

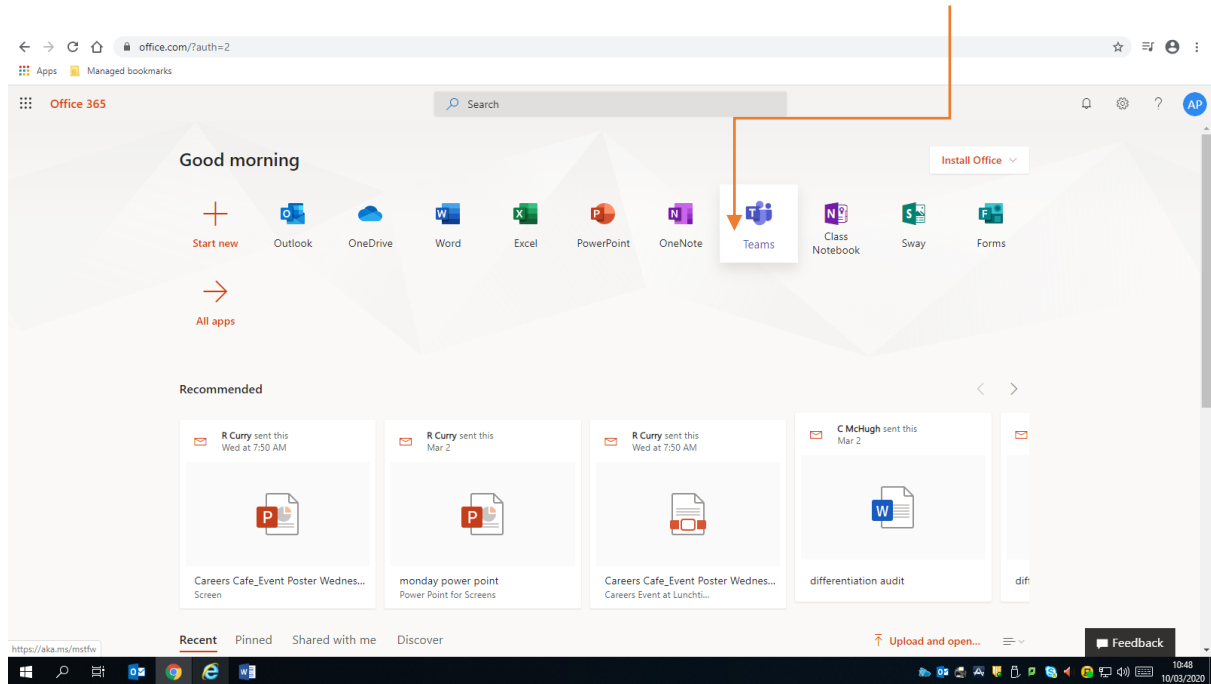
Accessing Microsoft Teams

To locate Microsoft teams, you must go in to Office 365 from your My School screen as detailed below:

