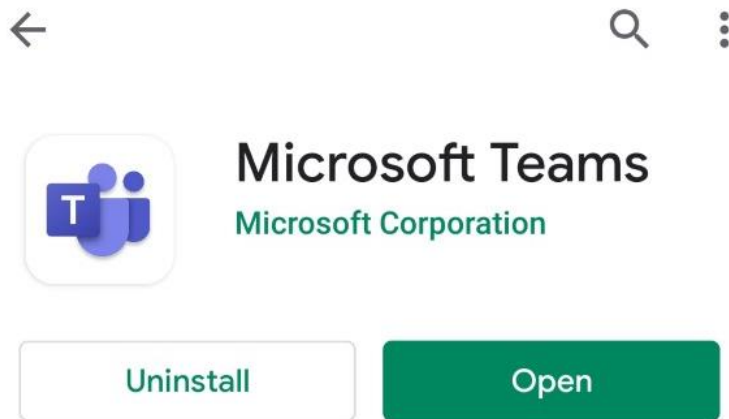


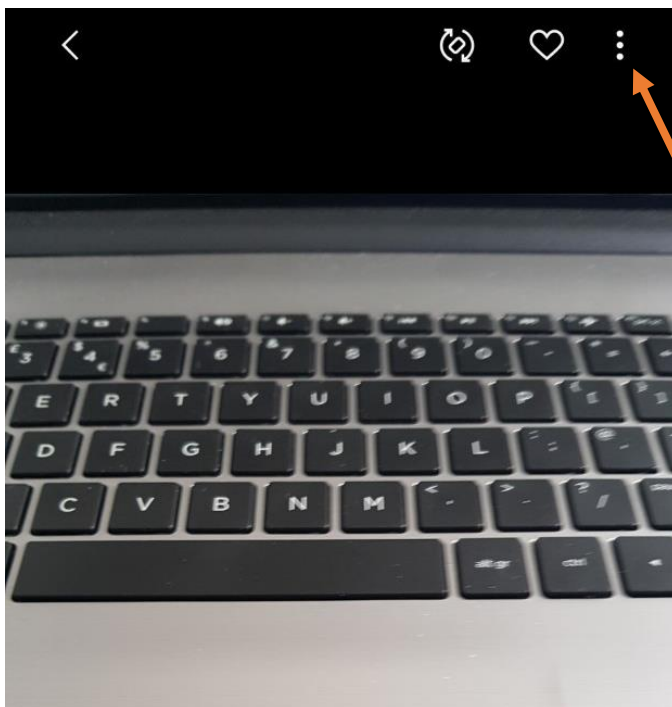
## How to upload a photo on an Android device

On your android device go into the Play Store and download Microsoft Teams for free.



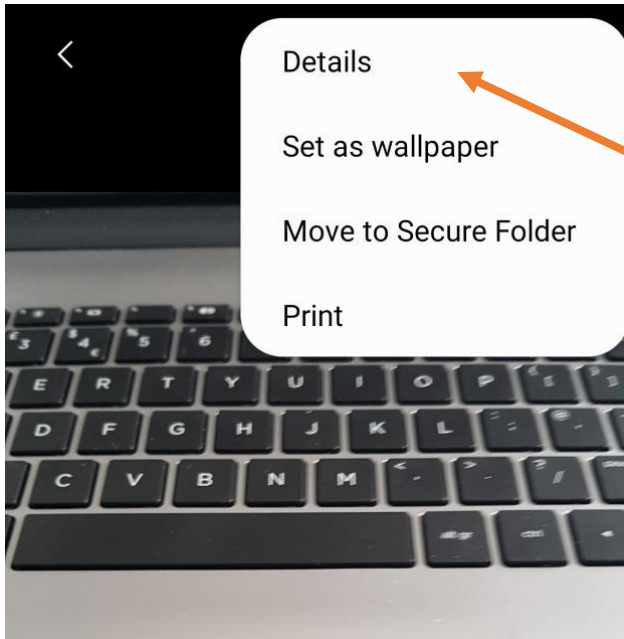
**YOU WILL THEN NEED TO TAKE THE PHOTO OF THE WORK YOU REQUIRE TO UPLOAD BEFORE GOING ONTO THE APP.**

Before you go onto Microsoft Teams you will need to rename the photo so that your teacher is clear what the work is.

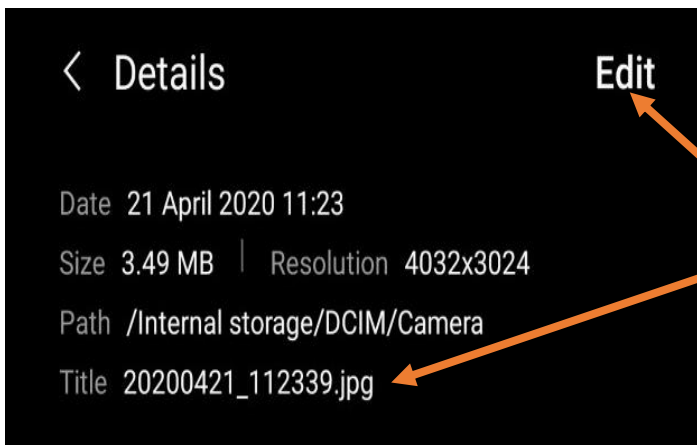


On your phone go to your photo gallery, select the photo(s) that you are going to upload.

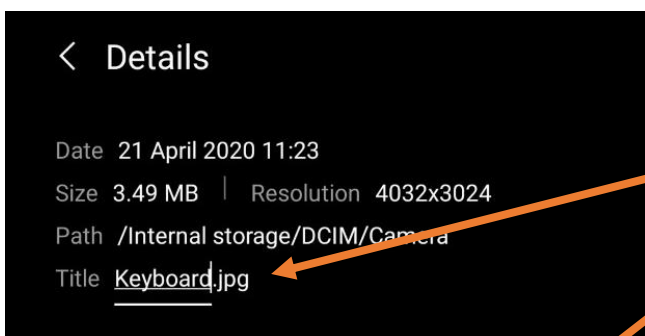
Click on the 3 dots in top right corner.



This appears  
Select Details



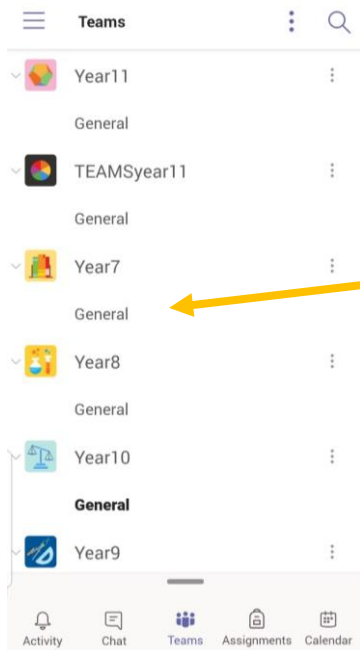
This then brings up all the  
information about the photo.  
Click edit  
This allows you to change the title



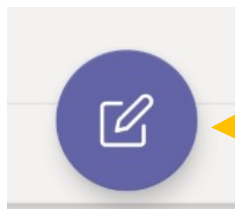
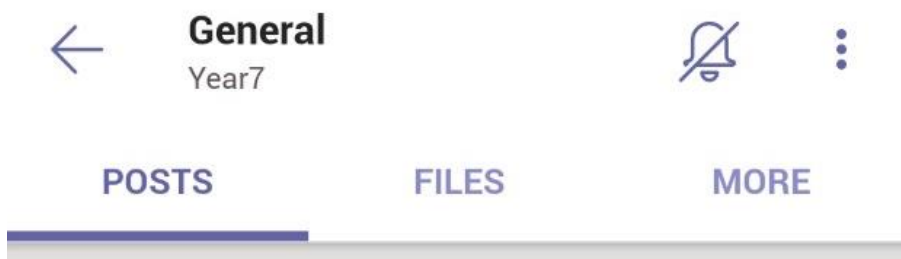
Rename your photo and select the  
save button. This then renames the  
photograph.



