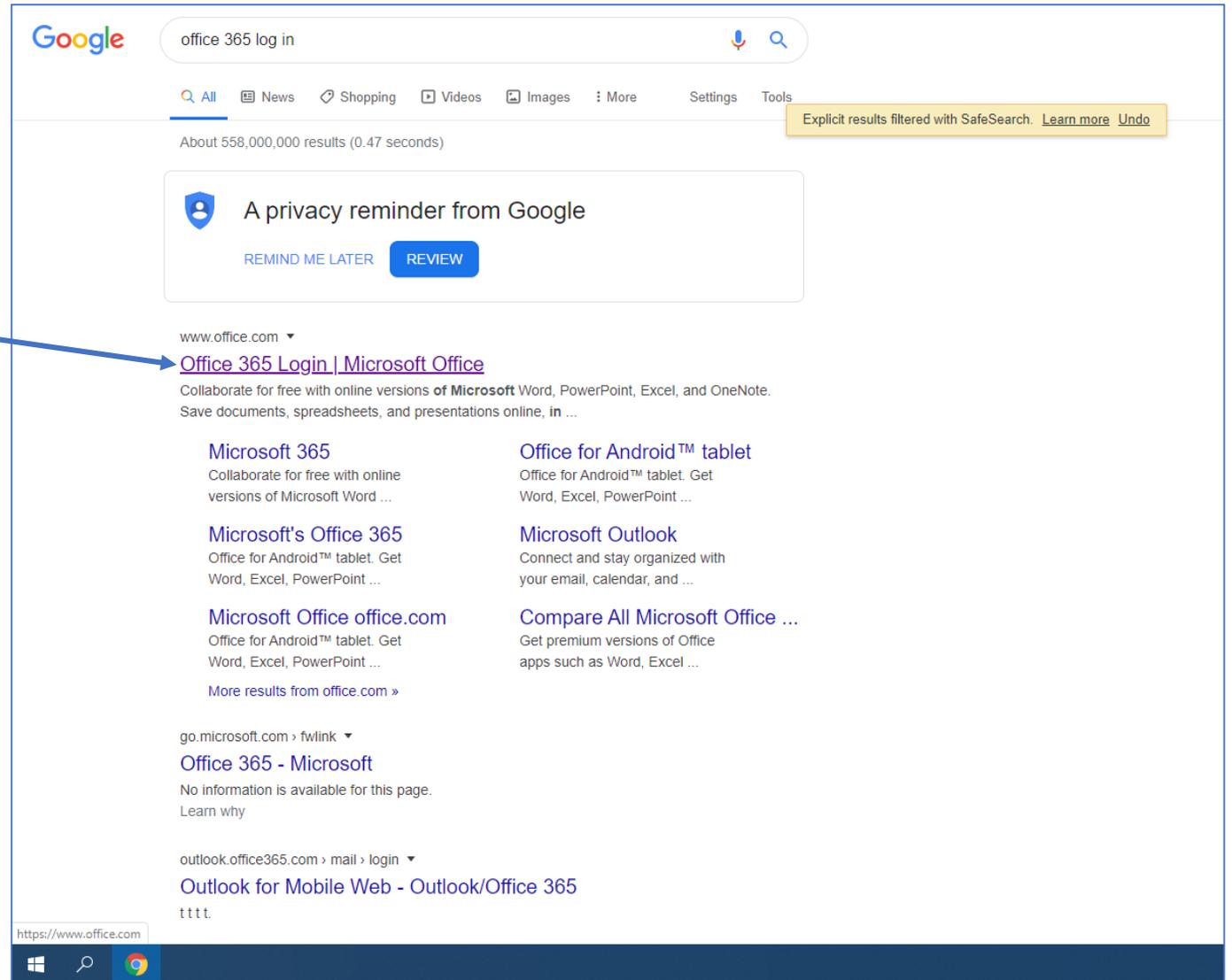


How to use Office 365 and Microsoft Teams

A quick guide to getting started...

Go to Google and search for 'Office 365 Login'

You can download this as an app but it uses a huge amount of data, it's much better to use it through your internet browser.



