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. <u>smithtom@cornerstoneacademy.org.uk</u>)



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:

Office 365				₽ Sea	ırch						
	Good afte	Good afternoon, student									Install Office \vee
	Start new	Outlook	OneDrive	Word	X Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	All apps
	Recent Pinned Shared with me Discover								Ţ (Upload and open	
	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 T Upload and open										

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

8, ′	Assignments Yesterday 14:19 English P1 Due Mar 18
	View assignment ← Reply

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

Back				L	
nglish - Macbeth Essay ue tomorrow at 23:59 • Closes 19 March 2020 23:59		Points No points			
tructions ease complete the Macbeth essay					
/ly work					
Macbeth.docx	•••				
+ Add work					

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	14	()	landed in on Tue 17 Mar 2020 at 15:53 🗸	Undo hand-in
English - Macbeth Essay Due tomorrow at 23:59 • Closes 19 March 2020 23:59	Points No points			
Instructions Please complete the Macbeth essay				
My work				
Macbeth.docx ····				