



How to use: Teams

Teams can be accessed via a web browser e.g. Google Chrome on a laptop/PC or through the Teams App on a tablet or smart phone (start at Step 4.)

1

Download the Software

If you have a laptop or PC, you WILL NOT need to download any software to access Teams. However, if you are using a tablet or smart phone you will need to download the following free apps.



Microsoft Teams App

Microsoft PowerPoint App

Microsoft Word App

Microsoft Excel App

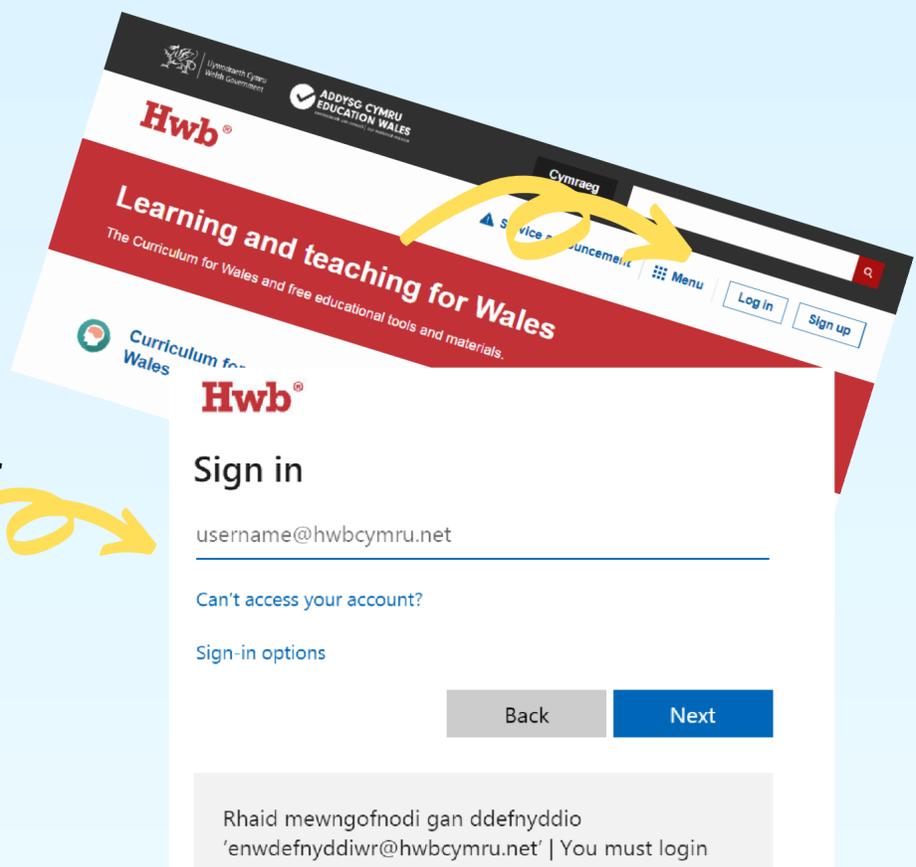
2

Log in to Hwb

Log into your Hwb account via 'hwb.gov.wales'

Remember:

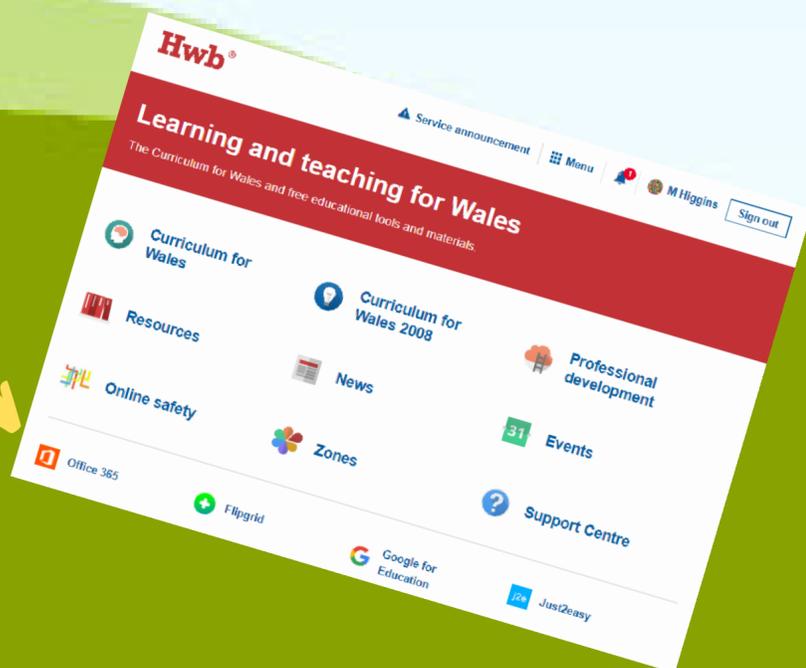
- include '@hwbcymru.net' after your username
- passwords are CASE SENSITIVE



3

Locate Office 365 on the Hwb dashboard

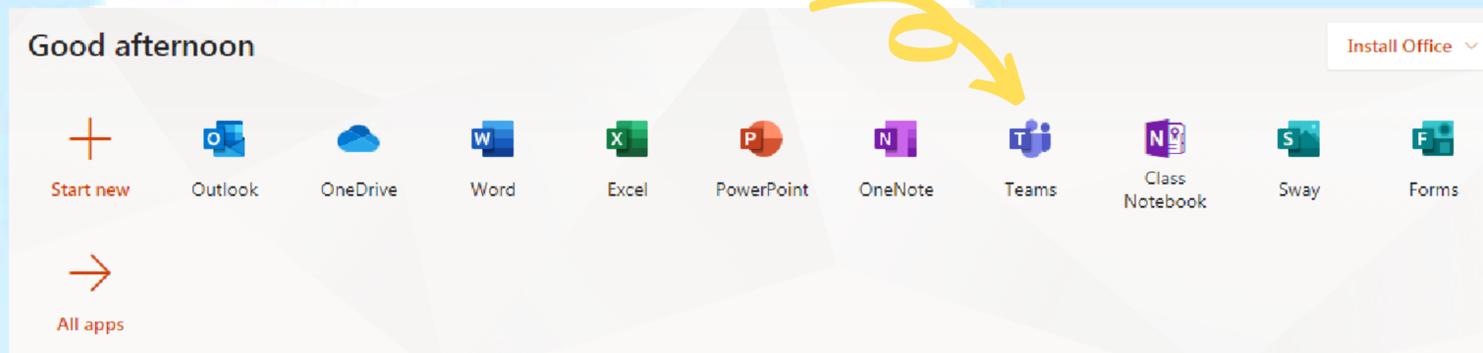
The Office 365 app can be seen on the Hwb homepage once you have signed in.



