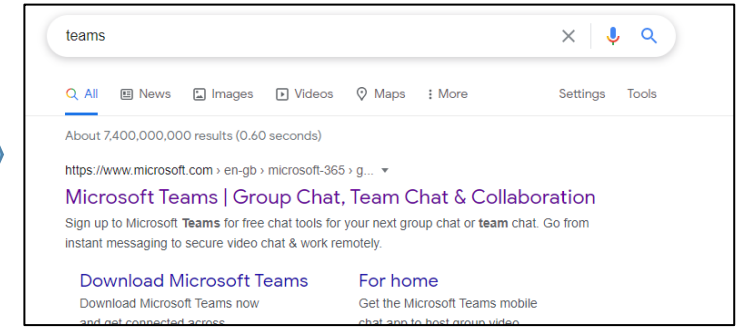
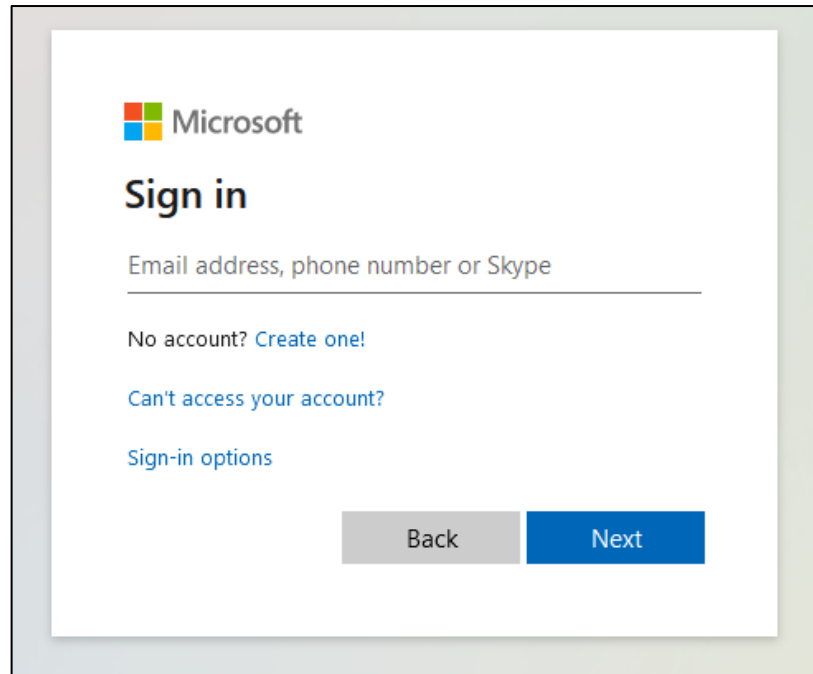


How to access Microsoft Teams

Step 1: <https://teams.microsoft.com/> or google:- Teams



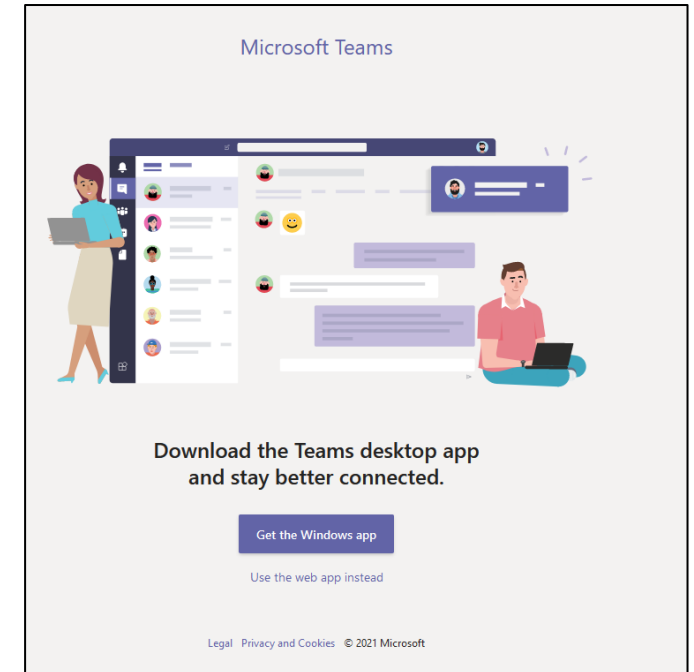
Step 2: your user name will end with@cgastudent.org.uk



