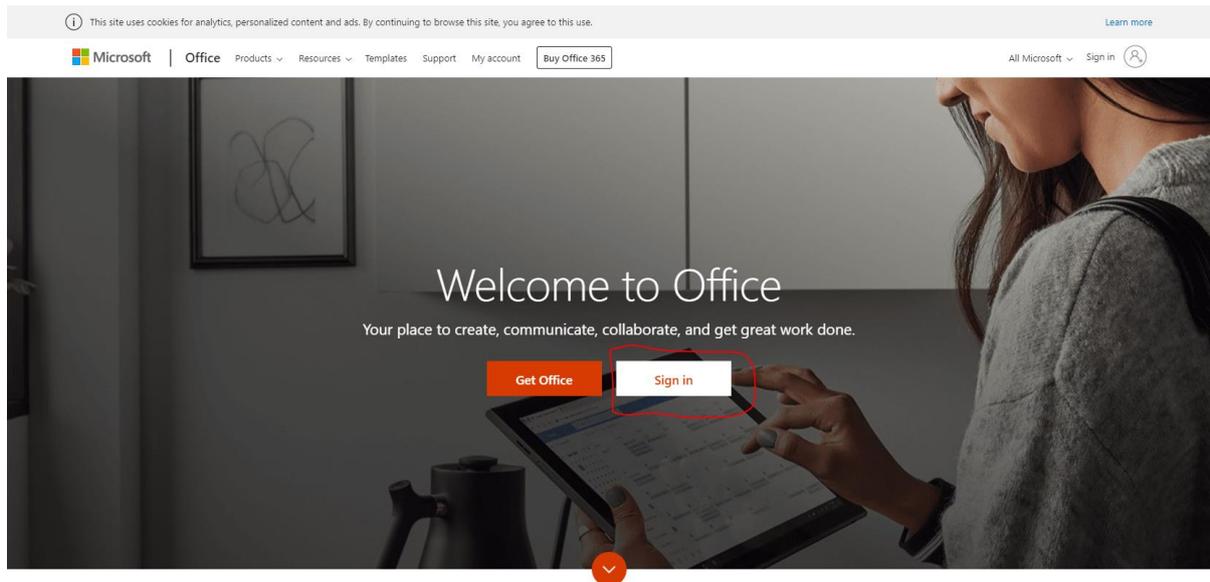
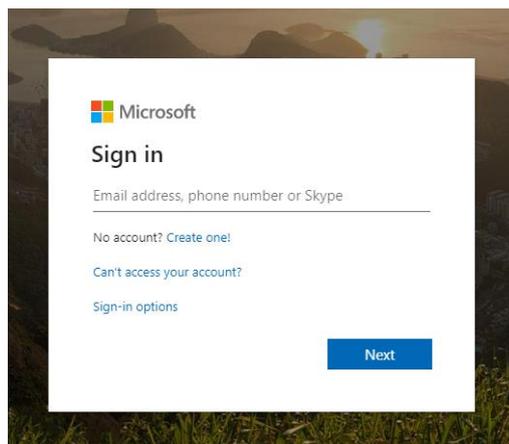


Go to office.com and the click the button that says sign in:

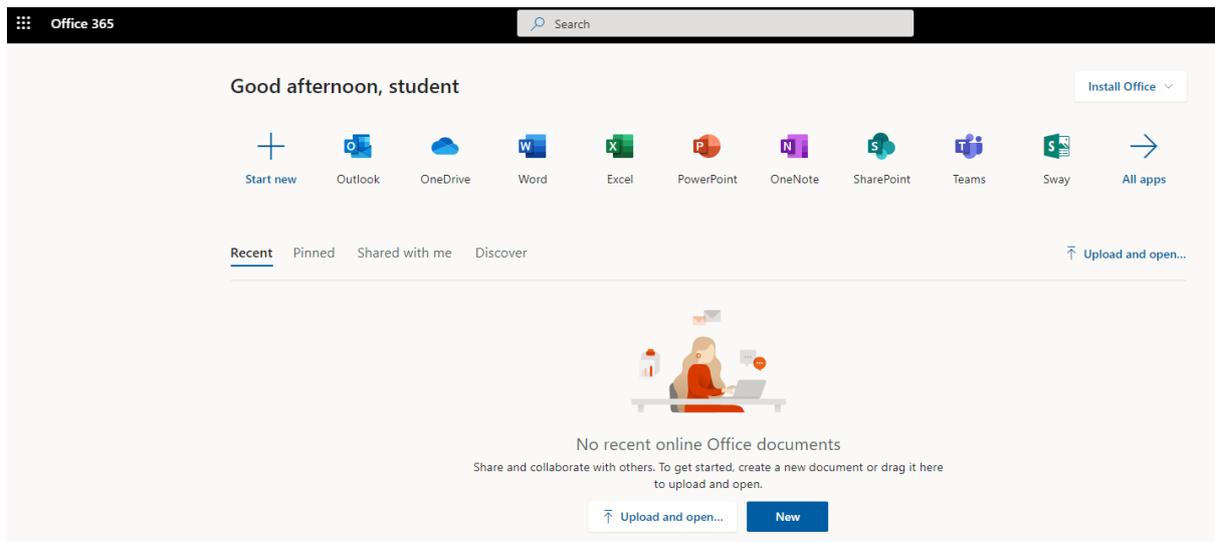


When the sign in screen appears you sign in with your school email address (e.g. smithtom@cornerstoneacademy.org.uk)