Click on 'Sign In'

Welcome to Office

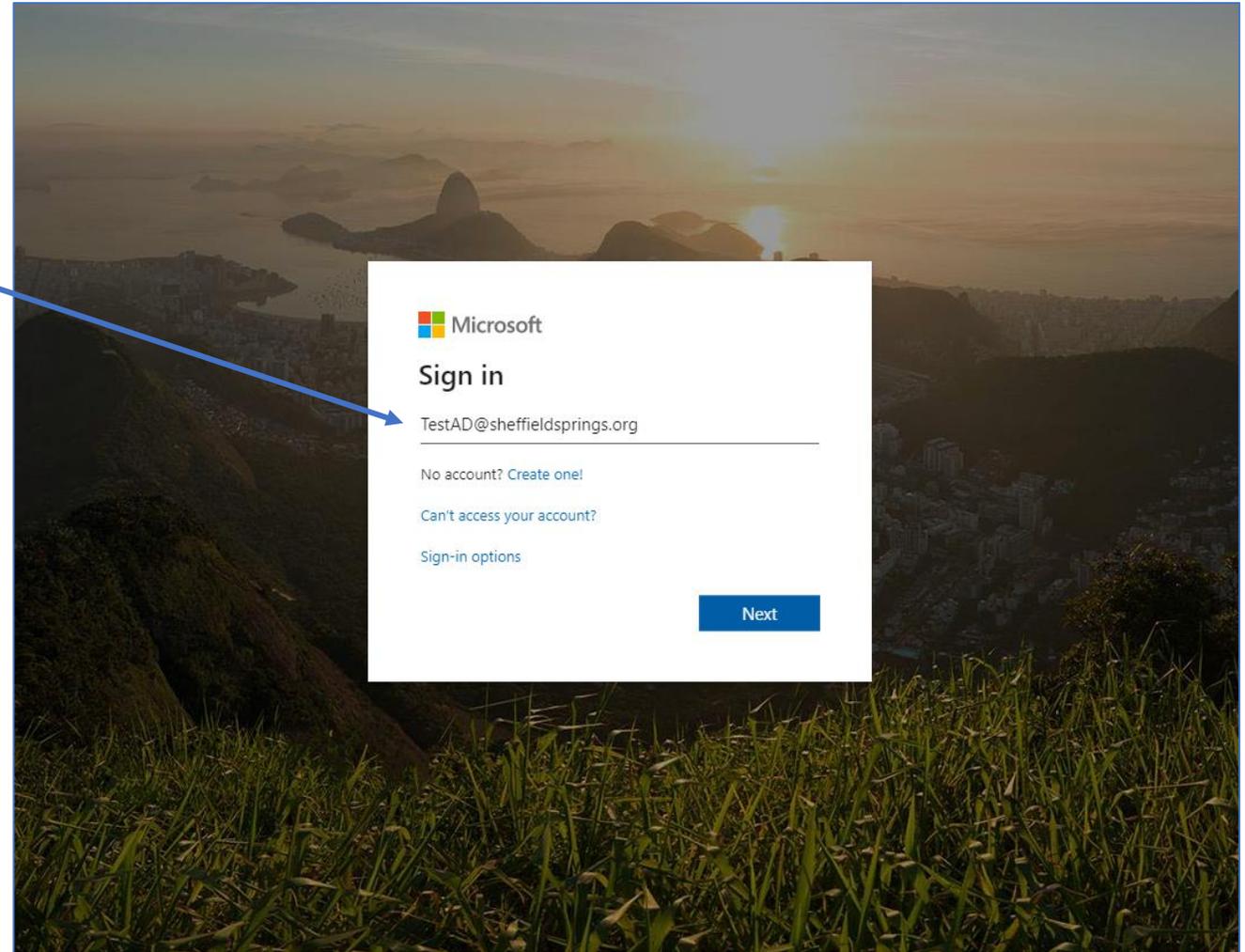
Your place to create, communicate, collaborate, and get great work done.

