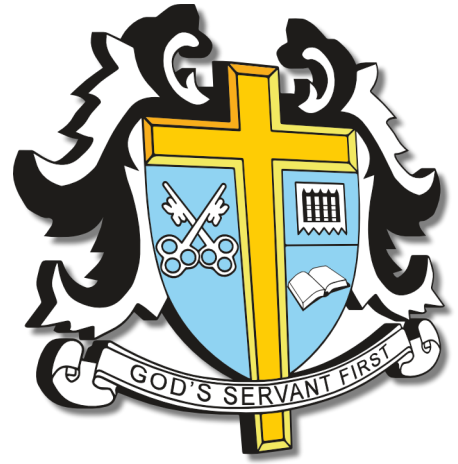


PUPIL/PARENT GUIDE TO TEAMS & OFFICE365



1. GO TO **WWW.OFFICE.COM** & LOGIN USING PUPILS SCHOOL EMAIL ADDRESS WITH YOUR PASSWORD.

YOUR SCHOOL EMAIL ADDRESS WILL LOOK SOMETHING LIKE THIS.

E.G. - **23jbloggs**@st-thomasmore.southend.sch.uk

↑
THE YEAR YOU
STARTED
SCHOOL

↑
FIRST NAME
INITIAL &
SURNAME

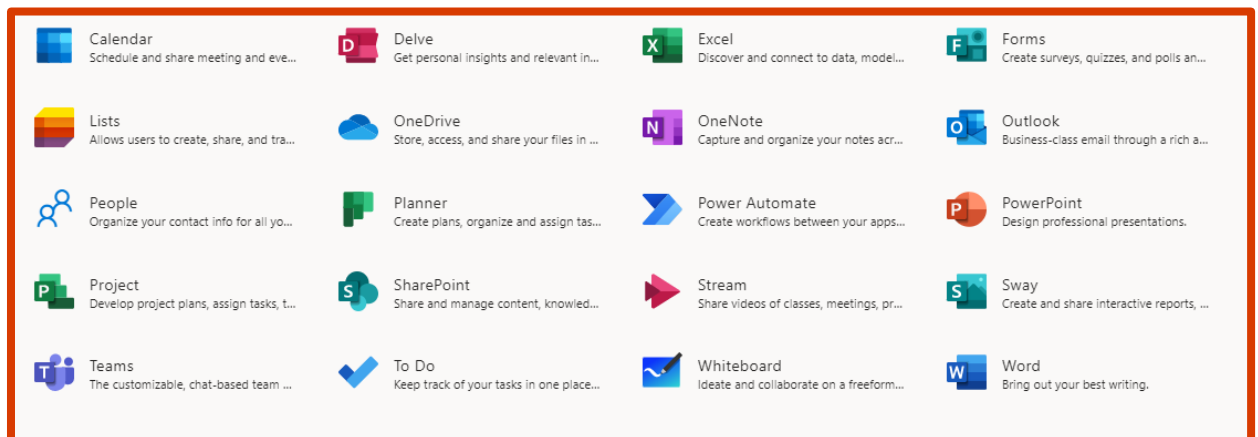
Email address

Sign in

Switch to a different account

Not Mr L? Forget this account

2. ONCE LOGGED IN AND YOU HAVE READ THROUGH THE INTRO POPUPS, YOU WILL SEE YOUR OFFICE 365 APPS.



YOU CAN CLICK HERE TO BRING UP ALL THE APPS YOU CAN ACCESS ONLINE.





