



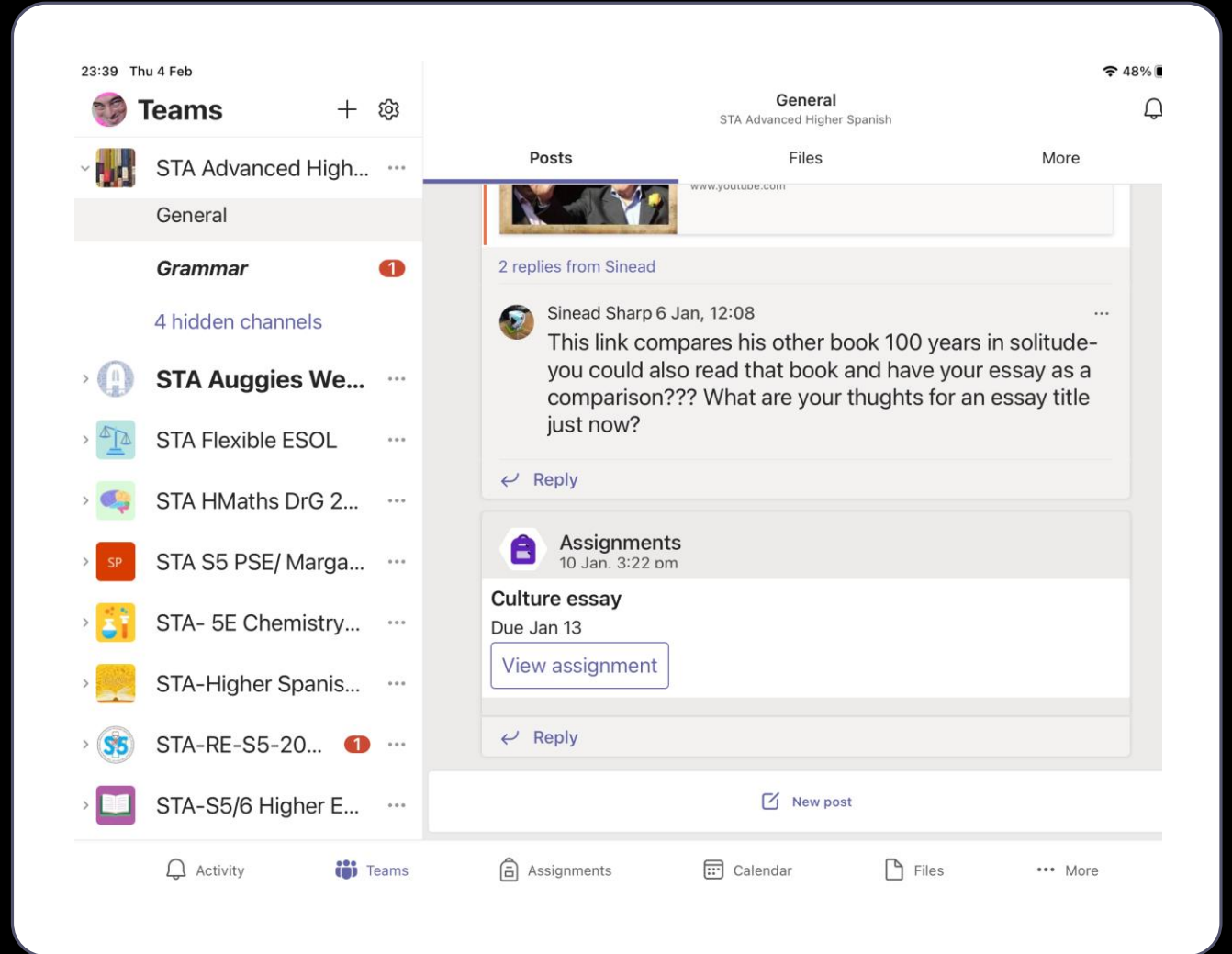
Microsoft Teams

# 如何在 Microsoft Teams上交作 业

步骤说明

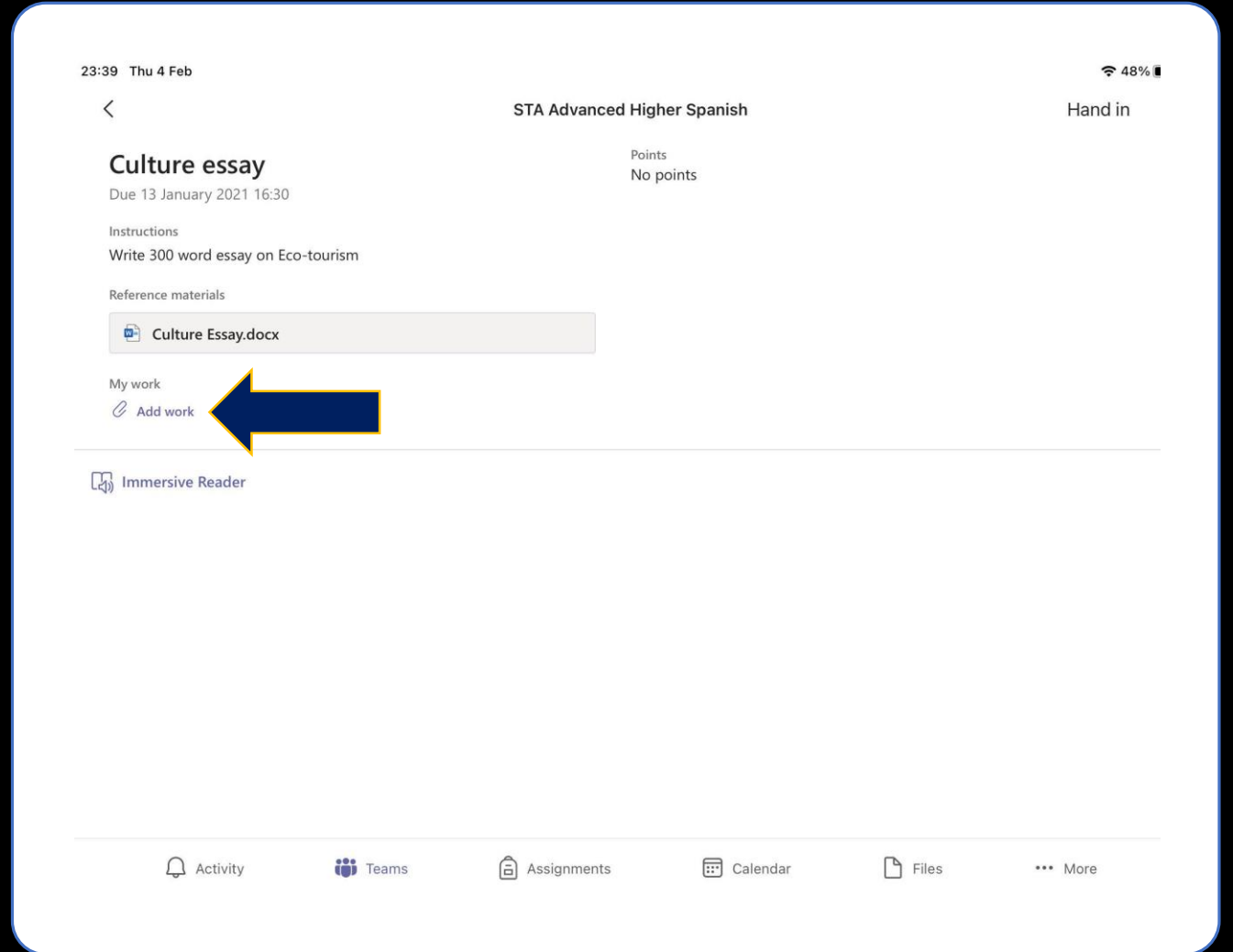
# 第一步

- 点击要完成的任务
- 点击图标“View Assignment”



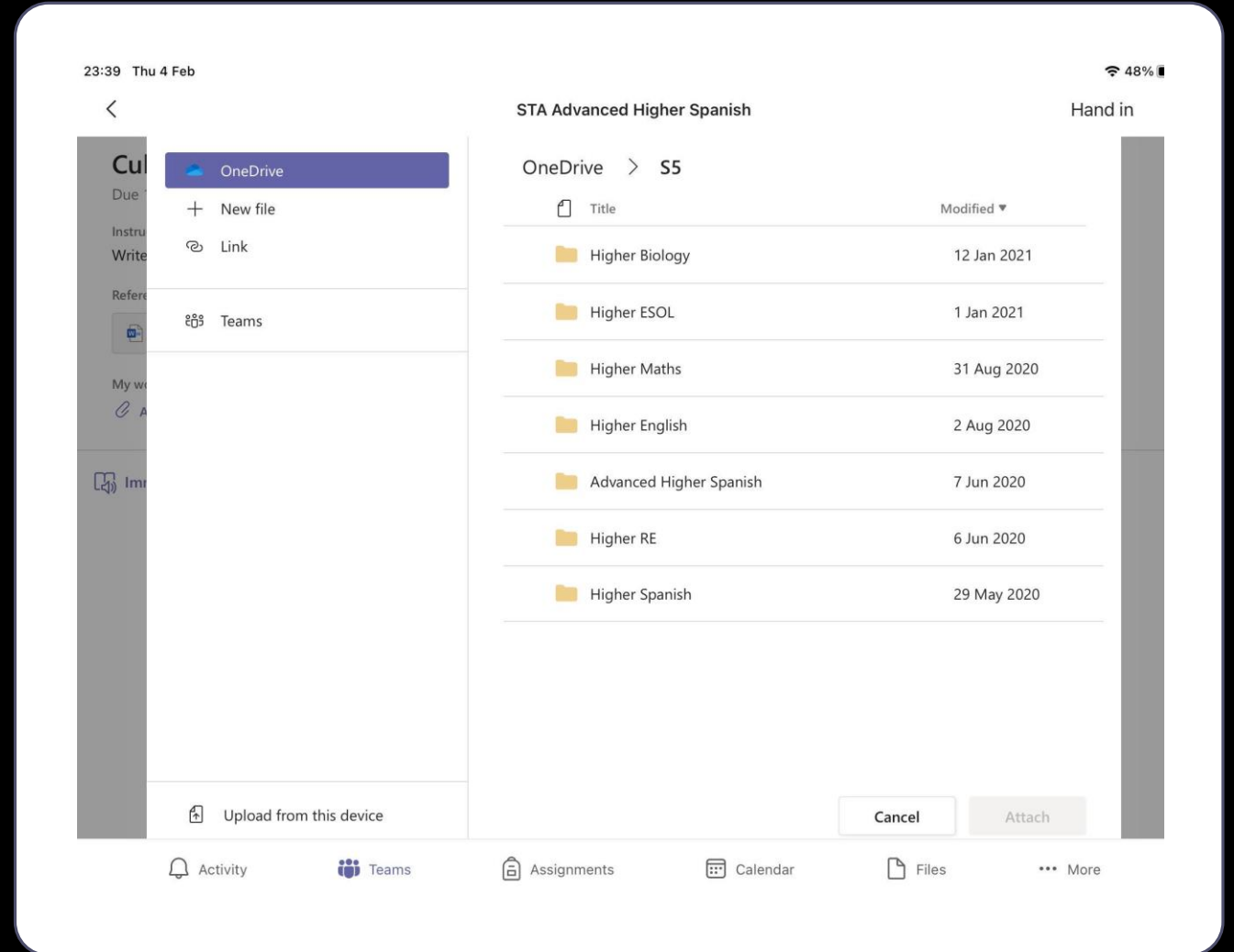
# 第二步

- 点击“Add work”加上你的作业



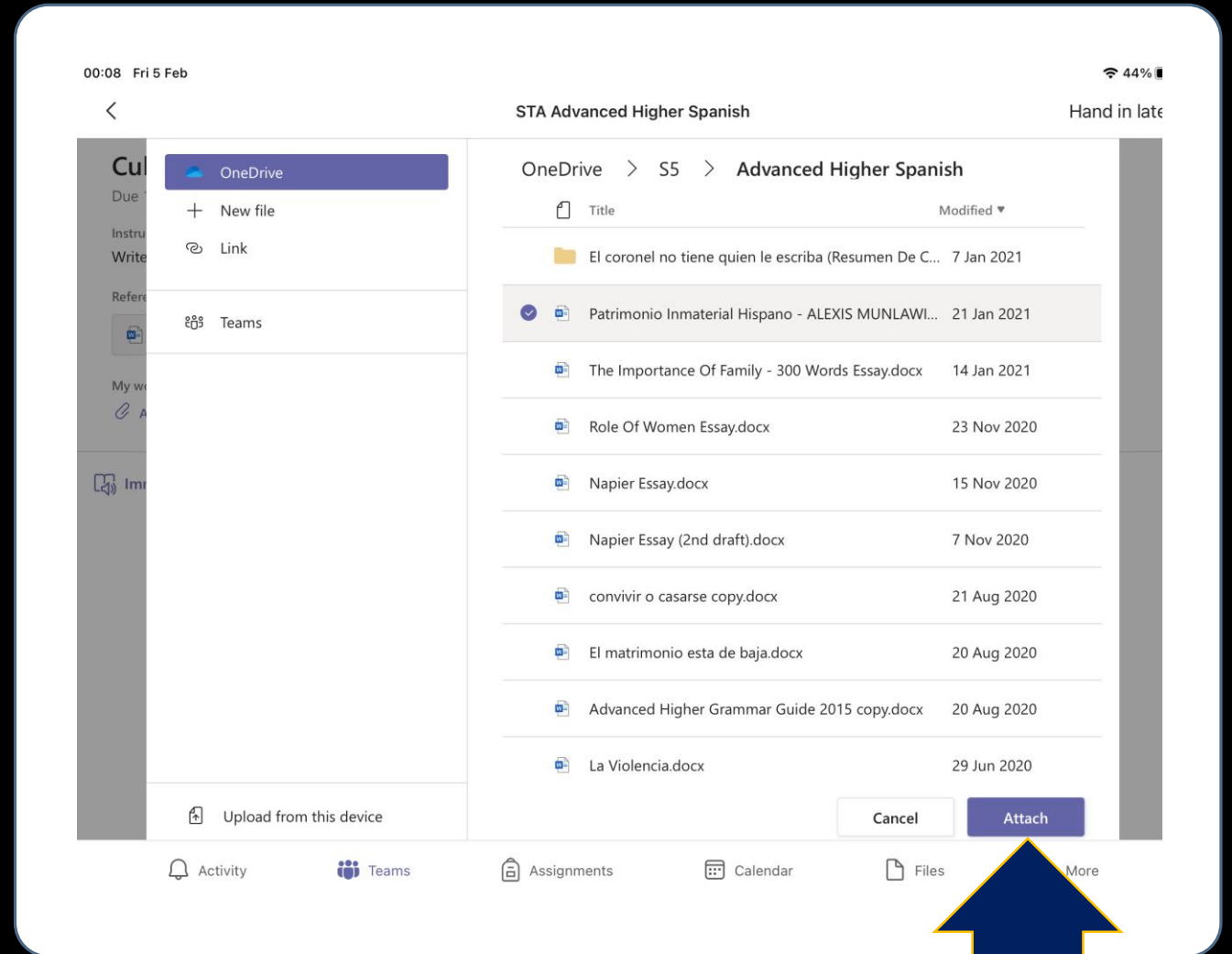
# 第三步

- 取决于您的任务的格式。
- 如果是 DOCUMENT（Word 文档），请点击你的文件夹或保存文档的位置，来加上你的作业。
- 如果是加照片，下滑选项，直到找到如何添加图片和照片。