Get Office Sign in

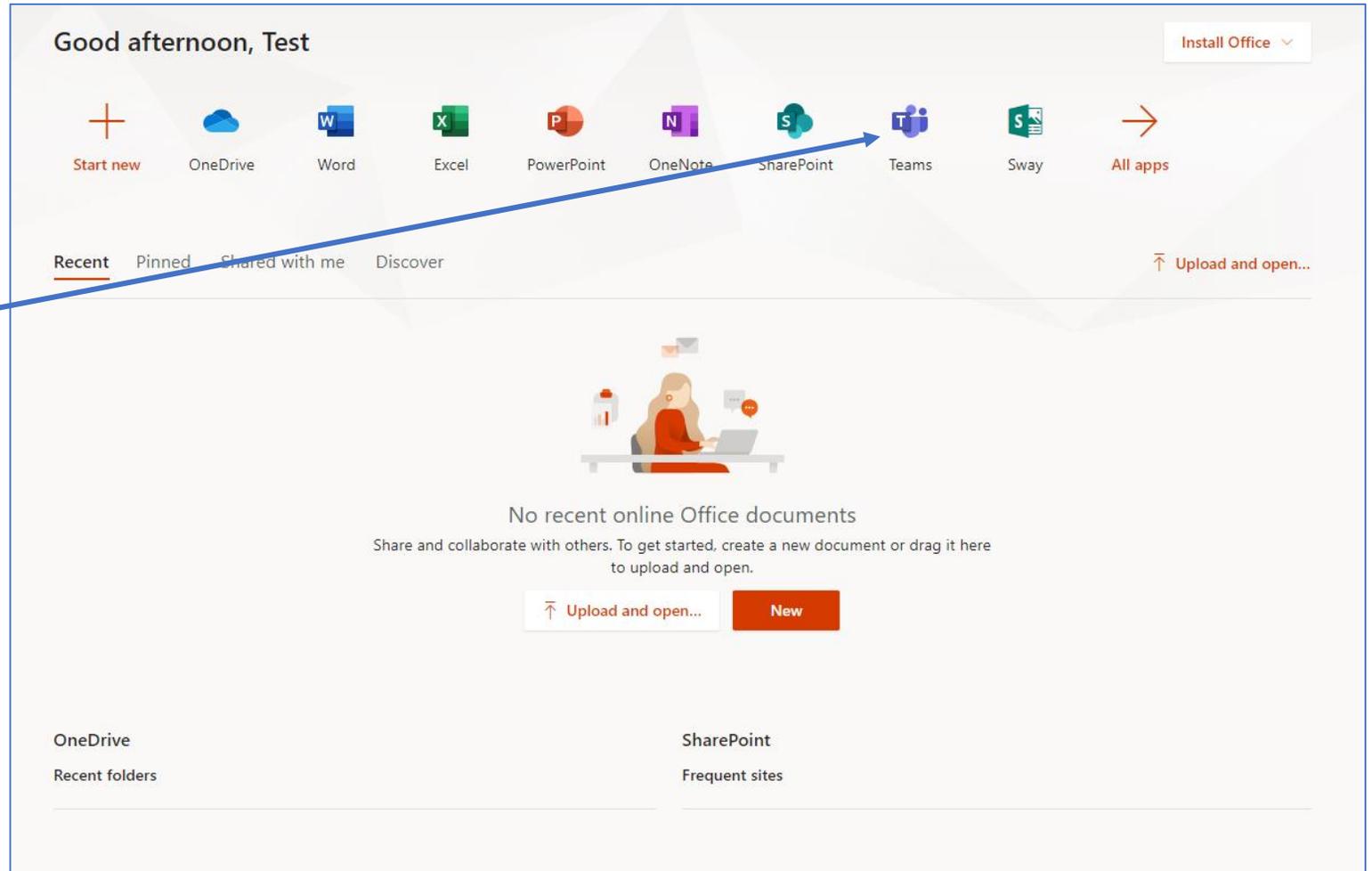
What is Office 365?

Type in your school email address (form tutors have these)

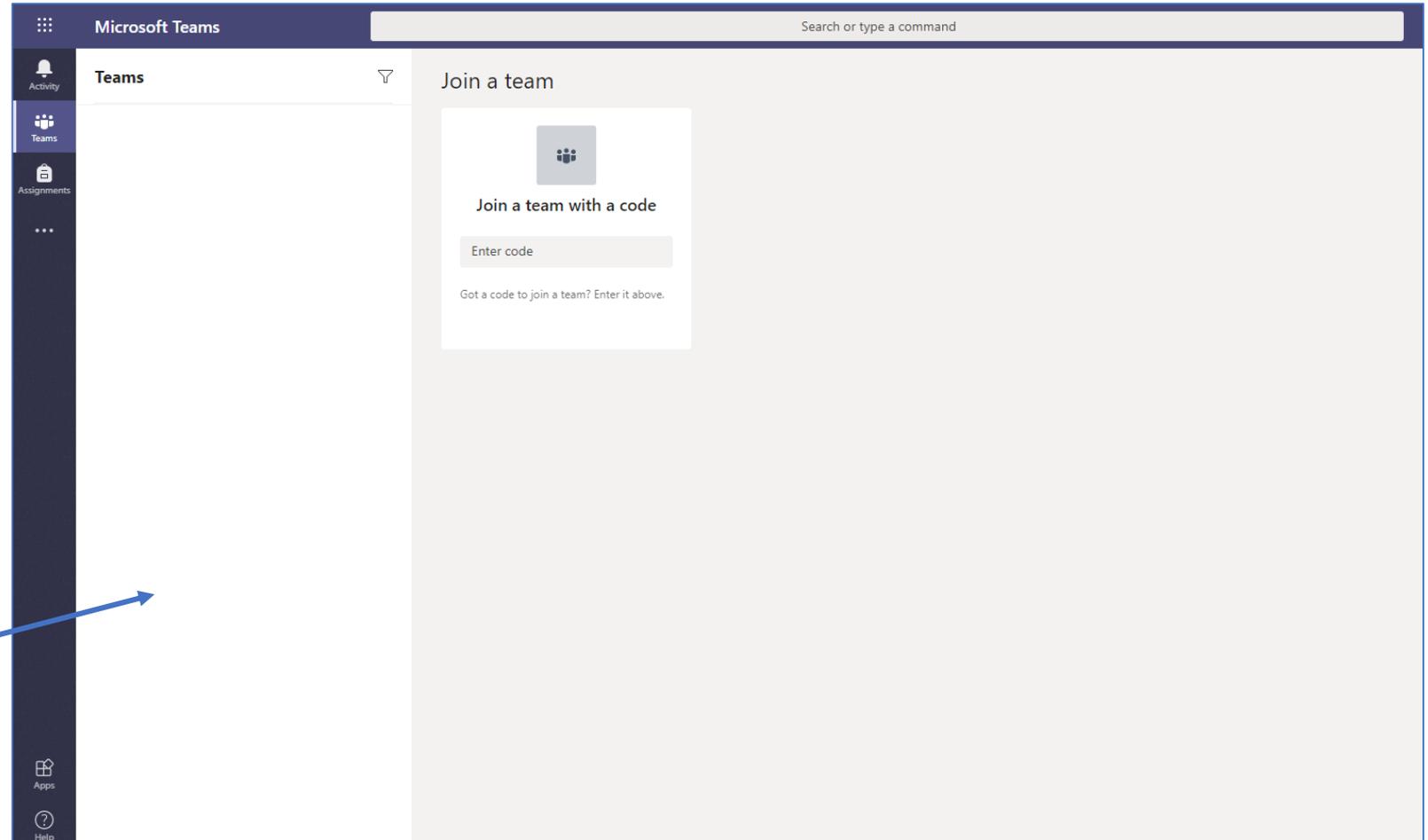
If you are asked for your password then re-enter your normal school password that you use to log-in. If you have forgotten your password there is a link to the ICT Helpdesk on our website.