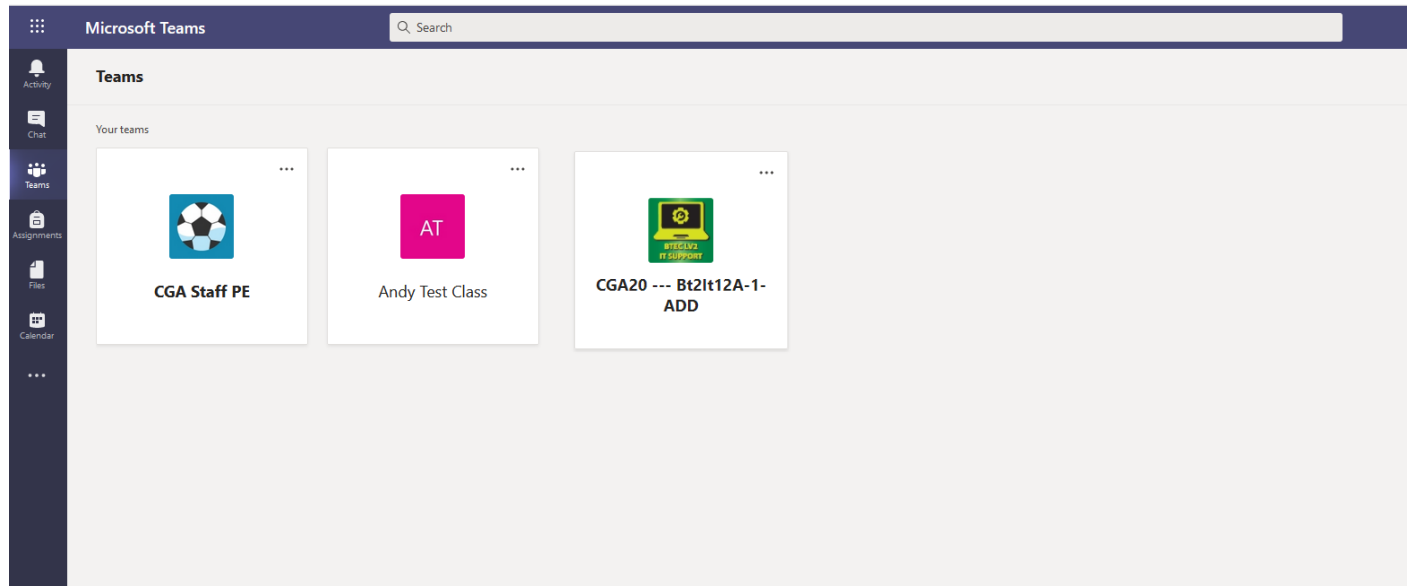
Step 3:

To install on your **computer** click 'Get the Windows app' or to **use the website**, click the web app.

Remember that installing the app on your device makes joining in with live lessons easier.

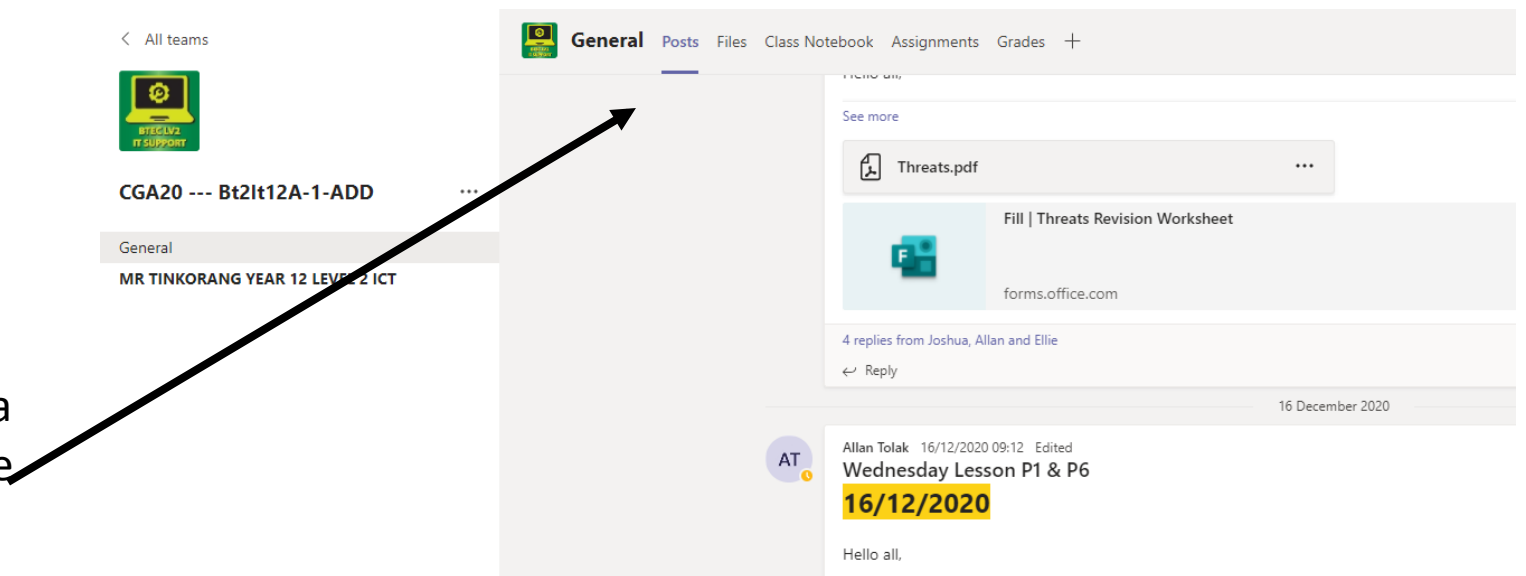


How to access your lessons



Step 1: Click on the subject *Team* you want to access. Remember, you should be working to your typical timetable, so use your planner to see what lesson you would have at what time.

Step 2: Use **Posts** to check for messages left by your teacher. Live lessons will also appear here. You can contact your teacher by leaving a message here. Remember, the whole class will see these.



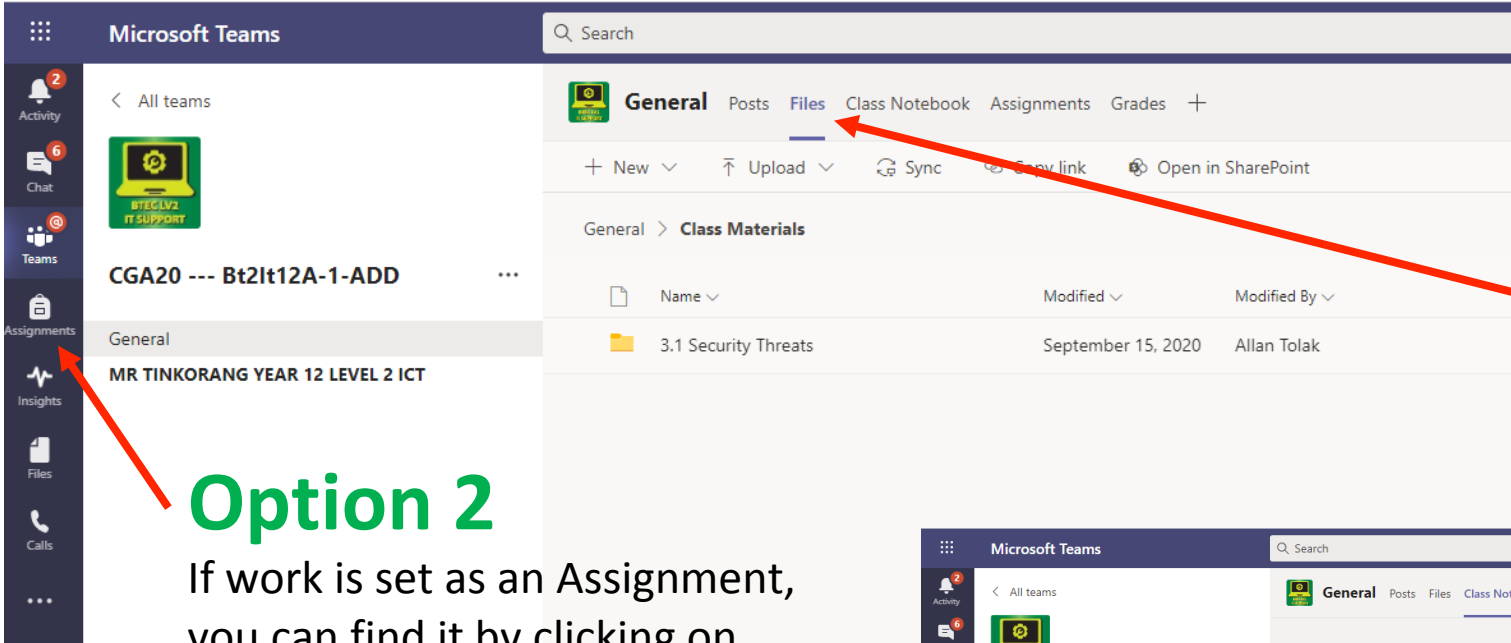
support@chestnutgrove.org.uk

How to access your work

Your teacher will explain how to access any additional work they want you to complete. This might be in **files**, in your **class notebook** or as an **Assignment**. If you're not sure, make sure you check with your teacher how to complete the work.

