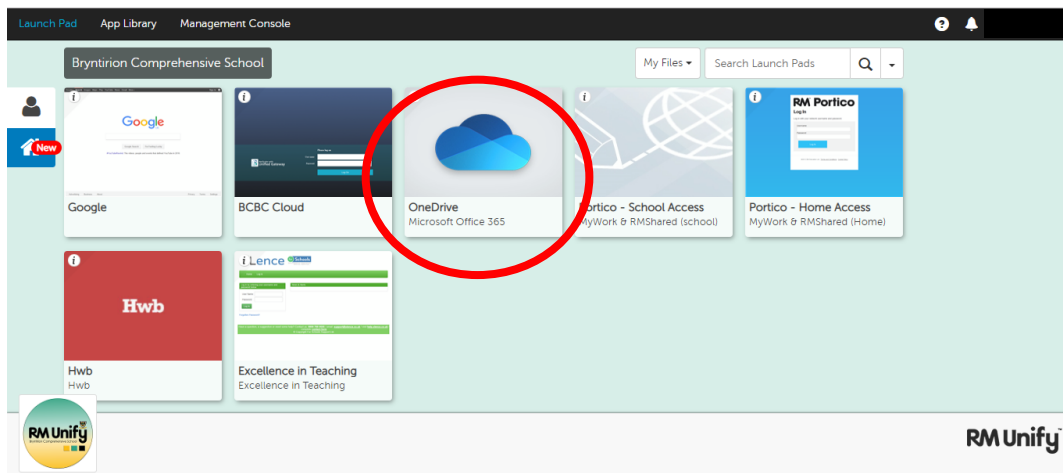# Get Started with Teams

Once you have accessed RM Unify, you will see the following page.


Open Office 365 by clicking on the OneDrive tile.

