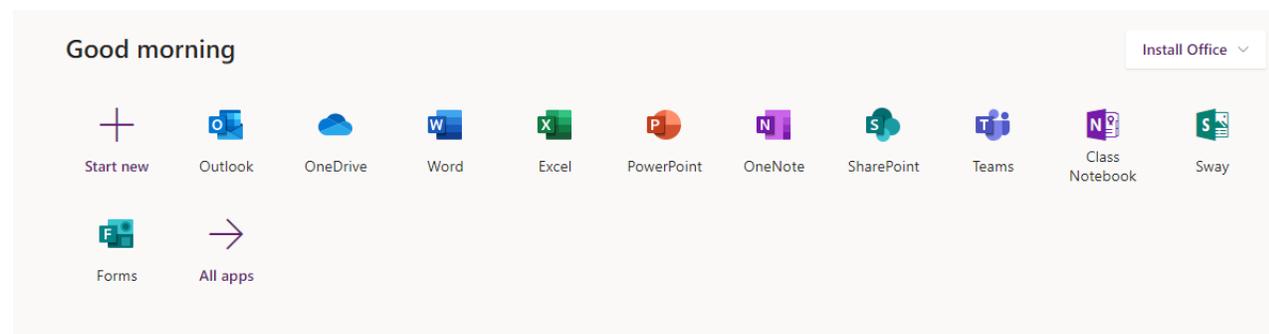
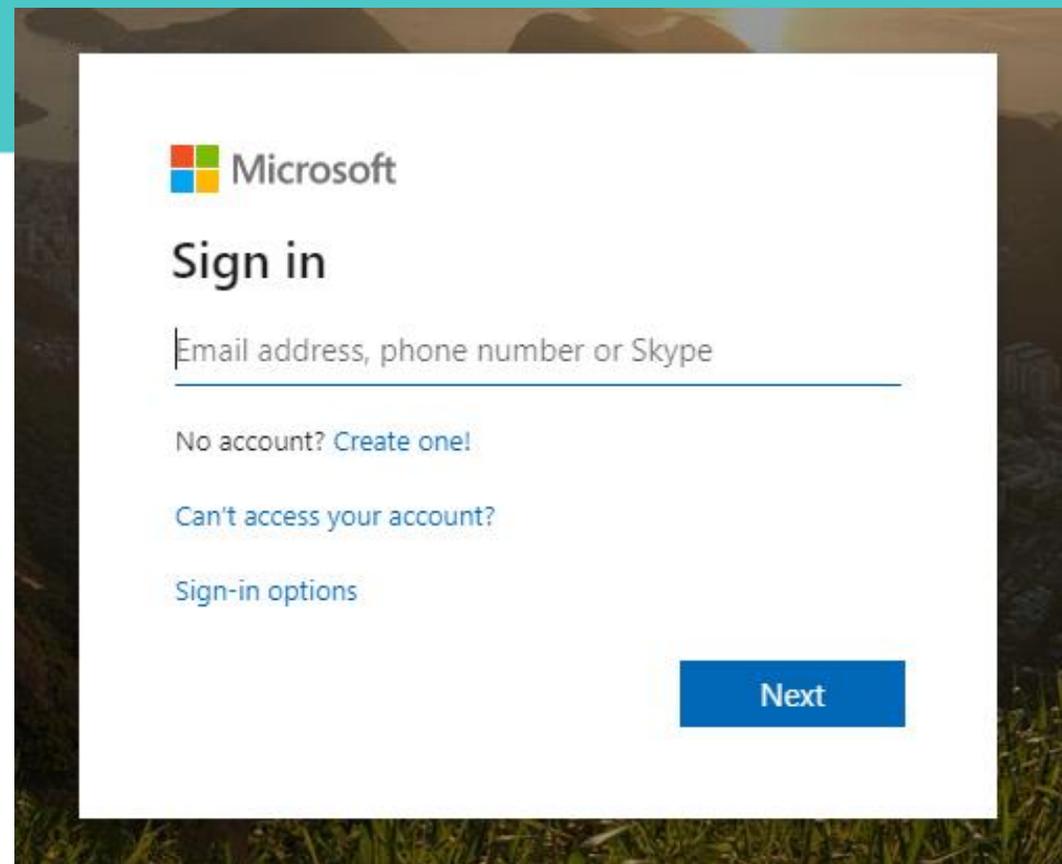


How to get to your team:

- Open Google Chrome and go to: **portal.office.com**
- Log in using your school details. Your email address will be your **username@magnusacademy.co.uk**
- Type in your normal password.
- Click on 'teams'. This will load your teams.



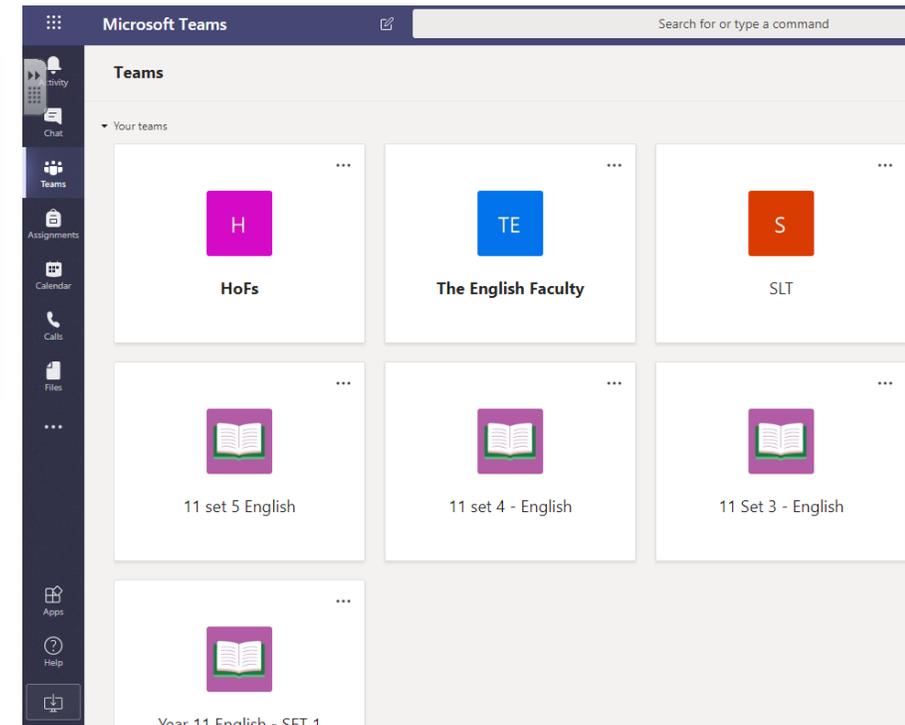
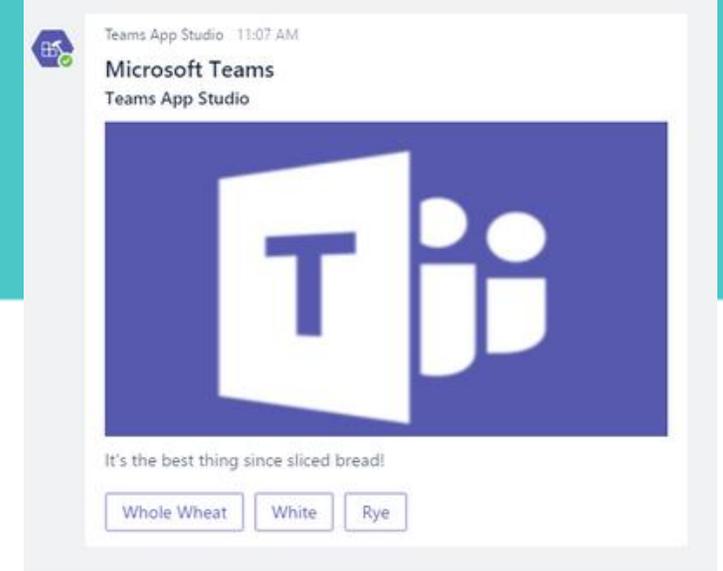
Using 'Teams'

Teachers will use Teams to set you work if the school is closed.