4 Locate Teams on the Office 365 dashboard

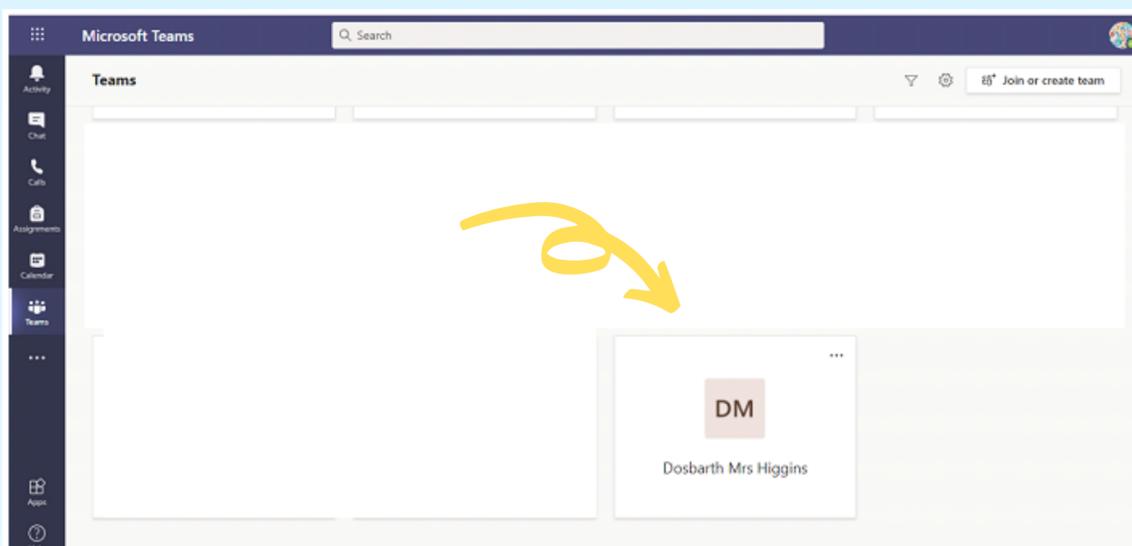


If you're using the 'Teams' app you can start straight at this step.



5 Locate Class Teams page

You will see your class name. Click on this to access work or activities.

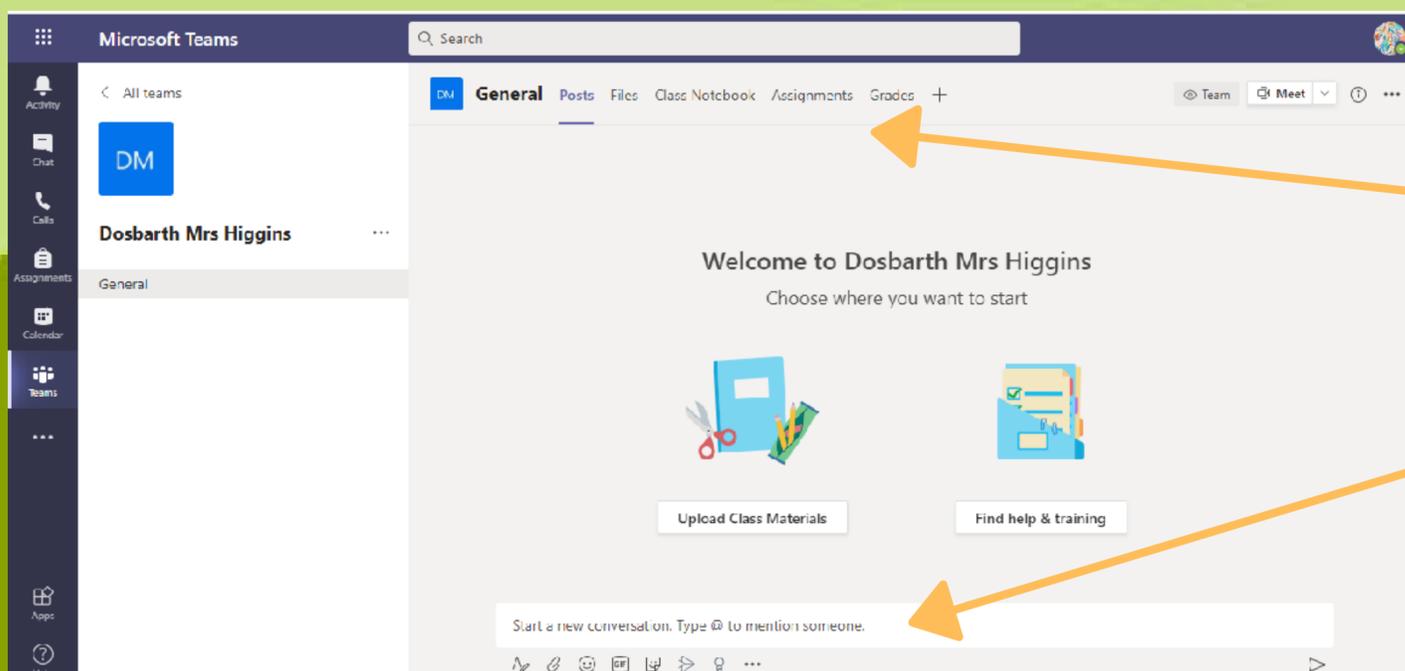


You will know if something has been updated on the Team page if you see a small circular red notification in the top right-hand corner of your class



6 Access work and communicate with your Teacher

Locate the 'Assignments' tab and click on it to access your work and communicate with your teacher.



