

## Microsoft Teams User Guide

All pupils at Cyfarthfa High School have access to the Microsoft Office 365 platform. One of the applications that we use regularly in school is Microsoft Teams.

### To Access Teams

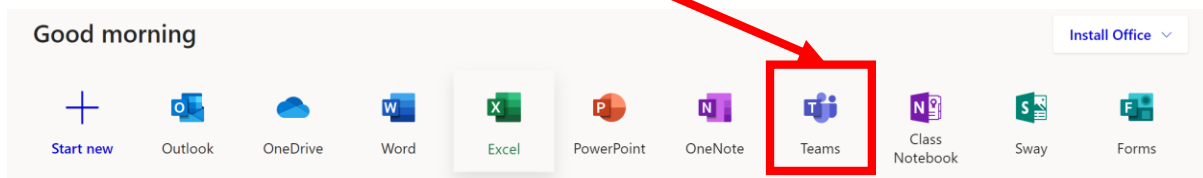
1. Open up a browser and enter the address [www.office.com](http://www.office.com)
2. Enter the username and password.

n.b.: - Office 365 usernames are made up of network usernames followed by @cyfarthfahigh.merthyr.sch.uk

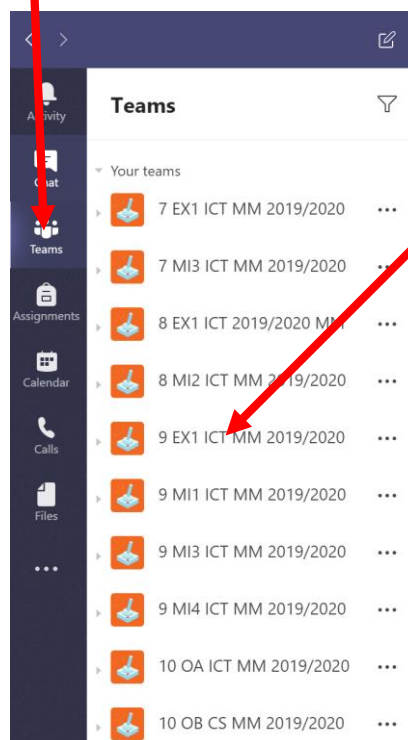
e.g. [19mccarthyj@cyfarthfahigh.merthyr.sch.uk](mailto:19mccarthyj@cyfarthfahigh.merthyr.sch.uk)

Passwords are the same as the school network passwords.

