TEAMS step by step guide

Logging in to TEAMS

1. Click on the link below or type it into your browser.

https://www.westlothian.org.uk/

The following page will appear.
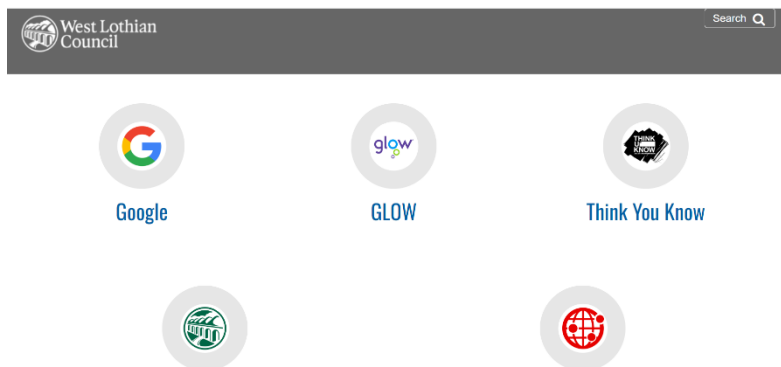
2. Click on the Glow icon.

The following page will appear.

3. Use your log-in card and enter the username and password into the correct boxes and then click on sign in.
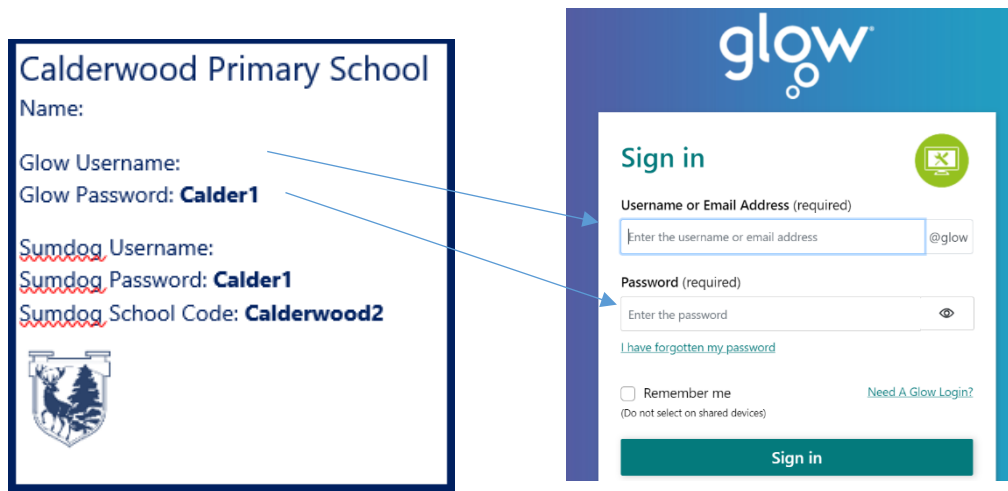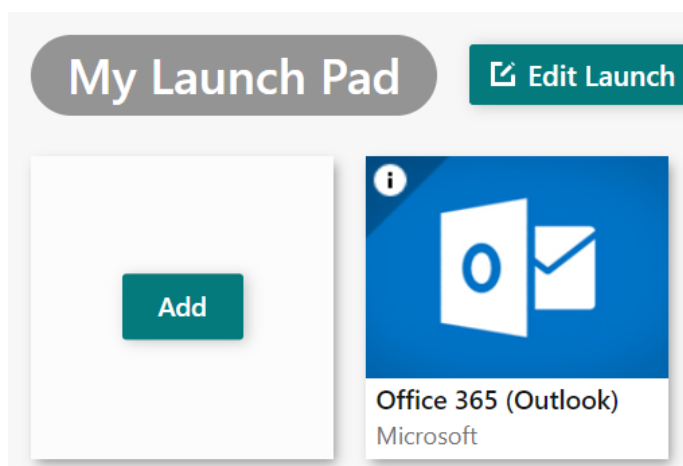

Tip: Make sure you use the capital letters and lowercase letters correctly or it will not recognise your password.

