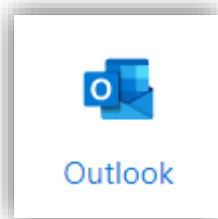
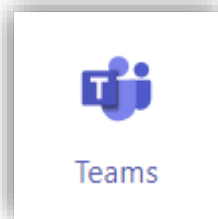


Using Office 365

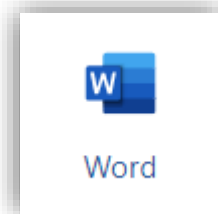
Office 365 is a set of productivity apps where students will produce most of their work.



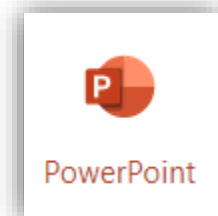
Outlook enables students to keep in touch with their peers and teachers using email.



Teams provides a collaborative group environment for conversing with teachers and other students. Teachers may refer to Teams when setting homework.



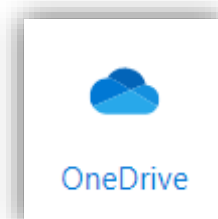
Use Word to create documents like essays, letters or stories.



Use PowerPoint to create slideshow presentations.



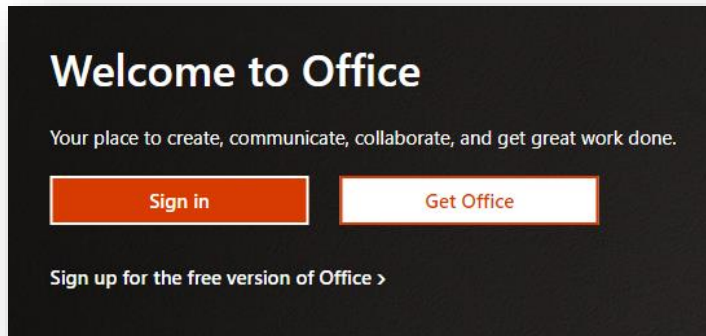
Use Excel to create spreadsheets and charts.



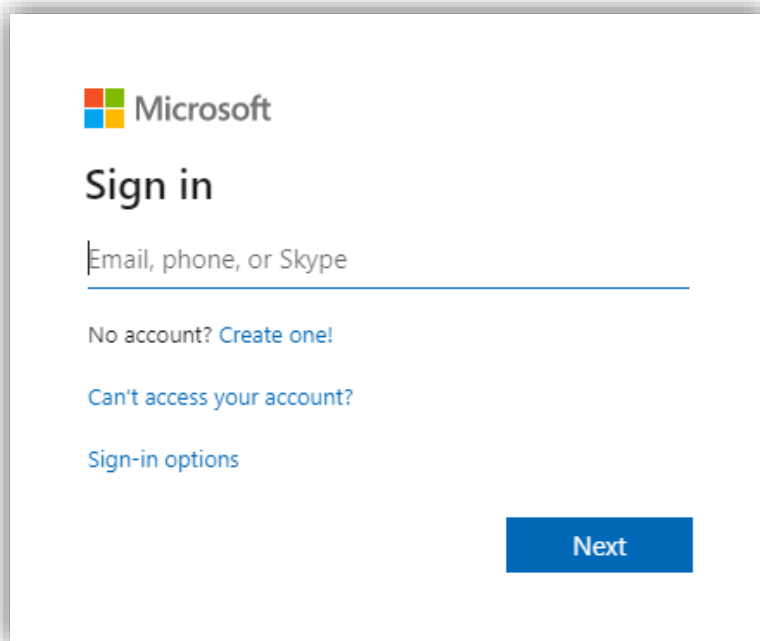
OneDrive is where your work gets saved. When creating documents in Word/Excel/PowerPoint, this is where you'll find them.

Login to Office 365

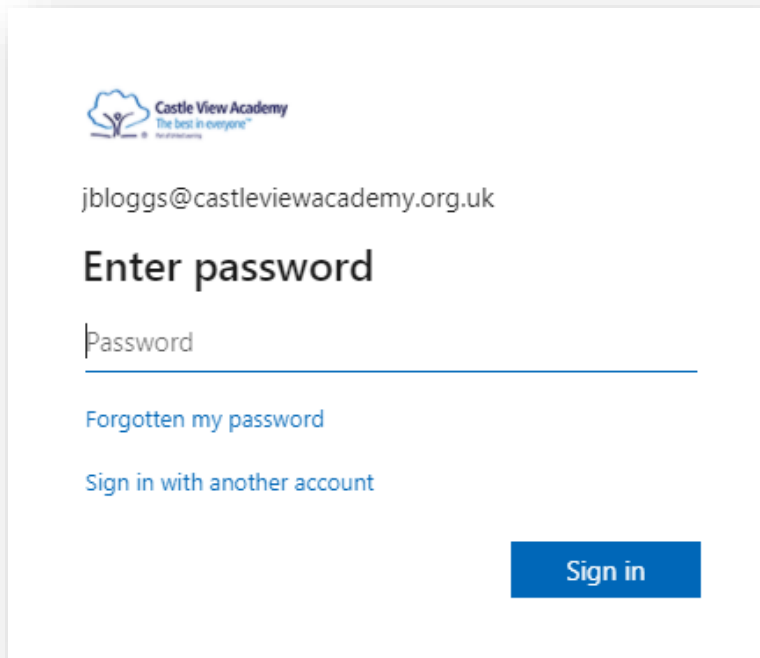
1. Open a web browser and navigate to office.com.



2. Click sign in and enter your school email address.



3. Enter your school password.



The screenshot shows the login interface for Castle View Academy. At the top left is the school's logo and name. Below it, the email address 'jbloggs@castleviewacademy.org.uk' is displayed. The main heading is 'Enter password'. There is a text input field containing the word 'Password'. Below the input field are two links: 'Forgotten my password' and 'Sign in with another account'. At the bottom right, there is a blue button labeled 'Sign in'.