Click on 'Assignments' to view tasks.

Post any questions about the work here.





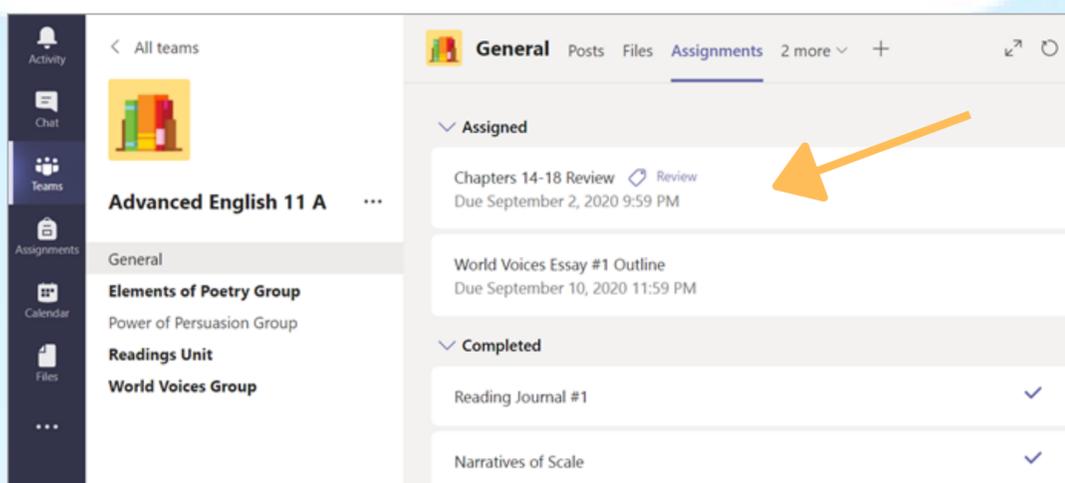
How to:

Turn in Assignments

1

Click on the 'Assignments' tab

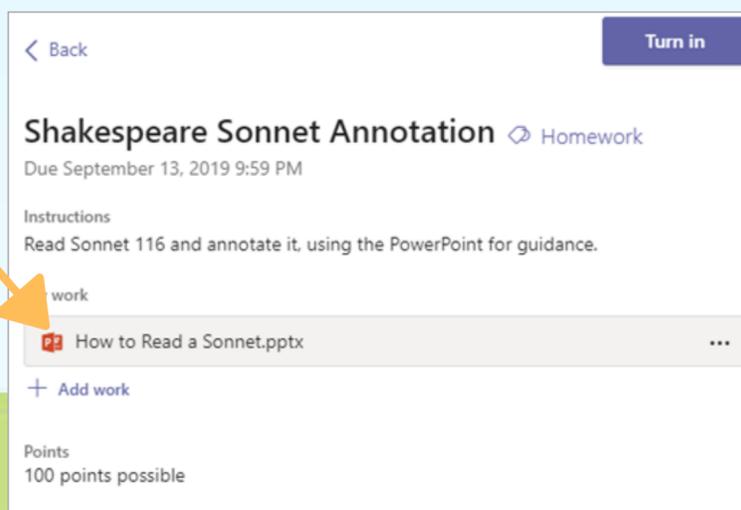
Assigned work will show in order of due date. Select any assignment card to open it and view the assignment's details.



2

Open the Assignment

Click on the assignment to open the document.
Once open, complete the task.



3

'Turn in' your work

When you have completed the task, click 'Close'.
Then, select the Turn in button to turn in an assignment.
The button will change depending on the status.

