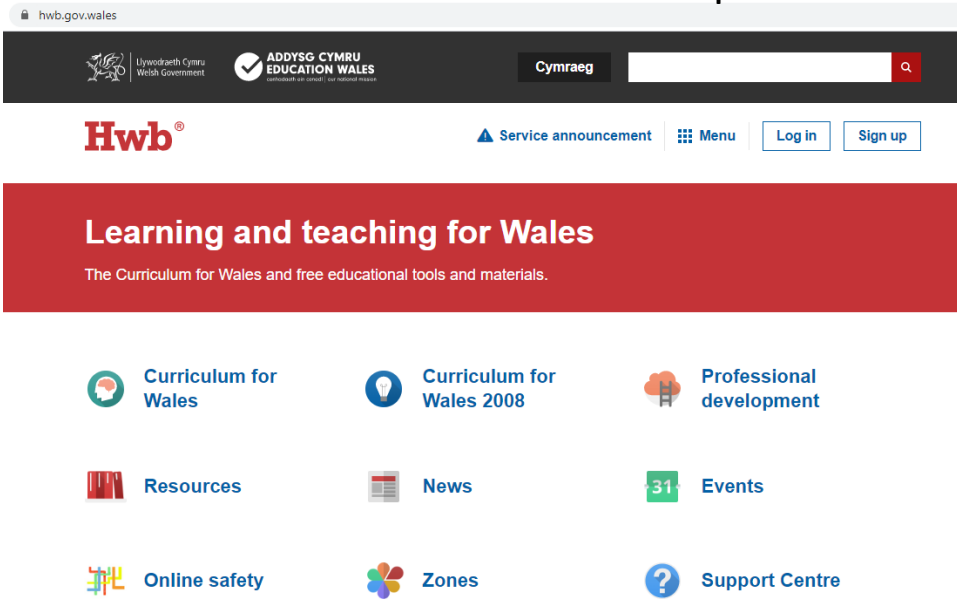
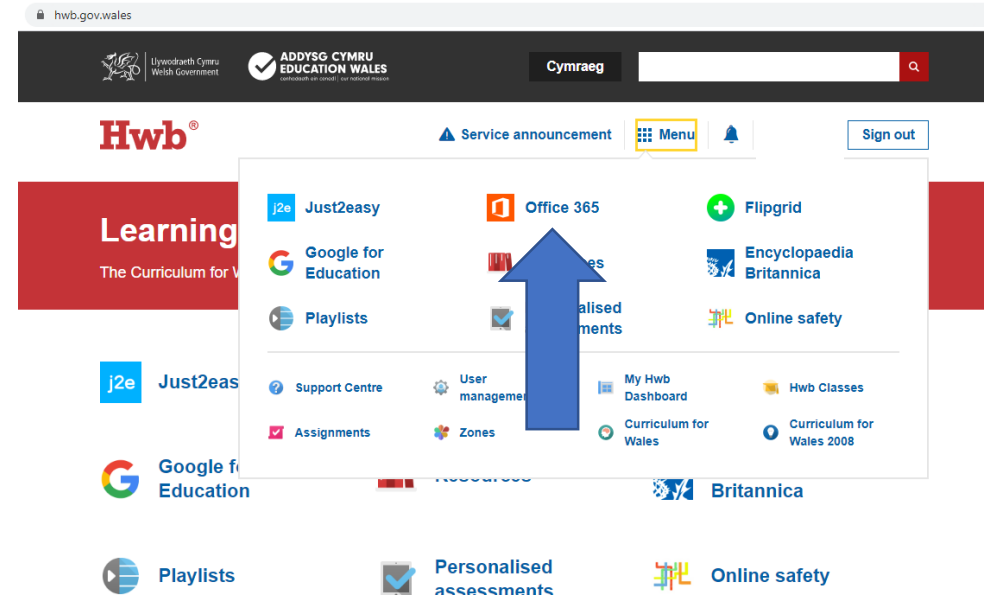


