

Logging onto Office 365 and Teams (at home or in school)

HOMEWORK ACCESS



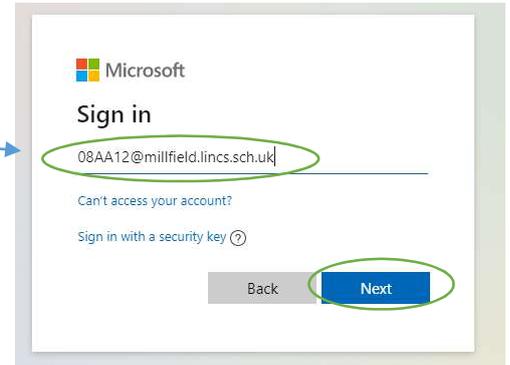
1. Type in the web address (www.office.com)
This will take you through to the Office 365 home page

2. Click sign in



3. The sign in box will appear asking for an email address
4. Your email address is your

school log in details @millfield.lincs.sch.uk

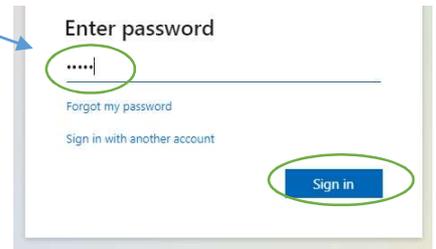


5. Click next

6. The password to enter is: *hlmil*

7. Click sign in

This will open your Office 365 home page



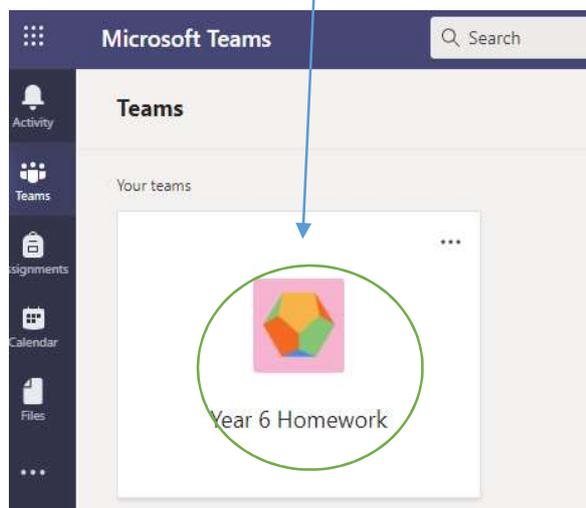
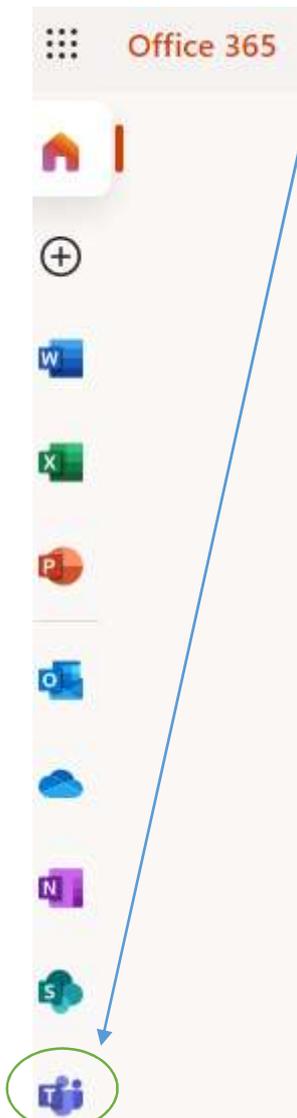
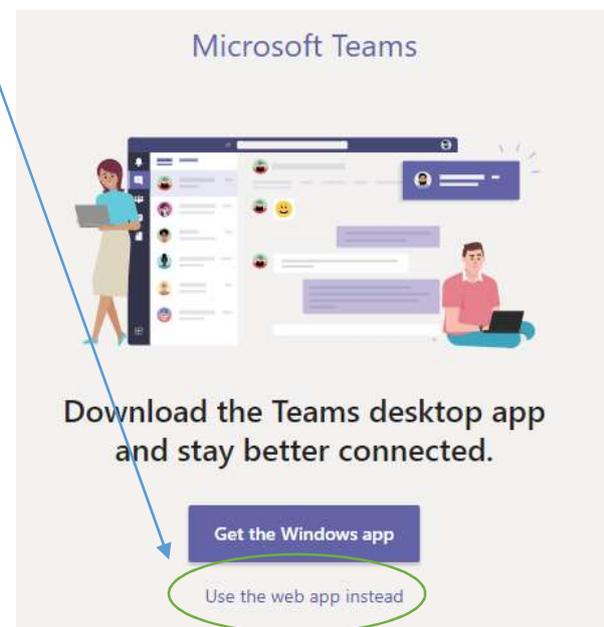
8. Down the left hand side of the page are your 'apps'. The app we will use to access the homework tasks, is called Teams.

9. Click on the Teams app.

10. At school, you will need to click here to use the 'web app'.

You could download the Teams app at home, if your parents say it is OK.

11. On your Teams homepage, you will be able to see your class page.



12. Click on your class page and you will be able to see your homework 'assignment'.

13. Click 'view assignment' to see the homework task.

