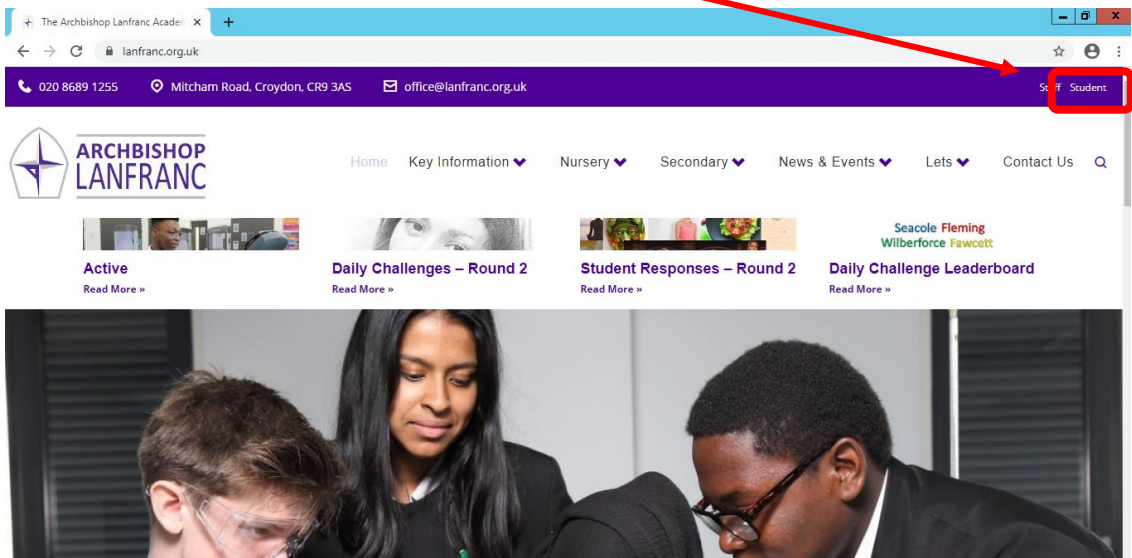


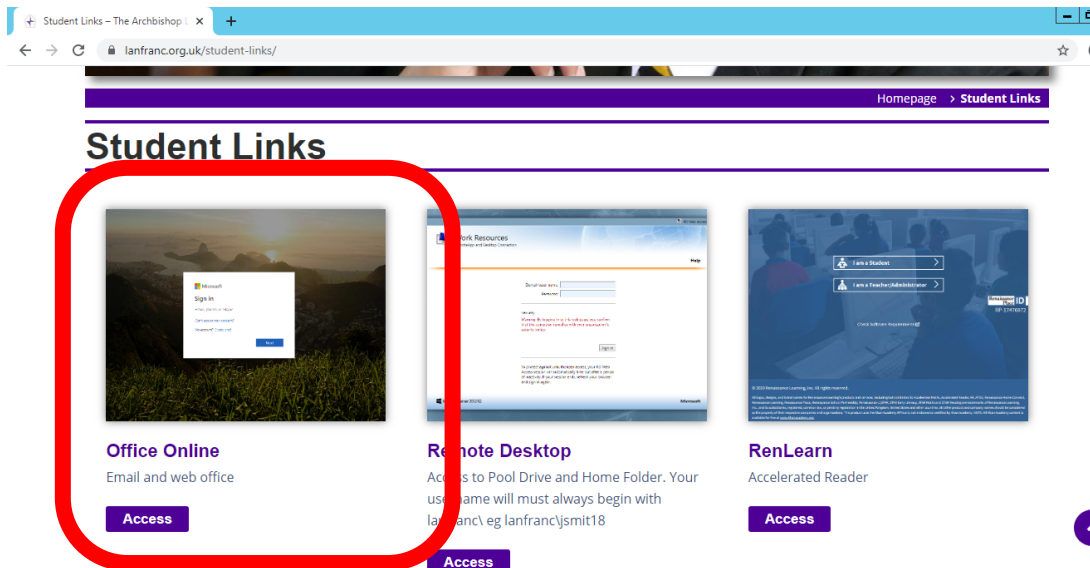
How to join your class on Microsoft Teams

If you are having difficulties accessing the Pool Drive, you can see the work set by your teachers using Microsoft Teams. You can use it on a computer, a tablet or your phone.

