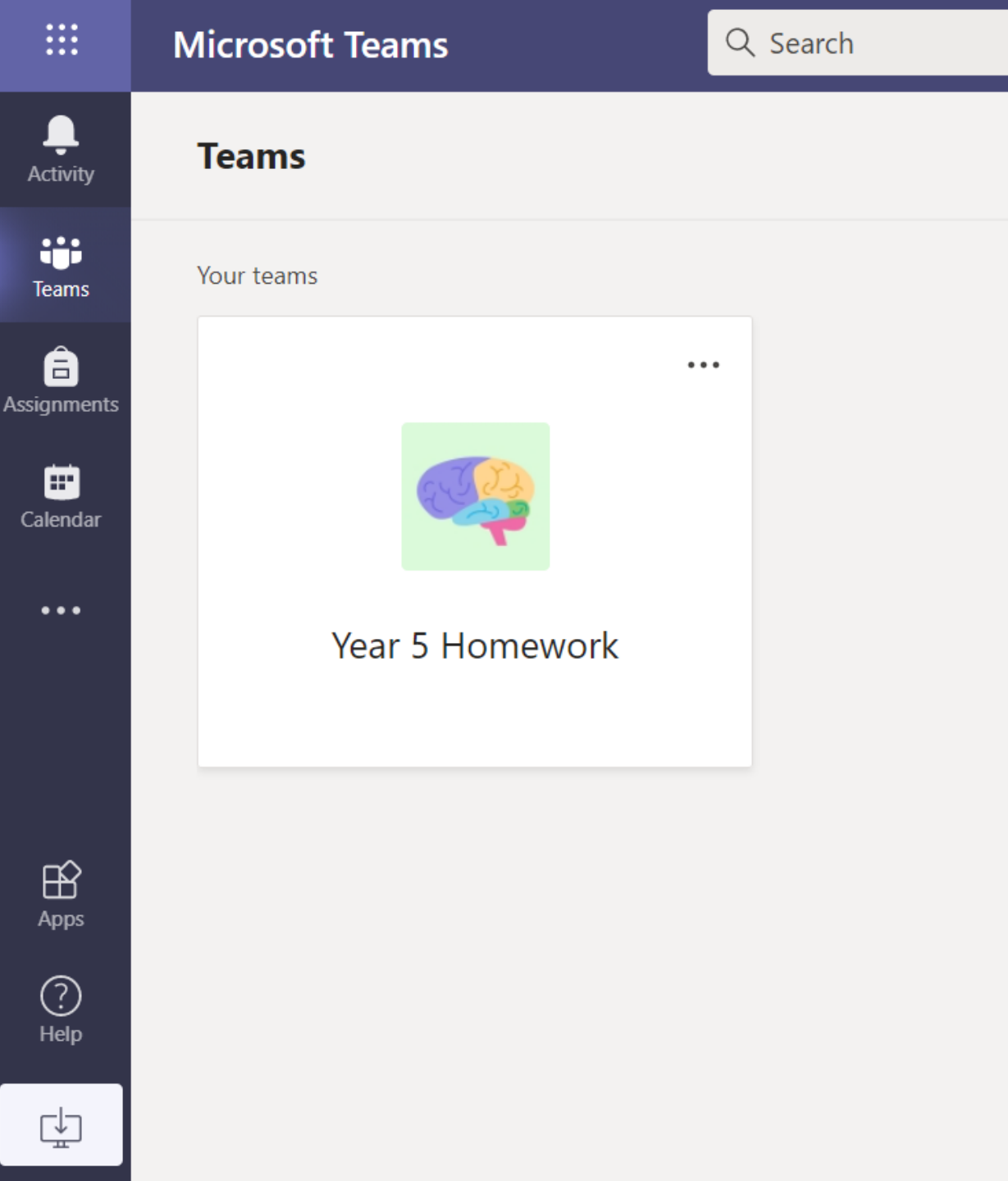
Get the Windows app

Use the web app instead

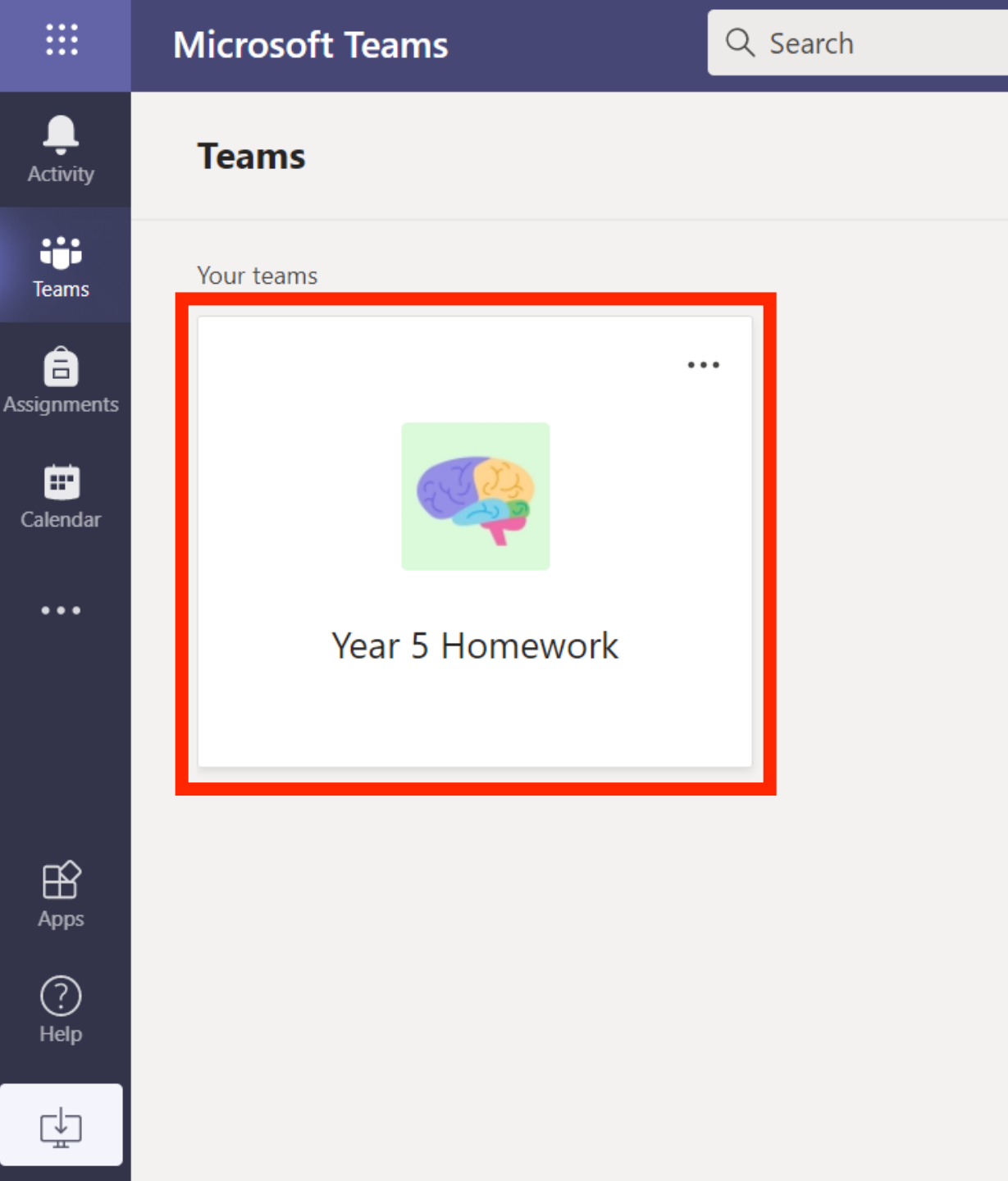
Select 'Use the web app instead' if you want to use Microsoft Teams in your web browser.



When Microsoft Teams opens you will see all the 'teams' that you are a member of.



Each 'team' will contain the different things that your teacher wants you to be able to access.



Click on the  
'team' to enter  
it.



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↓ Download

+ Add cloud storage

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General



Name

Modified

Modified By



Class Materials

Jonathan Foster

Select 'Files' from the top bar in your team.

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Select 'Class Materials' list of folders.

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Open in SharePoint

General > Class Materials

	Name ▾	Modified ▾	Modified By ▾
	<div>Week Ending 11.09.20 ✂</div>	4 days ago	Jonathan Foster
	<div>Week Ending 18.09.20 ✂</div>	4 days ago	Jonathan Foster

All Documents

Your teacher will have labelled each folder in your files section to help you find the resources they have prepared for you.