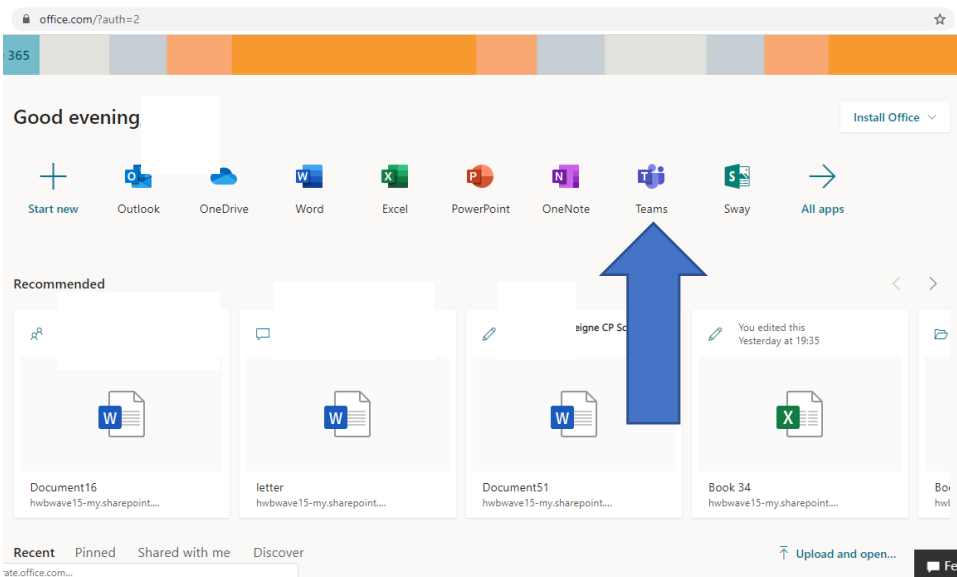
How to open work on Microsoft Teams



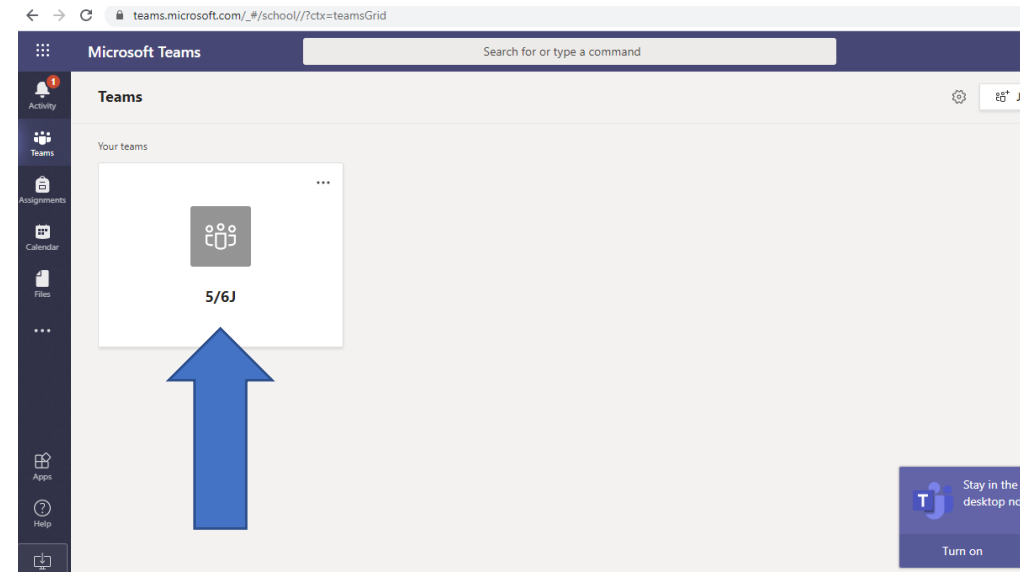
1. Navigate to Hwb and login.



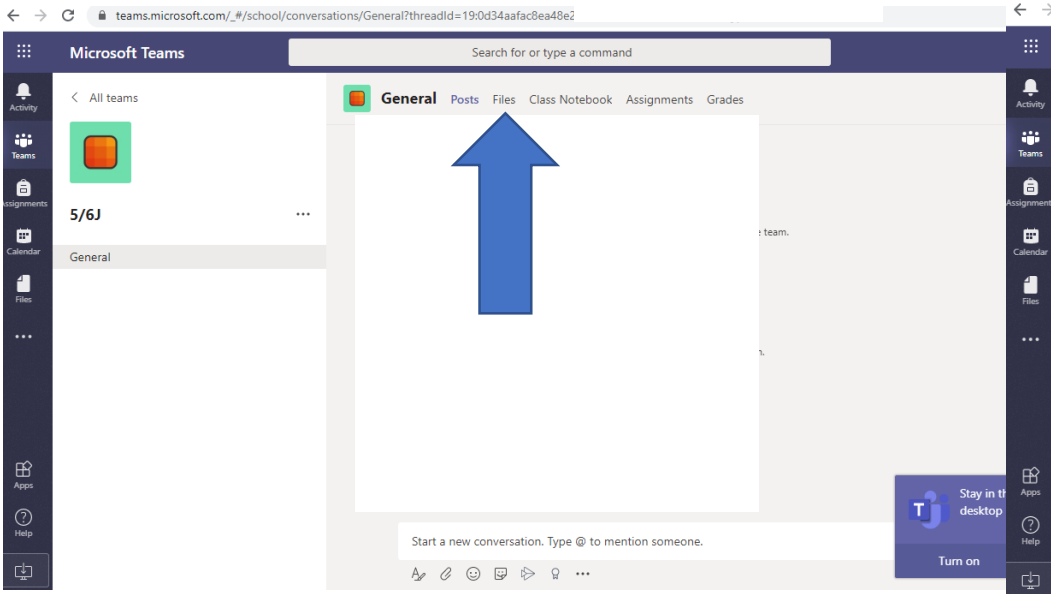
2. Click on Office 365.



