

Microsoft Teams – Mobile Phone User Guide

Required Apps

You will need to download the following two apps from either the Android or Apple store: -

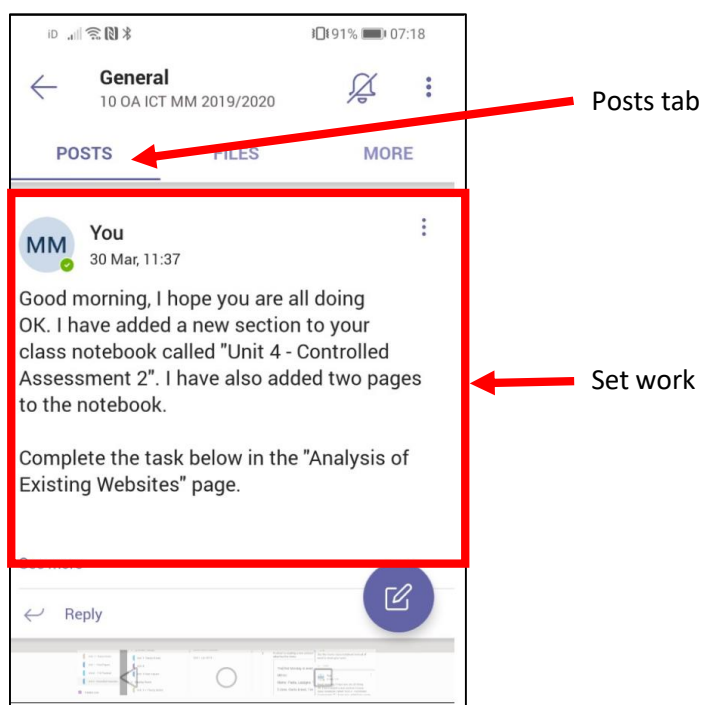
- Microsoft Teams
- Microsoft OneNote

You will need to sign into the apps using your school E-Mail address and password. Your E-Mail address is made up of your school network username e.g. 19mccarthym followed by @cyfarthfahigh.merthyr.sch.uk e.g. 19mccarthym@cyfarthfahigh.merthyr.sch.uk. The password is the same as your school network password.

Accessing the work

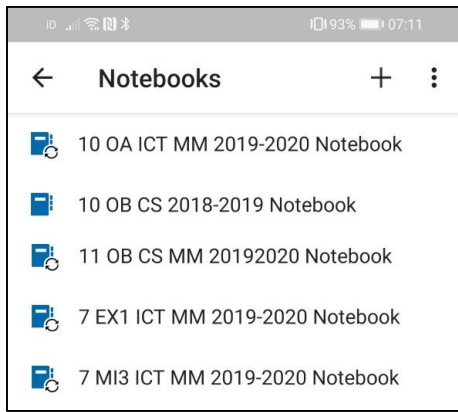
Load the Teams app.

Teachers will be setting work to be completed by adding posts to Teams. See the screenshot below: -

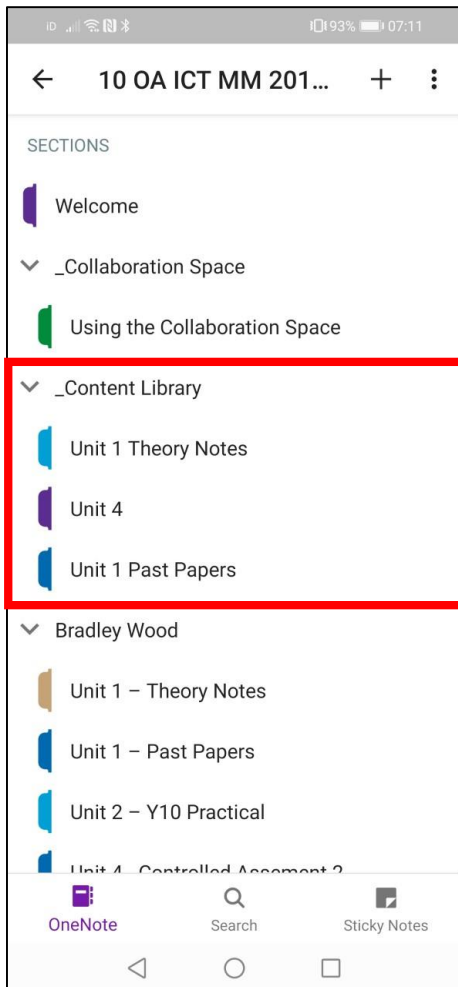


Load the OneNote app.





