

Accessing Emails on Office 365

- To access your emails hosted on Microsoft's Office 365, please use one of the links below and sign in using your school email address and password that you have been provided with:

The Microsoft Office 365 App should be on your Desk top as a short cut. Alternatively you could:

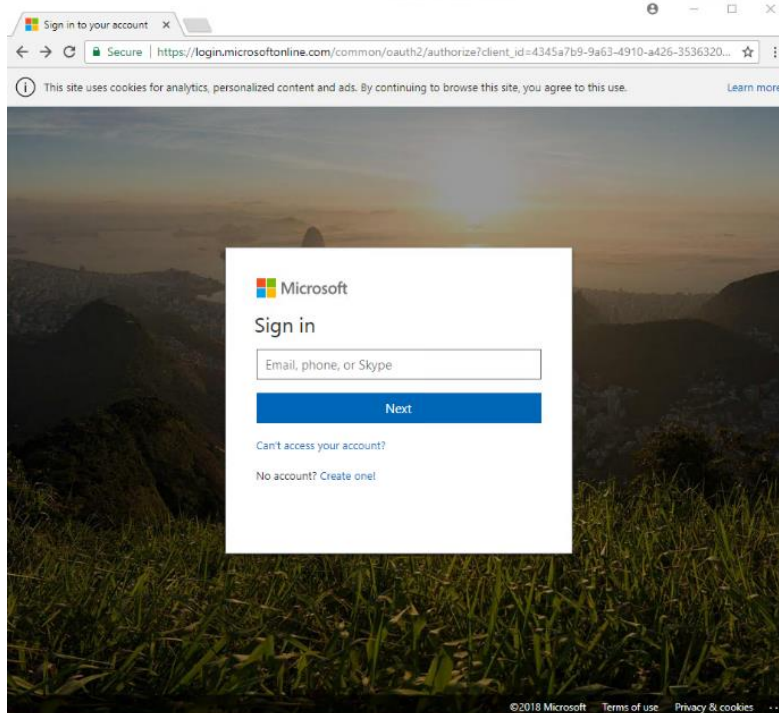
Log into your Office 365 portal:

<https://login.microsoftonline.com/>

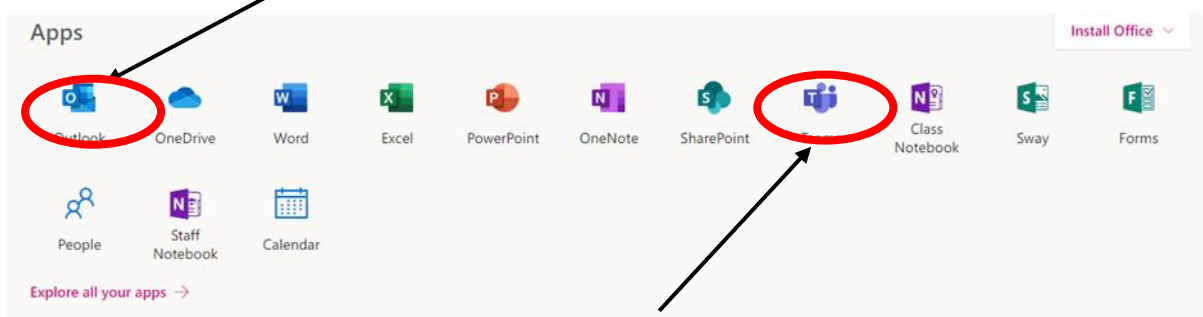
or directly via:

<https://outlook.office365.com/>

- Verify that the link you are signing in to is correct and not a third-party site by looking at the browser address as below:



- Once you have entered the correct email and password, you can select Outlook from the Apps list (as shown below) to access your emails.

