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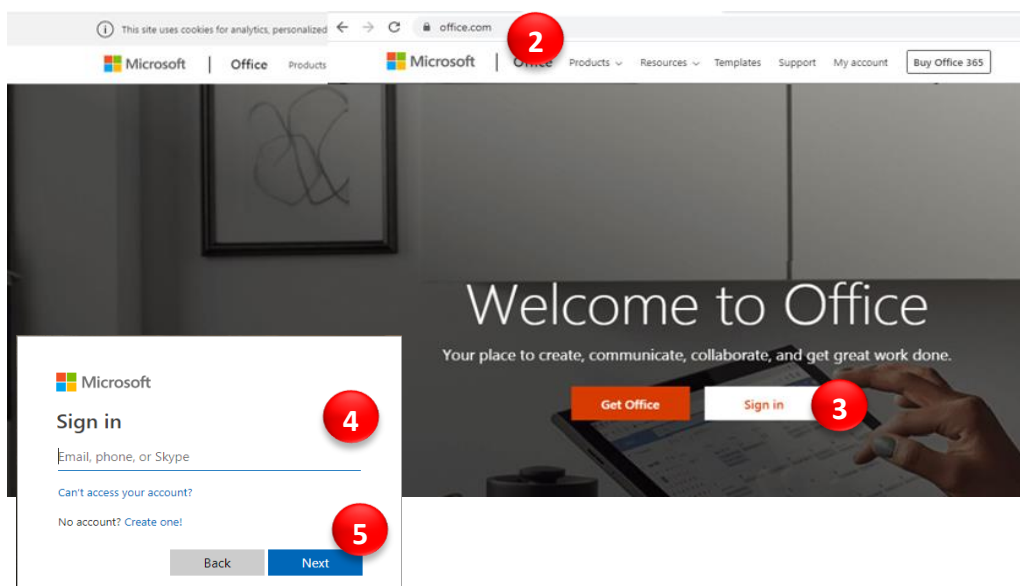
## How to access Email, OneDrive, Teams and other O365 Apps

From the O365 home page you can access Email, OneDrive, Office Apps such as Word, Excel and PowerPoint plus Teams and other O365 Apps.

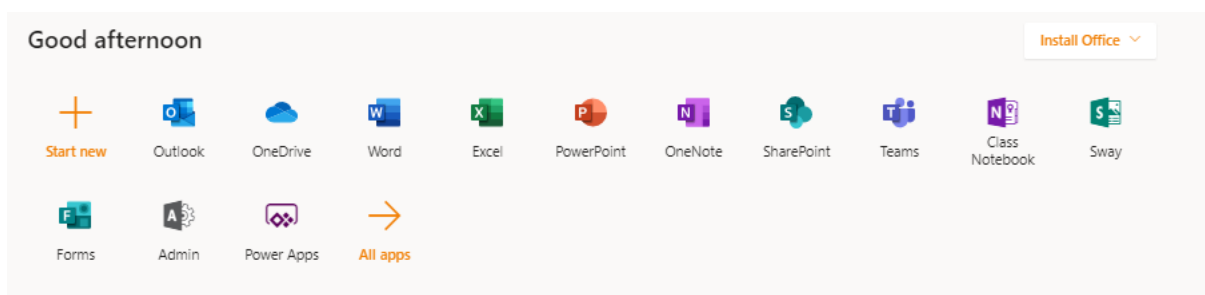
1. Open Chrome (or your browser of choice)
2. Type **office.com** in the address bar

*Note: If you have never signed in this way you will see the screen below. If you have used this page before it will look slightly different.*

3. Click **Sign in**
4. Enter your **@hfed.net** account, ie: [j.harris4@hfed.net](mailto:j.harris4@hfed.net)
5. Click **Next** and enter your account password and sign in



When the page loads select the app you want to use.



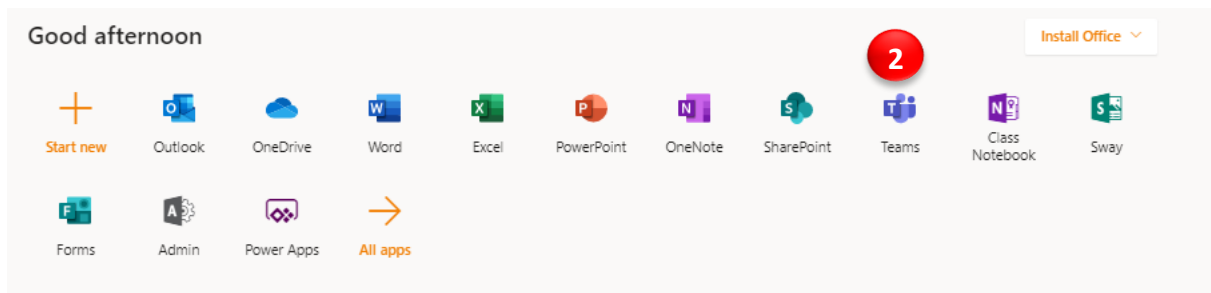
Scroll further down the page to see:

- Your recently access files
- Any SharePoint Sites you have access to
- Recently used folders in SharePoint or OneDrive

## How do I access teams?

There are several ways to access Teams, the one that is guaranteed for everyone no matter what device and without installing software is via the web browser. If you are on a Harris pc or laptop, you can use the Desktop App which is recommended.

