**Directions for how to submit an assignment in Microsoft Teams by using the Microsoft Word app on your phone:**

**1)** Open the Teams app and click Teams from the bottom toolbar. Click on the class you would like to access, then click “General” under that class.

**2)** Scroll through the posts to find the assignment you would like to access and click “View Assignment”

-or-

Click “More” on the top tool bar and then click “Assignments”. Select the assignment you wish to view.

**3)** Read the instructions for the assignment and view any resources that are available for the assignment.

**4)** If a worksheet has been provided, click on the file to view it on your phone.

**5)** Once you have reviewed the assignment, go to the assignment screen, then click “Add Work” under My Work.

**6)** Choose “New File”, then “Word Document”. Name the file with your name, the date and the assignment title. Ex. “Bales 4.15.20 Worksheet1”. Click “Attach”.

**7)** Back on the assignment page, click the document that you just created. When the document is open, click the edit button at the top right of the screen. If you do not have the Microsoft Word app downloaded on your phone, follow the directions to download the app.

**8)** Once you have opened the document in the Microsoft Word app, type your answers to the assignment. Once you have completed the assignment, click the back arrow at the top left of your screen. Your changes will be saved.

**9)** Return to the Teams app. Repeat this process for any additional documents that need to be submitted. Once you have completed all of your work, click “Turn In” at the top right of the screen.