The first time you log on to Office 365, you will be given a little tour of OneDrive. This is where all of your Office documents will be located. The great thing about OneDrive is that your files are secure and you can access them from anywhere.
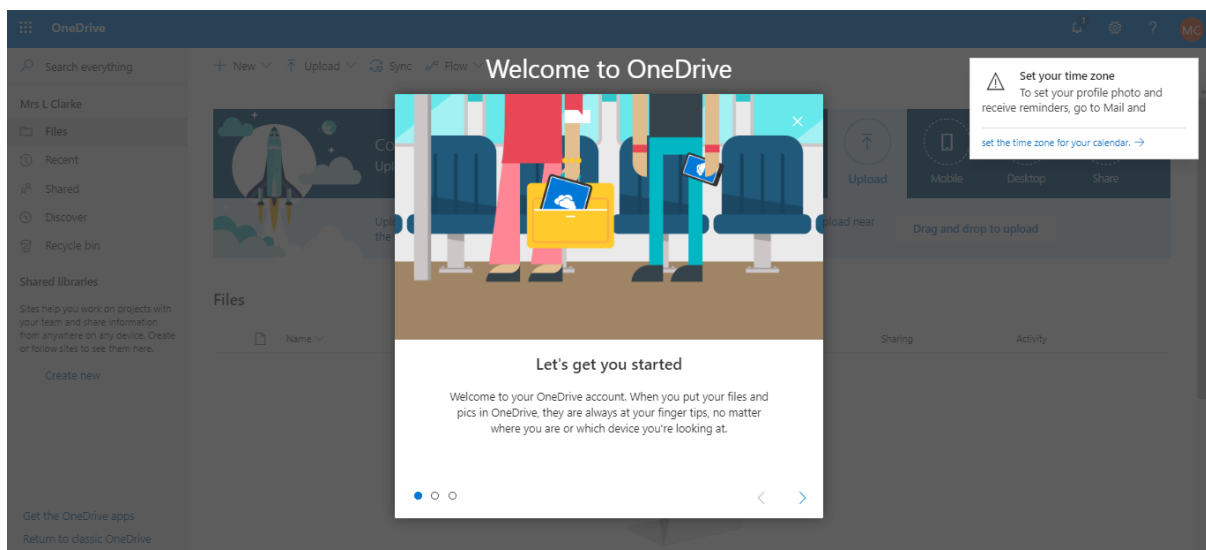
Your **OneDrive** allows you to upload files for safekeeping. If you have any files saved on your computer that you would like to share with staff or fellow pupils, they need to be uploaded here.
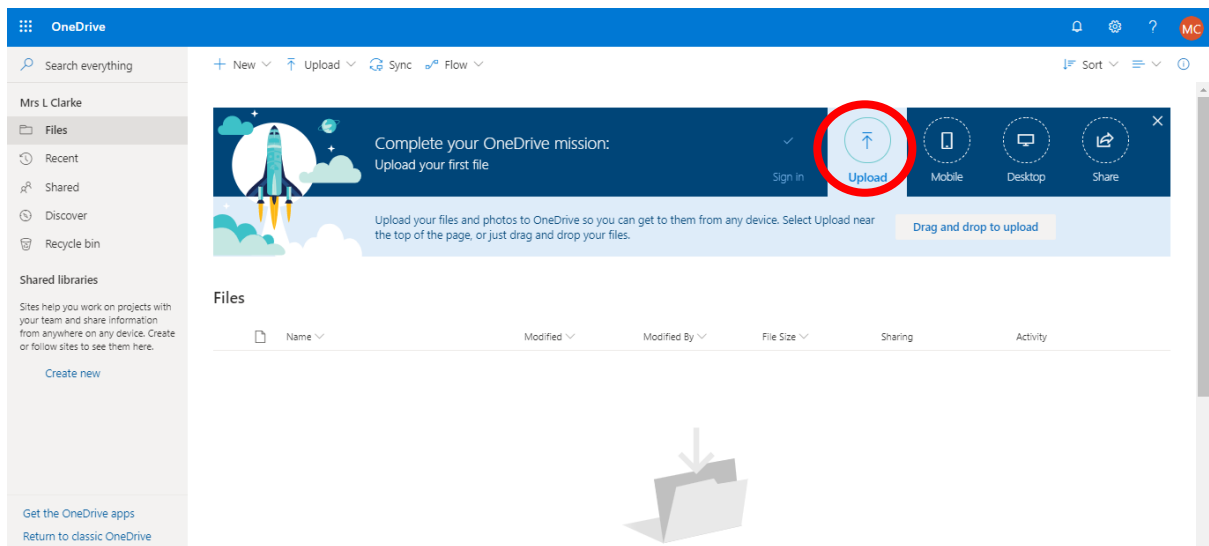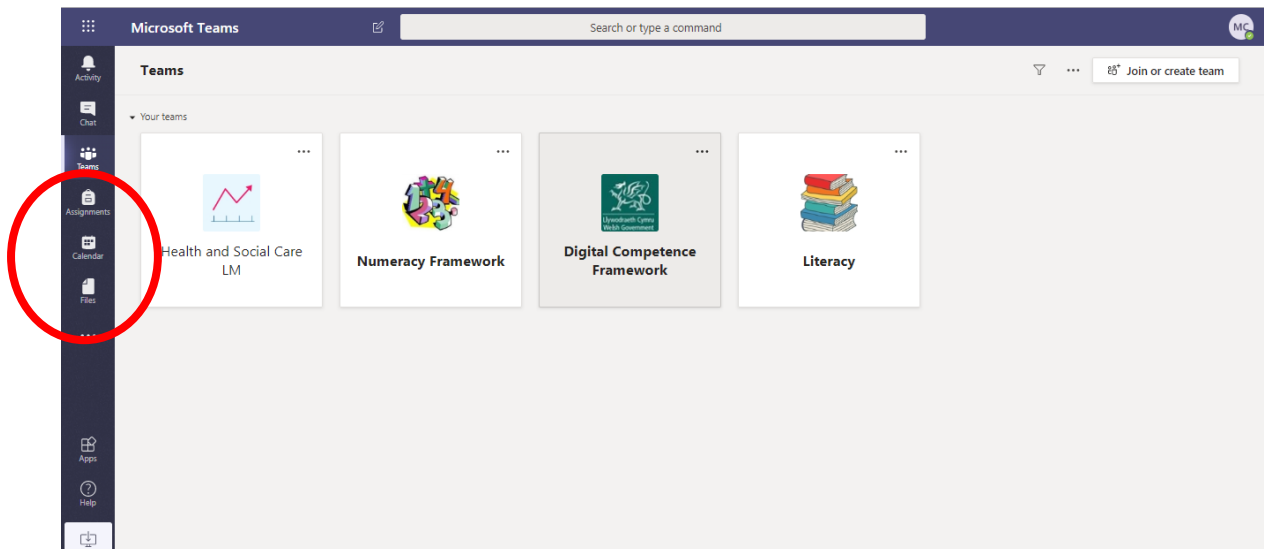