1. Log in to O365 (see How to access Email, OneDrive, Teams and other O365 Apps above)
2. Click on **Teams**



## How to Install the desktop app

Follow the steps in “

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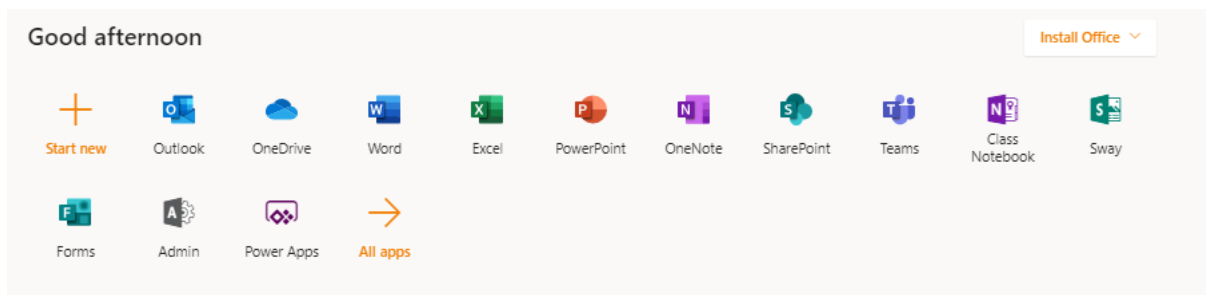
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6. Open Chrome (or your browser of choice)
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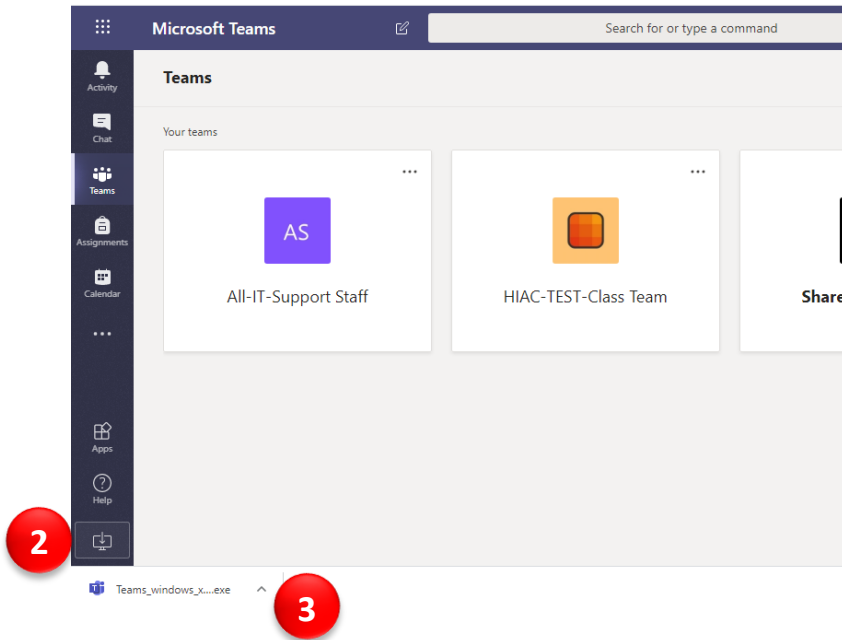
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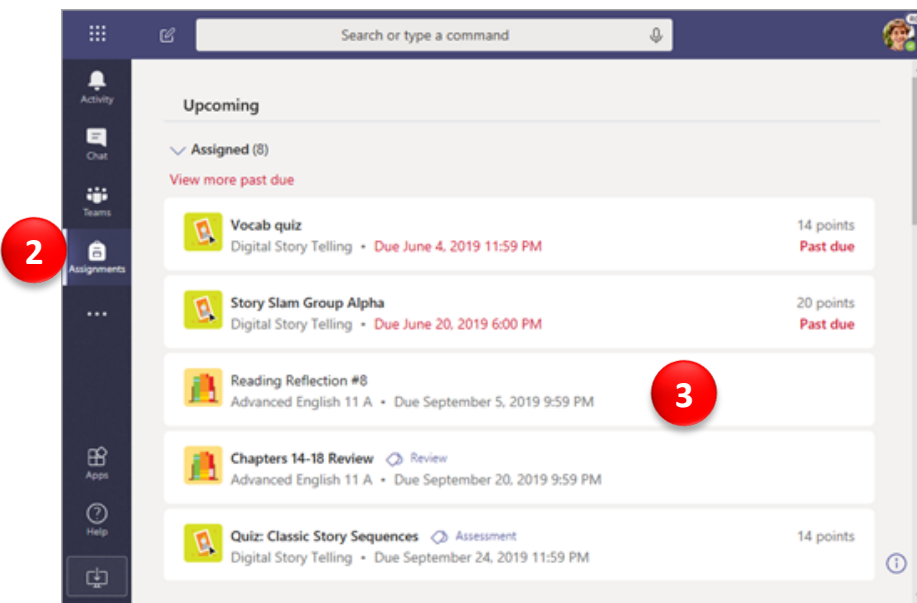
1. How do I access teams?" above, to load the web version of Teams.
2. Click the **Download desktop app** icon  
*An .exe file will appear on the downloads bar at the bottom of the screen (in chrome)*
3. Click on the .exe file and wait for teams to install.



