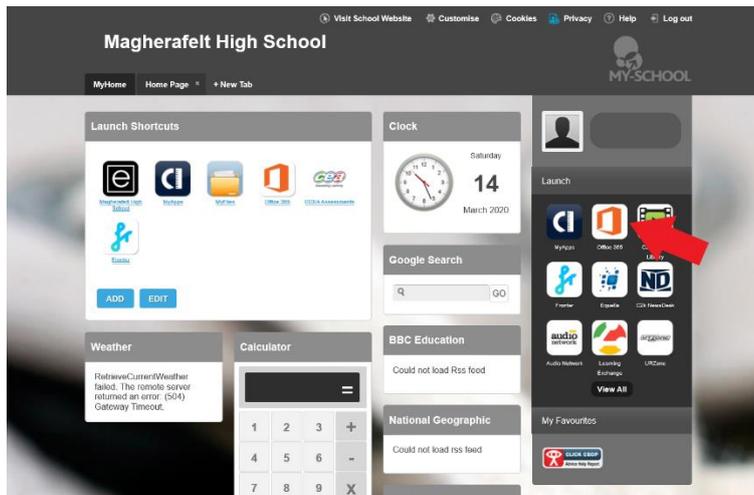


Microsoft Teams - Logging on

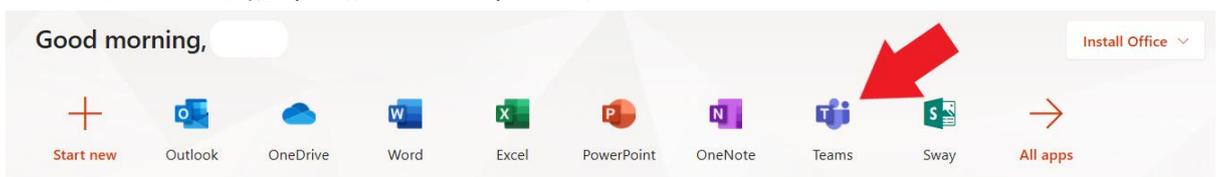


1.  Click on this link <http://www.c2kschools.net> or type this web address into the address bar in an internet browser (Chrome is often the best)
2. Type in your **C2k username** (for example **cmcpeake001**) and **password** and click the Login button

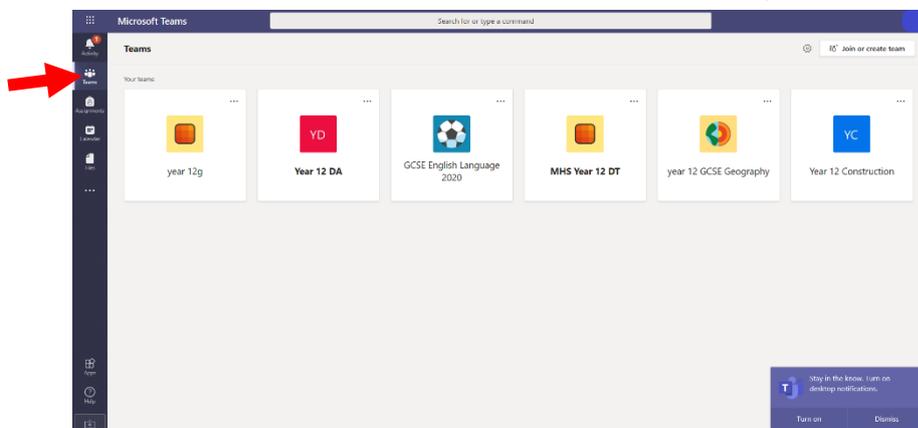


3. Your **MySchool** homepage will load like this picture.
4. You can access **Microsoft Teams** by clicking on **Office 365**.

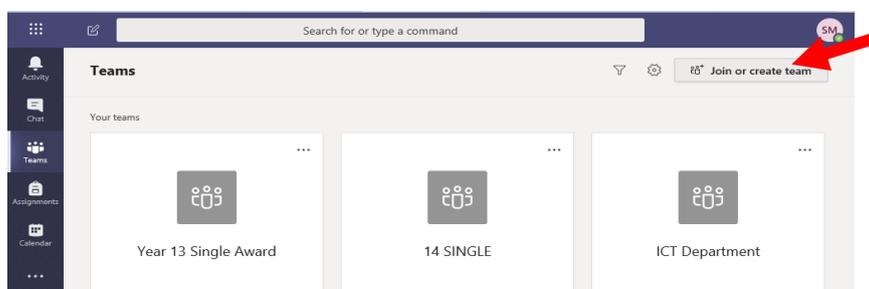
5.  Click on '**Teams**' from the list of icons.



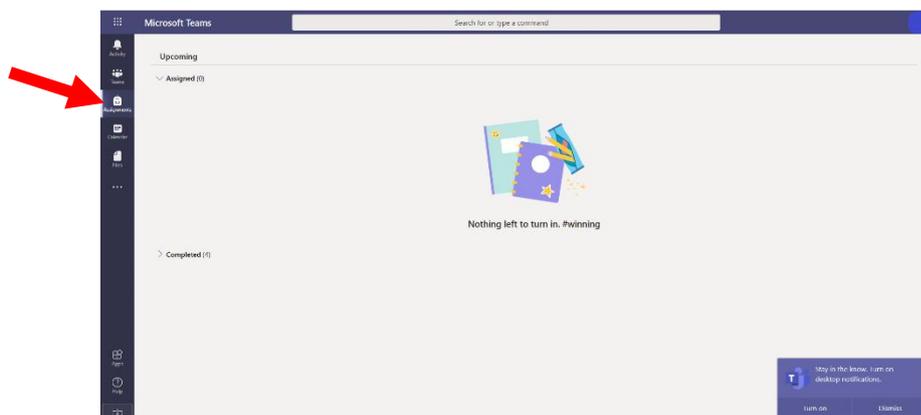
6. Go to **Teams**. You will see all the **Teams/Classes** you are in.



7. If you cannot see any **Teams**,  click on '**Join or Create team**'.
You could be asked to enter a **Team Code**.
The **Team Code** may be emailed to your school email address.
Use the instructions on the Page 3 to help you check school emails.



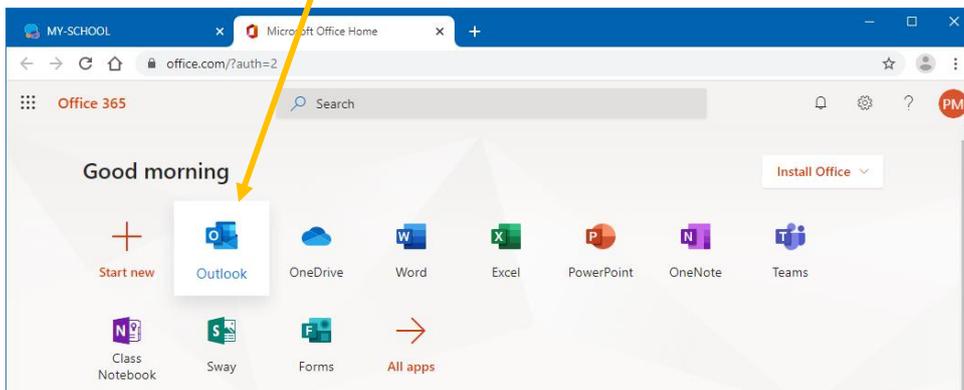
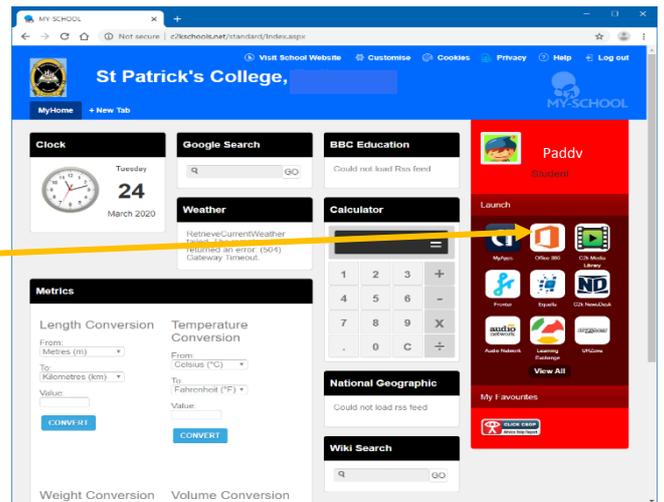
8. If you have a class assignment it will appear in the '**Assignments**' tab.



9. If you cannot access **Teams** or you cannot join a **Team**, send an email to your teacher through your school email (**see Page 3**).
10. **Microsoft Teams** is also available to download from the Google Play Store (for Android devices) or App Store (iPhone or iPad).

Checking School Emails or Sending an Email to a Teacher

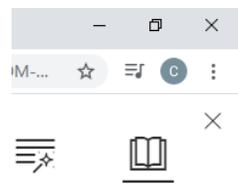
1. If you cannot login to **Microsoft Teams** or have any problems you can send your teacher an email.
2. Logon to **My School** as shown on **Page 1**.
3. Access your school email by clicking on **Office 365**.
4.  Click on the **Outlook** icon in the Microsoft Office 365 page.
5. Check your email inbox for any emails from your teacher.
6. Send an email to your teacher if you have any questions or you need help.



Using 'Immersive Reader' to Translate Documents

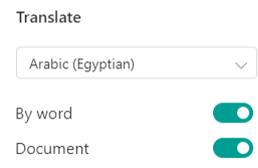
1. In any Office 365 application (Word, Excel, etc) you can use 'Immersive Reader' to translate documents into different languages.

2. Open the document you wish to translate  click on 'View', then  click on 'Immersive Reader'



3. Immersive Reader opens the document in a new browser tab.  Click on the book icon in the top right to open up a panel where you can choose your language for translating the document.

4. When you have chosen your language you must select 'Document' to translate the whole document.



5. You can listen to a narrated version by  clicking the 'Play audio' icon at the bottom of the document.

