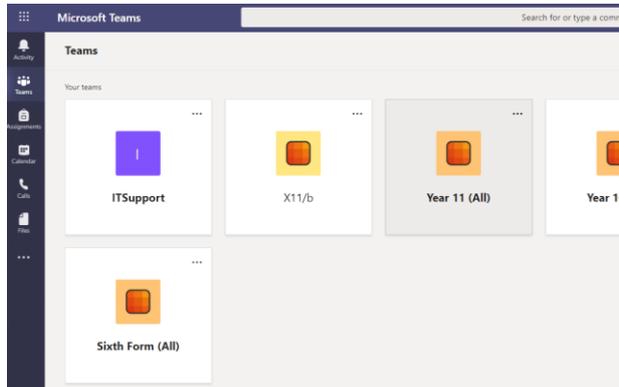


DOCUMENT 2

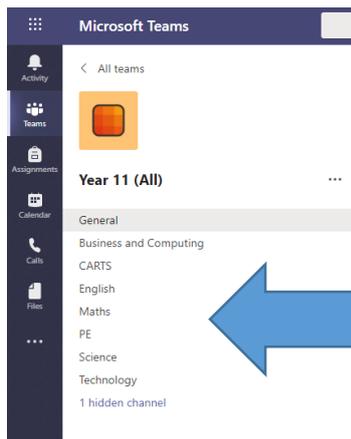
Uploading Files to Teams

Log in at www.office.com and click the 'Teams' tile.

Click the year group you want to add work to.



Click your subject down the left



Choose 'File's in the top menu



When you're ready to add files, click in the folder you want the files to appear in and choose 'Upload' → 'Files'