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Sync

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All Documents

General > Class Materials > Week Ending 25.09.20

Name	Modified	Modified By
 Orbiting the Sun Comprehension.pdf	A few seconds ago	Jonathan Foster
 roman numerals homework.pdf	About a minute ago	Jonathan Foster
 The Great Hall writing template.pdf	About a minute ago	Jonathan Foster

Inside the folder you will be able to find all the resources that your teacher has stored for you..

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 Name ▾	Modified ▾	Modified By ▾
  Orbiting the Sun Comprehension.pdf	A few seconds ago	Jonathan Foster
  roman numerals homework.pdf	About a minute ago	Jonathan Foster
  The Great Hall writing template.pdf	About a minute ago	Jonathan Foster

By left clicking on a file you will be able to see it on screen

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Delete

Pin to top

Rename

...

1 selected

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Week Ending 25.09.20

Name	Modified	Modified By
<div><div><div></div></div><div>Orbiting the Sun Comprehension.pdf</div><div>...</div></div>	9 minutes ago	Jonathan Foster
<div><div><div></div></div><div>roman numerals homework.pdf</div></div>	10 minutes ago	Jonathan Foster
<div><div><div></div></div><div>The Great Hall writing template.pdf</div></div>	10 minutes ago	Jonathan Foster

To download a file to your device,  
select the circle(s) next to the file  
name(s)

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Copy link

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Delete

Pin to top




Rename

...

1 selected

All Documents

General > Class Materials > Week Ending 25.09.20

	Name	Modified	Modified By
<input checked="" type="checkbox"/>	 Orbiting the Sun Comprehension.pdf	9 minutes ago	Jonathan Foster
	 roman numerals homework.pdf	10 minutes ago	Jonathan Foster
	 The Great Hall writing template.pdf	10 minutes ago	Jonathan Foster

Select 'download' to save the file to your normal download area.



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**Assignments**

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Drafts

Assigned

Divide Numbers by 10 with Whole Number Answers  
Due December 8, 2020 11:59 PM

19/30 turned in  
0 returned

Dividing by 10 extension activity  
Due December 8, 2020 11:59 PM

16/30 turned in  
0 returned

0 turned in  
0 returned

Select 'Assignments' to explore any work that your teacher has set for you which can be completed online.

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Divide Numbers by 100 with Whole Number Answers

Due December 9, 2020 11:59 PM

Instructions

None

Student work

F

Divide Numbers by 100 with Whole Number An

Points  
24 points possible

Read the instructions carefully on what you are being asked to complete.

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Divide Numbers by 100 with Whole Number Answers

Points  
24 points possible

Due December 9, 2020 11:59 PM

Instructions  
None

Student work

Divide Numbers by 100 with Whole Number An

Select the file under 'Student work' to complete the assignment. This file will be automatically saved as you work.



Divide Numbers by 100 with Whole Number Answers (Year 5 Mathematics)

Close

Computer Mobile

# Divide Numbers by 100 with Whole Number Answers (Year 5 Mathematics)

Hi Jonathan, when you submit this form, the owner will be able to see your name and email address.

1

Select 'Close' once you have completed your assignment.

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↻ Sync








🔗 Copy link

↓ Download

🔗 Open in SharePoint

☰ All Documents ▼

General > Class Materials > Week Ending 25.09.20

 Name ▼	Modified ▼	Modified By ▼
  Orbiting the Sun Comprehension.pdf	A few seconds ago	Jonathan Foster
  roman numerals homework.pdf	About a minute ago	Jonathan Foster
  The Great Hall writing template.pdf	About a minute ago	Jonathan Foster

Once you have finished, remember to sign out by selecting your initials from the top right of the screen.

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📄	Orbiting the Sun Comprehension.pdf	A few seconds ago	Jonathan Foster
📄	roman numerals homework.pdf	About a minute ago	Jonathan Foster
📄	The Great Hall writing template.pdf	About a minute ago	Jonathan Foster

JF Jonathan Foster

Change picture

Available

Set status message

Saved

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Keyboard shortcuts

About

Download the desktop app

Download the mobile app

Sign out

Then, select 'Sign out' from the drop down menu.