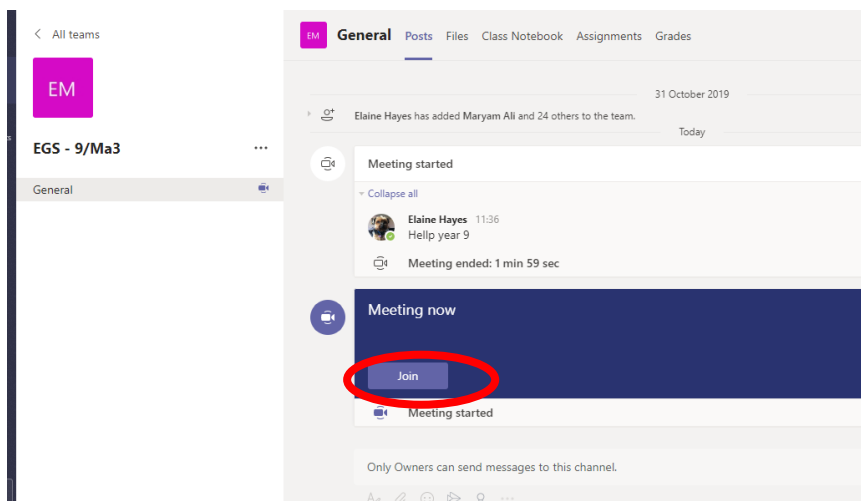


TEAMS

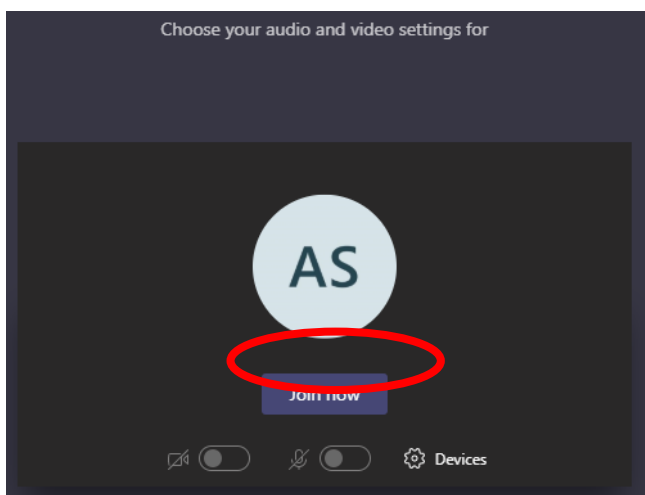
TEAMS LESSONS

To Access TEAMS for your lessons - you need to click on the TEAMS Icon.

For each Lesson your Teacher will send you a Calendar invite to the lesson, or an email (outlook)



If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

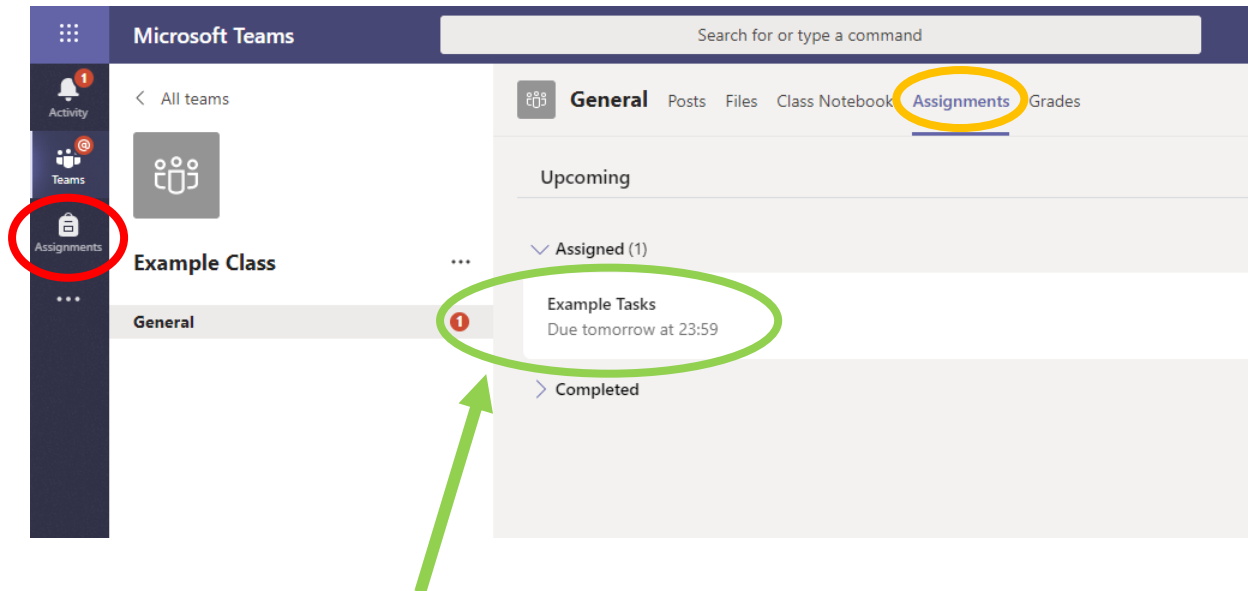


The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off - in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question.

To end the lesson please click on the Red Telephone button or Click leave

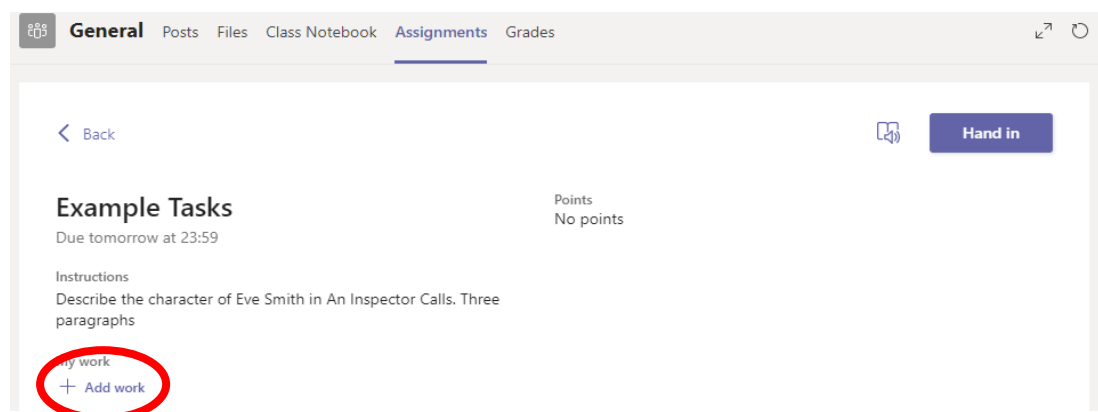
Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.



Use this button to start a new file to complete your assignment.

Use this button to upload a file that you have saved on your computer

✓	📄	Name	Modified
	📁	Attachments	13 Oct 2017
	📁	Notebooks	15 Sep 2018
	📄	Computers.pptx	8 Jun 2018
	📄	Design.pptx	14 Feb 2020
	📄	Edex_Comp_Sci_GCSE_7210 (1).pptx	20 Apr 2018
	📄	Network protocols.pptx	8 Jun 2018
	📄	Presentation.pptx	3 Jul 2018
	📄	Template.docx	14 Feb 2020
	📄	python.py	14 Feb 2020

Buttons: Cancel, Attach

Make sure that you have your work attached. Click the hand in button.

2. Click the hand in button at your work

Your teacher can now look at your work and give you feedback if required.

The screenshot displays the 'Assignments' tab in a Microsoft Office 365 interface. At the top, there are navigation options: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The main content area is titled 'Example Tasks' and includes a due date of 'Due tomorrow at 23:59'. Below the title, there are 'Instructions' and a list of 'My work' items. One work item is 'Eva Smith.docx', which is circled in yellow. To the right of the work items, there is a 'Feedback' section with the text 'great work - please see the highlighted parts that need to be rewritten' circled in red. Above the feedback, there is a 'Returned Mon, 16 Mar, 12:30' status and a 'Hand in again' button.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

For help using Office 365 applications such as Outlook, check out Microsoft's online library of resources:

Getting started with outlook:

<https://support.office.com/en-us/article/sign-in-and-create-a-signature-for-outlook-on-the-web-676b32bc-b486-468d-b1f2-883569298b58?ui=en-US&rs=en-US&ad=US>