You can also download an app for your phone/tablet.

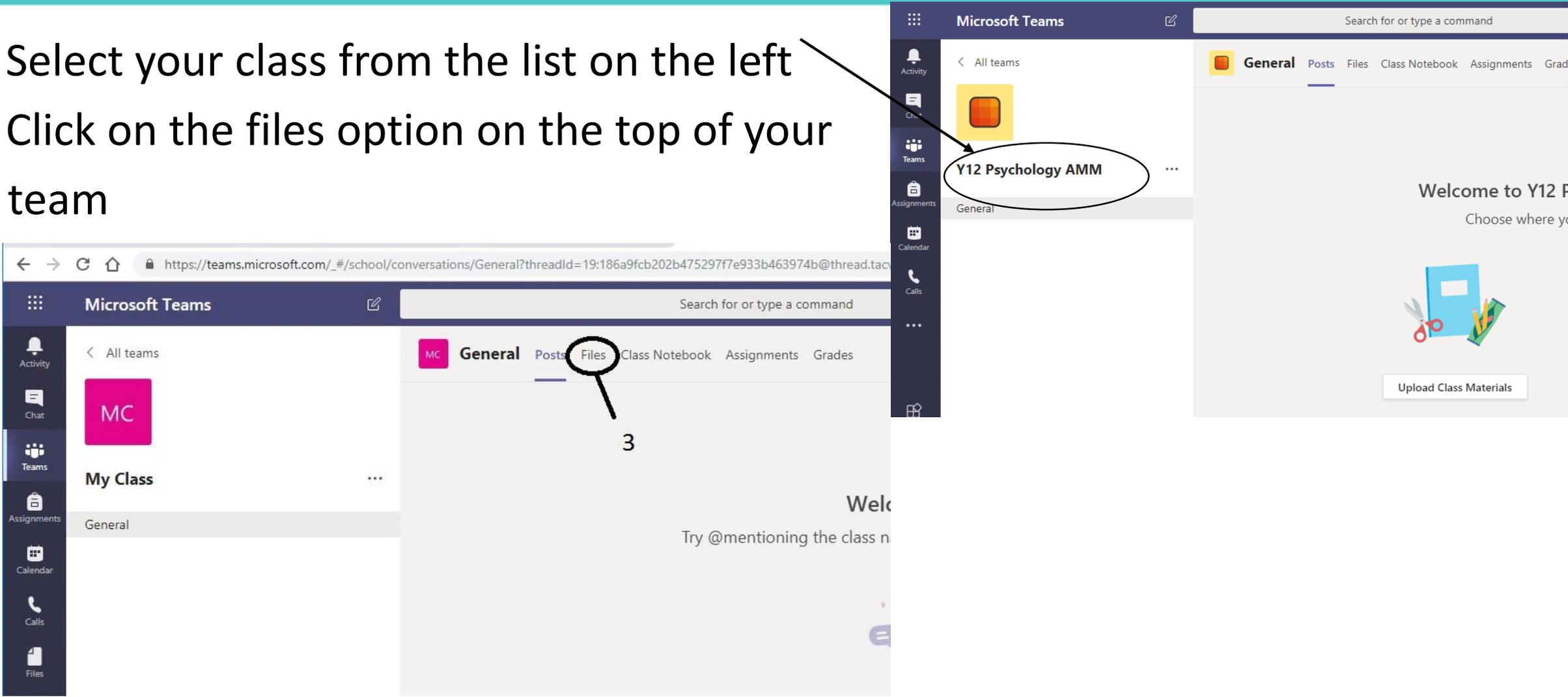
- Google playstore
- Apply App store

Remember you need to log in using your school details.



To access the work teachers set

- Select your class from the list on the left
- Click on the files option on the top of your team



How to post a comment / ask a question

- Select the post option from the top of your team
- In the space where it says start new conversation type your question / comment
- To directly message someone type @ followed by username e.g.
@A01234@magnusacademy.co.uk