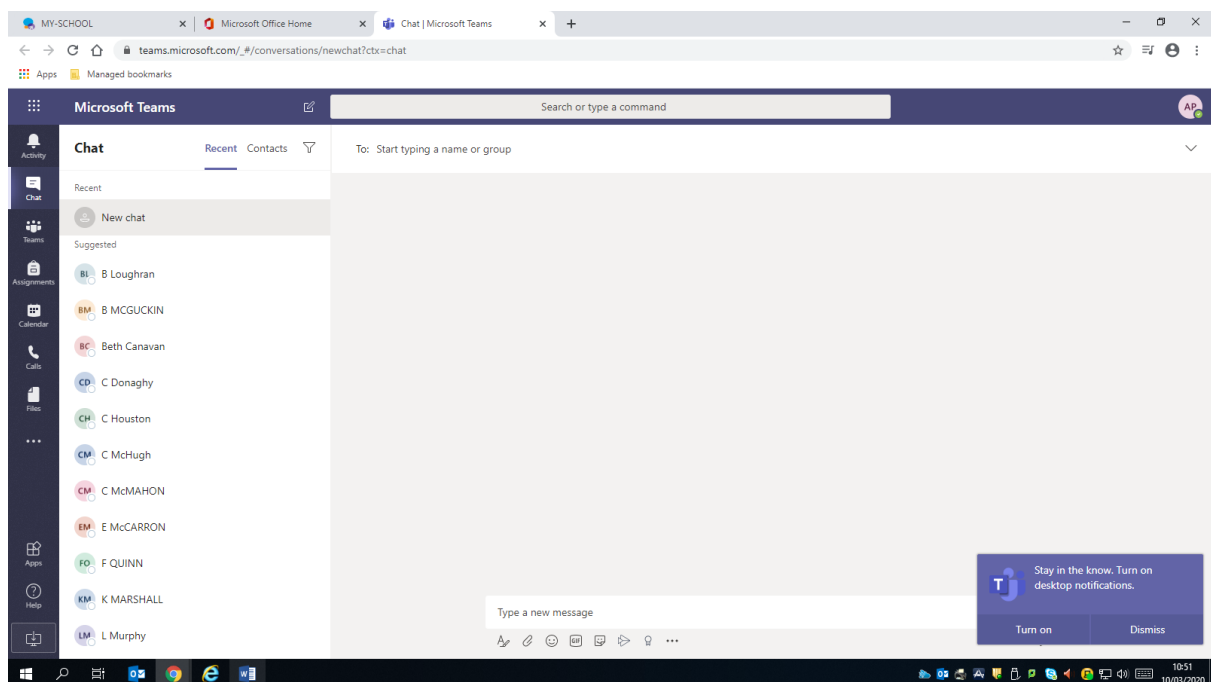
Logging In Outside of School

1. Open your web browser
2. Go to www.c2kschools.net
3. Log in to MY-SCHOOL using your C2k Username and Password (remember to use your username, followed by @c2ken.net for example jblogs123@c2ken.net

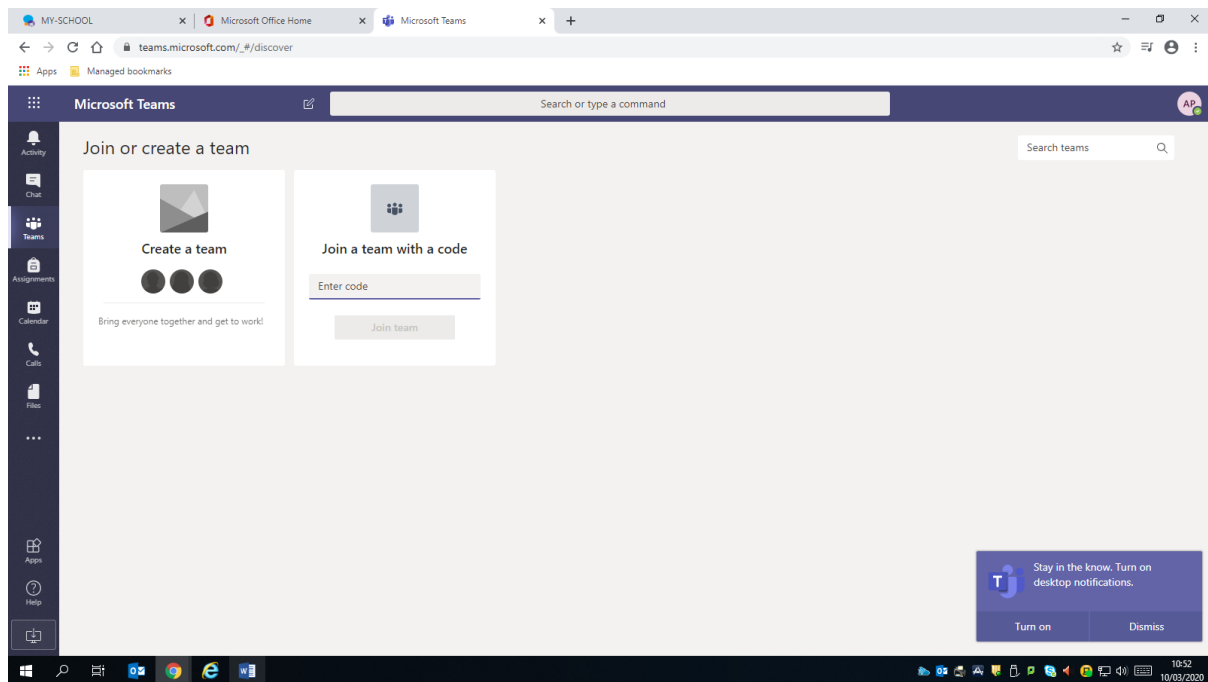
Once you are logged in your MY-SCHOOL will be loaded and you will see the Teams icon