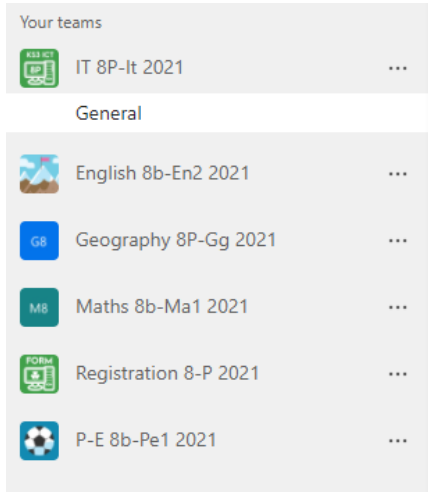
OPENING TEAMS

3. CLICK THE TEAMS ICON TO VIEW ALL THE CLASSES YOU ARE ASSIGNED TO.

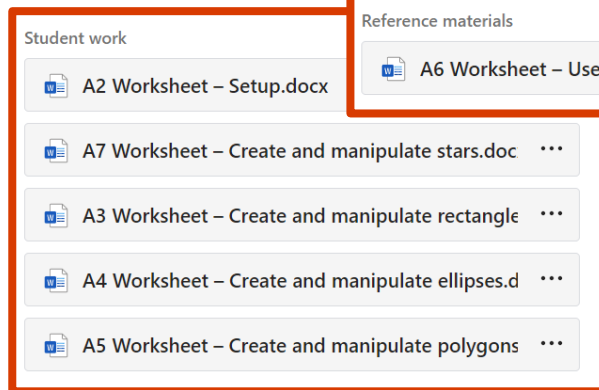
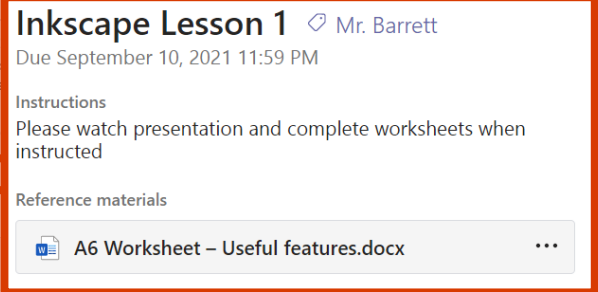
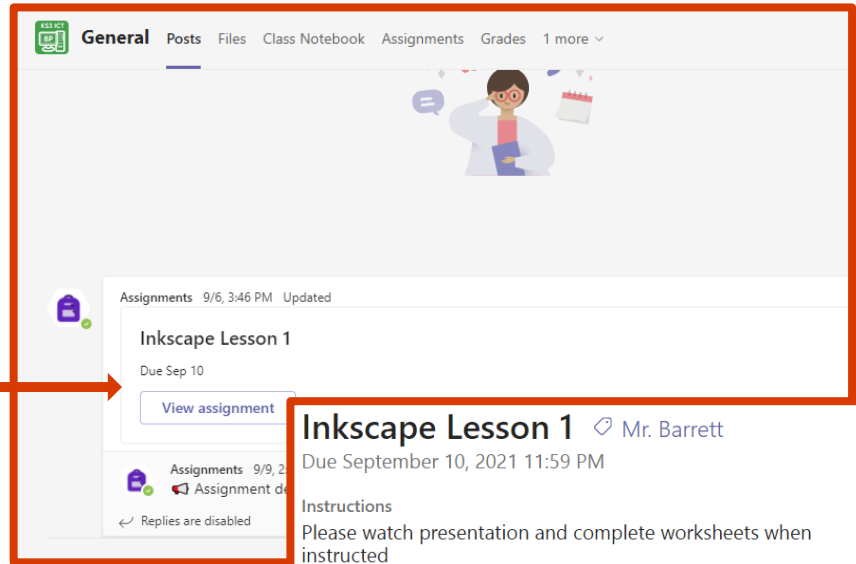
4. CLICK A CLASS AND VIEW POSTS FROM YOUR TEACHER ON THE GENERAL TAB.

AS YOU CAN SEE BELOW THIS PUPIL HAS AN ASSIGNMENT TASK.

! CHECK WHETHER THE ASSIGNMENT IS CLASSWORK OR EXT LEARNING



5. BY CLICKING VIEW ASSIGNMENT YOU WILL SEE INSTRUCTIONS FOR THE CLASSWORK OR EXTENDED LEARNING.



6. THIS PUPIL HAS BOTH REFERENCE RESOURCES AND STUDENT WORK TO COMPLETE DURING THE LESSON.

BY DOUBLE CLICKING THESE RESOURCES THE PUPIL WILL BE ABLE TO VIEW/EDIT THEM IN THE ONLINE VERSION OF MICROSOFT OFFICE. THERE IS EVEN OPTION TO OPEN IN DESKTOP APP.



