Accessing and submitting classwork in Teams
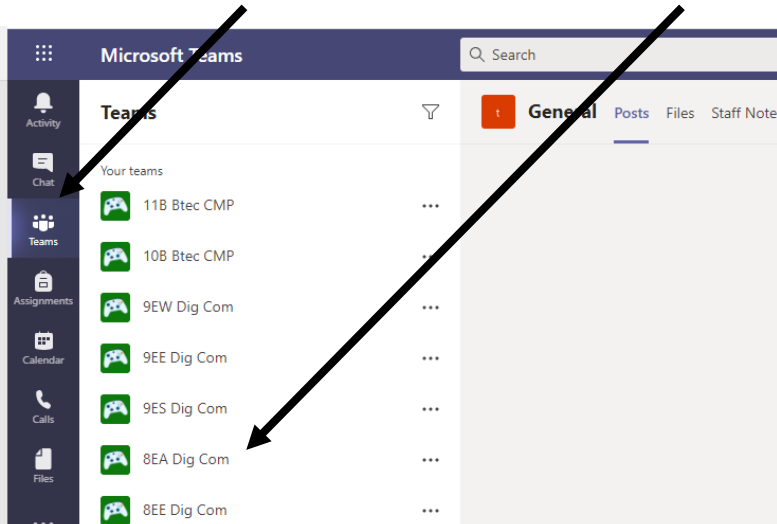
Stafford Manor
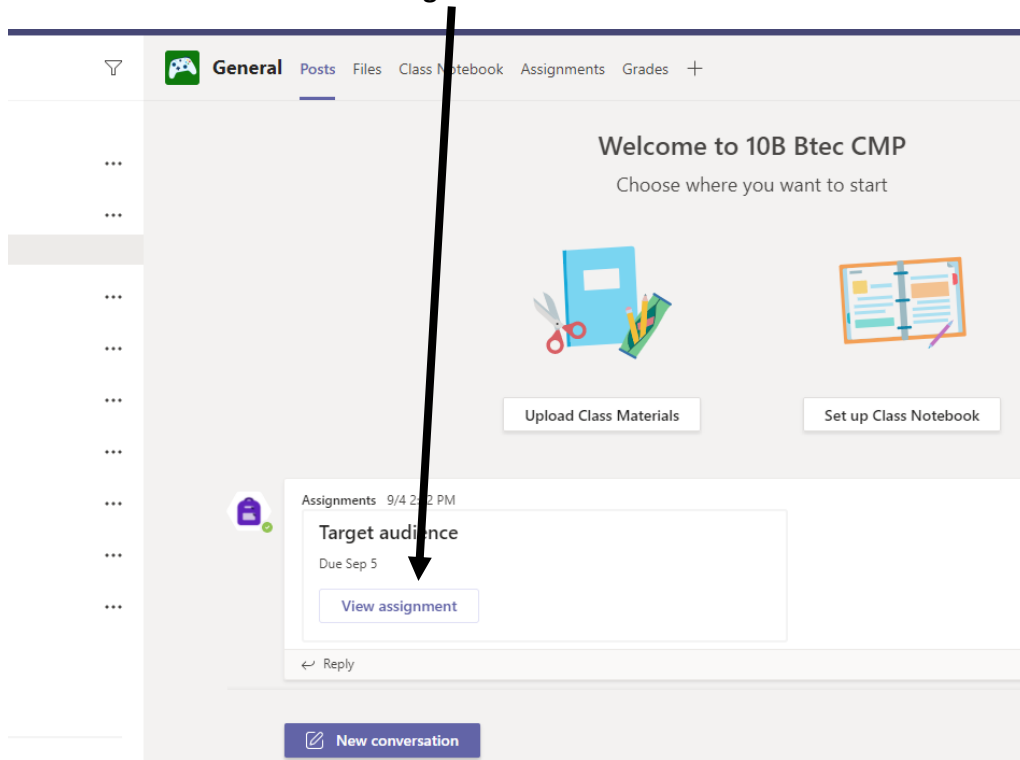High School

