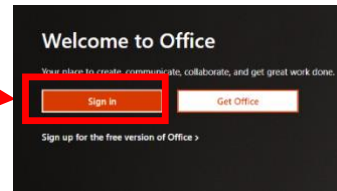


Using Microsoft Teams

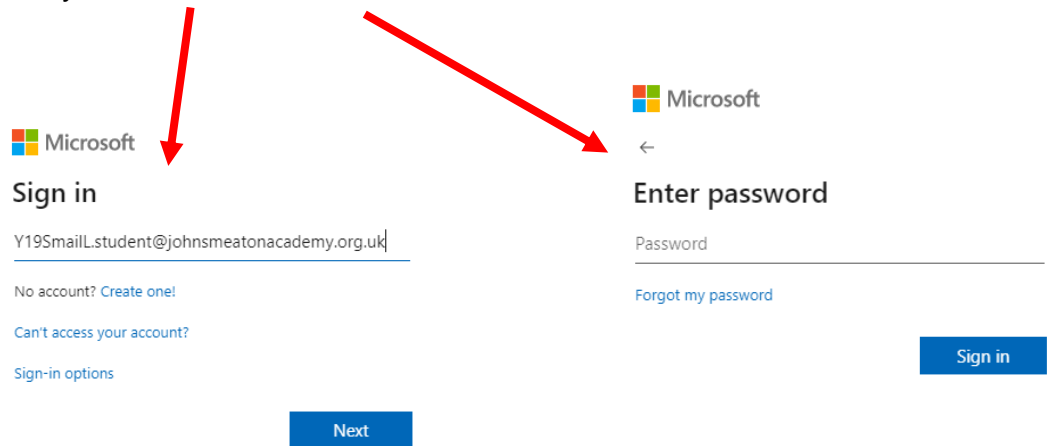
Logging in to Teams

- If you are using a laptop/computer log on through an internet browser (google).
- If you are using a mobile phone, download the free Microsoft Teams app.

1. Go to www.office.com and click sign in



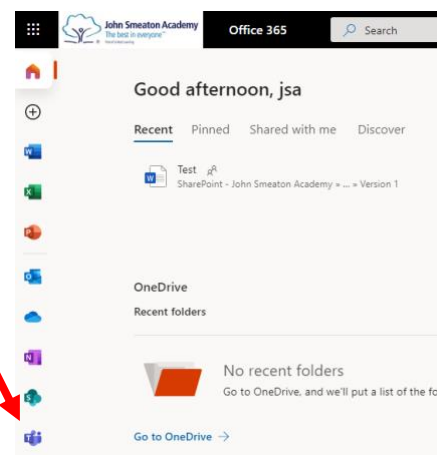
2. Sign in with your JSA Email & Password



3. Click on the Microsoft Teams icon at the left hand side

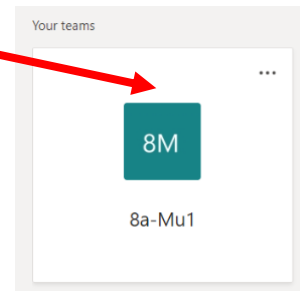


Microsoft Teams Icon

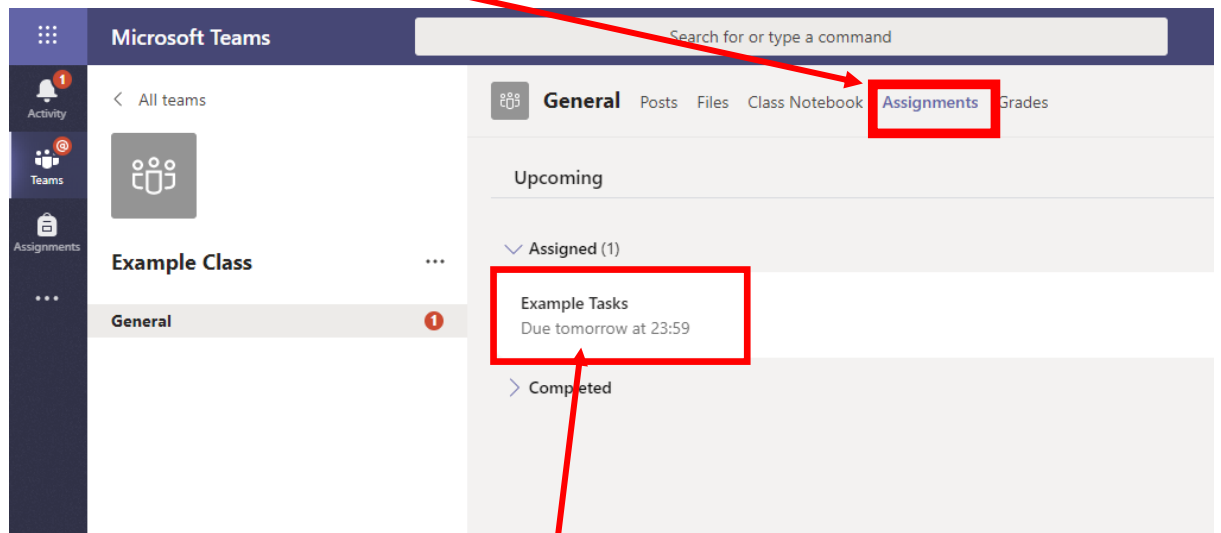


Follow these steps to access your lesson assignments:

1. Click on the class.



2. Click on the 'Assignments' button.



3. Click on the assignment to access the task.