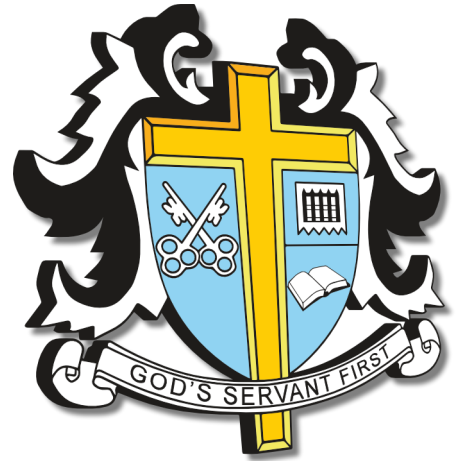


# Pupil/Parent GUIDE To TEAMS & OFFICE365



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. - **21T****MO****RE**@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.

Calendar Schedule and share meeting and eve...	Delve Get personal insights and relevant in...	Excel Discover and connect to data, model...	Forms Create surveys, quizzes, and polls an...
Lists Allows users to create, share, and tra...	OneDrive Store, access, and share your files in ...	OneNote Capture and organize your notes acr...	Outlook Business-class email through a rich a...
People Organize your contact info for all yo...	Planner Create plans, organize and assign tas...	Power Automate Create workflows between your apps...	PowerPoint Design professional presentations.
Project Develop project plans, assign tasks, t...	SharePoint Share and manage content, knowled...	Stream Share videos of classes, meetings, pr...	Sway Create and share interactive reports, ...
Teams The customizable, chat-based team ...	To Do Keep track of your tasks in one place...	Whiteboard Ideate and collaborate on a freeform...	Word Bring out your best writing.

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





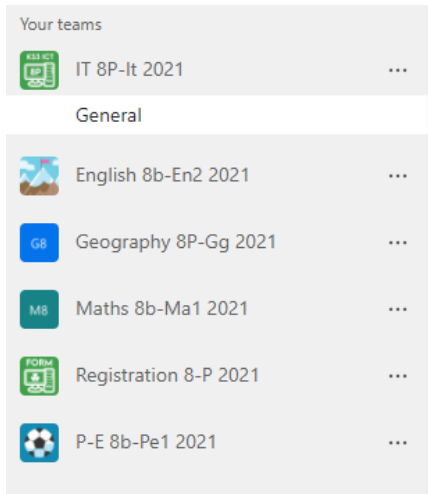
# Opening Teams

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

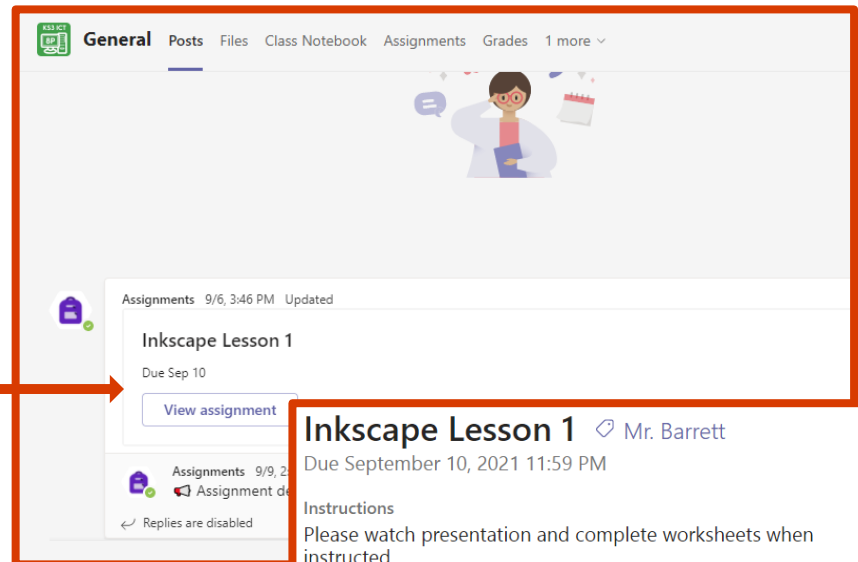
4. CLICK A CLASS AND VIEW POSTS FROM YOUR TEACHER ON THE GENERAL TAB.