1. After logging into **Teams**
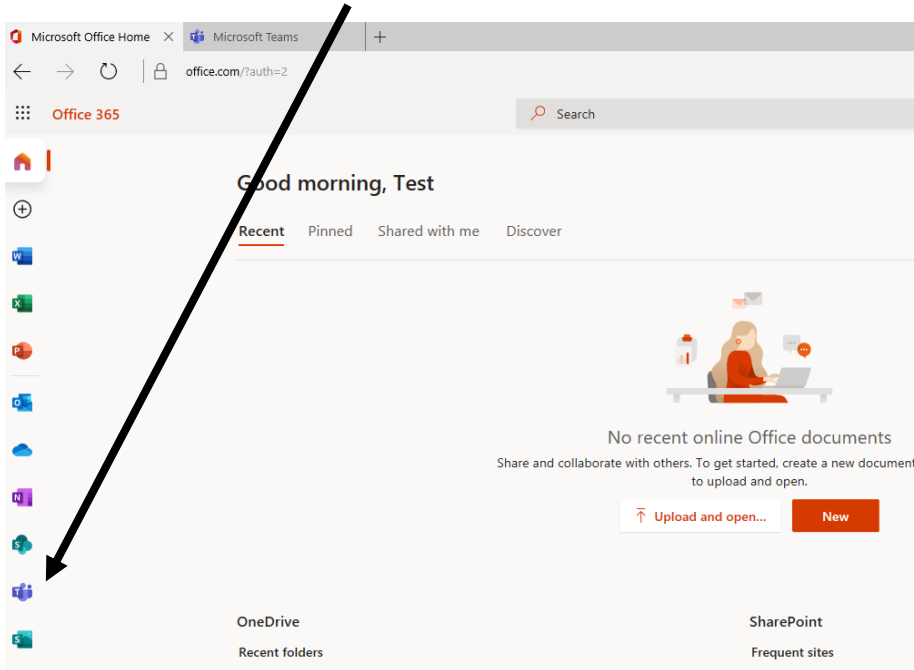
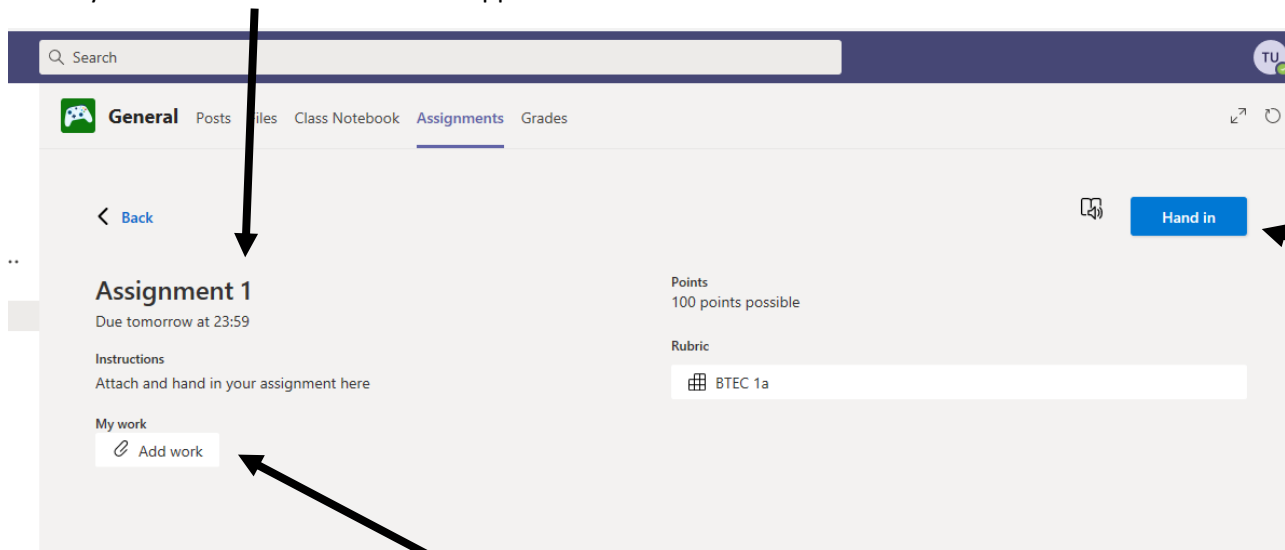2. If this page displays you can use the **web app**
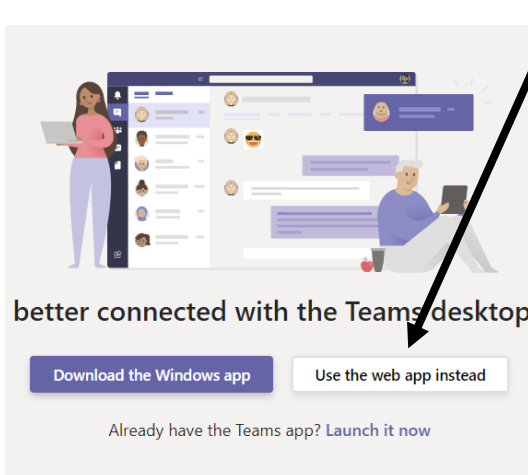
3. Click on **Teams** to show your classes then the name of your **class**
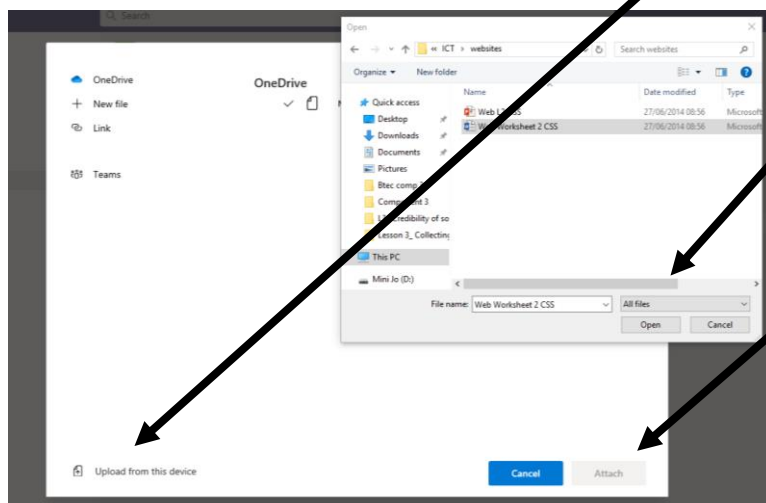
4. You can then click on **view assignment** to see the work set

5. Any instructions and due date will appear here

6. To hand in work click **Add work** then **upload from this device** and **open** your chosen document before attaching it.

7. Finally, click **hand in**