To access the rest of Office, click the **app launcher** icon ⠿ From here you can open Word, Excel, PowerPoint etc. Click on the **Teams** icon to access the Teams app.
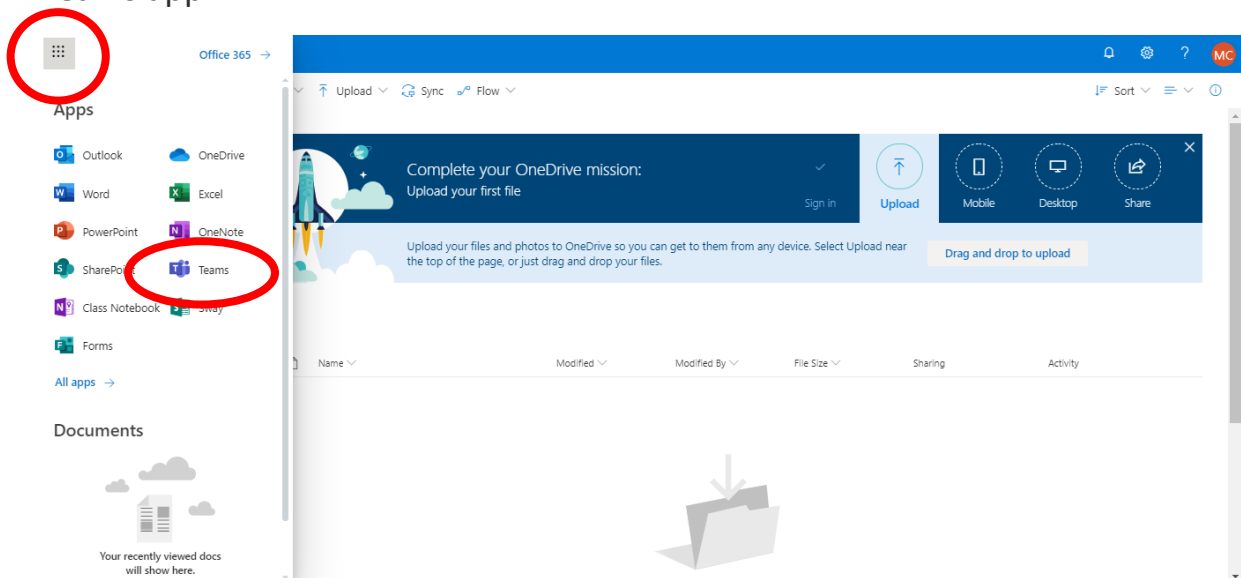
You will be given a short tour of Teams. It is likely that you are already a member of several Teams.
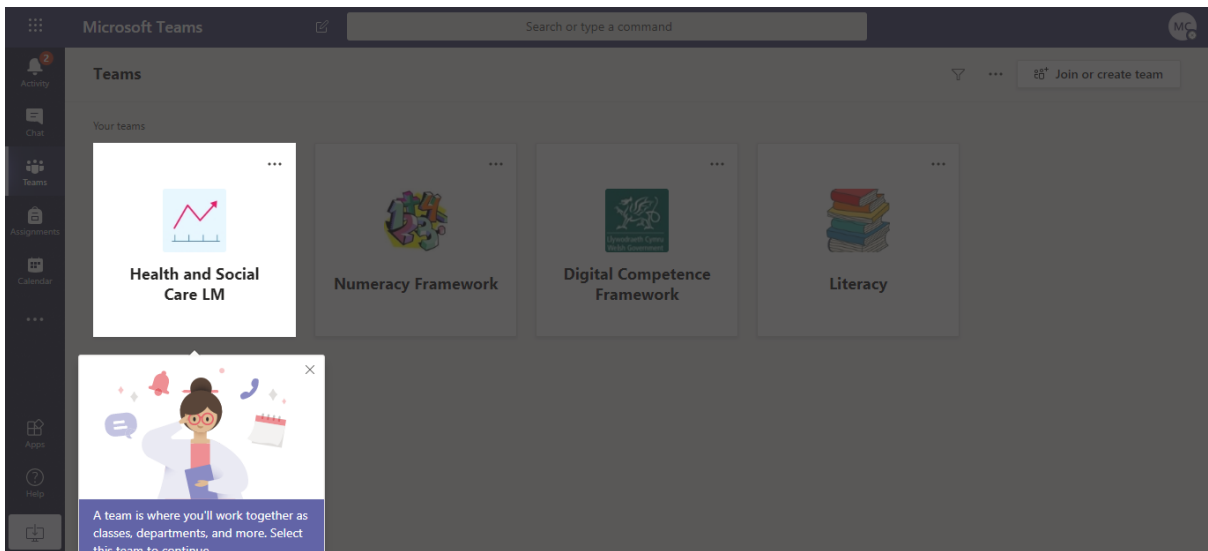
The main menu allows you to move between Teams, Chats and Assignments.

When you select a Team, you will see the different **Channels** within the Team. These are used by your teachers to organise your Team into subsections. For example, if a course has several units, they can be organised into channels. An example might be coursework and examination revision.

