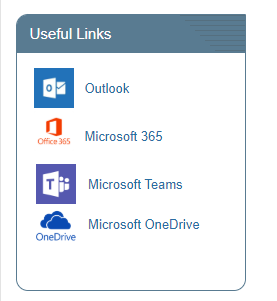
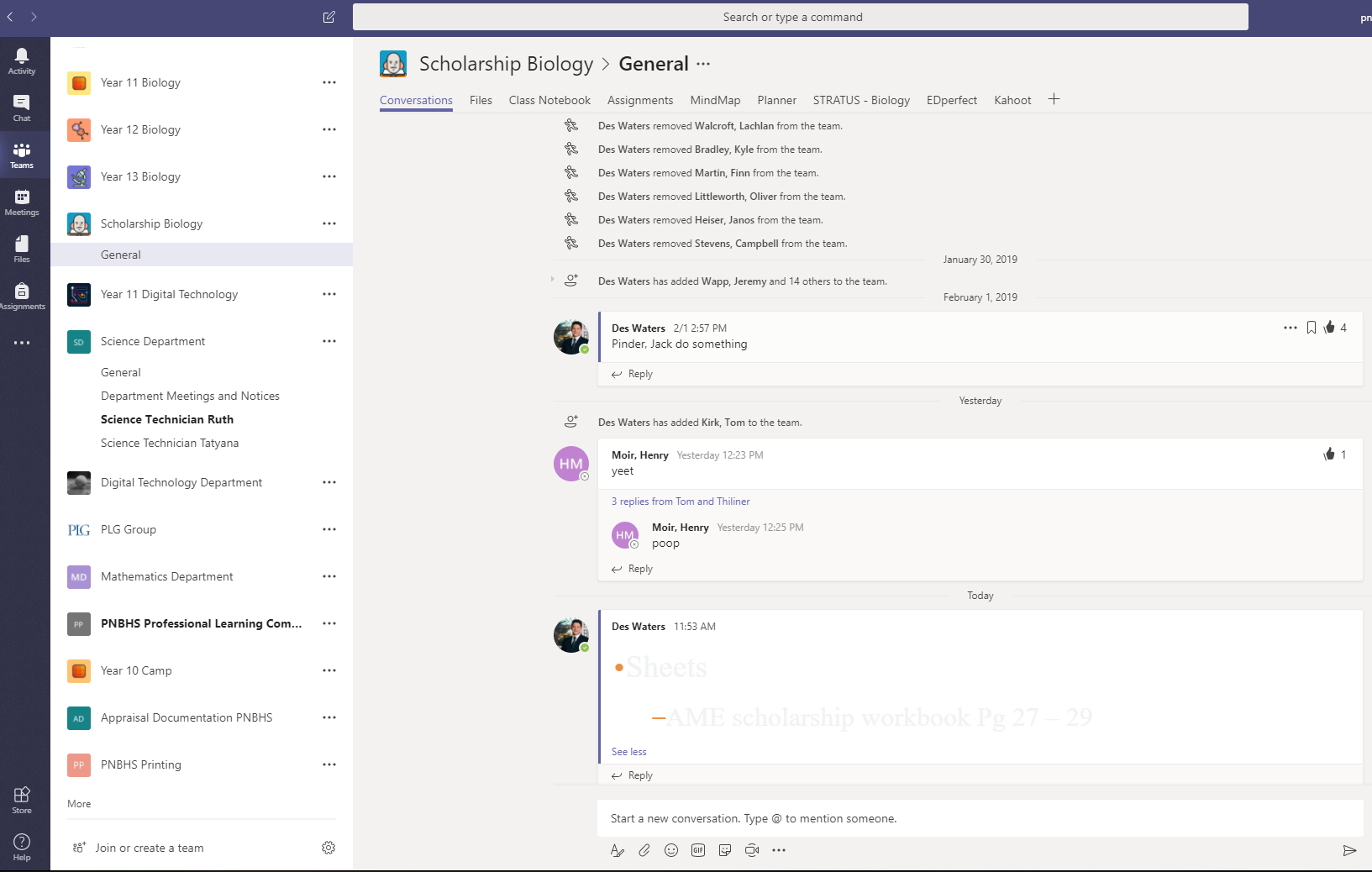
**PNBHS Printing: 892nmyy**

On the side of STRATUS you will find a link MS TEAMS (click on it)



You are now in MS TEAMS – if you have been added to a team it will be in this list.

