Installation

Go to the below link to download the installation file for Microsoft Teams.

https://teams.microsoft.com/downloads

Click the "Download Teams" button which will download the installation file required to complete the installation.
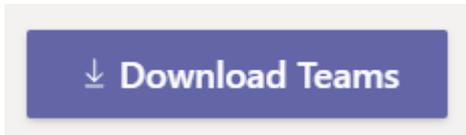
This installation file wil appear in your Google Chrome downloads tab. Once the download has completed, please click the file to start the installation of Microsoft Teams.
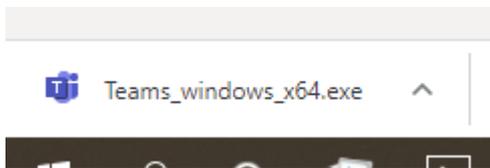

This is a "one-click" installation so there shouldn't be any on-screen instructions and the program should install straight away. Once it has been installed it will appear in your window menu. Please click the icon to open Teams. If it doesn't show up in the windows menu, you can find it my searching for "teams" in the search-bar (bottom right-hand side of the screen).
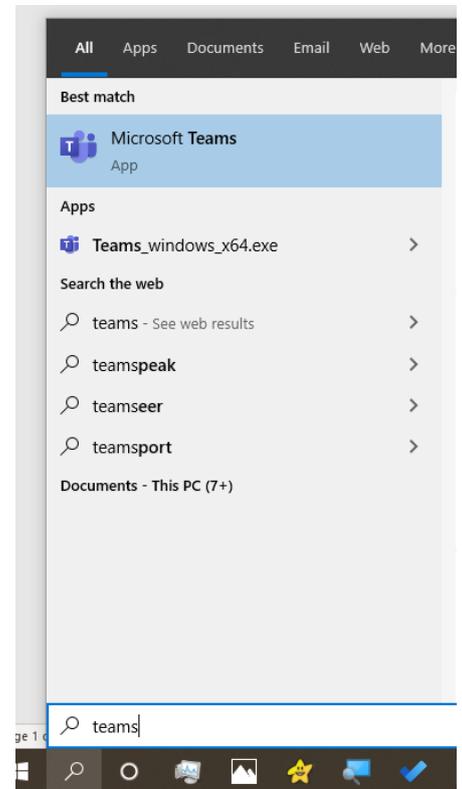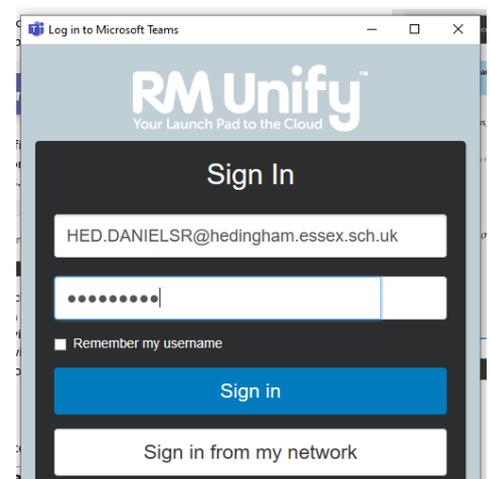
You can also download the Teams APP using either the iPhone APP Store on the Google Play APP store.
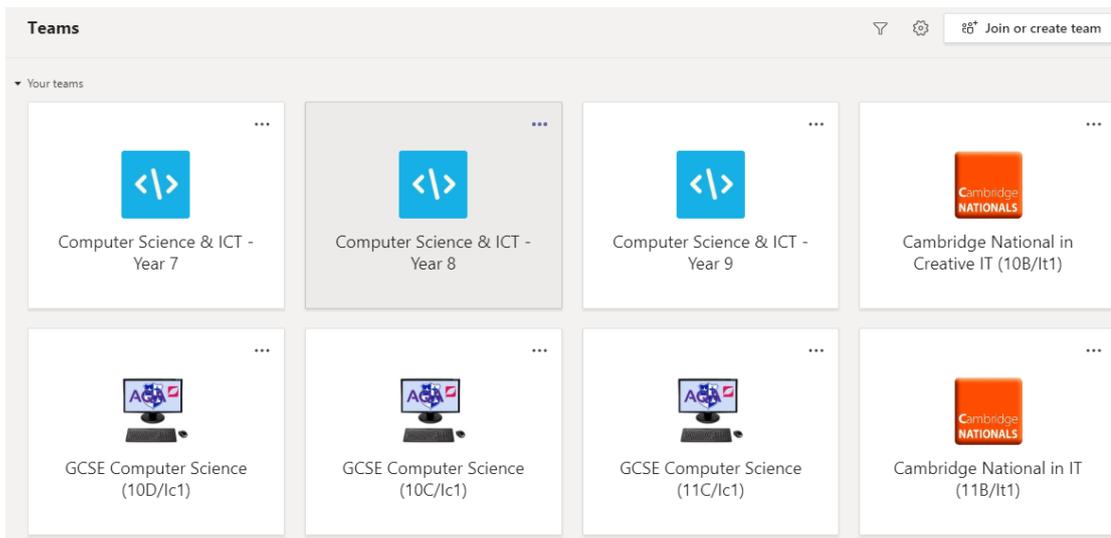
Logging In
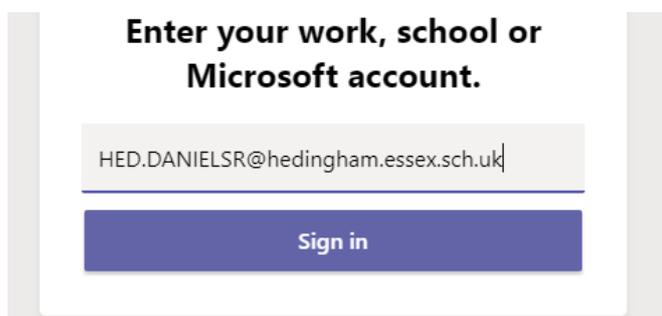
When logging into teams, please use the email address and password you use for your school emails.

