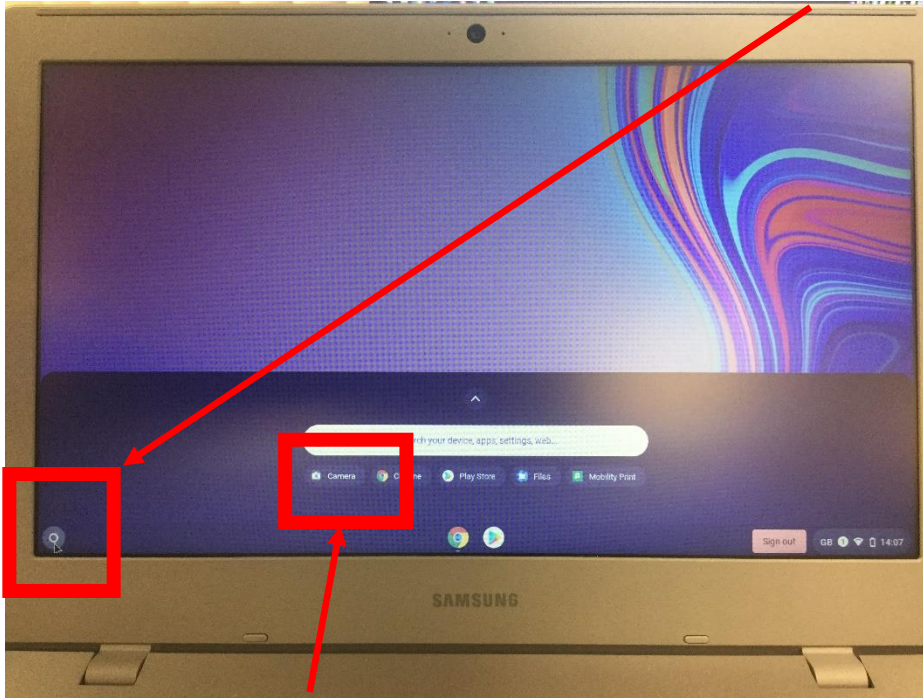


How to put a photo into an assignment in Microsoft Teams using a Chromebook

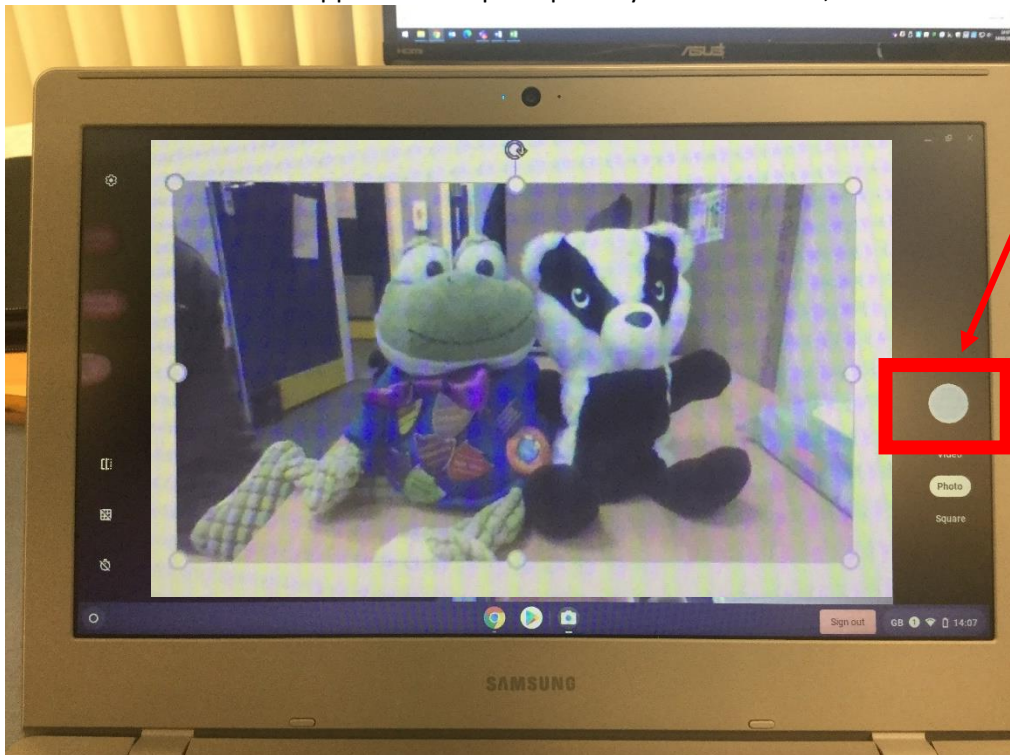
1. How to take a photo on a Chromebook

1. Once you have logged into your Chromebook, click on the **launcher** button (circle icon).



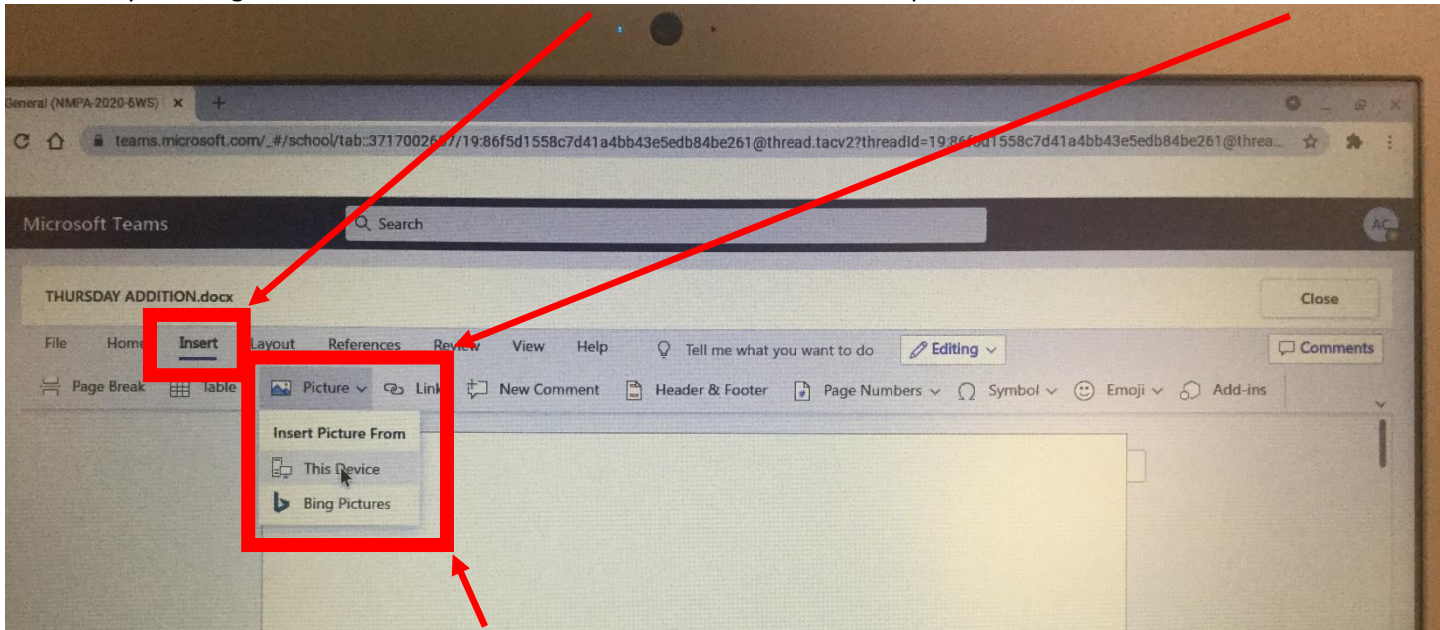
2. Next, click on the **camera** icon.

3. The camera will now appear. Line up the photo you wish to take, then click on the **take picture** button.



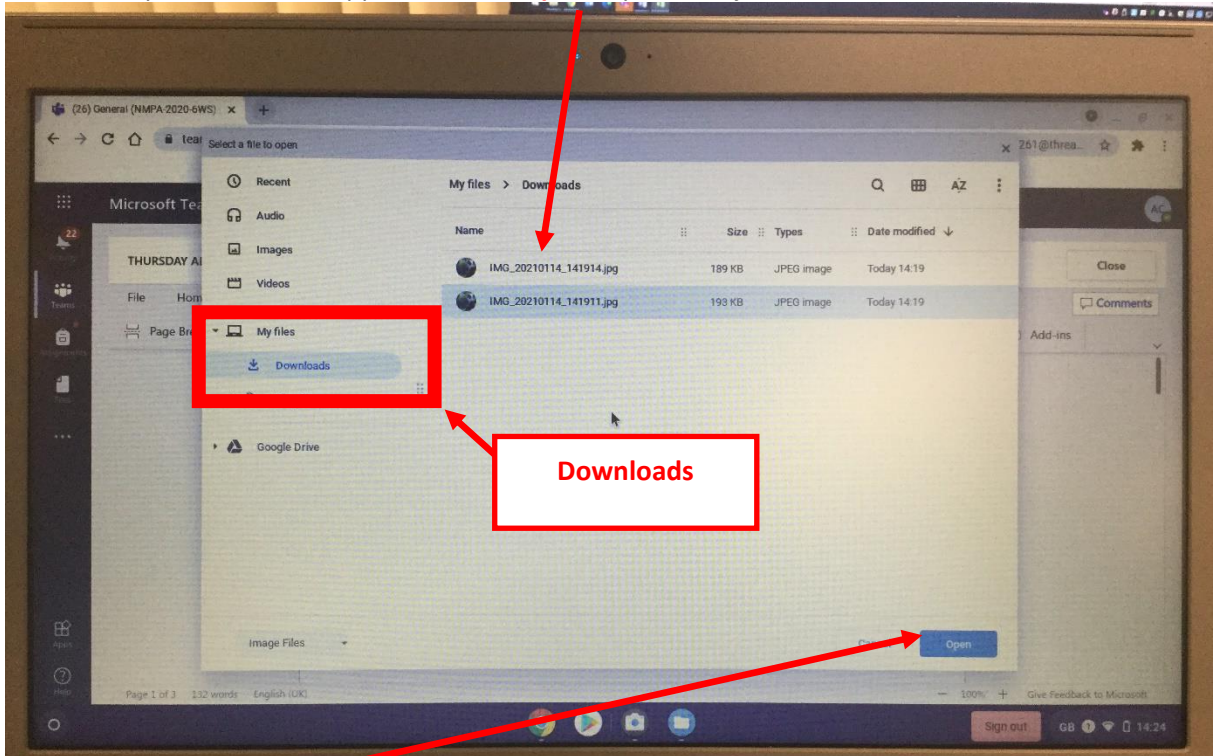
2. How to put a picture into a Teams assignment on a Chromebook.

1. Go to your assignment in Teams. Click on **'Insert'** in the ribbon at the top. Below this, then click on **'Picture.'**



2. From the drop down menu, select **'This Device'**.

3. In the options box that appears, find the **photo** you have just taken. It will be in the **downloads** folder.



4. Click on the **Open** button.
5. The photo will then appear in the assignment. (NOTE: this will take a moment to appear.)

