

Microsoft TEAMS Quick Reference Guide

RETURNING HOMEWORK

1. Take a Picture

- > Do the assignment as directed by your teacher on paper
- Take a picture with any SmartPhone that has the Microsoft Teams app on it.

2. Navigate to the Assignment

- Log on to Microsoft Teams using the phone app
- Click on Assignments on the left side of the screen
- Select the Course and click Next
- Select the assignment you want to turn in



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is on a separate piece of

Math

1. Answer ti

My work

Add worl

Points No points

8

Lesson 14 - Page 124 q. 1-10 Due tomorrow at 11:59 PM

paper 2. Take a picture with your smart phone 3. Upload the picture and "Turn In"

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3. Attach the Picture

- Click on Add work
- Click Upload from this device
- Select the picture from your phone



4. Turn in the Assignment

- The picture will upload to the assignment
- Click TURN IN located in the upper right corner of the screen