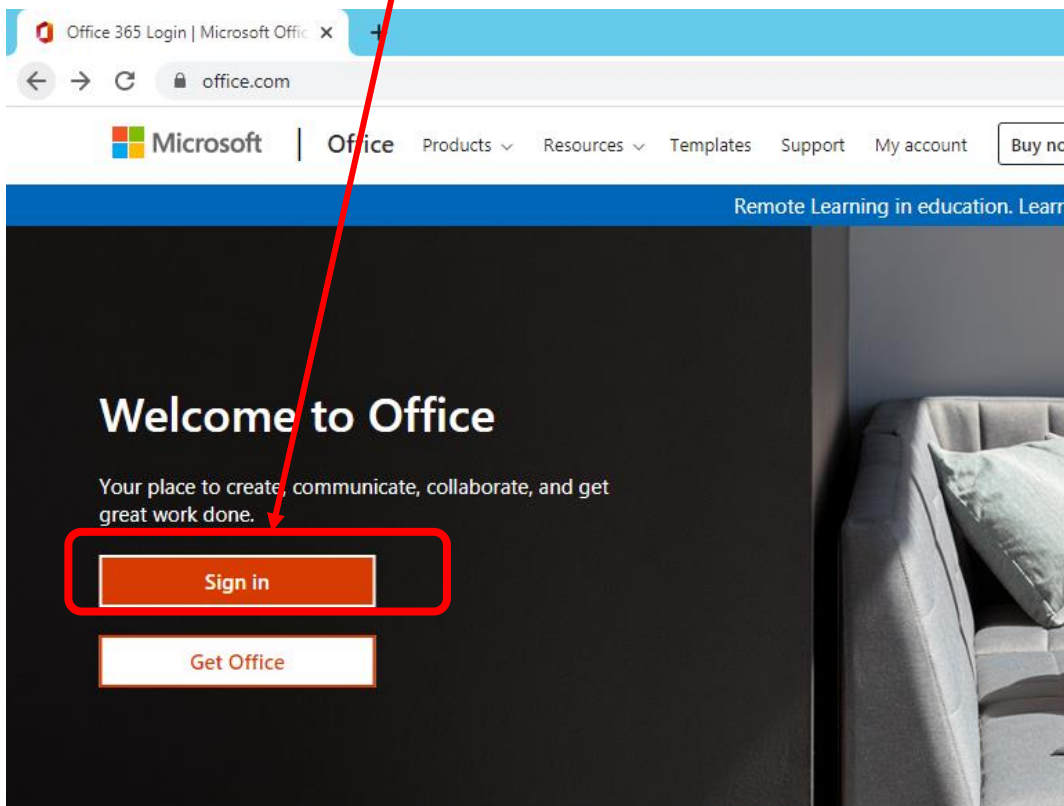
1 – Go to <https://www.lanfranc.org.uk/> and click on *Student* on the top right corner:



2- Click on Office Online:



3- Click on Sign in:

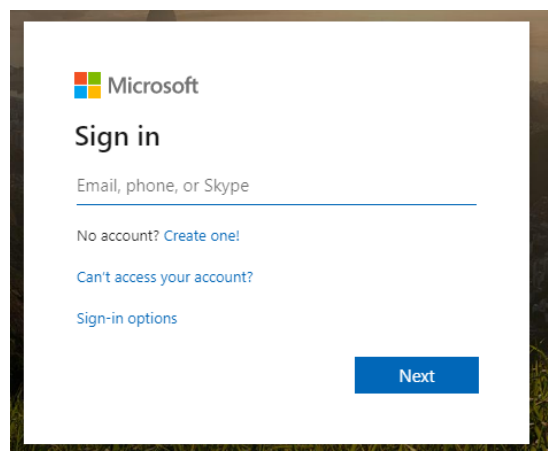


4- You need to sign in with your Lanfranc email. This will be your computer **username@lanfrancmail.org.uk**

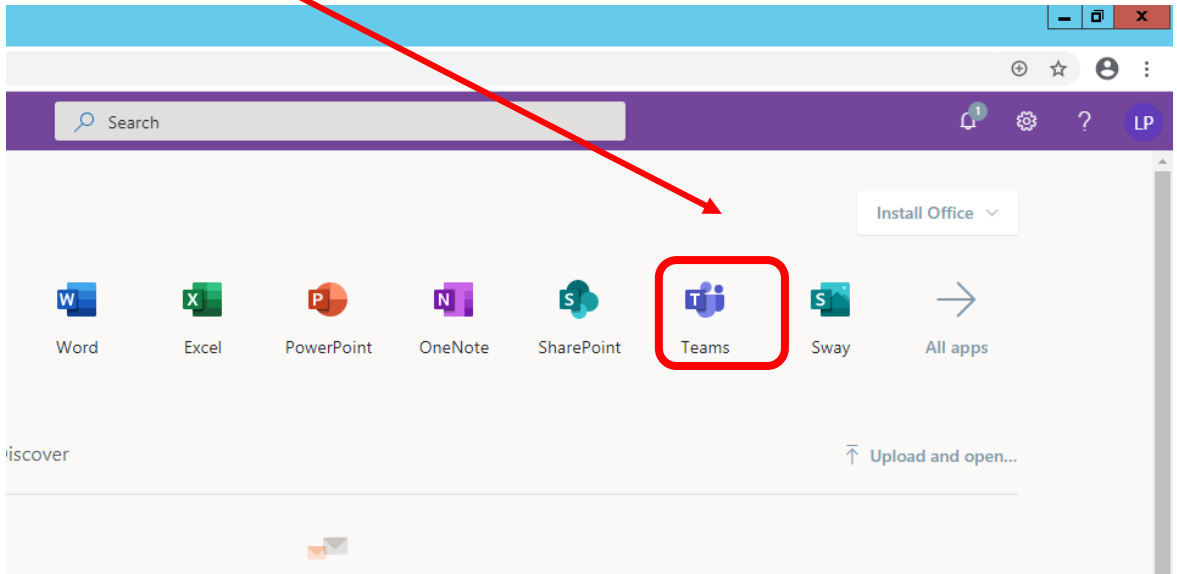
Example:

jsmith12@lanfrancmail.org.uk

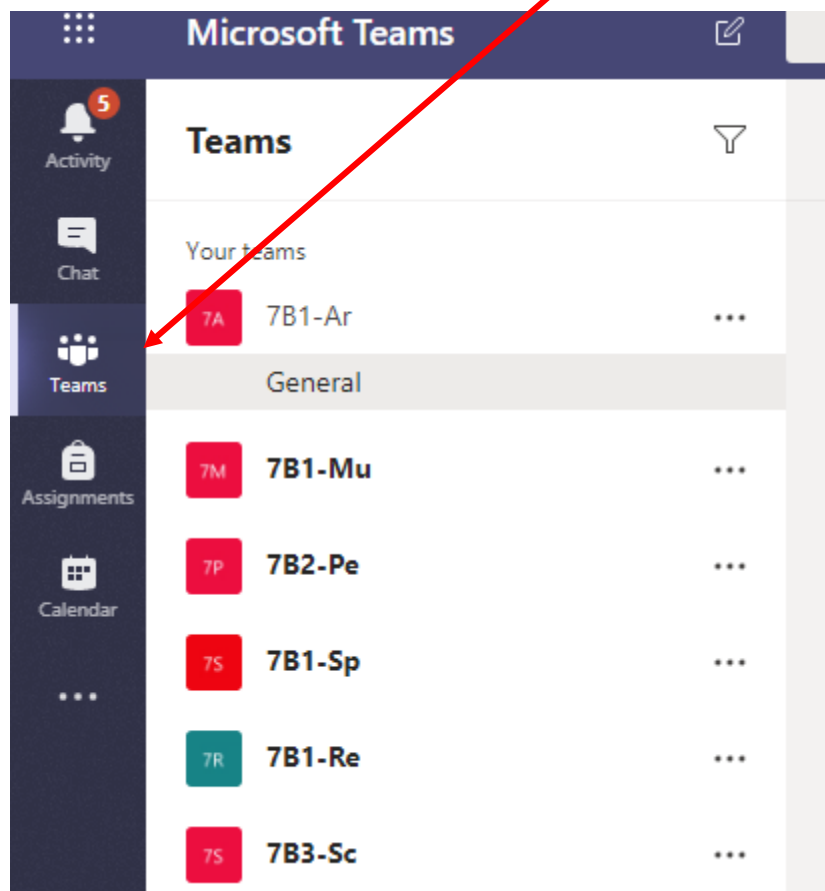
The password is the same one you use to log into the school computers/remote desktop.



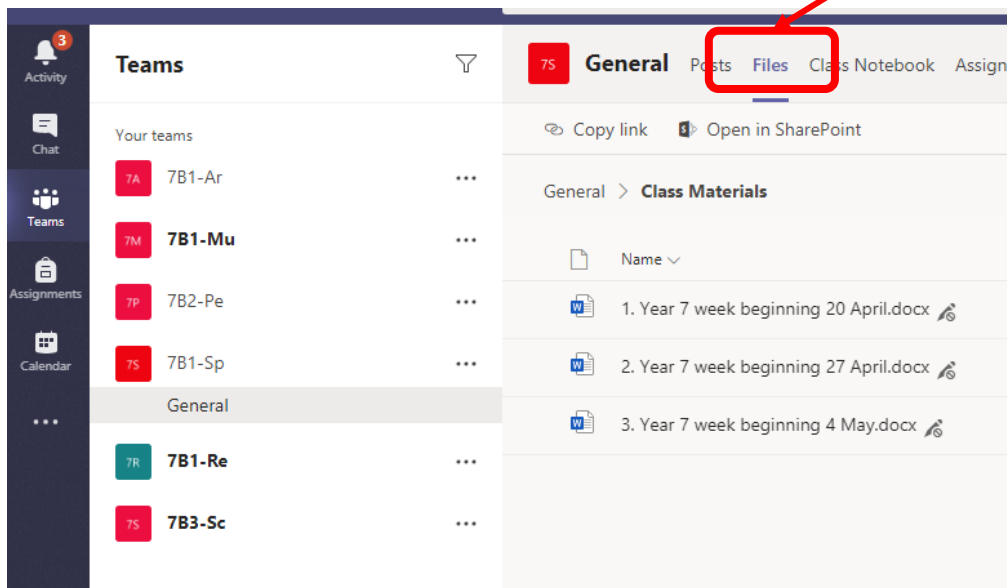
5 – After you sign in, click on Teams to see your classes:



6 – Your classes will be on the left:



7 – Click on your class. On the top, click on the tab 'Files' or 'Assignment' to find the work set by your teacher:



8 – If your teacher set work as an assignment, you can upload your finished work here:

