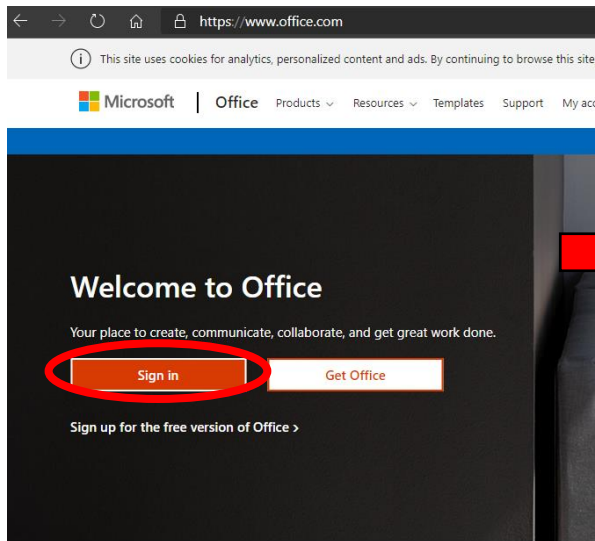
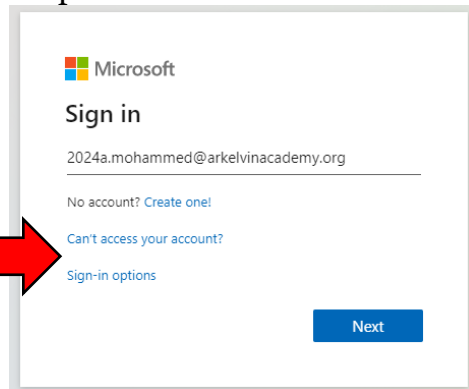


Complete the following tasks

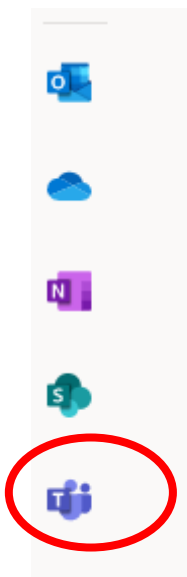
1. Go to www.office.com



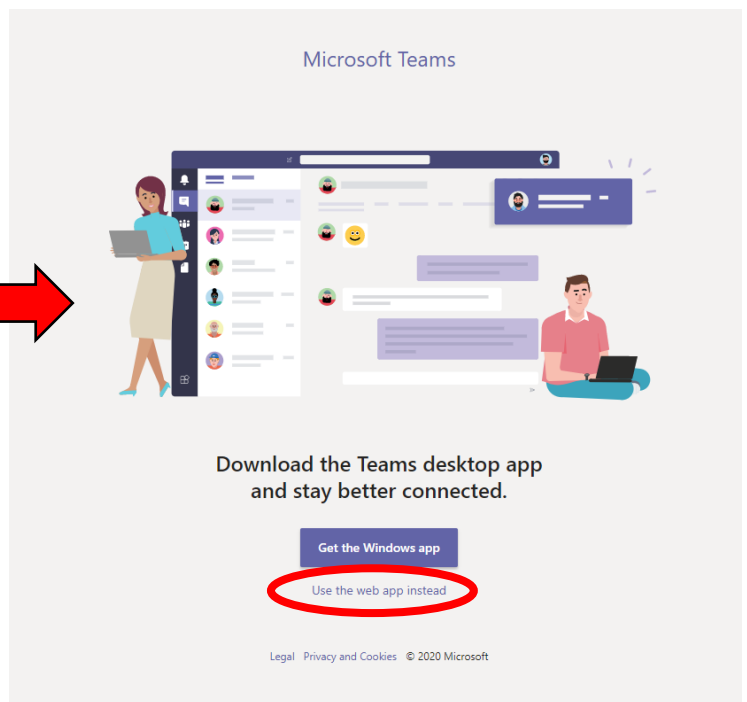
2. Sign in using your school email address and password



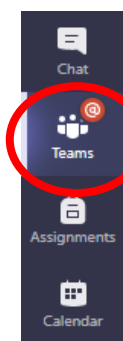
3. Click on Teams from the apps list



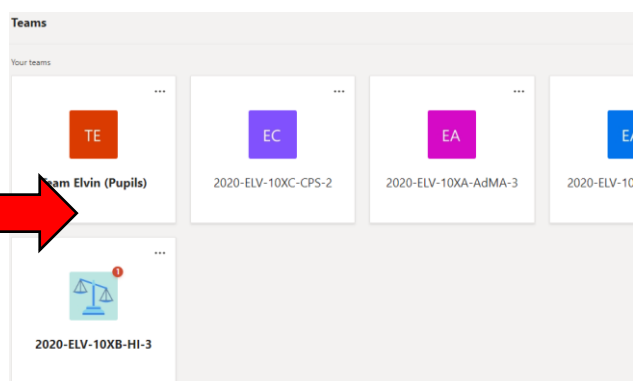
4. Click on "Use the web app instead"