# 添加文档

- 找到文档后，点击文档进行选择，然后单击“Attach”。
- 您可以同时选择多个文档。



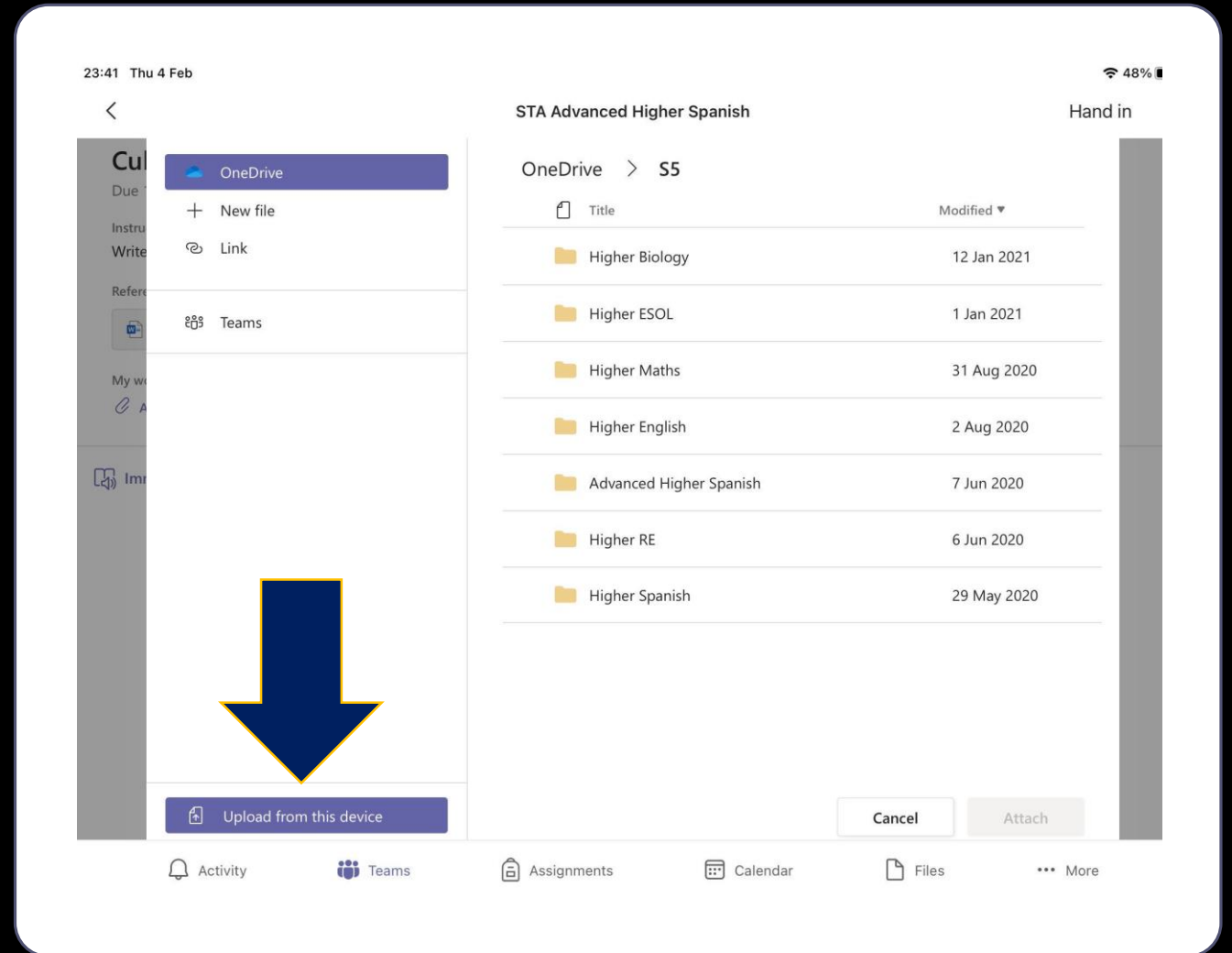
# 交文件

- 现在只需点击“Hand in”
- 成功了! 👉

The screenshot shows a mobile application interface for submitting a file. At the top, the status bar displays the time 00:12, the date Fri 5 Feb, and a battery level of 43%. The app header includes a back arrow, the course name "STA Advanced Higher Spanish", and a "Hand in" button. The main content area is titled "Culture essay" and shows a due date of "Due 13 January 2021 16:30". It includes instructions to "Write 300 word essay on Eco-tourism" and a list of reference materials, including a file named "Culture Essay.docx". Under the "My work" section, there is a file named "Patrimonio Inmaterial Hispano - ALEXIS MUNLAWIN C...". At the bottom, there is a navigation bar with icons for Activity, Teams, Assignments, Calendar, Files, and More.

# Adding photos

- In case you need to upload a PHOTO.
- Click on **“Upload from this device”**.



# Select photo/s

- Click on **“Photo Library”** if you have already taken your picture, or **“Take Photo or Video”** to take the picture right now.
- Once you have selected your picture, the process is the same as with a document.
- And it’s done, folks! 🙌