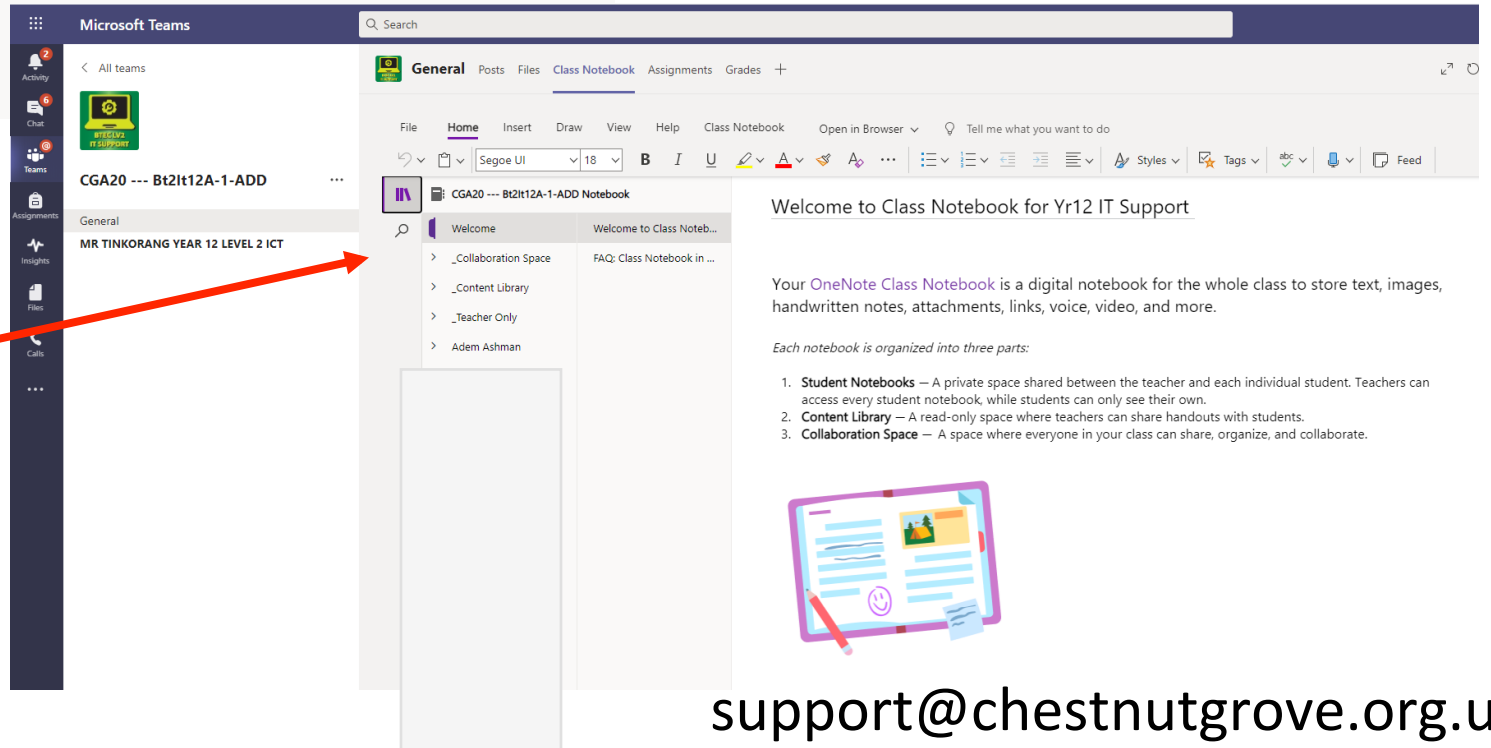
Option 1

Any documents that your teacher wants you to access or download will be saved in **files**.



Option 2

If work is set as an Assignment, you can find it by clicking on **Assignments** in the left hand toolbar. This is also where all your Home Learning Assignments are listed



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Option 3

If you are asked to use **Class Notebook**, click the books to see your name and find the page that you have been asked to complete.

How to contact your teacher

If you want to contact your teachers, post in your **class team** in the usual way. (Type @ before your teacher's name to grab their attention!)

If you want to discuss something privately, type @ before your teacher's name and request a private channel - useful if you want to discuss the answers to a test without your classmates seeing!

You can contact your **form tutor** in the same way through your tutor group team or your **RSL** through the Year Group Team.