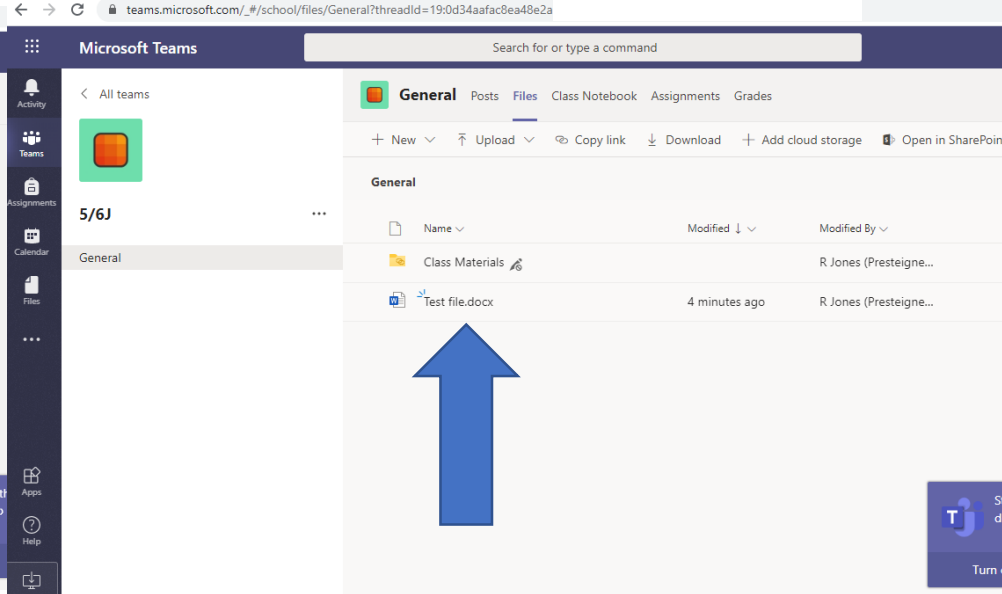
3. Click on Teams.



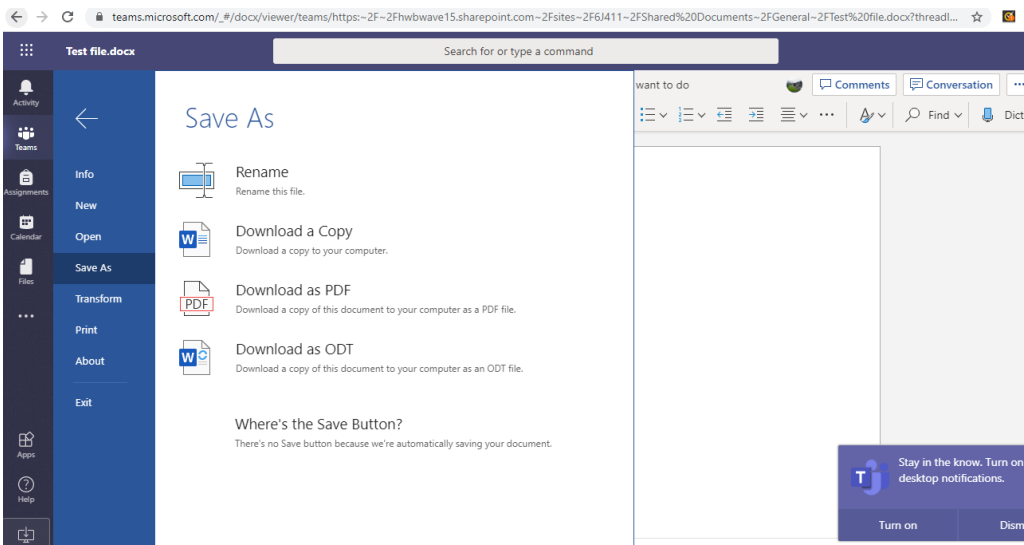
4. Click on your class team.



5. Click on Files.



6. Open the file your teacher has shared with you. Files in 'Class Materials' are read only. This means that you can read them, but not edit them. Files outside this folder can be edited by you. If you open one of these files you need to follow step 7.



7. Download a copy of the file. You can now edit this to work on.