

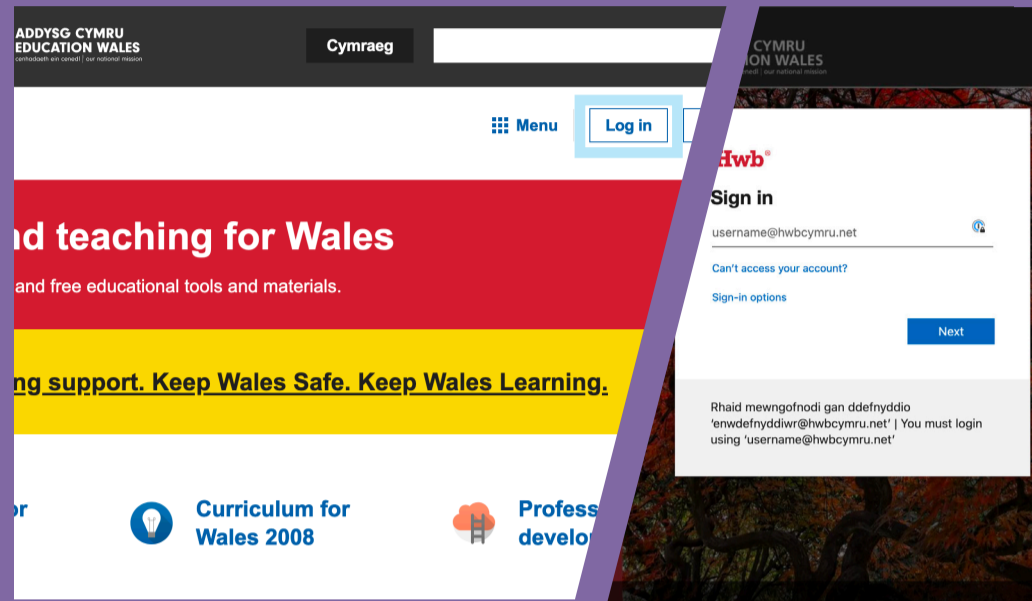


# Distance Learning

## Using Microsoft Teams to complete assignments

1

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to [hwb.gov.uk](http://hwb.gov.uk)  
Login with your **HWB** username and password



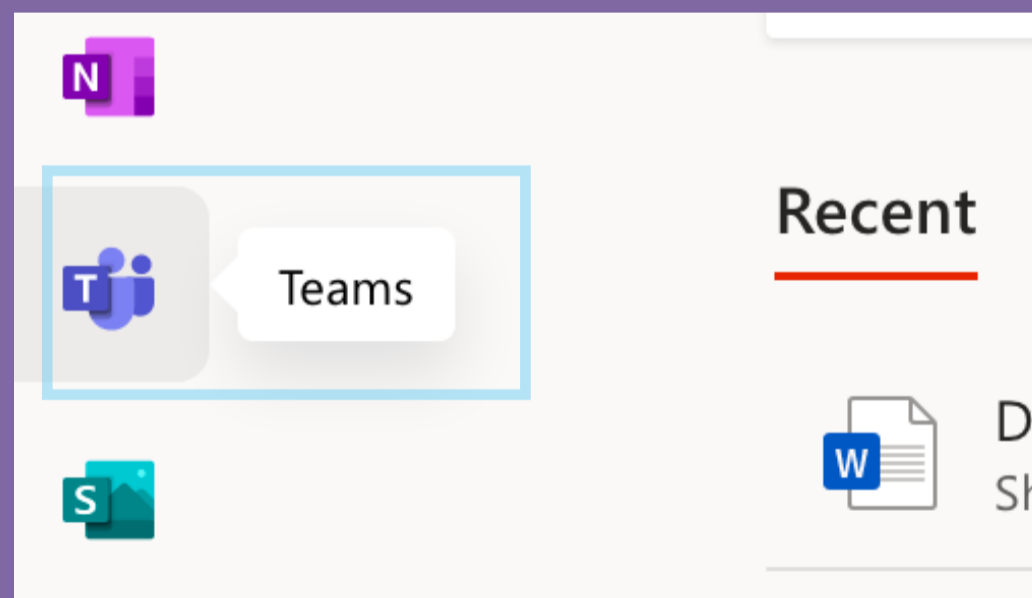
2

Click on **Office 365**



3

Click on the **Teams** icon  
This will usually be on the left-hand side of your screen



4

Click '**Use the web app instead**'  
to go to the Teams App

Download the Teams desktop app  
and stay better connected.