This will then take you through the usual RM Unify sign-in. Remember to add @hedingham.essex.sch.uk to the end of your username.
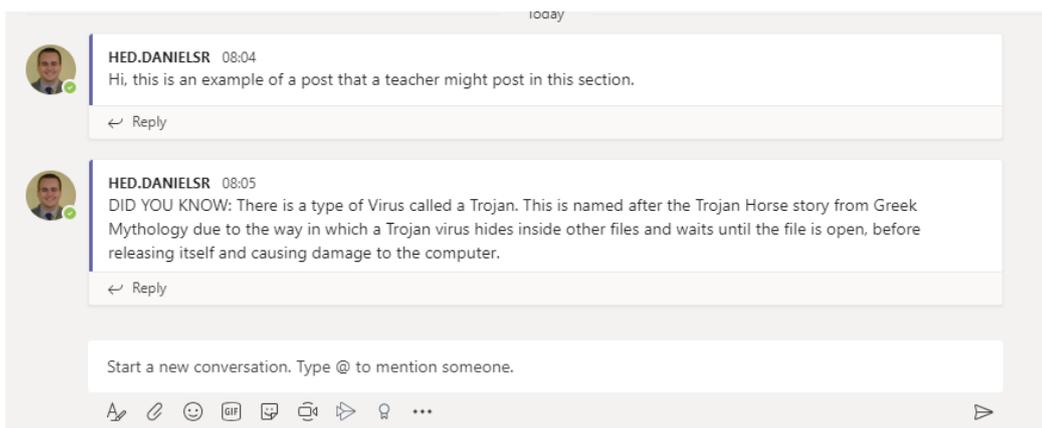
Teams

When you first log on, the first section you will see will be the Teams page. This should show you all the different subjects you are a member of. You have been added to all these automatically so you should see all your subjects there. Click on a team to take you to that subject.

Posts

When you open a Team you will see the "Posts wall", this is similar to social media in the sense that people (your teachers) will post things in here on a regular basis. When teachers set an assignment (piece of work), it will show they have done this in the posts section. **You** cannot post things here.

Files

Teachers for each subject will upload help and guidance documents into the files section of each Team. These files will be there to support and guide you through some of the work they will set. Click on the File tab at the top of the team and click on the folders to navigate through.
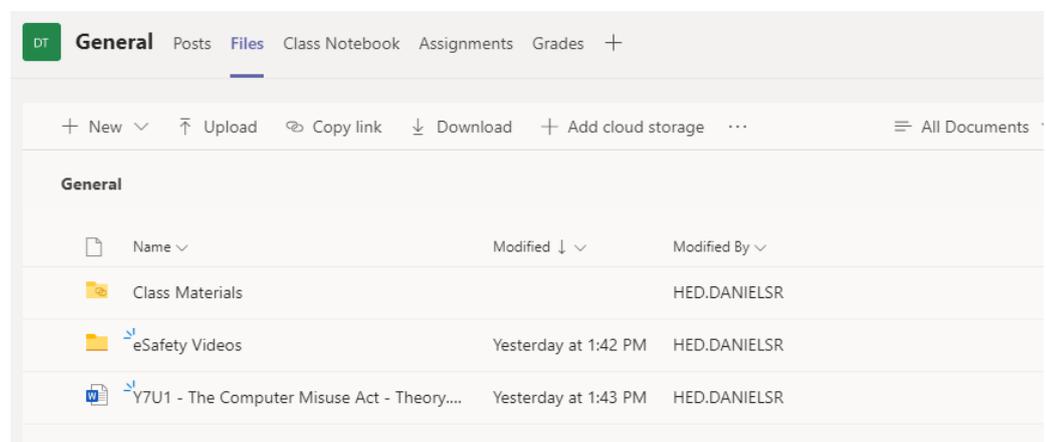
Assignments

When a teacher sets a piece of work, this will show up in your assignments tab. By clicking on the assignments tab, you can see what work has been set. On this page it will show you when the assignment is due (a date and a time). Click on the assignment to view it.

The assignment tells you what you need to do and may include a worksheet to complete or files to aid you with this work.

If you complete the work digitally you can then click the + Add Work button to attach a digital file from your computer OR, if the work was done by hand, you can take a photo and then attached the photo of the work. Once the work is completed, click "Hand in". Sometimes these assignments might be Forms/Quizzes on Microsoft Forms. There will be a link in the assignment which you can click and then complete the form or quiz.

You should aim to look through each of your subjects and complete the assignments where possible. If you get stuck with an assignment, you should use the department email to contact the department about the work.

You can also click on the Assignments tab at the side of the program which will then show you all the Teams you are a member of. This is a slightly quicker way of browsing which of your Teams have set you an assignment: