

Student Step-by Step

1. Activate Microsoft Teams

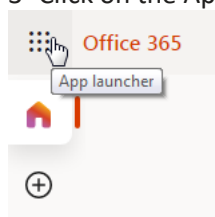
To use Teacher Dashboard and Microsoft Teams students will first need to activate their OneDrive accounts.

1- Navigate to www.office.com

2- Log in using your school email address - (username)[@riverside.bardaglea.org.uk](mailto:riverside.bardaglea.org.uk)

The password will be the same one used to access your school accounts via the onsite PCs

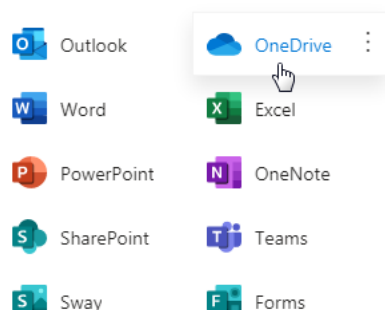
3- Click on the App Launcher located in the top left



4- Access OneDrive by clicking on the OneDrive Application



Apps



5- When this has loaded your OneDrive account will be active and can be used to store documents from Teachers Dashboard and Microsoft Teams

2. Accessing Microsoft Teams

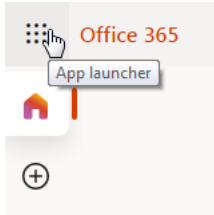
To access Microsoft Teams:

1- Navigate to www.office.com

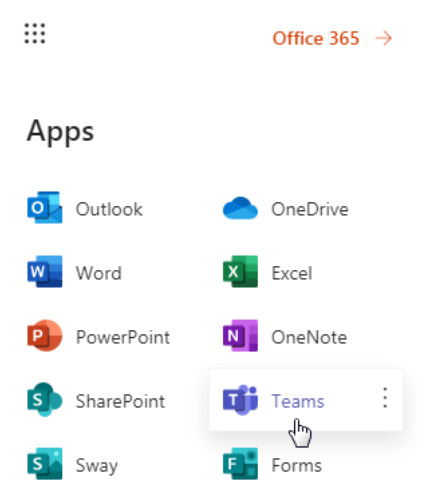
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The password will be the same one used to access your school accounts via the onsite PCs

3- Click on the App Launcher located in the top left



4- Access Microsoft Teams by clicking on the Teams Application



5- Your teacher will add you to a class, your teacher will then be able to schedule live video lessons with you, send you resources and you will be able to ask questions

