




BPS Training

Submitting Homework to Microsoft Teams via an IOS iPhone or iPad

Step 1: Navigate to the  on your phone by finding the "Apple App Store" icon 

In the "Search" Field, please type "Microsoft Office Lens".

The Microsoft Office Lens Icon looks like this:  Once you have found the app, press "Install".

Step 2: Navigate to the  on your phone by finding the Apple App Store icon 

In the "Search" Field, please type "Microsoft Teams".


The Microsoft Teams Icon looks like this:  Once you have found the app, press "Install".

Step 3: Navigate to the  on your phone by finding the Apple App Store icon 

In the "Search" Field, please type "Microsoft OneDrive".

The Microsoft Teams Icon looks like this:  Once you have found the app, press "Install".

Step 4: Open each of the above applications and sign in with your Bridgeport Public Schools account.

Step 5: Open the Microsoft Office Lens  Application and take a picture of your homework packet. Press "Done >"

Step 6: Put a check box next to the  "One Drive" box and press "Save"



Step 7: Go back to your home screen on your phone and open **Microsoft Teams**

Step 8: Navigate in Teams to the **"Assignments"** Tab.

Step 9: Find the Assignment you need to submit.


Step 10: Press the **"Add Work"** button and navigate in your OneDrive for the file we uploaded in **Step 6**.

Step 11: Press **"Turn in Work"**




BPS Training

Submitting Homework to Microsoft Teams via an Android Cellphone or Tablet

Step 1: Navigate to the  on your phone by finding the Google Play Store icon.


In the "Search" Field, please type "Microsoft Office Lens".

The Microsoft Office Lens icon looks like this:  Once you have found the app, press "Install".

Step 2: Navigate to the  on your phone by finding the Google Play Store icon.

In the "Search" Field, please type "Microsoft Teams".


The Microsoft Teams icon looks like this:  Once you have found the app, press "Install".

Step 3: Navigate to the  on your phone by finding the Google Play Store icon.

In the "Search" Field, please type "Microsoft OneDrive".

The Microsoft Teams icon looks like this:  Once you have found the app, press "Install".

Step 4: Open each of the above applications and sign in with your Bridgeport Public Schools account.

Step 5: Open the Microsoft Office Lens  Application and take a picture of your homework packet. Press "Done >"

Step 6: Put a check box next to the  "One Drive" box and press "Save"



Step 7: Go back to your home screen on your phone and open **Microsoft Teams**

Step 8: Navigate in Teams to the **"Assignments"** Tab.

Step 9: Find the Assignment you need to submit.

Step 10: Press the **"Add Work"** button and navigate in your OneDrive for the file we uploaded in **Step 6**.

Step 11: Press **"Turn in Work"**