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

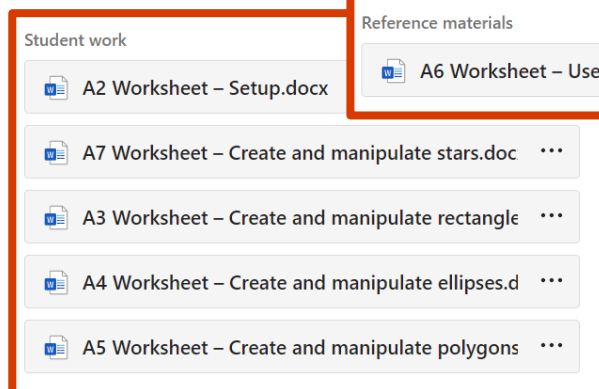
**!** CHECK WHETHER THE ASSIGNMENT IS CLASSWORK OR EXT LEARNING



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

< Back Turn in

**Inkscape Lesson 1** Mr. Barrett Points: No points

Due September 24, 2021 11:59 PM

Instructions  
Please watch presentation and complete worksheets when instructed

Reference materials

- A6 Worksheet – Useful features.docx

My work

- A2 Worksheet – Setup.docx
- A7 Worksheet – Create and manipulate stars.docx
- A3 Worksheet – Create and manipulate rectangles and squares
- A4 Worksheet – Create and manipulate ellipses.docx
- A5 Worksheet – Create and manipulate polygons.docx

Attach + New

10 > General Class Notebook Assignments Turn in

Works Cited page in MLA with 3 sources

Due date: Mon Feb 26, 2018 at 9:00am

Points: 100 points possible

If the sources must be from the reading last our research and collaboration processes on ge using the attached Word document.

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!

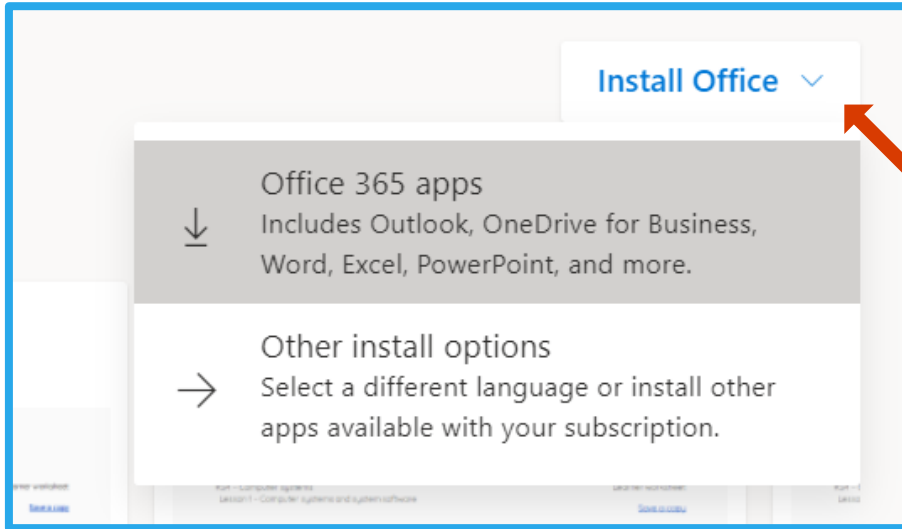
YOUR **ICT KS3 TEACHER IN YEAR 7** WILL GO THROUGH THIS PROCESS WHEN YOU FIRST JOIN. HOWEVER, IF YOU'RE STILL HAVING ISSUES WITH ACCESSING TEAMS PLEASE CONTACT EITHER:

**LBARRETT@ST-THOMASMORE.SOUTHEND.SCH.UK**

**JMARSHALL@ST-THOMASMORE.SOUTHEND.SCH.UK**



# 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

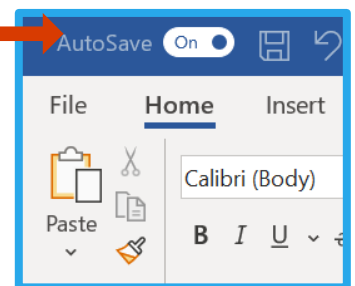


# Microsoft One Drive

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!



# Microsoft Outlook

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.