Click on the 'Teams' icon along the top of the screen



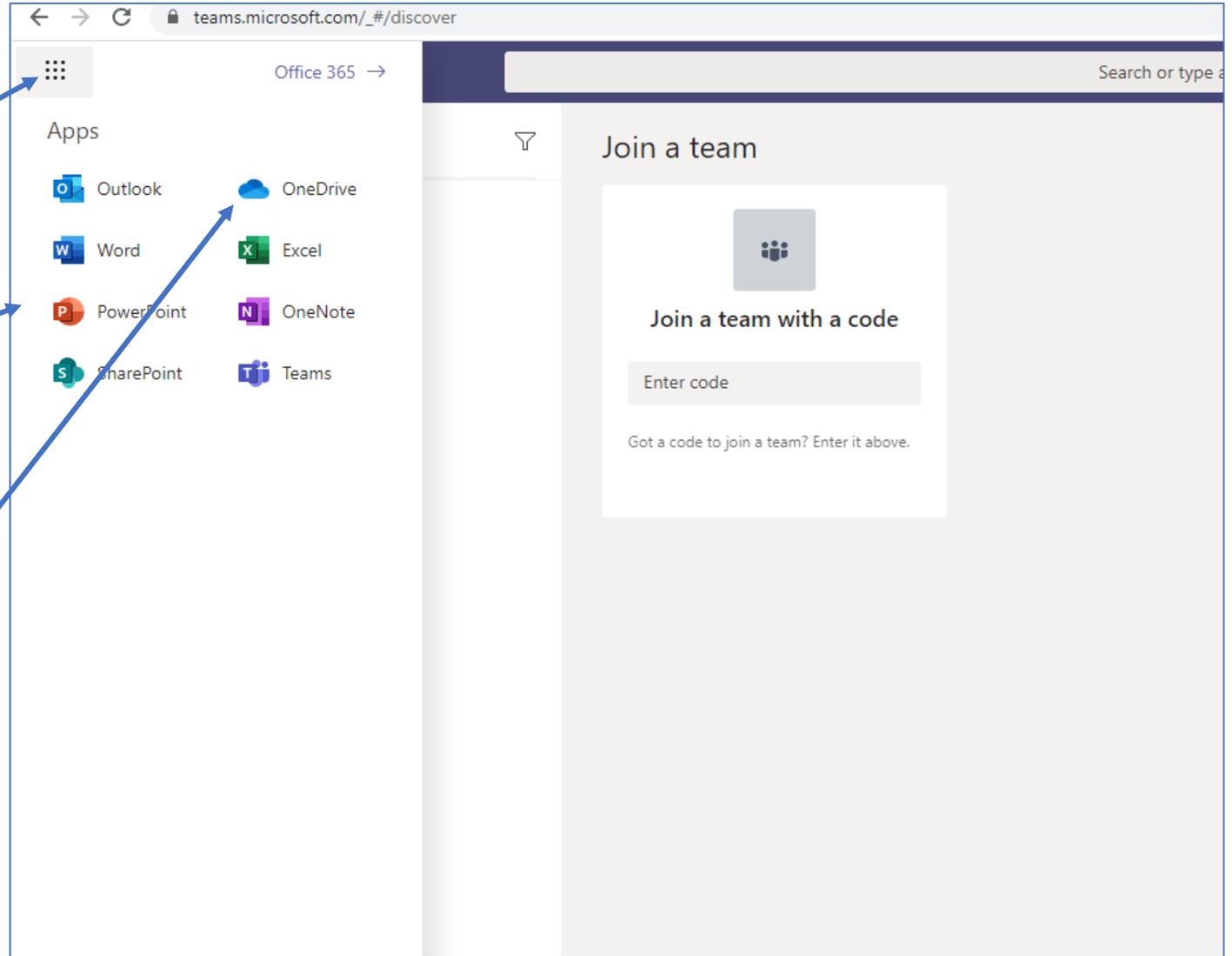
The Teams area will look like this →



You will have access to a Form Group Team in this box (if it isn't there yet, don't panic) →

The icon with the 9 dots in the top left corner is really useful, click on it to see all the Office 365 Apps

