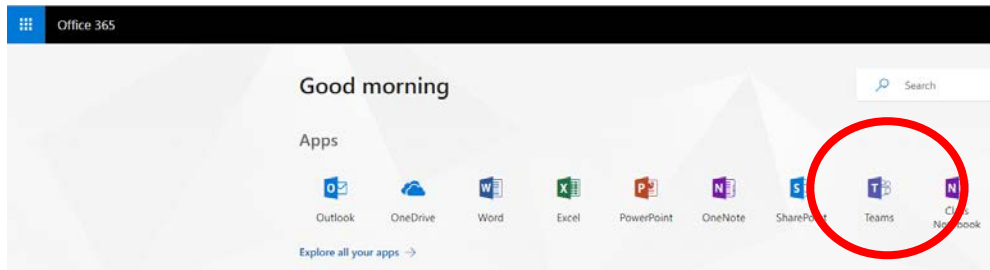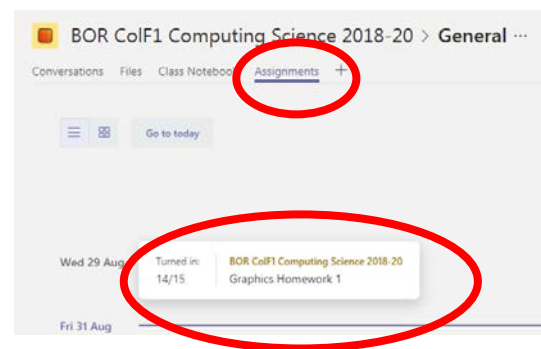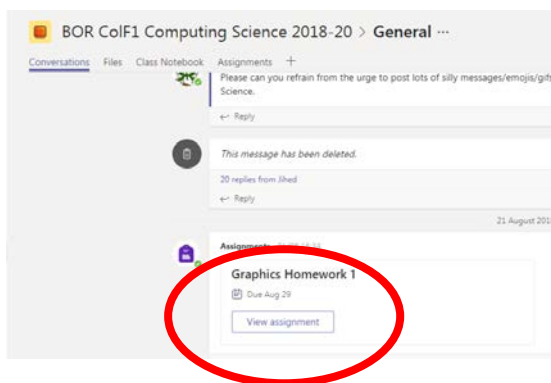## Accessing an Assignment in teams

- Login to Office365 **using the link on the Boroughmuir School Website** and your **normal username and password** you use to login to the computer at school

    o If asked for an email enter it in this format **<your login number>@ea.edin .sch.uk**

- Click on **Teams** and select the your class Team name

- Click **View Assignment** for the homework your teacher has set in the conversations tab (see Computing example below) or in the assignment tab click on the name of the assignment

- Complete the assignment following the instructions your teacher has given you in the assignment.

- Finally click on **Hand in button** on the original Assignment page to notify your teacher that you have completed the assignment

Remember you can download the free **Teams App** for your phone or tablet from the **App Store or Google Play store** so you can assignment notifications on your device. You can also quickly hand in your assignment using your phone if you forgot to do so when completing the assignment