You will see a **Posts** tab that allows messages to be sent to everyone in the Team.
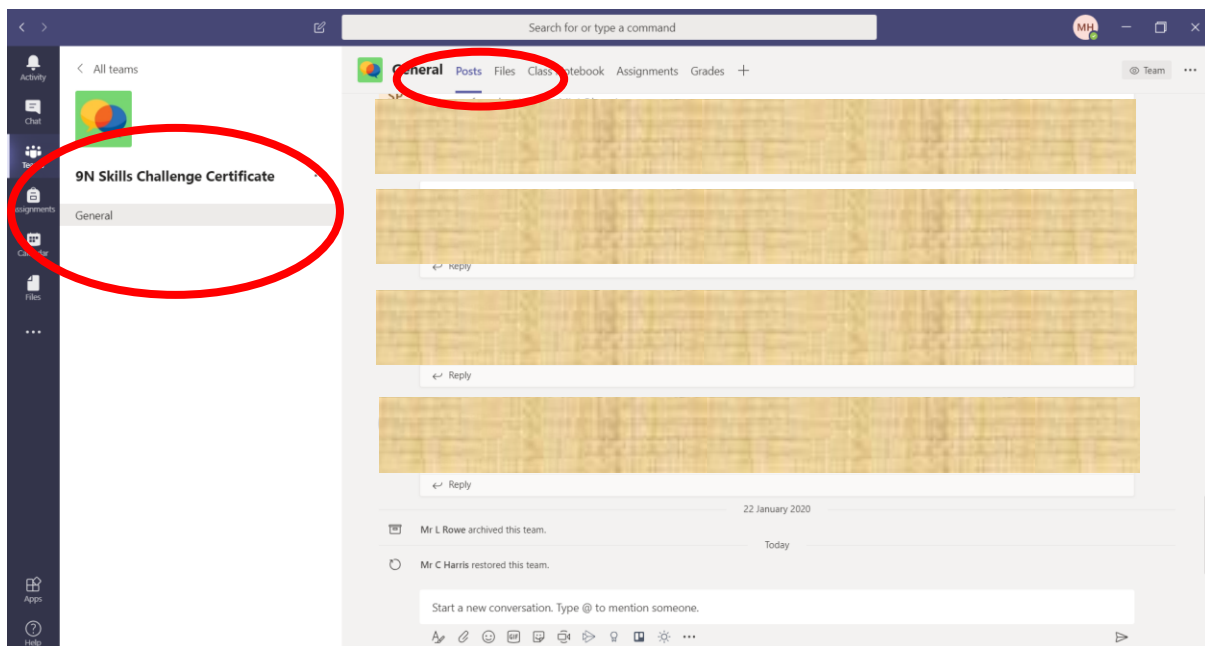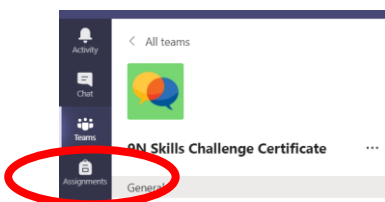

