

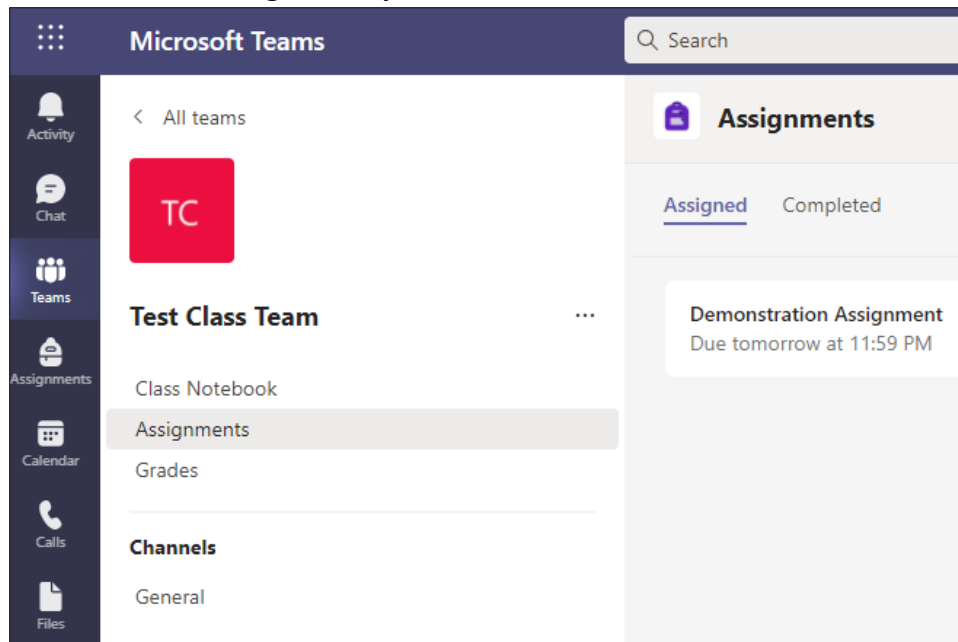
Microsoft 365 Student: Accessing an Assignment in Teams

Teams: Accessing an Assignment

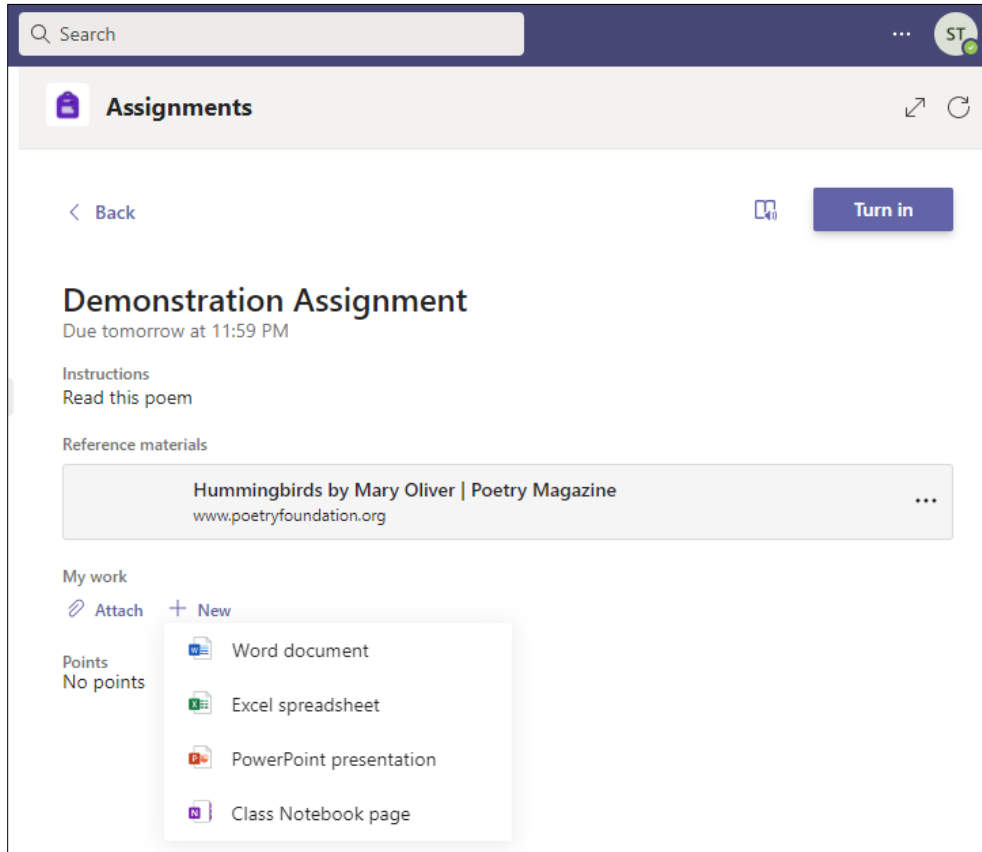
1. Sign in to Office 365.
2. Click on the purple Teams icon (left column).



3. Click on your class Team.
4. Click on **Assignments** (left column of Team).
5. Find the assignment you want to work on and click on the title to open it.



6. Read the instructions and open any reference materials by clicking on them.
7. To respond to the assignment, you can attach a saved file by clicking **Attach** or create a new file by clicking **+New** and selecting which program you want to use (Word, Excel, PowerPoint, OneNote).



8. When you are finished, click **Turn in** to submit your assignment for grading.

For more step-by-step guides for Office 365, please go to:
<https://www.sd57curriculumhub.com/office-365>