



Using Teams – Some Helpful Tips for Getting Started

1. As a student in City of Edinburgh council, your child can download the latest version of the **Microsoft Office Suite** onto a total of **15** home machines and personal devices, free of charge. This will give them access to programs such as Word (for word processing), PowerPoint (for creating presentations) and Teams (for sharing work).

For pupils to view/work with tasks set by teachers, they will need access to Word and PowerPoint.

More information on how to do this can be found here:

<https://digitallearningteam.org/microsoft/office365/office-365-guides/>

2. Much of our work will be shared via **Teams**. This can be accessed via <http://office365.edin.org> or by downloading the Teams App onto your PC, laptop, Tablet or Smartphone.

You can download the Teams App here:

<https://products.office.com/en-gb/microsoft-teams/download-app>

3. This video shows you how to download the Teams App and Office 365 apps onto a Smartphone or Tablet for your child to use:

<https://www.youtube.com/watch?v=3xCBlf04-uU&feature=youtu.be>



4. Here are some other useful videos about using Teams:

- How to upload work or photographs to Teams using a laptop/computer:
<https://youtu.be/fwKYTLaH9gM>
- How to upload documents to Assignments:
<https://youtu.be/IRPVFyEKbvU>
- How to upload work and photos using a Smartphone: https://youtu.be/oHCCa_mOWMQ
- How to upload a photo of work from a Smartphone: <https://youtu.be/keypb4d0Hws>
- How to upload a photo of your work using a tablet: <https://youtu.be/keypb4d0Hws>