The **Files** tab allows you to **view** files that your teacher has uploaded. You can see different Files in different channels.
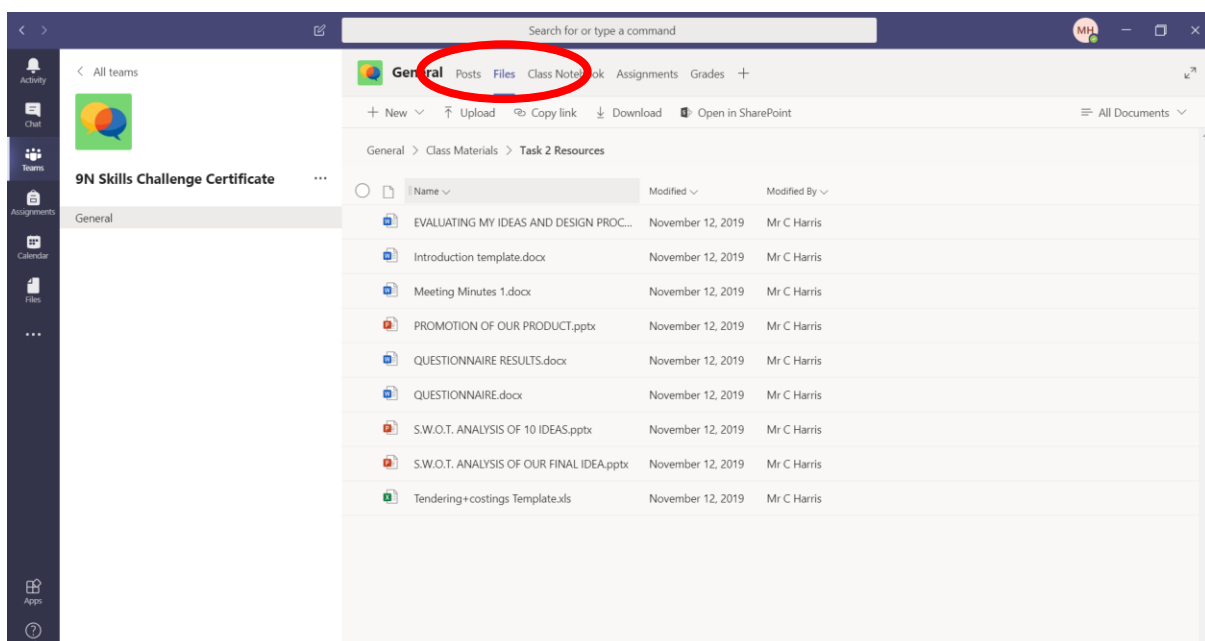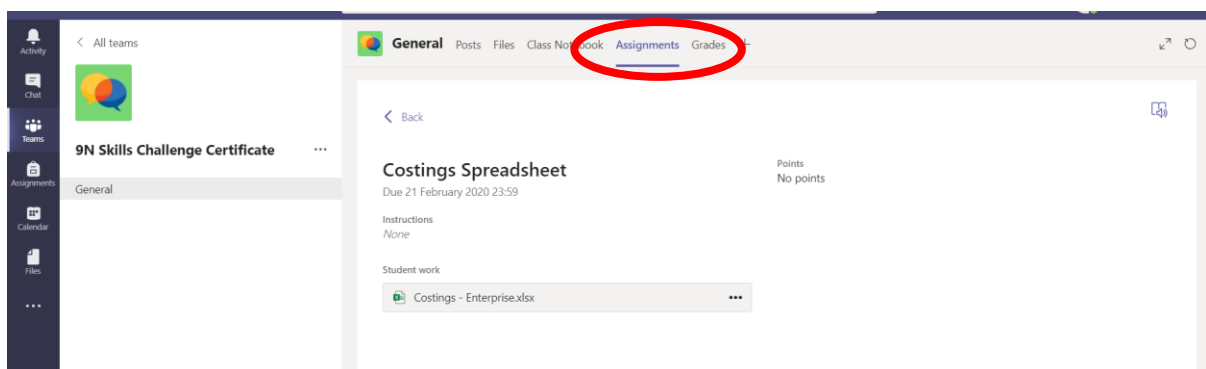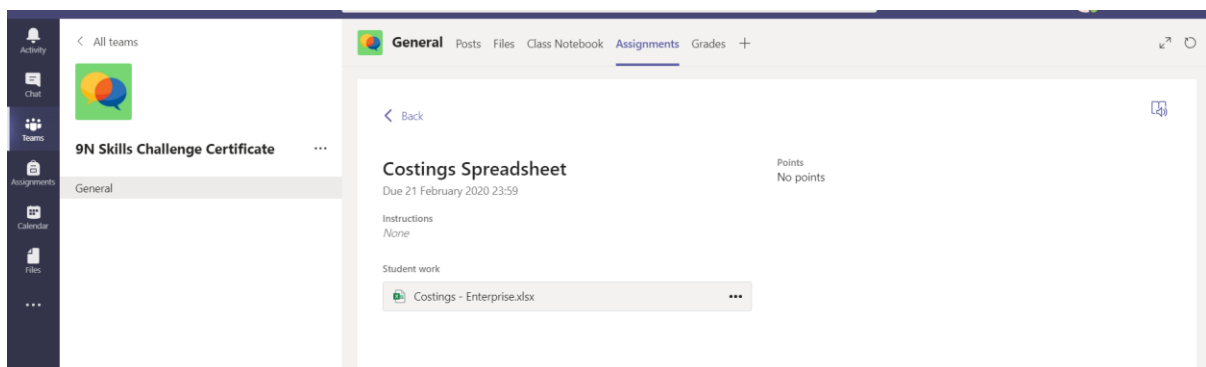
Your teachers may set you **assignments**.

You can see assignments from clicking on the assignments icon:

Or by clicking the assignments tab inside a channel:

If a teacher has set an assignment, you will see the hand-in date. Your teacher may leave you a document for you to edit or ask you to upload your own.

If you work on a live document given to you by a teacher, your teacher is able to view your progress at any time. This allows feedback to be given immediately without asking for new versions or new printouts etc.