Use caps lock for the capital letters and then make sure you turn it off again **or** use the shift key and then the letter you want.
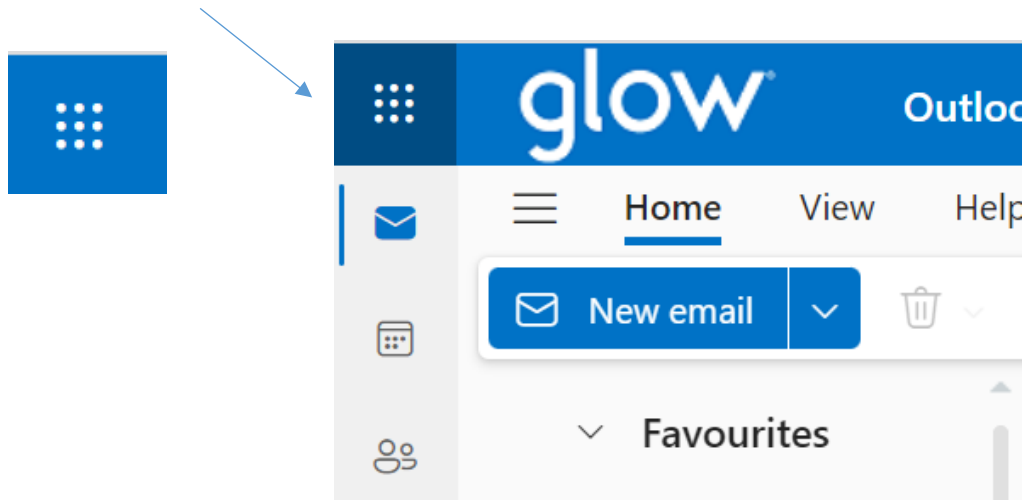
To get the @ sign press the shift key and then the @ key.

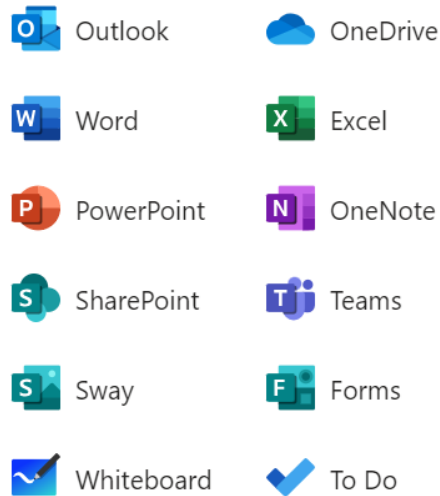4. The launch pad will now load. Click on the office 365 (outlook) tile.