4. Click yes to stay signed in.

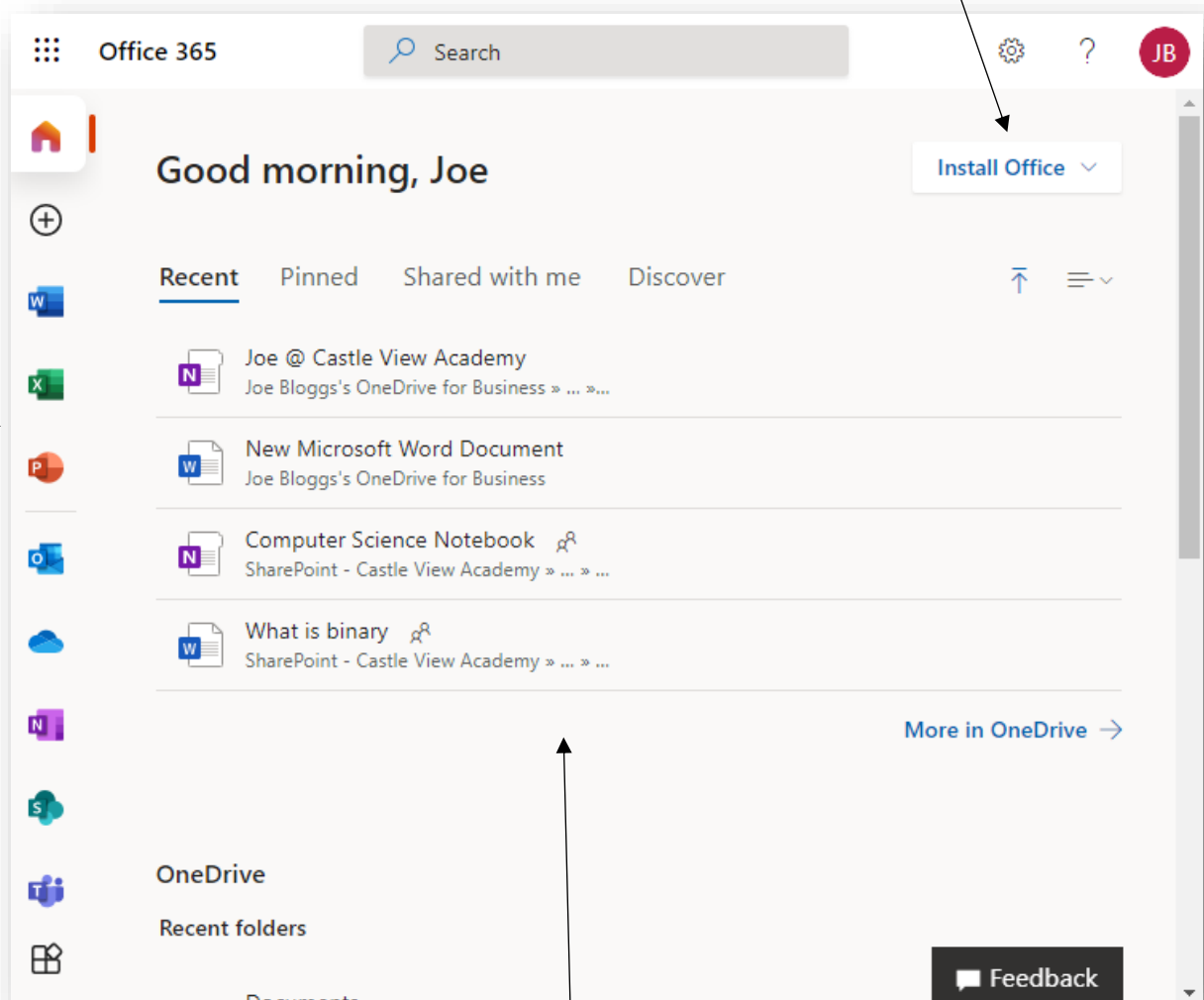


The screenshot shows a confirmation dialog box. At the top left is the school's logo and name. Below it, the email address 'jbloggs@castleviewacademy.org.uk' is displayed. The main heading is 'Stay signed in?'. Below the heading is the text: 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox followed by the text 'Don't show this again'. At the bottom, there are two buttons: a grey button labeled 'No' and a blue button labeled 'Yes'.

Finding Your Way Around

Use the icons on the left to open apps like Word, Outlook and Teams.

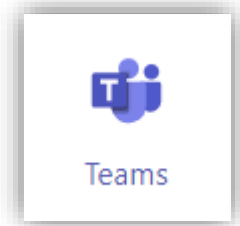
Here you can download Office 365 to use on your home computer.



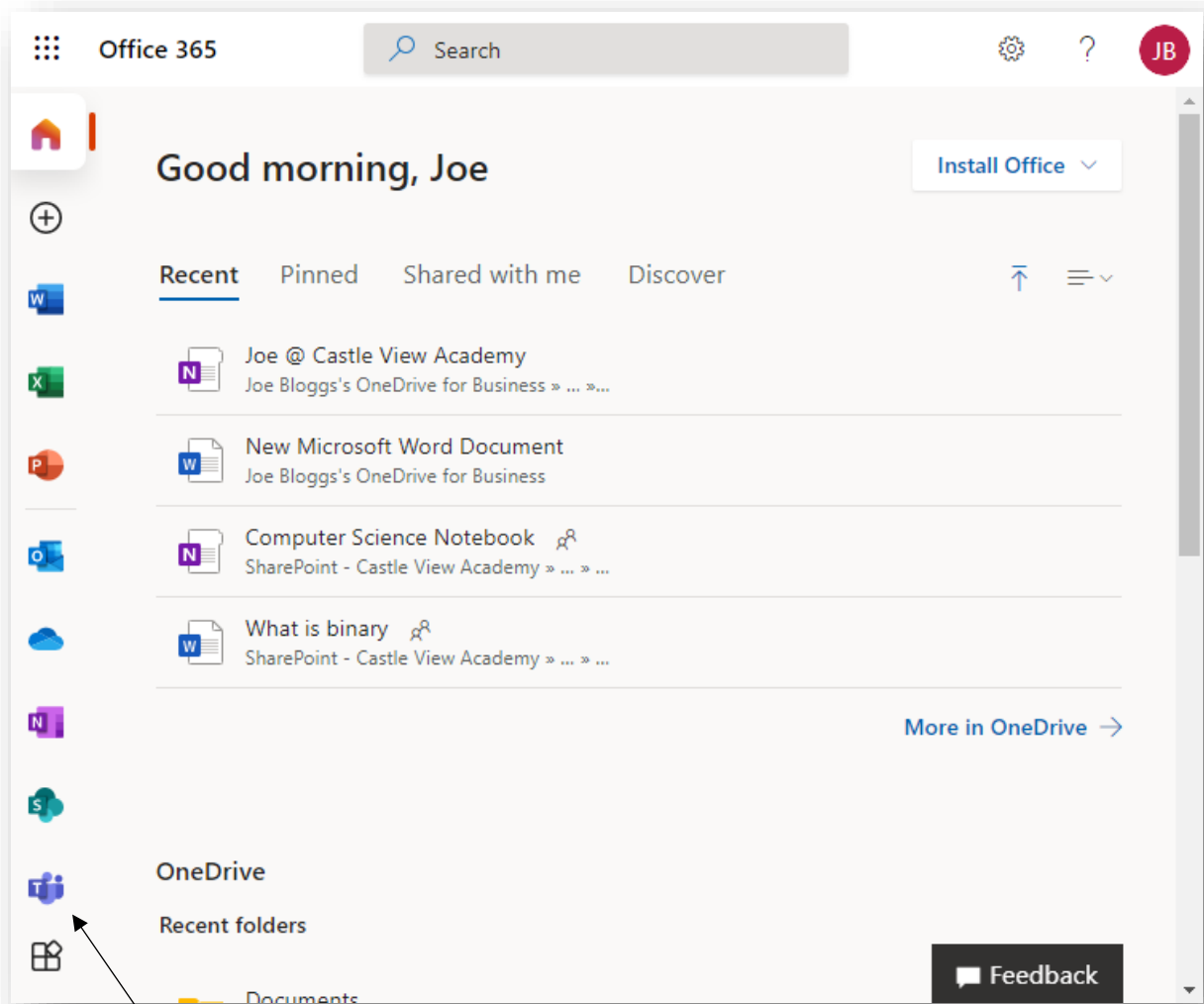
Recently used files will be shown here.

Using Microsoft Teams

Teams provides a collaborative group environment for conversing with teachers and other students. Teachers may refer you to Teams for class resources or homework assignments.



Accessing Teams



Login to Office 365 (as described above) and open the Teams app.

If you see this message, we recommend using the web app.

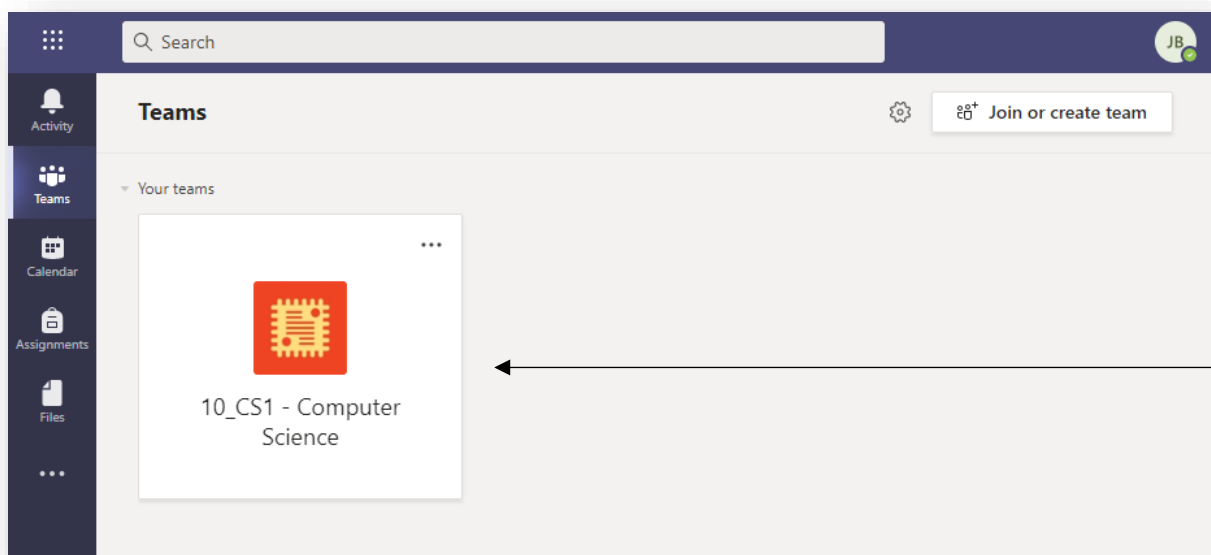
Download the Teams desktop app
and stay better connected.