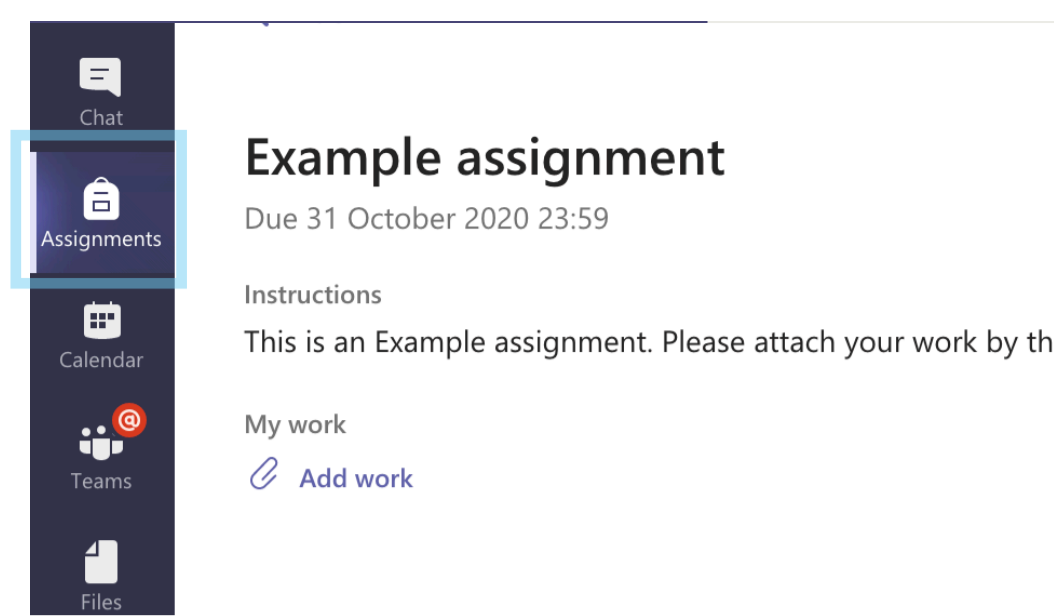
Get the Mac app

Use the web app instead

5

## In Teams

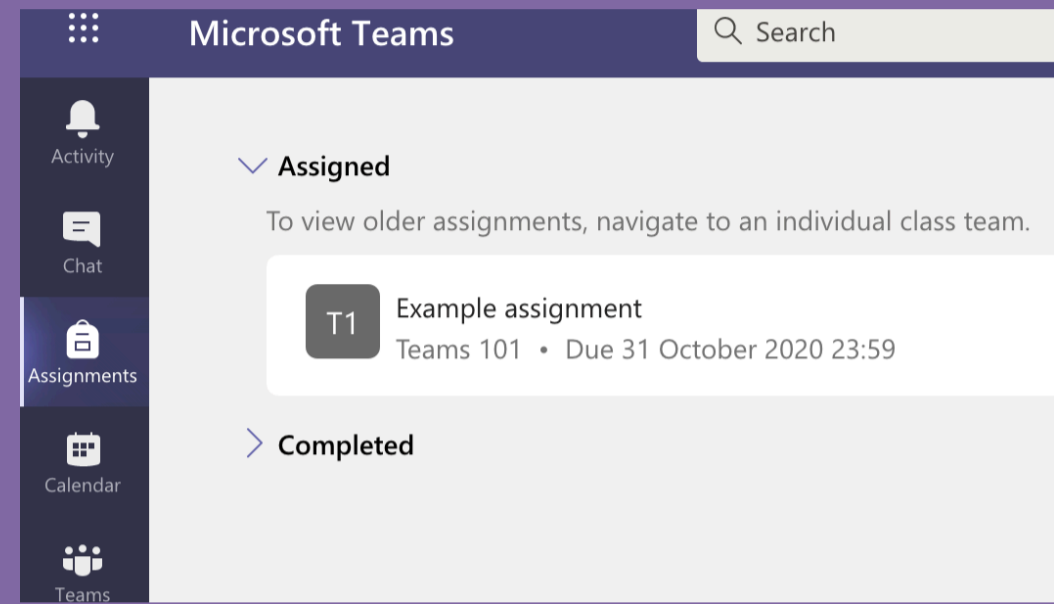
Click on **Assignments** on the left-hand side



