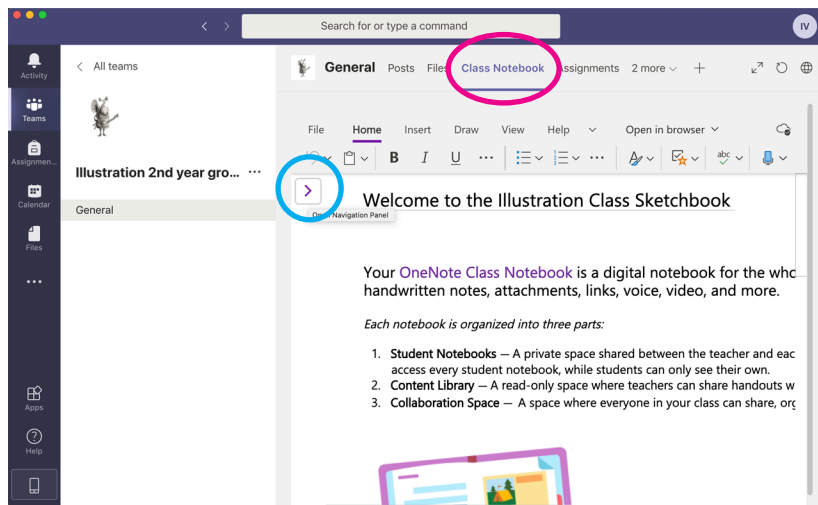
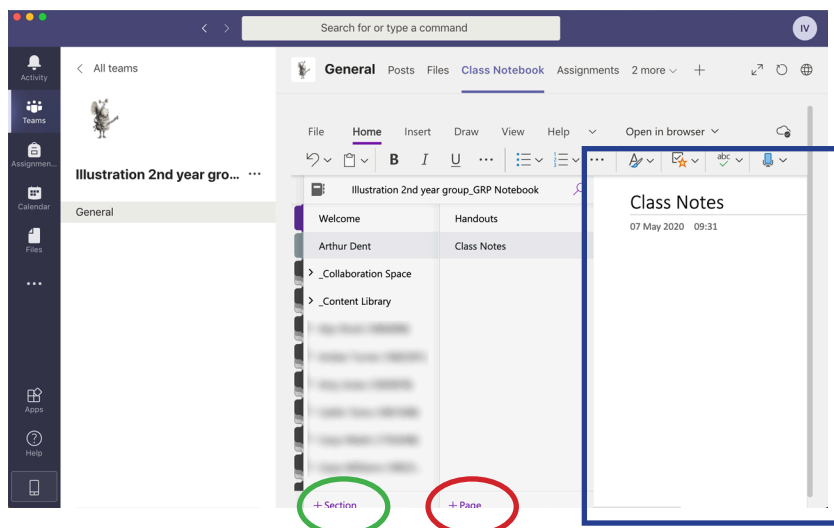


A guide to uploading work to Microsoft Teams

Begin by navigating to your 'Team'. From here, select **Class Notebook**.



This will open up the Class Notebook tab. This may take a moment to load fully. Select the **Open Navigation Panel** arrow. Here you will find **Sections** and **Pages**. Your name should be under the Sections tab containing two pages, Handouts and Class Notes. You can rename these if you like by right clicking on them. Press the '+' to create new pages. To edit a page, click on the **open page**.



Upload work to these pages by selecting '**Insert**' tab. From here you can upload images, PDF's and Power-point files.

