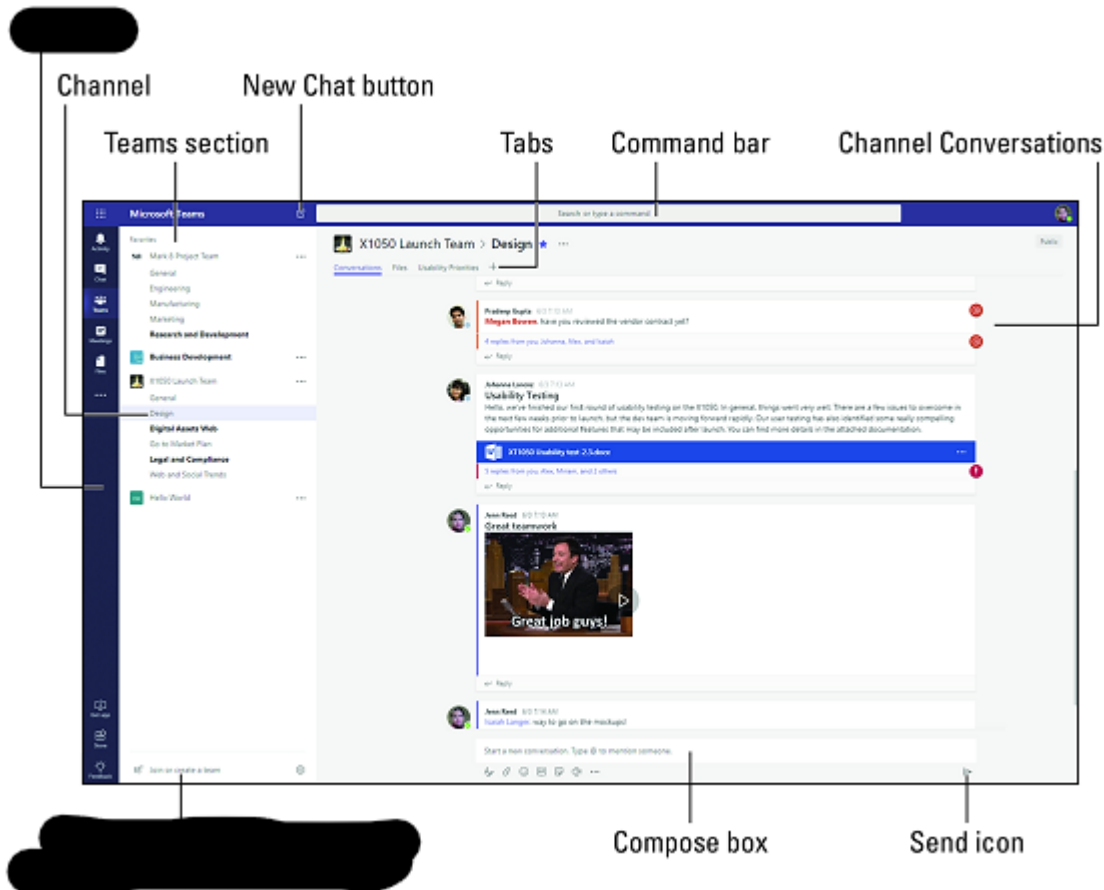


TEAMS FUNCTIONS- the basics

We've tried to show you the basics with the diagram and text below. However, most people find it much easier to get online and play about. You'll soon get used to it. It's important to remember that you can't break TEAMS! Your teachers have picked it up quickly and some of us are really old! It's like getting a new phone or app- you'll get used to it by using it.



- **Activity** is where you'll find mentions of any assignments (homework) set in TEAMS you're a member of
- **Chat** is where you'll see your recent one-on-one or group chats. If you want to message an individual type, "@mrLowndes" and your message will appear in their 'activity' tab.
- **Teams** displays all the Teams you are a member of. You will have one for each class you're in, your form and your year group.

- **Files** takes all the files from all the Teams you are a member of. It is also where you access your personal OneDrive e.g. documents or videos your teacher has uploaded to help you with homework.
- **Channel:** A section within a Team to help organise our work e.g. one for each topic, each week or each task.
- **Command bar:** perform a search in Teams.
- **Channel Conversations:** This section displays all the conversations in the selected channel. This can be really helpful as you can see questions from classmates and answers from your teacher.
- **Compose box:** This is where you can type a message to start a conversation.
- **Send icon:** When you're ready to share your chat, click the Send icon to post your chat to the team. Remember – the whole TEAM (your class) can see it.