ACCESS TO AIRHEAD AND OFFICE APPLICATIONS

You can access Airhead using any internet connected device...

1 Open a web browser on any internet connected device.

2 Navigate to **gat.airhead.io**

3 Sign in using your normal academy email address and password.

You can then access Teams, Email, Word, Class Notebook, PowerPoint and Excel, as well as all your existing documents via OneDrive.

Use your Launchpad(s) (select the Launchpad menu at the top of the Airhead screen) to access Onedrive, email, Classcharts, GCSEpod, and all the other Office applications. If you don't have the correct link on your launchpad already, click the little blue cross at the top right, search for the app you want and then add it by selecting it and clicking 'Add To Launchpad'.
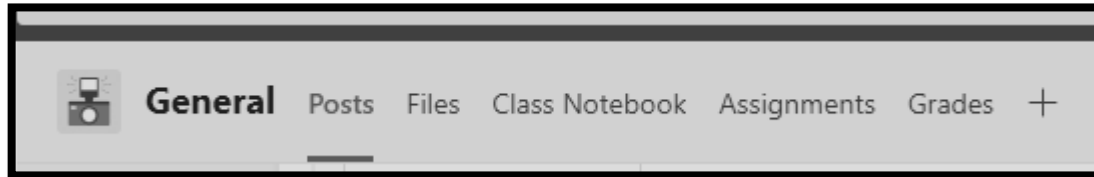
USING TEAMS

Click the Teams icon on your Airhead launchpad to open Teams.

Click the icon for the class Team you want to access.

Use the menu tabs at the top of the page to navigate to each part of the Team...

In **POSTS** you will see message and chat for that Team.

In **FILES** you will find any files uploaded to the Team (resources, etc.).

In **ASSIGNMENTS** you will find any work set for you through the class Team. You will also be able to upload your completed work through this section.

If your class uses the **CLASS NOTEBOOK**, you will be able to access all your resources, work and tasks there as usual.