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

III Office 365									
	Good n	norning						,₽ s	earch
	Apps						1		
	0 <sup>2</sup>	4		x	P		5		N
	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePort	Teams	Cluis Notioook
	Explore all your	$_{\rm apps}  ightarrow$							

- 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

tions Files Class Notebo		BOR CoIF1 Computing Science 2018-20 > Gen Conversations Files Class Noteboor Assignments +				
	e- Reply					
0	This message has been deleted.	E B Go to today				
-	20 replies from Jibed					
	← Reply					
	21 August 2018					
8	Assignment					
	Graphics Homework 1	Wed 29 Aug Turned in: BOR ColF1 Computing Science 2018-20				
	🕑 Due Aug 29	14/15 Graphics Homework 1				
	View assignment					
		Fri 31 Aug				

- 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