Get the Windows app

Use the web app instead

When you open Teams you should see something similar to the screenshot below.

In this example you can see that the student is a member of one team called 10_CS1 Computer Science.



Use the icons on the left to navigate around Teams.

Activity – Shows any recent activity in Teams, like new assignments or upcoming lessons.

Teams – Shows you a list of your Teams.

Calendar – Shows what live lessons are coming up and when assignments are due.

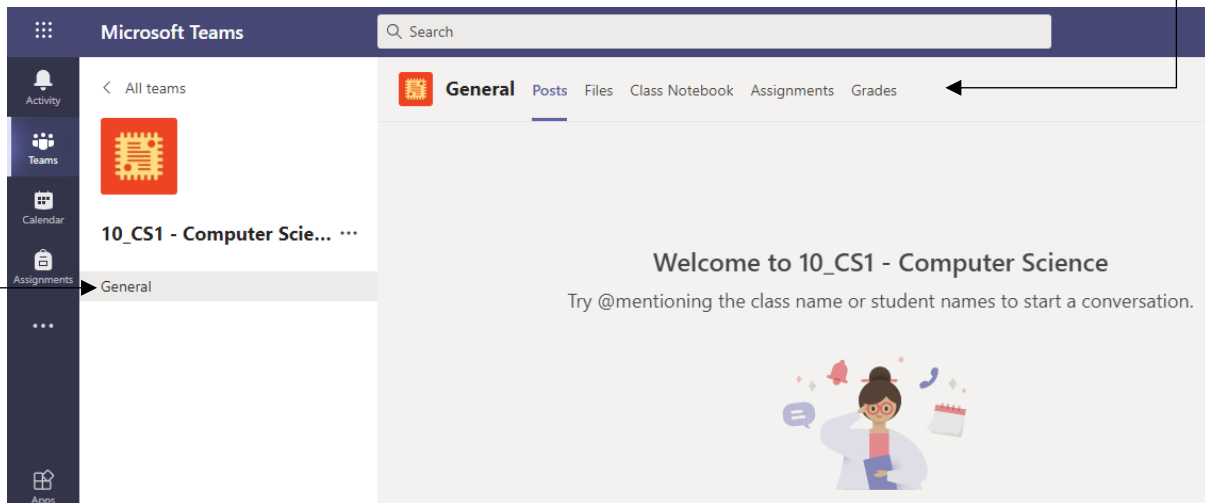
Assignments – Shows completed and outstanding assignments.

Files – Access to OneDrive and Teams files.

Going back to the Teams icon, let's open our class 10_CS1.

Each Team can have different channels, and they are displayed on the left. In this Team we just have one channel called General.

Each channel has its own area that includes posts, files and assignments that can be accessed using the tabs along the top of the main window.



Posts – Notifications from your teacher will appear here on assignments or live lessons.

Files – Use this to find class materials provided by your teacher.