5. On the toolbar on the left-hand side, click Teams

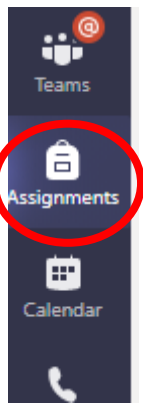


6. Select your form

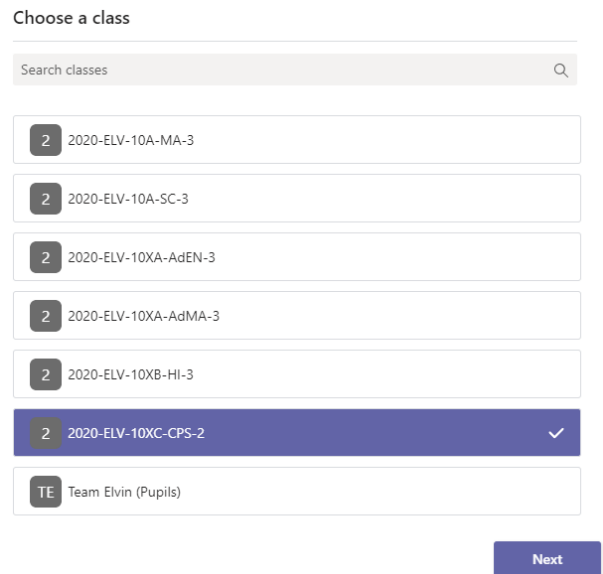


Viewing & Completing Assignments

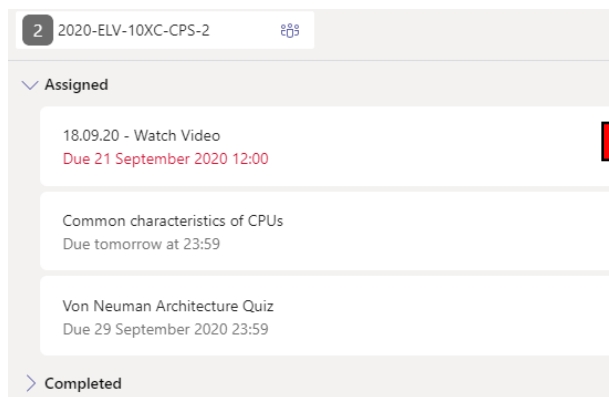
1. Click on **Assignments** in the toolbar on the left-hand side



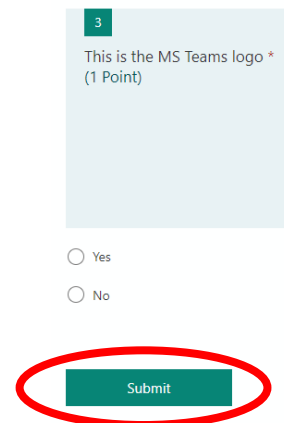
2. Select your form and click **Next**



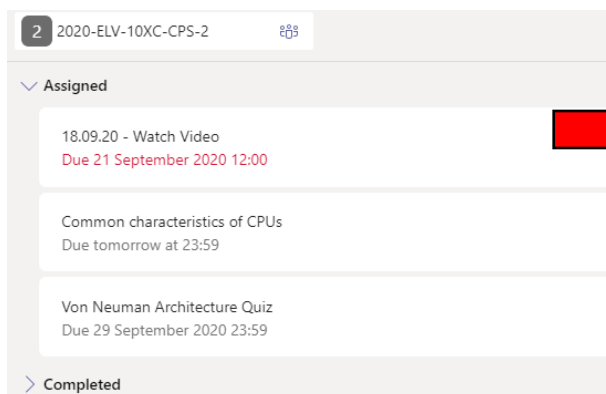
3. Click on the assignment called **MS Teams Task 1**



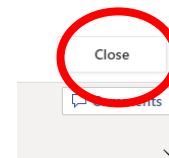
4. Complete the quiz and click **Submit**



5. Go back to the assignments tab and click **MS Teams Task 2**



6. Type directly into the document. Click close when you finish



When you finish the assignment, you **MUST** click **Hand In** or **Turn In**

