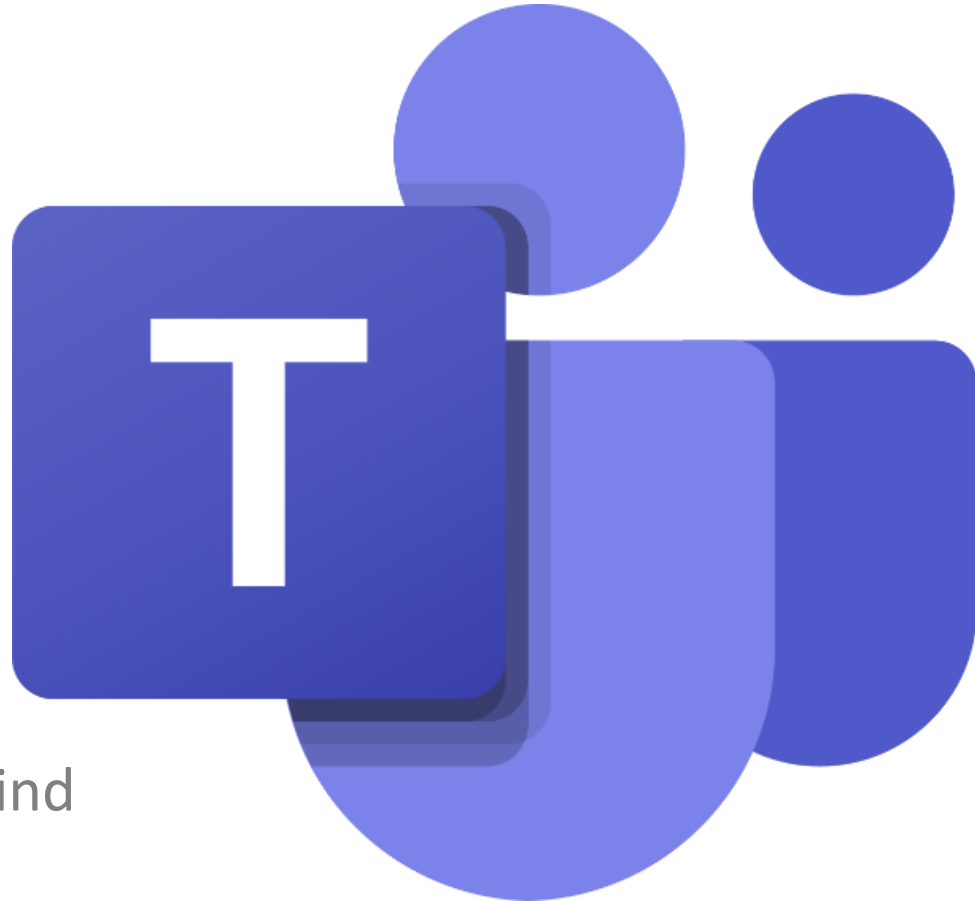




Microsoft Teams for Home Learning



Think Big • Work Hard • Be Kind



Before you start...

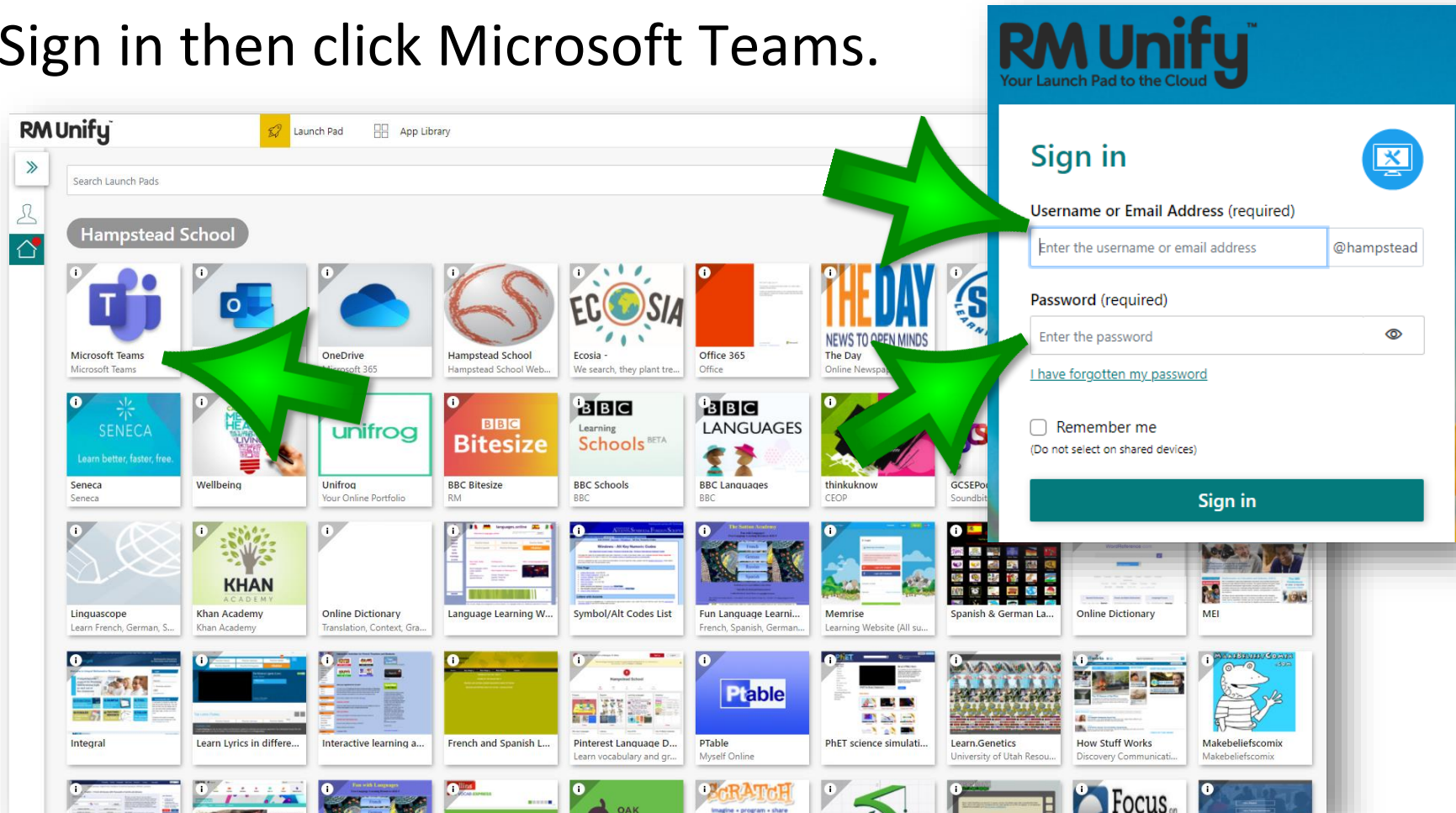
You will need to know your:

- username
- password
- @hampsteadschool.org.uk email address

*If you have forgotten these details
please ask your tutor to reset your password.*

Hampstead.RMUnify.com

Sign in then click Microsoft Teams.



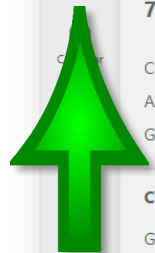
The image shows the RM Unify web interface. At the top, there is a navigation bar with 'RM Unify', 'Launch Pad', and 'App Library' options. Below this is a search bar for launch pads. The main area displays a grid of launch pads for 'Hampstead School'. A large green arrow points to the 'Microsoft Teams' launch pad in the top-left corner of the grid. Another large green arrow points to the 'Sign in' button on the right-hand side of the interface. The sign-in overlay is titled 'RM Unify™ Your Launch Pad to the Cloud' and contains the following fields and options:

- Sign in** (with a user icon)
- Username or Email Address (required)**
Enter the username or email address @hampstead
- Password (required)**
Enter the password
- [I have forgotten my password](#)
- Remember me
(Do not select on shared devices)
- Sign in** (button)



Your Assignments

The screenshot displays the Microsoft Teams interface. On the left, the 'All teams' list shows '7yLn1_Class [2021]' with sub-items: 'Class Notebook', 'Assignments', and 'Grades'. Below this is the 'Channels' section with 'General', '7yLn1 Class Announcements', '7yLn1 Home Learning', and '7yLn1 In Class Learning'. The main area shows the '7yLn1 Home Learning' channel with a post from 'Miss R Duncan' dated '24 September 2021'. The post is titled 'BookBuzz Year 7 2021-22' and is categorized as 'Assignments' with a due date of 'Due 1 Oct'. A 'View assignment' button is visible below the post.



All of your assignments for every class.



All of your assignments for this class.



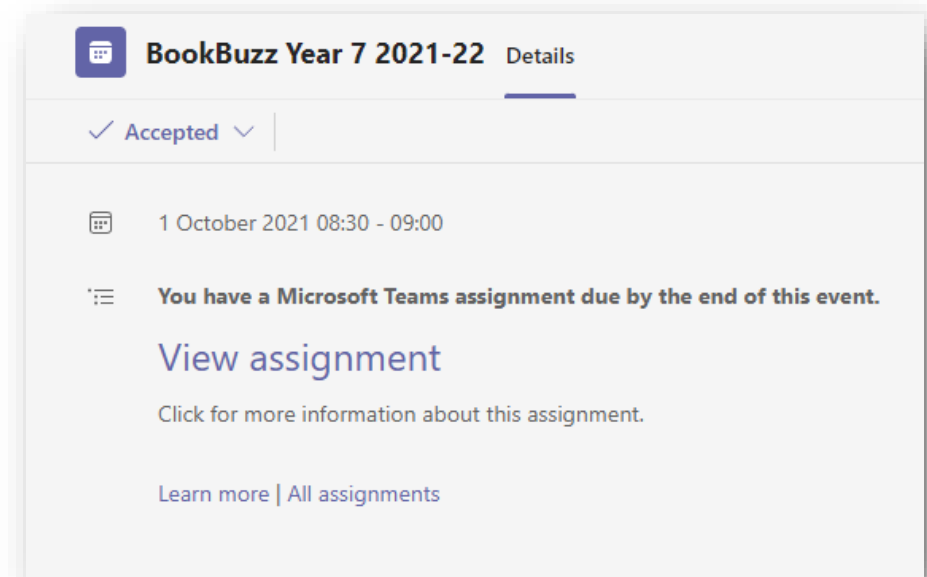
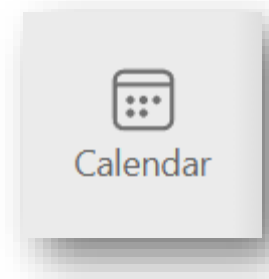
Your class Home Learning Channel. New home learning will be posted here.



Your Home Learning Calendar

The date and time that your Home Learning is due will show in your Teams calendar.

Double click an entry to open then select **View assignment.**





If you have a question about a task that has been set for you please speak to or email your class teacher.



If you have any questions about Microsoft Teams you can ask your tutor or Miss Duncan in the library.



You can also use the computers in the library (ILC) to access your Teams and complete your Home Learning.