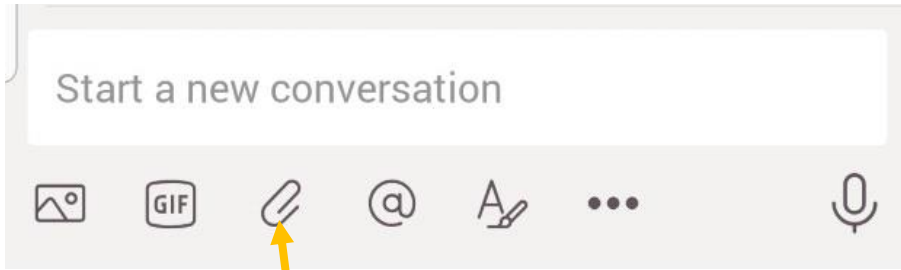
Open the Teams app from your app section on your device. You will need to login as you have on the school website.



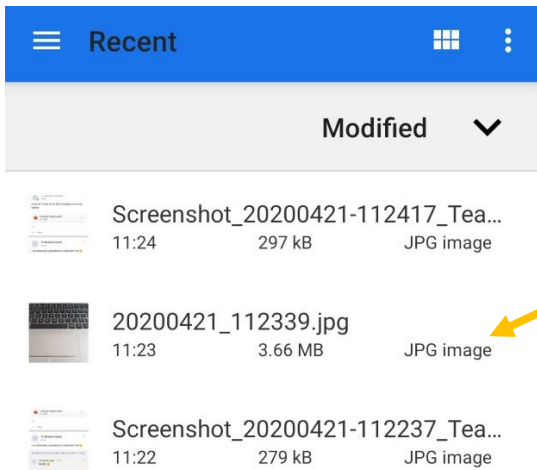
Then click on your year group and click on general.



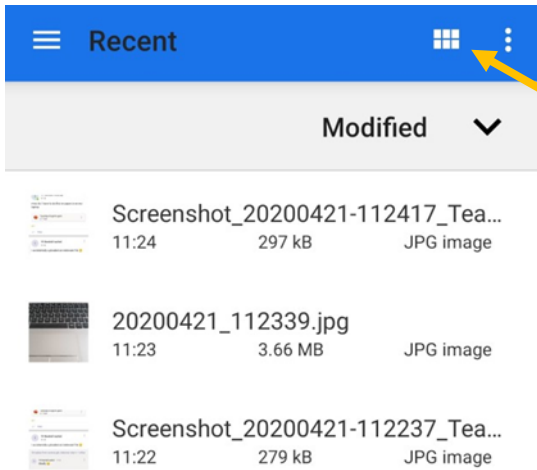
This page will appear with an active newsfeed on. On the bottom right of this page you will see this button. Click on this button to upload a photo of your work or the file of your work.



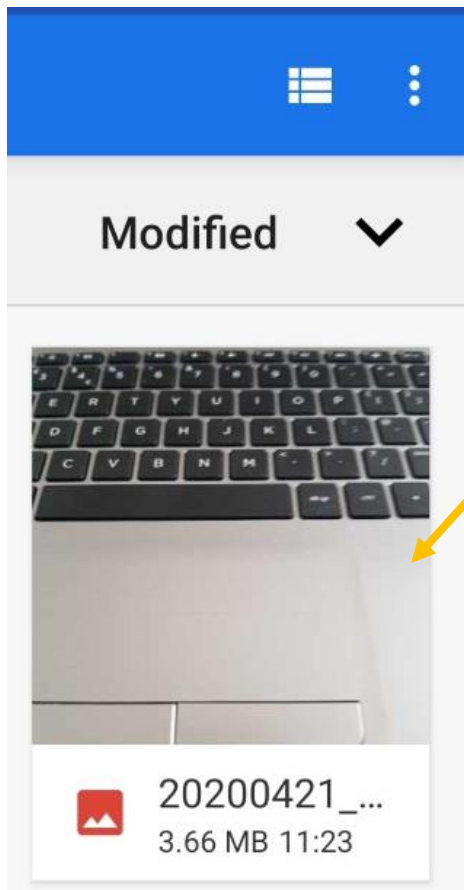
At the bottom of your page this will appear. Click on the paper clip to start uploading you photo/file.



This will bring up all your recent files, screenshots and photos on your phone.  
If the image you want is there, tap the image and the work will upload onto the Posts page for your year group.



If the photo or file you require is not on your recent list, click this box.



It then brings up a page of all your photo albums on your phone, so you can select what you want to upload on to teams.

Once you have found the image/file you require click on it and it will upload onto the Post area.