## How to hand in assignments

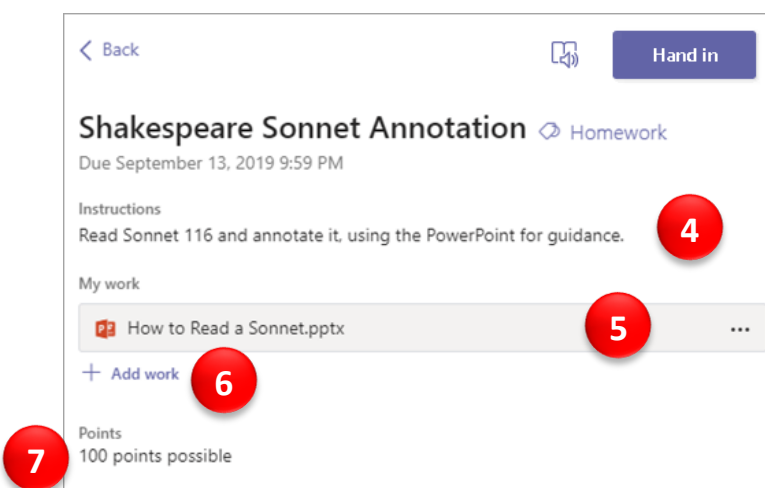
You can click on an individual class in the **Teams** window and view the assignments for just that class, these instructions show you how to view all assignments no matter what class they are from. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work after it's been returned to you. Assignments are shown in the order that they are due.

1. Launch MS Teams on your device.
2. Click on **Assignments** in the app bar.
3. Click on an Assignment card. You can only complete assignments that are overdue if your teacher has allowed Late Hand-Ins.



Now you can view the details of the assignment, as follows:

4. Additional instructions
5. Click on any guidance files your teacher has attached.
6. Click **Add Work** to upload your work
7. Click **Hand in** to return your work to your teacher
8. If allocated, you see the number of points that are achievable for this piece of work.

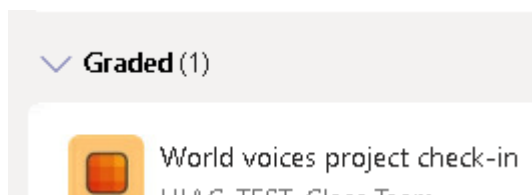


The hand in button will change depending on the status:

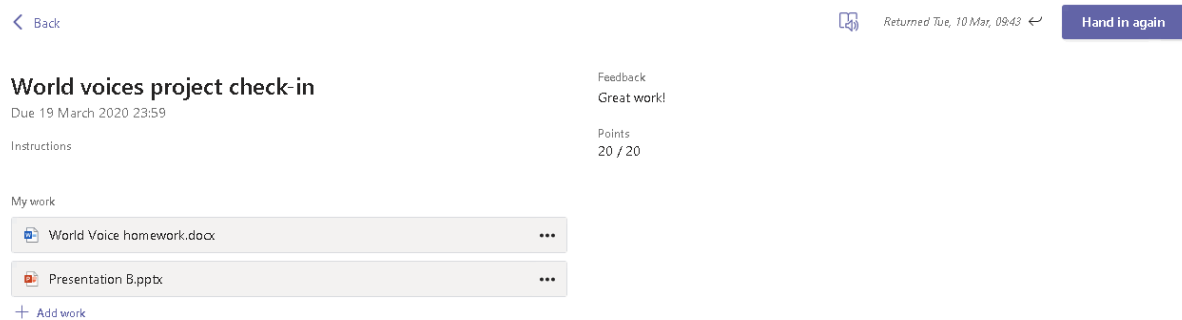
- **Hand in again** if you're editing an assignment you've already turned in and need to submit work again.
- **Hand in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- **Not handed in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
- **Undo hand in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

## Hand in again graded assignments

When your teacher has graded your assignment, you will see it under the **Graded** section in the assignments app.



From here, you can click on the card, open and edit the file then click the **Hand in again** button.



## Notifications

When a new assignment is added, comments are made in the conversation thread or your teacher has graded an assignment you will see red icons appearing on the apps in the app bar.

If you are logged into teams when any activity happens you will receive a notification on your device. The mobile phone app will give you a push notification without having the app open, the same as with Facebook or Whatsapp.