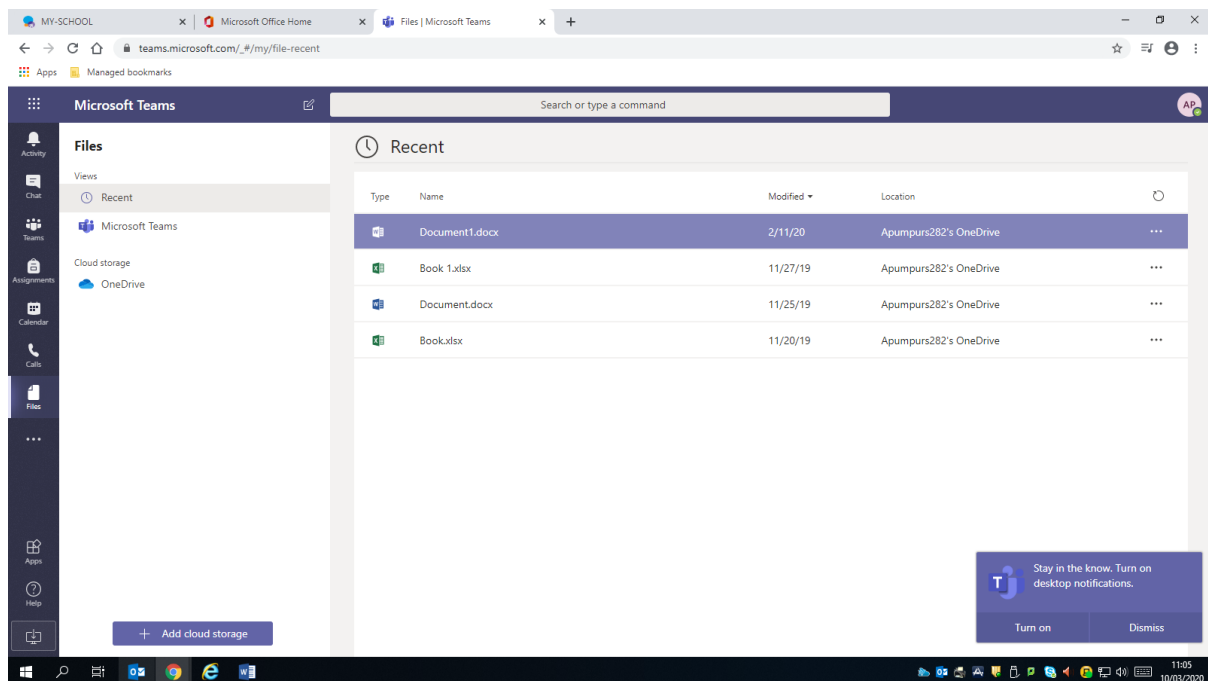
When in Teams you are able to chat with all members of staff, this can be a group message or a private message this depends on your choice.



A team can either be created or joined by using a code that you were given. By joining a team you're able to see notifications, updates and documents. You can also chat within the team that can be simple basic message or questions about your tasks.



Microsoft teams also has an online storage where documents can be stored online to either be worked on or used to hand out assignments.



If you are using Microsoft Teams frequently it may be easier to download the software to your computer, tablet or mobile device. Instruction for doing so can be found at the link below:

<https://products.office.com/en-gb/microsoft-teams/download-app>