

Microsoft TEAMS Quick Reference Guide

RETURNING HOMEWORK

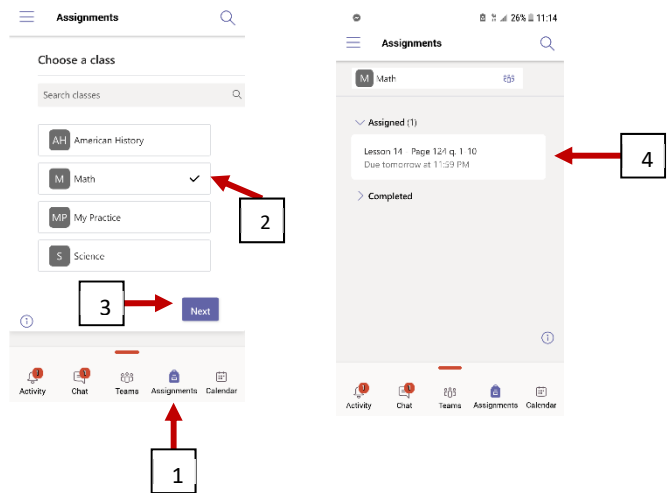
1. Take a Picture

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



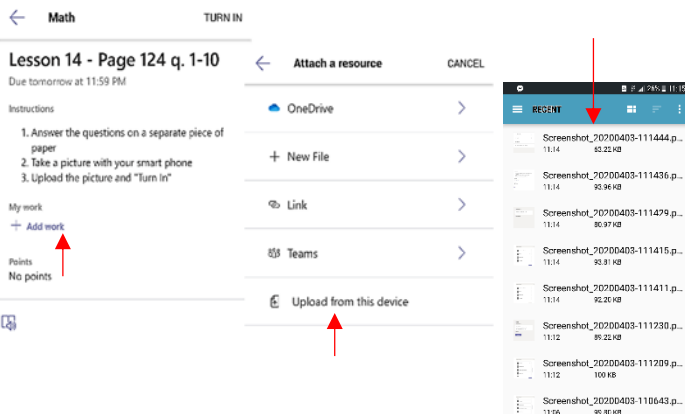
2. Navigate to the Assignment

- 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



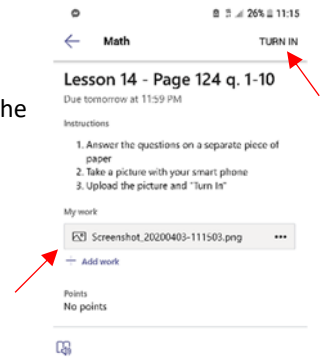
3. Attach the Picture

- 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



Congratulations!!
You did it! 😊