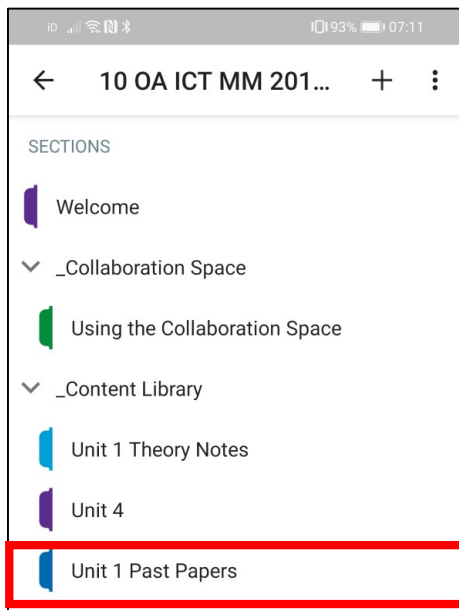
← Select a Notebook.



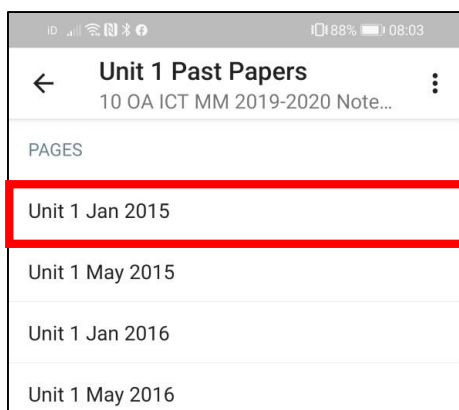
← Teachers will put work in the Content Library. You can view the work in the Content Library but you cannot edit it there. You will have to copy the work from the Content Library to your Notebook to complete.

Example of Copying Work from the Content Library

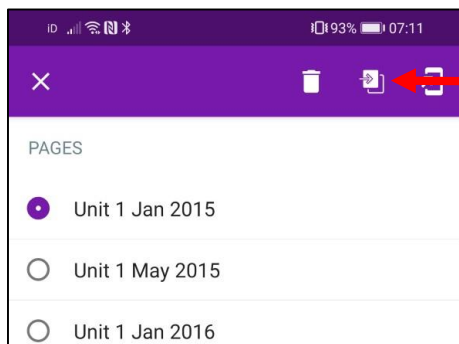
In this example I am going to copy the “Unit 1 Jan 2015 Past Paper” file from the “Unit 1 Past Papers” folder in the Content Library to my own Notebook.



