

Many of your teachers may choose to share class notes and handouts through Microsoft Teams. This material can be accessed following the steps outlined below.

### **Accessing class materials in Teams**

1. Log on to your Teams account.
2. Click on the Teams icon and select the team you wish to view.
3. Click on the files menu from the toolbar
4. Click on the class materials folder. This material is read only. You can view it or download a copy of your own. You cannot edit or add to this file.

*Note: There are other ways in which a teacher can share documents with your class. Be sure to check with your teacher to see if this is the method they will be using this year.*

<https://www.youtube.com/watch?v=G2dh4syJTFw&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z&index=11>