



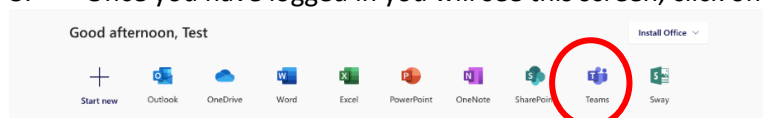
Microsoft Teams

NB. To access Microsoft Teams you must first download the free App

How to Open Teams

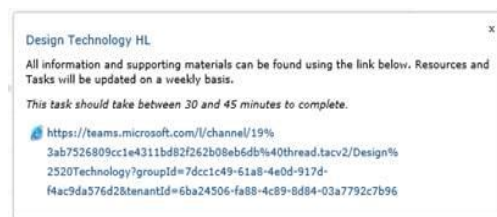
Option 1:

1. Go to www.office.com
2. Click 'Sign In' and log in with your school email and password.
If you have forgotten your password please ask your parents to email noaitsupport@northoxfordshire-academy.org to get it reset.
3. Once you have logged in you will see this screen, click on 'Teams'.



Option 2:

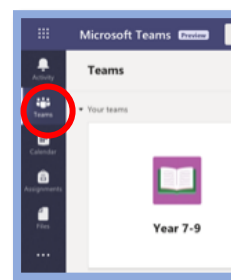
1. Go to www.go4schools.com
2. Login as normal and you will see a Home learning task that will have a direct link to the Teams website.



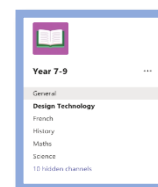
How to use Teams:

1. This is the Teams page, it lists all of the Teams that you are part of, Year 7-10 will see only one team here. Year 11-13 will see one team for each for your classes.

To open a Team just click on it.

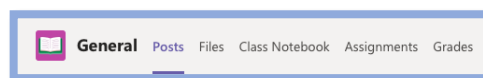


2. Once you've opened a Team you will see this menu on the left-hand side listing the 'channels' available e.g. subject titles



3. Near the top of the subject page you will see a list of tabs that are available within your Team.

- a. The **Posts** tab will show you the latest updates in the Team. This is where you can ask for extra help if needed.
- b. The **Files** is where you will find the lesson resources. This will be updated weekly.



Troubleshooting:

Home Learning concerns:

Year7: kevin.taylor@northoxfordshire-academy.org

Year 8: Samantha.emsley@northoxfordshire-academy.org

Year 9: Alexandra.wilkinson@northoxfordshire-academy.org

Year 10: jonathan.lowe@northoxfordshire-academy.org

Year 11: matthew.north@northoxfordshire-academy.org

Year 12-13: beth.hall@northoxfordshire-academy.org

Login concerns: noaitsupport@northoxfordshire-academy.org