

Student Guidance

MICROSOFT TEAMS



Download or connect online.
Useful links to support and train you

This document provides you with a link to download Microsoft Teams on your device or access it via Office 365. There are also links to a YouTube video and a PDF document that will help you find your way around Microsoft Teams and respond to assignments. Your teacher's will help you with assignments when you are connected.

There are a lot of different videos and documentation regarding Microsoft Teams online, so please look for yourself to update your skills and knowledge. If you cannot find what you are looking for, then please just ask.

Microsoft Teams: Download to your device

[Download Teams - click here](#)

Once downloaded, sign in with your school email address and the password you normally use in school.

Microsoft Teams: Access through Office 365

[Sign into Office 365 - click here](#)

Login to Office 365 using your MRC school email address and the password. You will be presented with the Office suite of programs. Find the Microsoft Teams app and click to launch it. If you are asked to sign in again, use your MRC school email and password as prompted.

Microsoft Teams: Quick Start Guide for Students

[Quick Start Guide - click here](#)

Assignments: Student Point of View

[Student Point of View - click here](#)