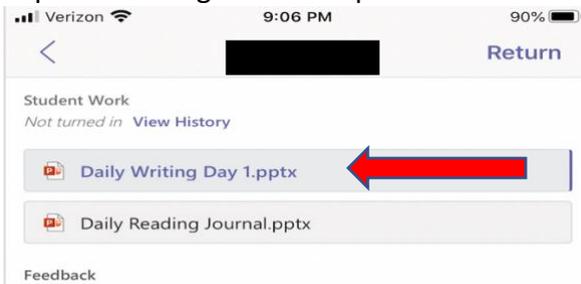


Completing work for TEAMS on your phone

Step 1: When you open an assignment in teams on your phone, it will look like the below picture. Tap on the assignment to open it.



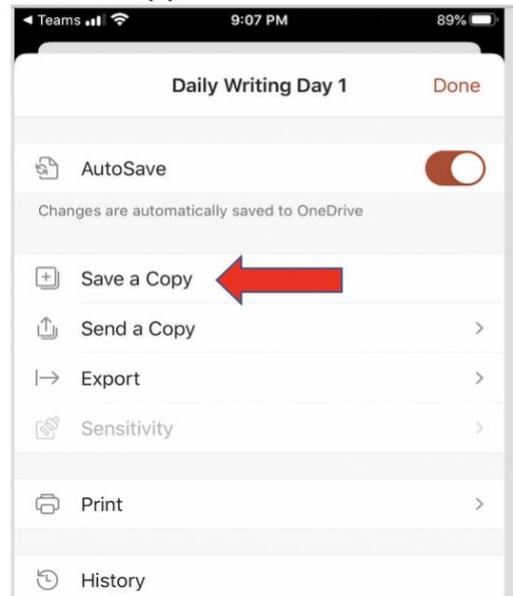
Step 2: The assignment will not be editable. You won't be able to type in it. Click on the paper and pencil icon.



Step 3: You now will be able to click on either the boxes or document to type in it and complete the assignment. When finished, hit the three dots.



Step 4: Autosave should be on and click on "Save a Copy"



Step 5: Click "Save" and your written responses will be saved in your Teams document