TURNING IN WORK

IN THE ASSIGNMENT VIEW YOU WILL FIND THE TURN IN BUTTON IN THE TOP RIGHT CORNER

7. ATTACH ANY CLASSWORK/ EXTENDED LEARNING HERE

8. THEN CLICK TURN IN!

! YOU CAN EVEN UNDO THE TURN IN AND CHANGE WHAT YOU'VE SENT.

ALL DONE!

YOUR **ICT KS3 TEACHER IN YEAR 7** WILL GO THROUGH THIS PROCESS WHEN YOU FIRST JOIN. HOWEVER, IF YOU'RE STILL HAVING ISSUES WITH ACCESSING TEAMS PLEASE CONTACT YOUR IT TEACHER BELOW:

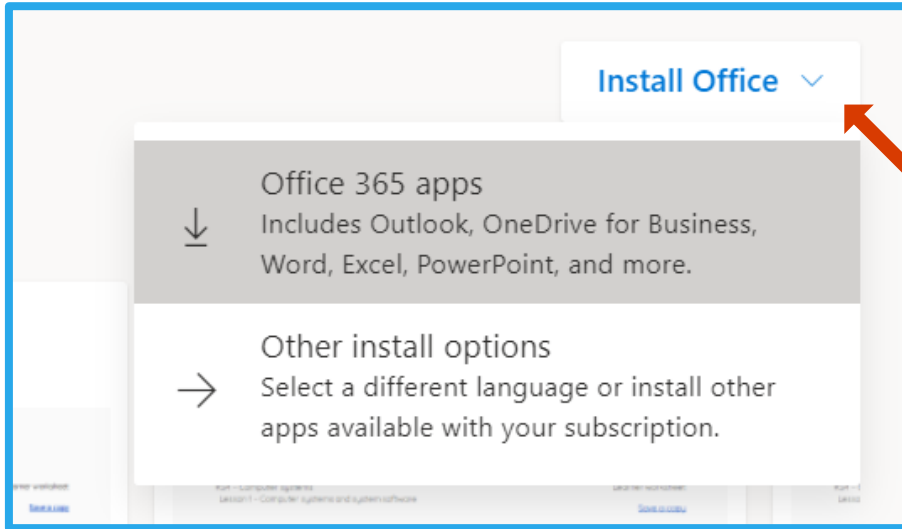
7A/7D/7S CONTACT: nhiggins@st-thomasmore.southend.sch.uk

7G/7P/7V CONTACT: mcannon@st-thomasmore.southend.sch.uk

Office 365



DOWNLOADING OFFICE



WHEN YOU LOGIN TO YOUR OFFICE365 ACCOUNT YOU WILL SEE A INSTALL OFFICE DROP DOWN

! INSTALL THE MAIN OFFICE APPS TO YOUR DEVICE

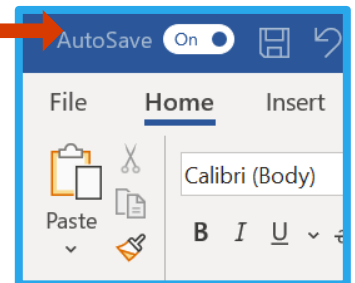


ONE DRIVE

ONE DRIVE ALLOWS YOU TO SAVE YOUR CLASSWORK OR EXTENDED LEARNING ON THE CLOUD!

BY TURNING **AUTO SAVE** ON YOU WILL BE ABLE TO AUTOMATICALLY SAVE FILES TO YOUR ONEDRIVE.

YOU CAN ACCESS THIS FILE AT HOME OR IN SCHOOL USING YOUR OFFICE365 ACCOUNT!



SCHOOL EMAILS

YOU CAN ALSO ACCESS MICROSOFT OUTLOOK FROM YOUR OFFICE 365 ACCOUNT, HERE YOU CAN CHECK YOUR EMAIL.

YOU WILL ALSO BE SENT SCHOOL CONTACT PDF TO READ THROUGH LETTING YOU KNOW THE LATEST.