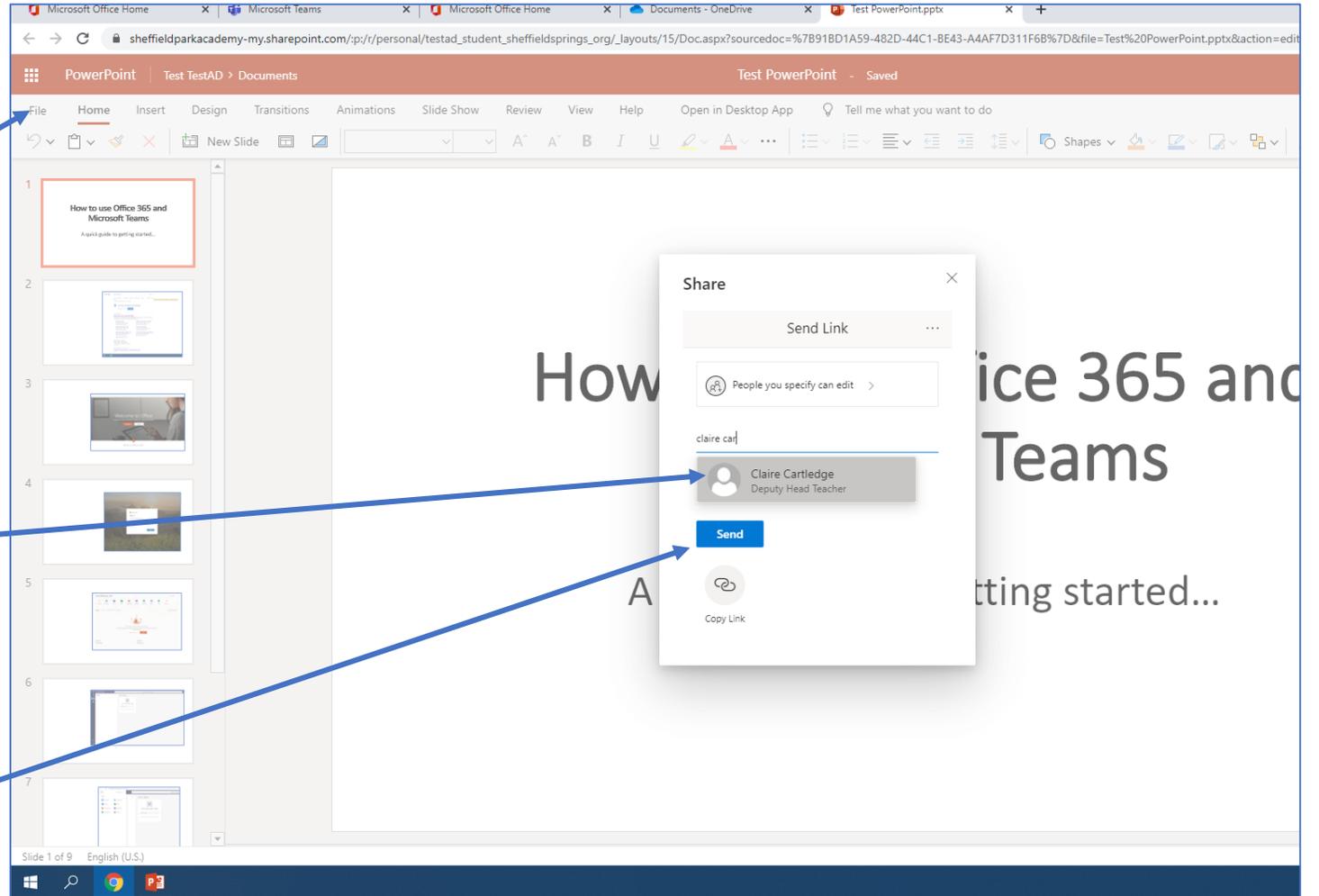
OneDrive will allow you to access your school documents



When you have completed a piece of work you can use Office 365 to share it with your class teacher

Click 'file' then 'share' then type the teacher's name

Click send and your teacher will receive a link to your work



To add a post to a group you simply click on 'Posts' and then you can ask questions to your teacher, this is like a normal class where everyone will see your question and the teacher's answer. Please note, if you use this inappropriately you will lose access to MS Teams.

