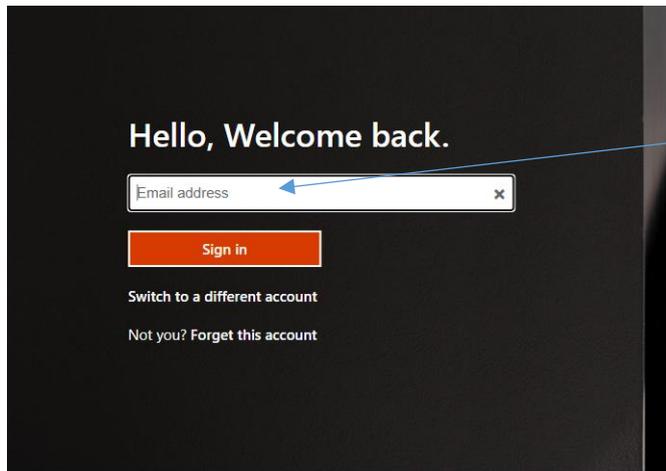
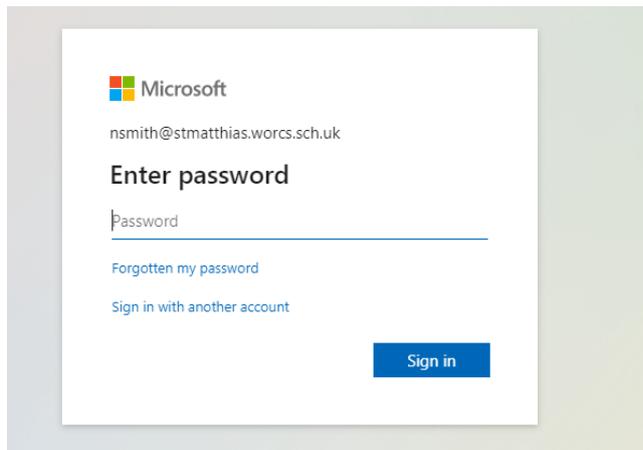


Search for office 365



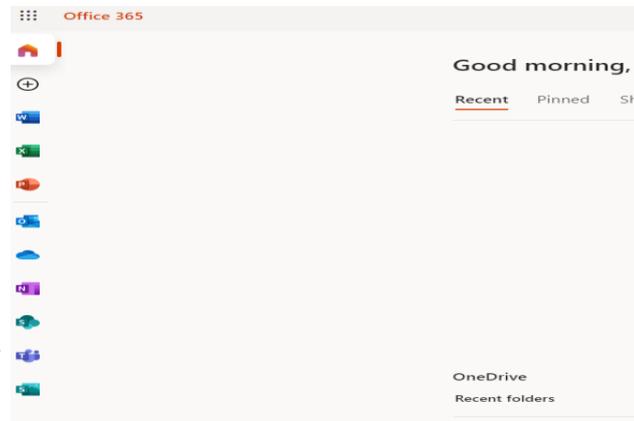
Use your username followed by @stmatthias.worcs.sch.uk to login



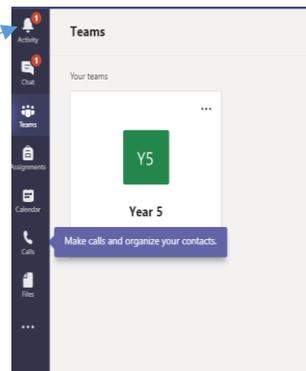
Use the password you have been given. If you have difficulty logging-in please contact the school office via email or phone.