3. Once signed into Office 365 select Microsoft Teams from the dashboard.

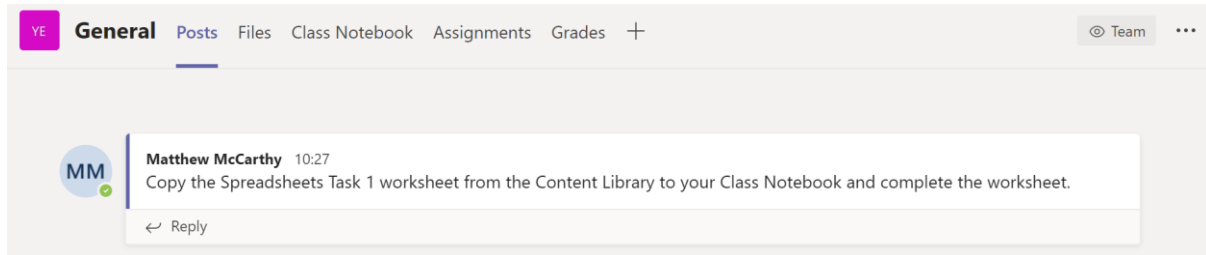


4. To select a Team click "Teams" from the left hand side of the screen and then the Team you want to view.



## Posts

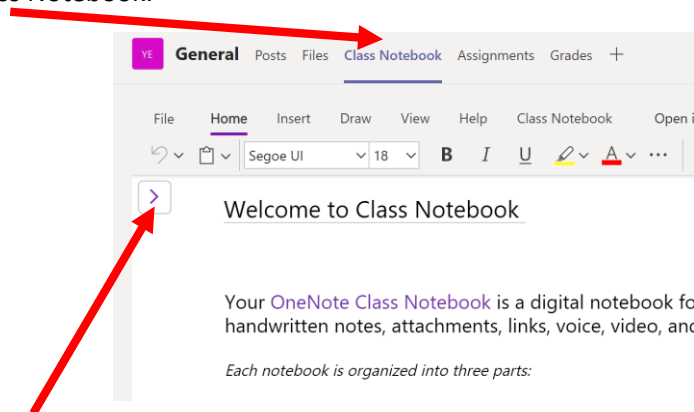
You will be set work through Posts within Microsoft Teams.



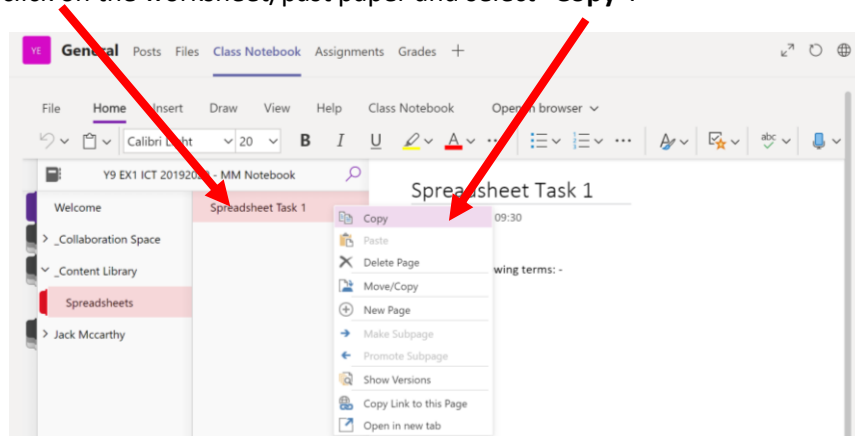
## Copying Work from the Content Library

To copy these worksheets/past papers from the Content Library follow the instructions below: -

1. Click Class Notebook.

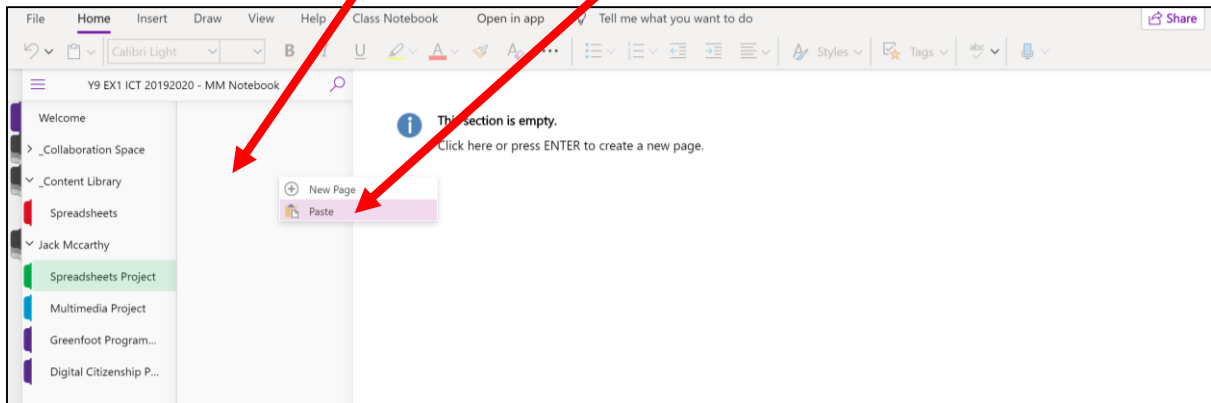


2. Click the arrow.
3. Click **"Content Library"** and select the correct worksheet/past paper.
4. Right click on the worksheet/past paper and select **"Copy"**.



5. Click on your own name in the Class Notebook and select the section where you want the worksheet to go.

6. Right click in the pages section and click **“Paste”**.



7. Answer the work on the page in your Class Notebook.