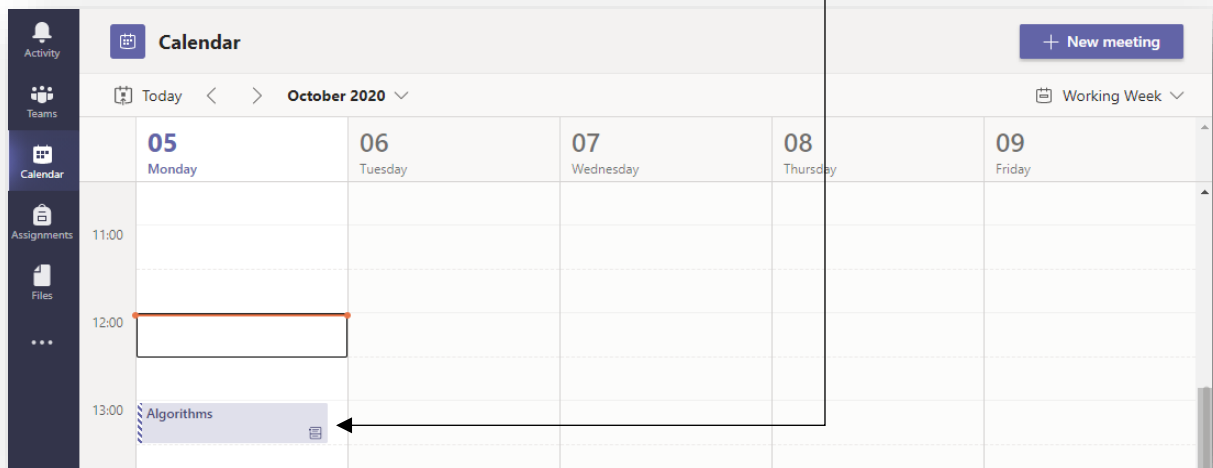
Assignments – See completed and pending assignments.

Grades – Shows grades and feedback from your completed assignments.

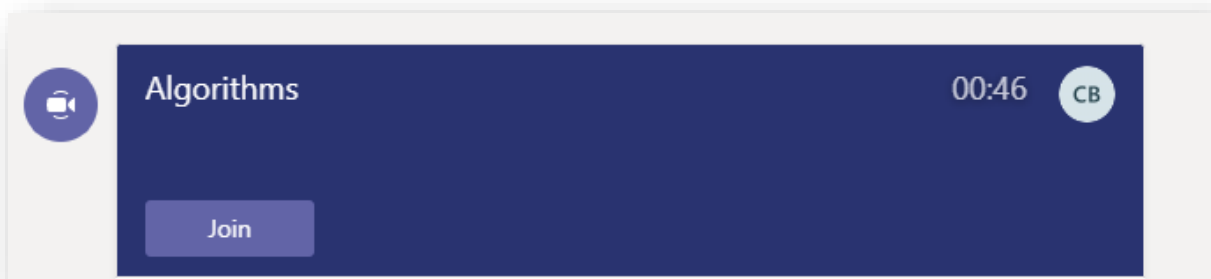
Joining a Live Lesson

Sometimes teachers may schedule a live lesson. You will get notified in the activity feed, but you can also use the Calendar to see what lessons you have coming up.

In this example we have a lesson on Algorithms coming up.

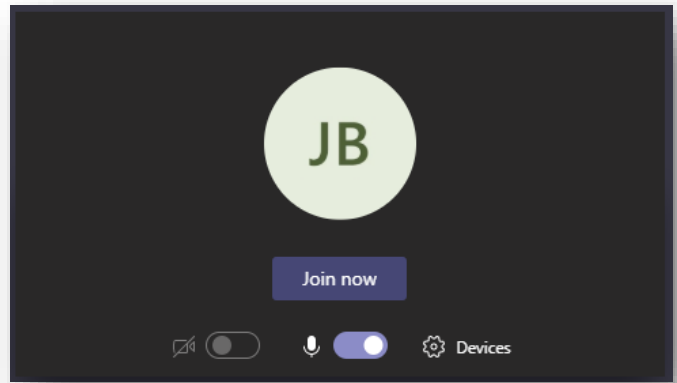


When your teacher starts the lesson, you can join the meeting using the join button, like below.



If you have a microphone or video camera on your computer, you can turn them on or off at the next screen.

However, your teacher may override these options.



When in the meeting, you can use the controls below for various functions.

