Instructions for Students in Tute for Teams

Following and Favoriting

1. Open Teams

2. Select the Teams Button
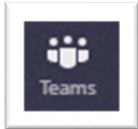
3. Select your **House Team**

4. Find your **Tutor Group.** Add it as a **"Favourite"** and the select **"Follow this channel"**
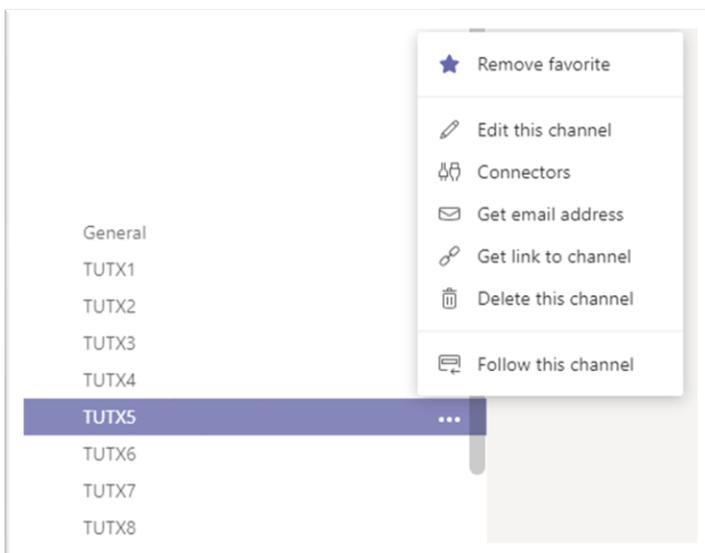
5. Select the **Nossal Staff & Students** Team. Select the **General Channel** and then **"Follow this channel"**
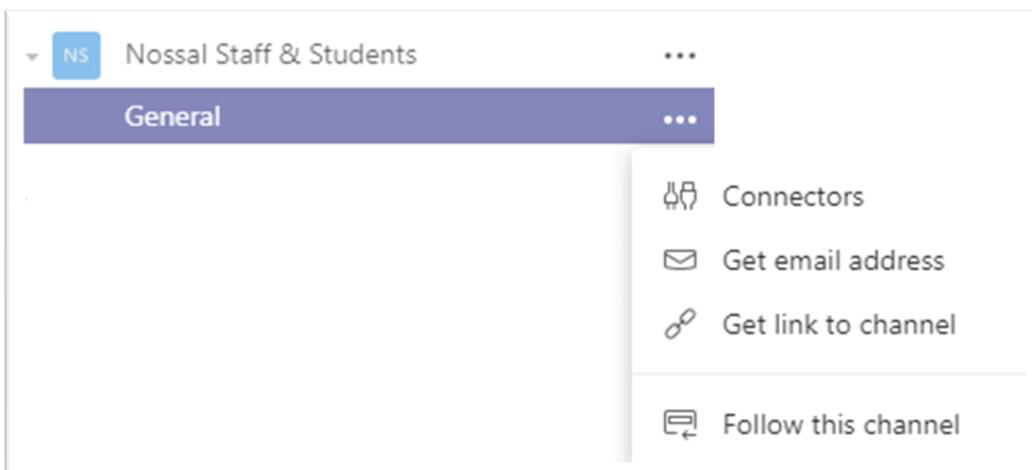
6. Select your **Class of 2018/19/20/21 (Year 9/10/11/12s)** Team

7. Expand the Team

8. Ensure **EVERY channel** is **favourited**

9. Ensure **EVERY channel is followed**