5. Your email will now open. On this screen go to the top right corner and click the waffle.

6. A list of applications will appear. Click on TEAMS.

Apps

Tip: It might ask if you want to use the TEAMS app or the Web version. Choose the web version if you don't have the app.
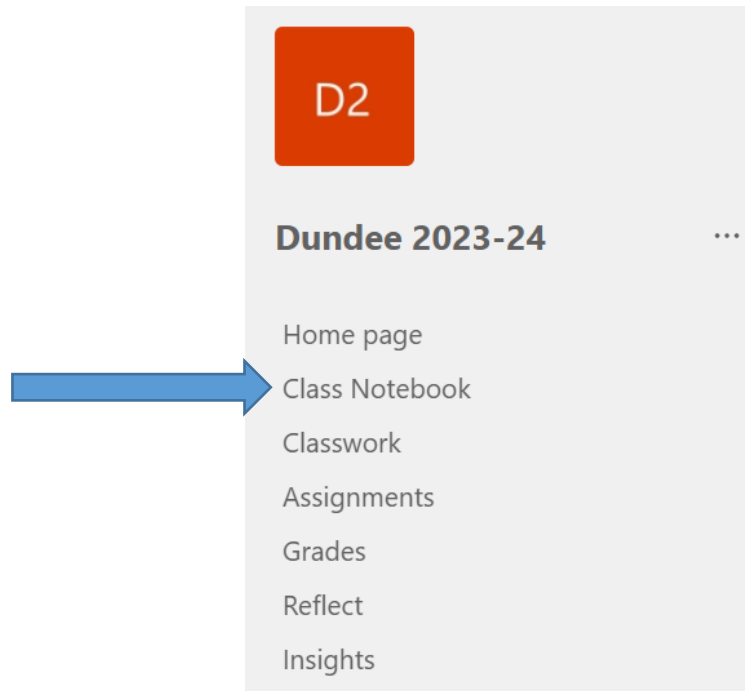
7. Find the Dundee Tile and click on it.
   You are now on your clan TEAM page.
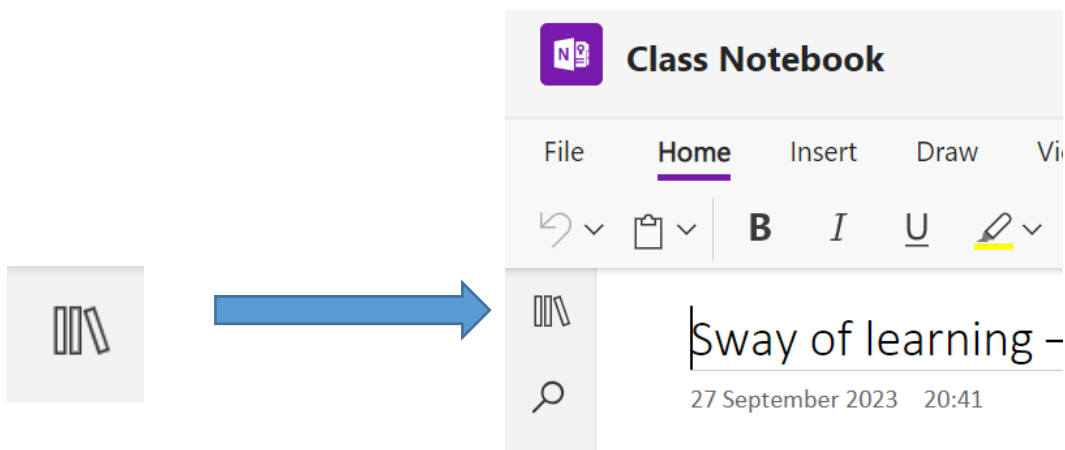
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To access Class Notebook.

To work on your home learning or access your online jotters you need to use class notebook. This works better when accessed on a laptop.
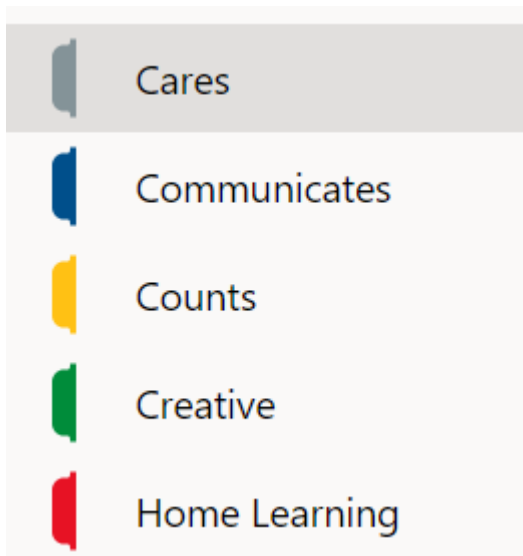
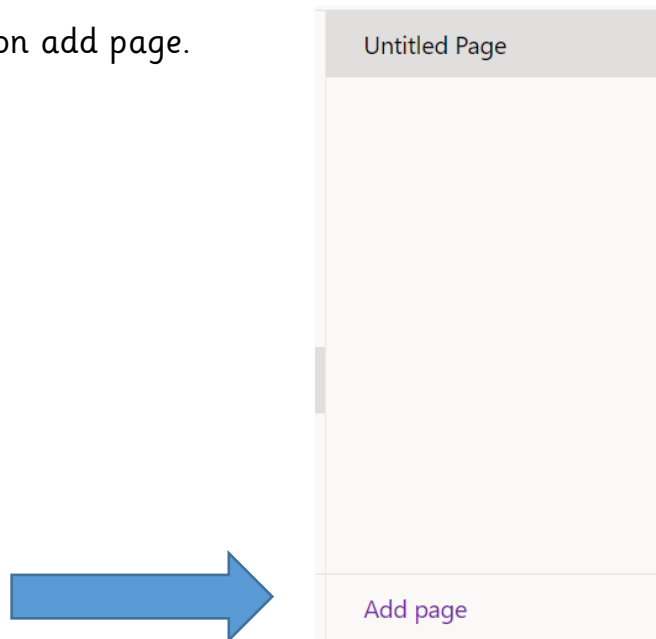1. Now that you are logged into TEAMS, click on class notebook.