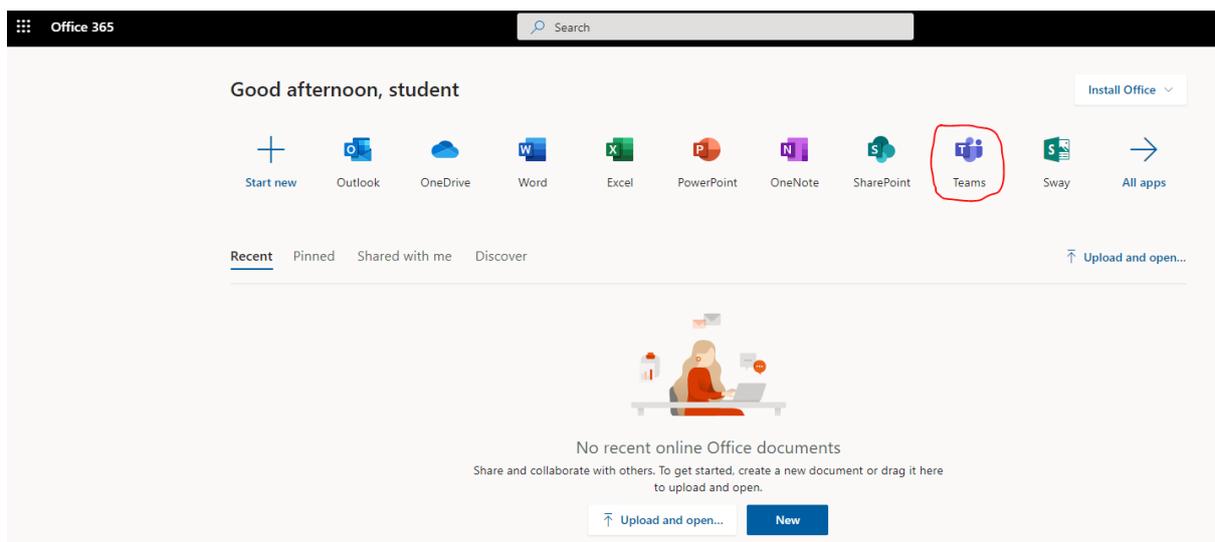


The next screen will ask you to enter your password, enter the password that use to log onto the school computers.

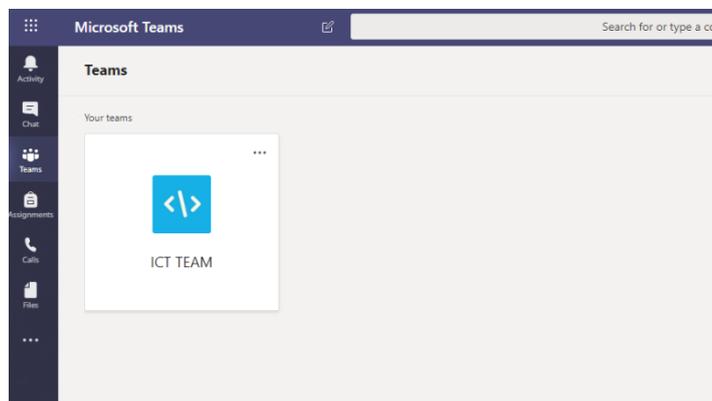
Once you have entered your password it will sign you into Office and the following screen will appear:



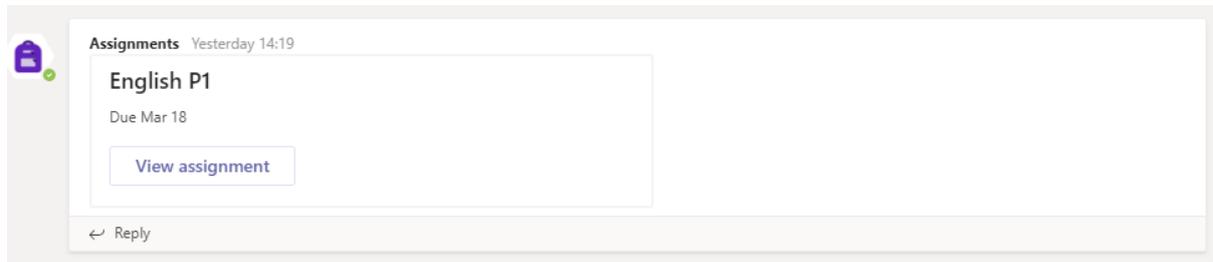
Next you want to click on the button that says Teams:



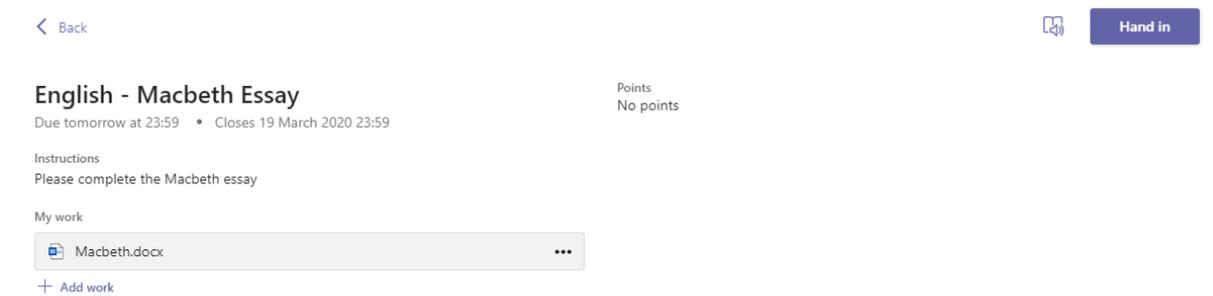
Once you have clicked on Teams it will take you to a page where you can see which Teams you are part of, choose the correct team to open up the page:



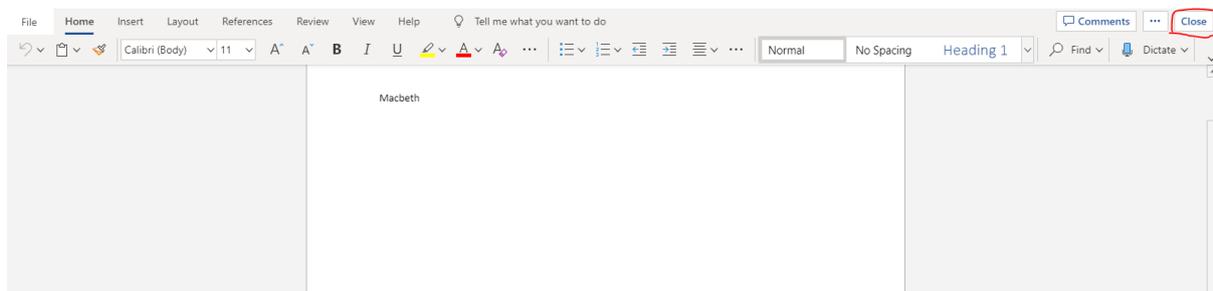
Once you have opened the correct team you will see a posts section and here is where you will see the assignments you have been set. Click on view assignment



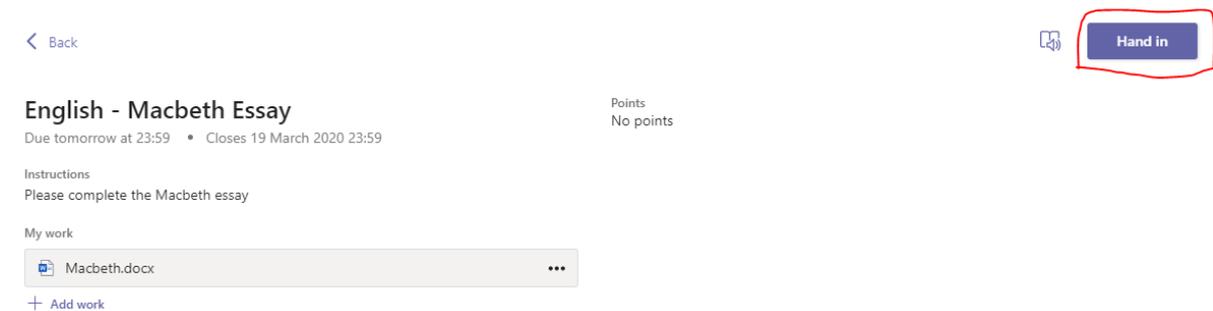
Here you can see after clicking View assignment this is what you see, the assignment itself and what to do with instructions.



If you click on the Word document that is by My work it will the open Word and you can't start typing your assignment. Once you are finished you then press Close.



After you press close it will take you back to the assignment view but to submit it now you now click on the Hand in button.



Once you've pressed Hand in it will say when you handed in the assignment on the screen.

[< Back](#)



Handed in on Tue 17 Mar 2020 at 15:53 ✓

[Undo hand-in](#)

English - Macbeth Essay

Points
No points

Due tomorrow at 23:59 • Closes 19 March 2020 23:59

Instructions

Please complete the Macbeth essay

My work

 Macbeth.docx