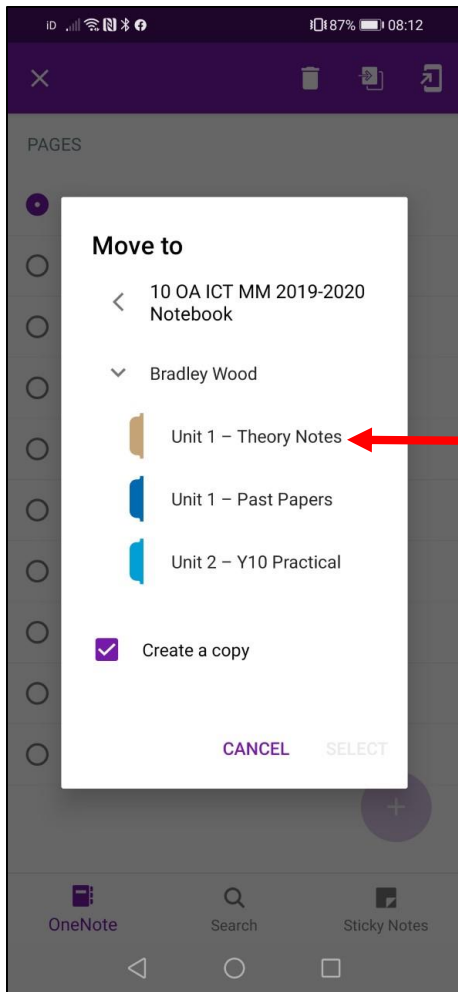
← Select the Unit 1 Past Papers folder



← Select and hold the Unit 1 Jan 2015 file

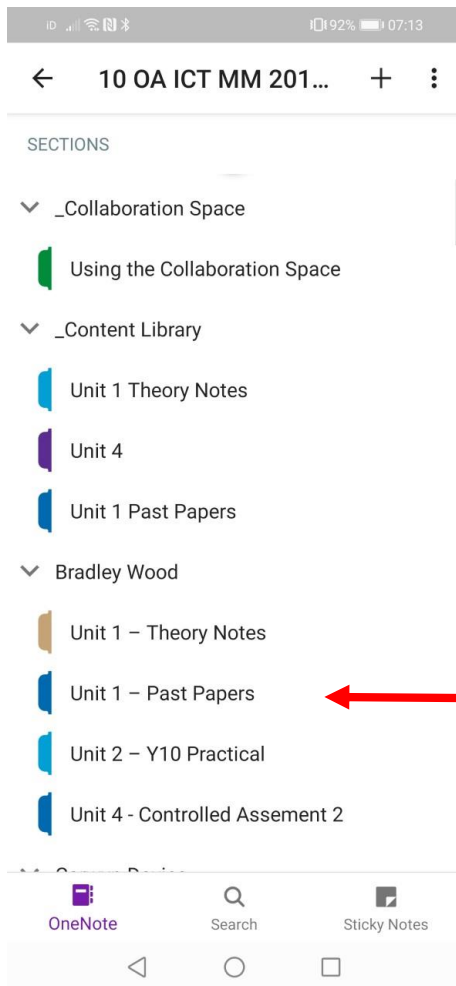


← Select Copy/Move page

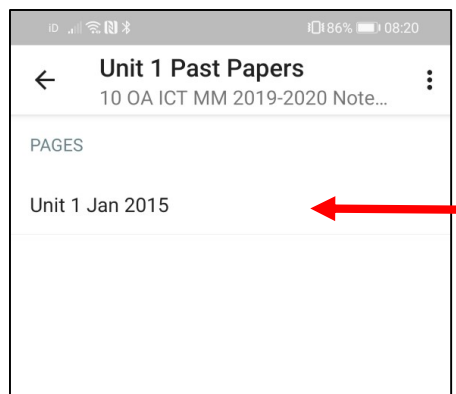


Select where you want to put the copy of the page.

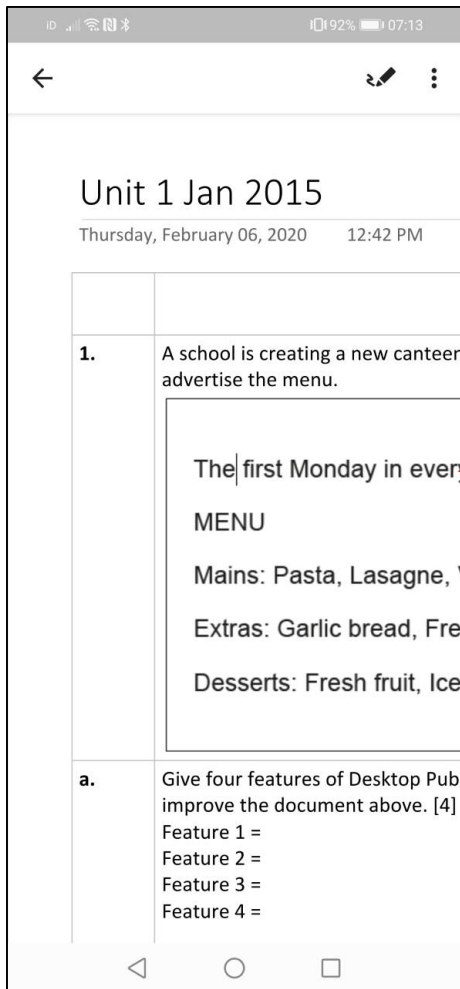
It is important that you scroll down to your name and make sure that you copy the work into your Class Notebook. You will then be able to edit the page to complete the work.



Under your name select the folder you have copied the page to.



Select the page.



You are now able to edit the page to complete the work.