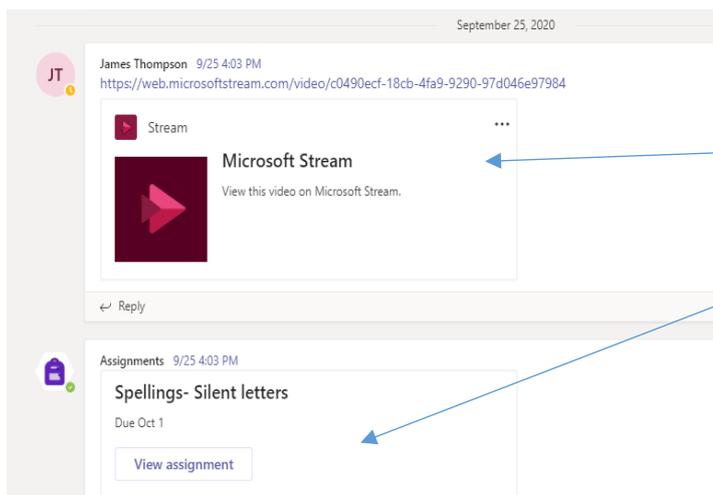
Click on the Teams app. A pop up will appear and you will need to download the app. Once complete you will need to login in again using your details.

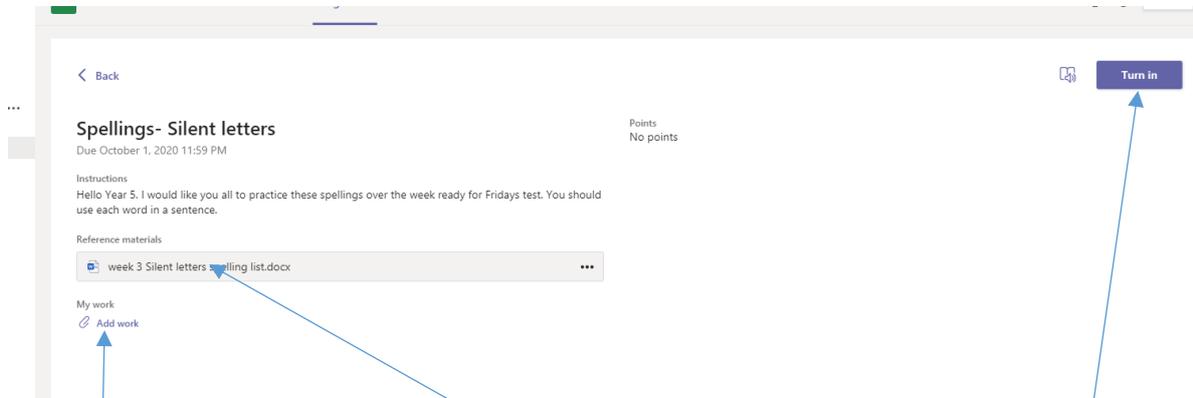


You will find work set by the class teacher in the Activity section.



You will see a video and an assignment. The video will appear as a Microsoft Stream. The activity will be an assignment.

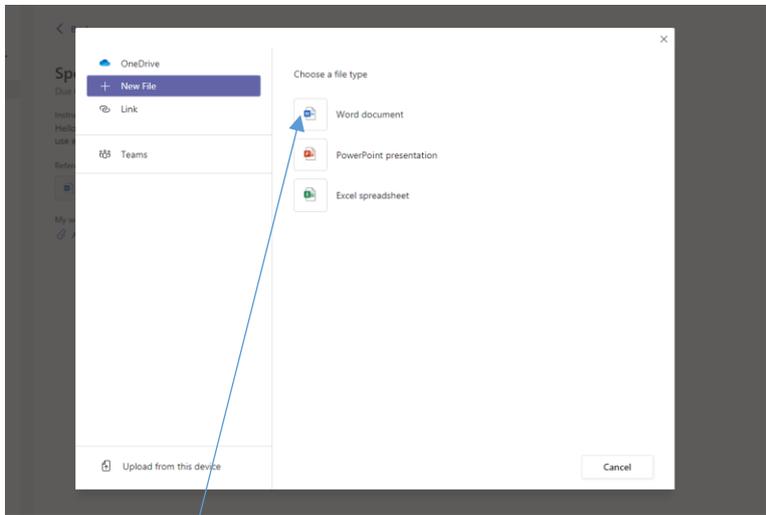




To view the work click on the link.

When complete send your work to the class teacher by clicking Turn in.

To create a document to complete the work electronically click Add work.



Click on the Microsoft document you require. This will load a blank document for you to complete your work in. This will automatically save so when you are finished click close and then hand in.