


# HOW TO DOWNLOAD AND USE TEAMS ON YOUR MOBILE PHONE

1. On your mobile phone go to your App store and download Microsoft Teams. 
2. Sign into Teams using your C2k email and password. Use the @c2ken.net version. For example [name123@c2ken.net](mailto:name123@c2ken.net).
3. Complete your work as usual and take photographs using your phone camera.

4. Open the Teams App and you will see all of your class Teams

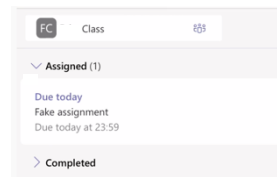
5. At the bottom of your screen you will see the Assignments icon



6. Click on this and all of your assignments will appear.

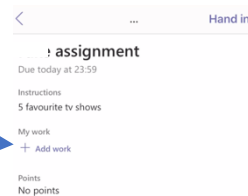


7. Click on the class you wish to upload the assignment to and hit "Next". You will see all assignments due for that class:



8. Click on the assignment you want to upload work to:

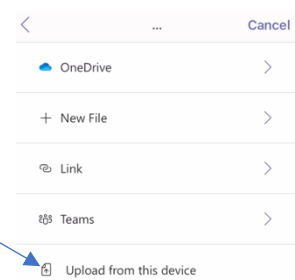
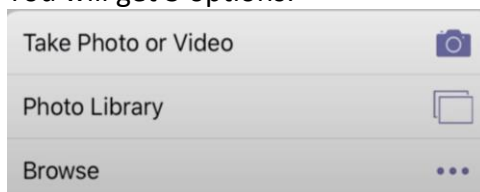
Select the + Add Work button



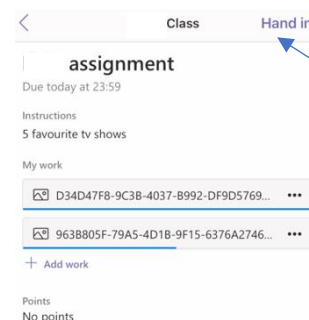
9. Choose the location from which you want to upload work:

In this case you will choose "Upload from this device"

You will get 3 options:



10 Select "Photo Library" and find the photographs you have taken. Select them as you would for any photo sharing platform and click on "Done". This screen will open:



Once the photos have uploaded click on "Hand in"