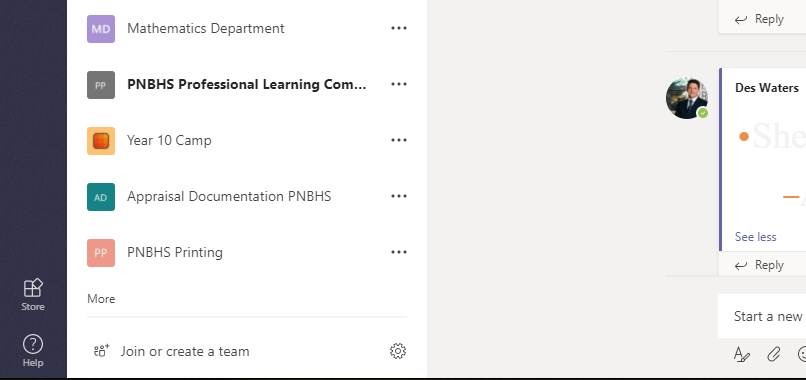


If you are not in a team that is ok. You have two options:

1. Join a team (i.e. the PNBHS printing – use the code at the top of the page)
   1. Jordan has made Department teams for those who don’t have one already
   2. See STRATUS for all the Team codes (Staff ICT administration)
2. Create a team

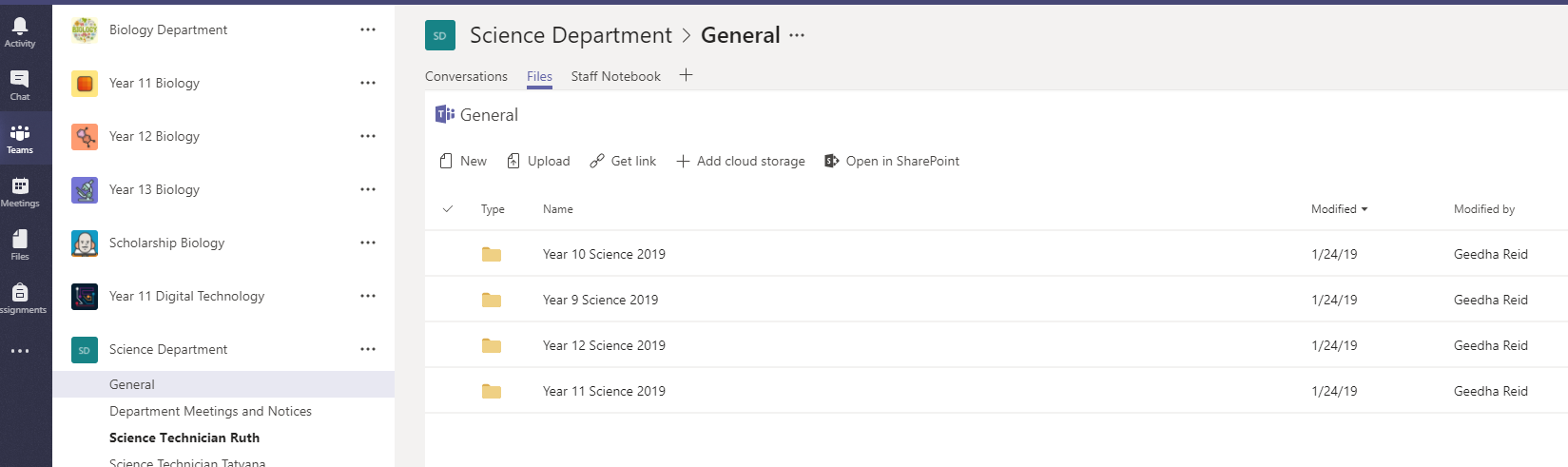
Teacher – for your class

PLG group



You will go through the setup – just follow the instructions.

**Once you have a team you will see things like ‘FILES’:**



Files are stored under the files tab in your team

Drag and Drop files in to that folder – this is where you will find you g:drive resources in the coming weeks.