6

You will see a list of all of your **Assignments**

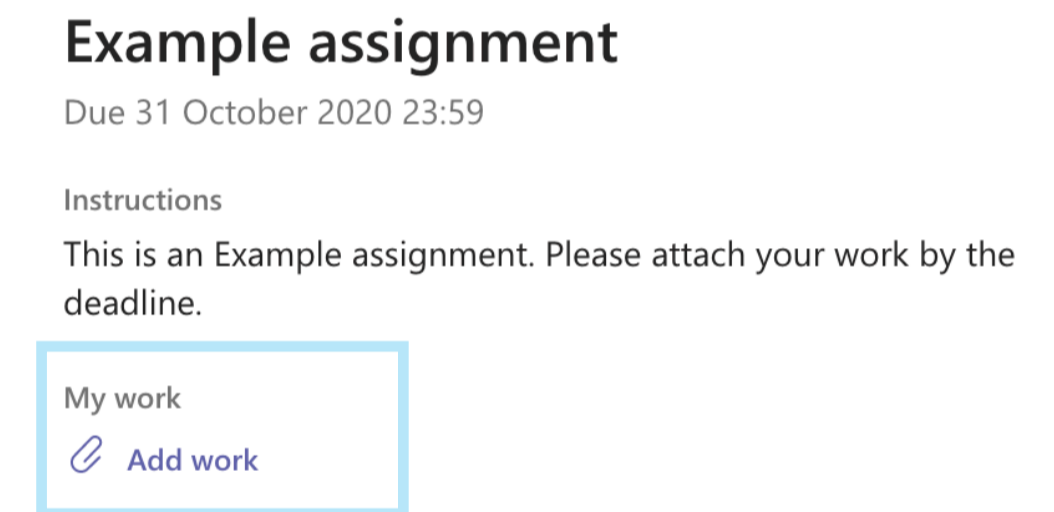
Click the one you want to complete



7

To attach your work to the assignment

Click the **Add Work** button

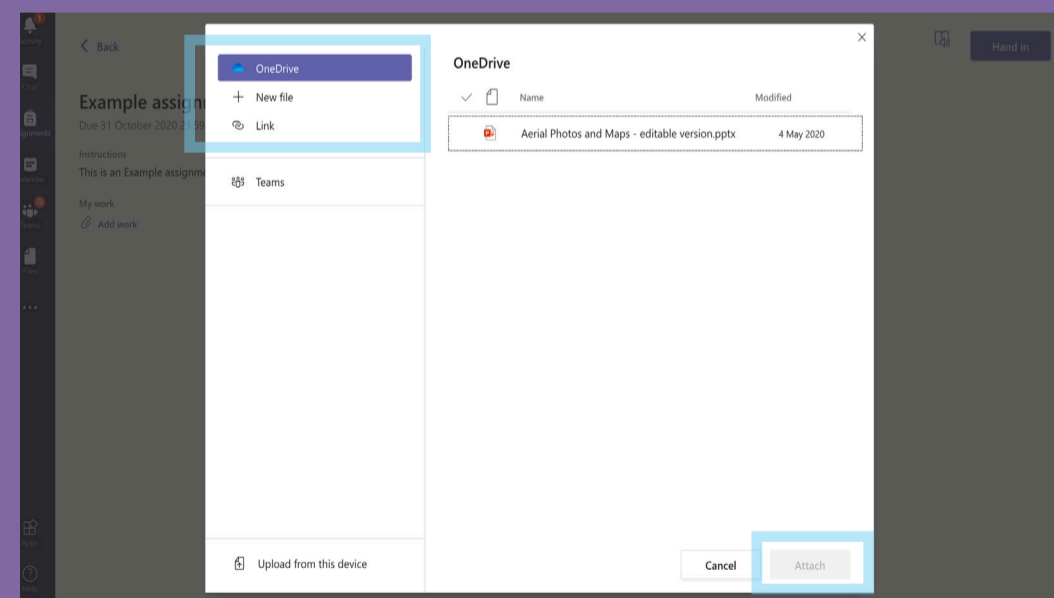


8

Click the **OneDrive** button to attach an existing file

Or create a new file by clicking **+New File**

Once done click **Attach**



9

You will now see your work attached

When you are ready to submit it Click the **Hand in** button on the top right-hand side