2. Click on the books icon.

3. Click on your name. Here you can access your online jotters. Click on the jotter you want to work in.

Cares

Communicates

Counts

Creative

Home Learning
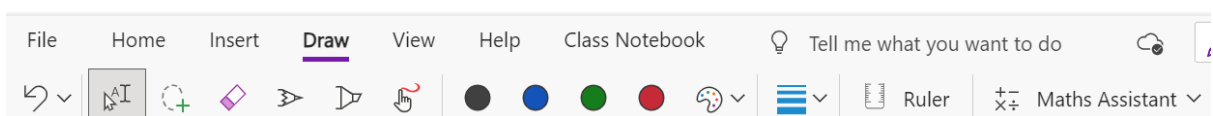
4. Click on add page.

Untitled Page

Add page

5. Write a title and then click on the page underneath the title to begin work.

My homework

Monday, April 18, 2022   12:29 PM

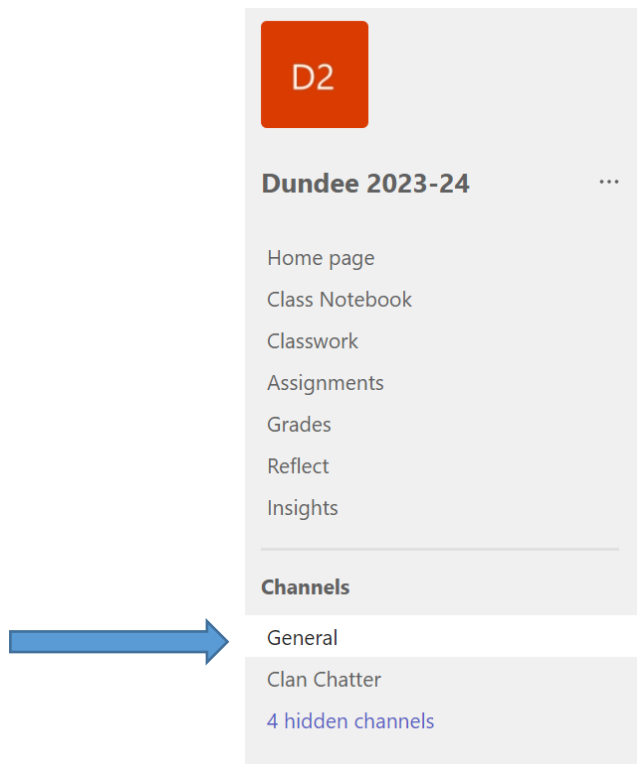Use the toolbar at the top to access tools that may be of use to you.

File   Home   Insert   **Draw**   View   Help   Class Notebook   💡 Tell me what you want to do
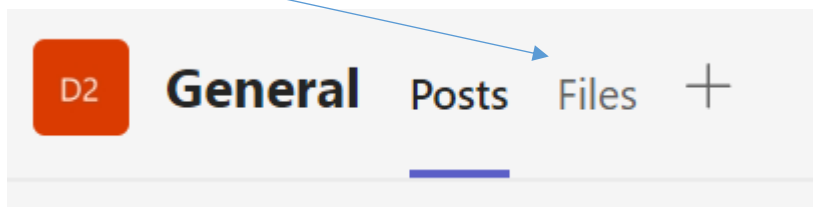
Ruler   Maths Assistant ⌄

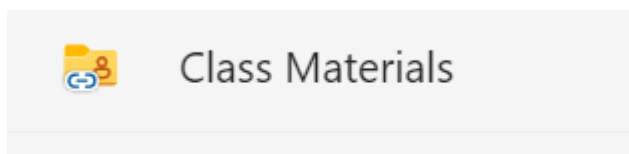## To access General Channel and Home Learning

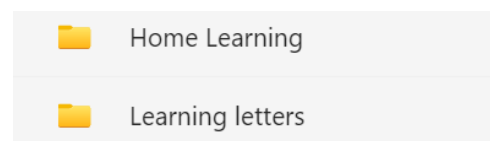1. Access TEAMS and click on General channel.

2. Click on files in the top toolbar.

3. Click on Class materials.

4. Click on the file you require.

5. Remember to log out when you are finished. Click on the circle with your initials and click log out on all tabs at the top.