



**Golborne**  
HIGH SCHOOL

## Pupils guide to using teams in Office 365

As part of our guidance in setting work in case of school closure please see guidelines below for pupils using teams in Office 365

Log into Office 365 on a laptop or tablet - google office 365 or <https://www.office.com/>

You can also download the Microsoft teams app on your phone but would best to use on a tablet or laptop if available.

Use your school email address as the username -

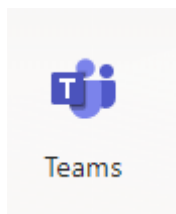
**“School username”@golbornehigh.org.uk**

**Your normal school password**

If you have any issues logging in please email [it-services@golbornehigh.wigan.sch.uk](mailto:it-services@golbornehigh.wigan.sch.uk)

Once logged into office 365

Click on the teams app



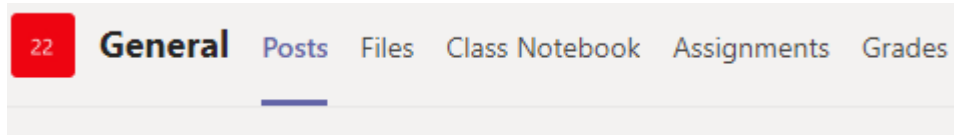
Click on your class code to see that team

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Each team has the tabs above

- The posts section is where you can ask a question, both your teachers and other pupils in class will see this. **Please be aware all of your actions are monitored.**
- The files section is where teachers can upload any files, e.g. word documents PowerPoints
- Class notebook is a digital work book where you can complete work as instructed by your teacher.
- Assignments - The assignments section is where teachers will set any assignments for you to complete
- Grades - teachers may or may not decide to use this section

How to hand in assignments as requested by the teacher

- Click on the assignments tab
- Click add work or edit the document in word online saves automatically
- Click the button label “turn in” button which will send the document through to your teacher
- For more guidance please see below

<https://www.youtube.com/watch?v=aMi2uqEsuj8>

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