

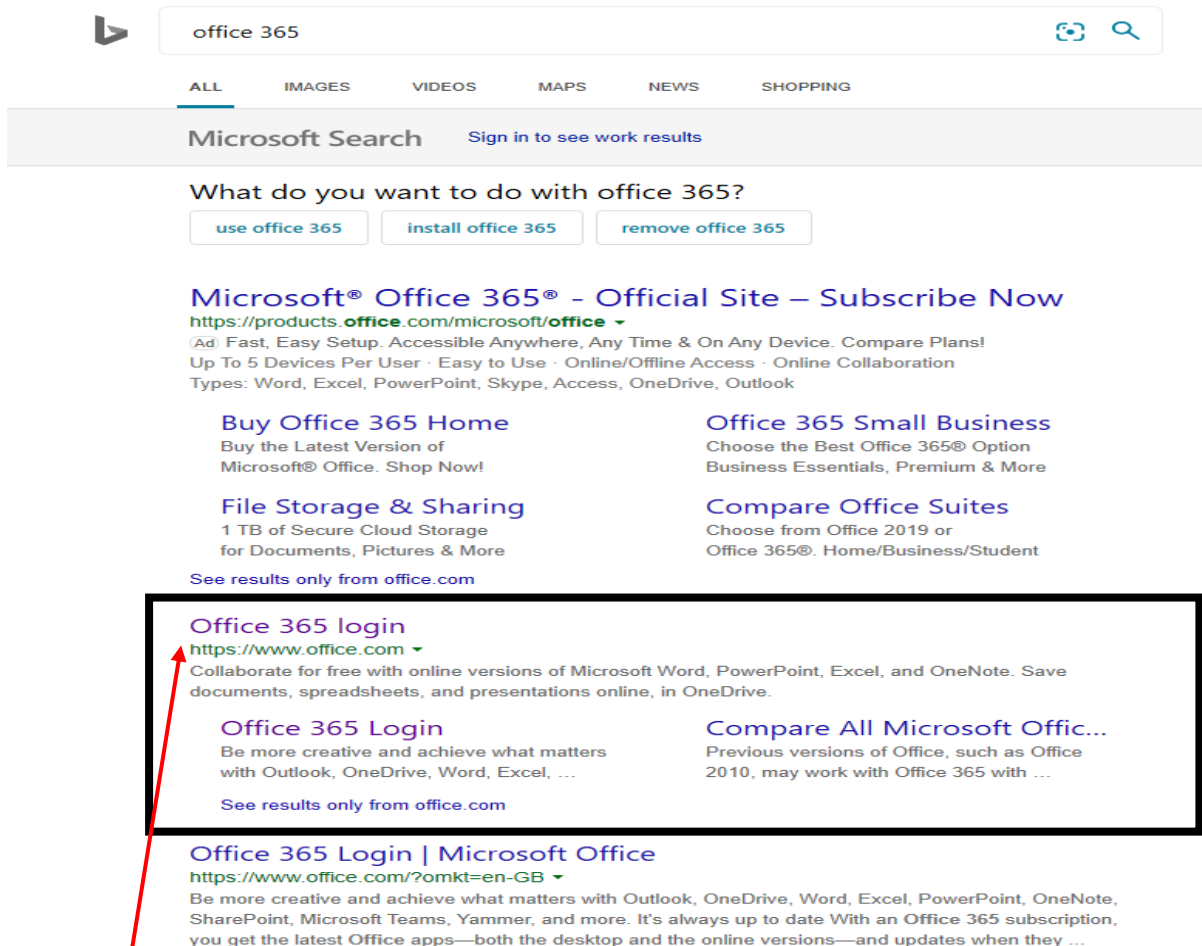
How to use the Apps on Office 365

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How to access Office 365 and Microsoft Teams

1. Open the Internet and type Office 365 into google or www.office.com into your search bar



office 365

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Office 365 login
<https://www.office.com>
 Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, in OneDrive.

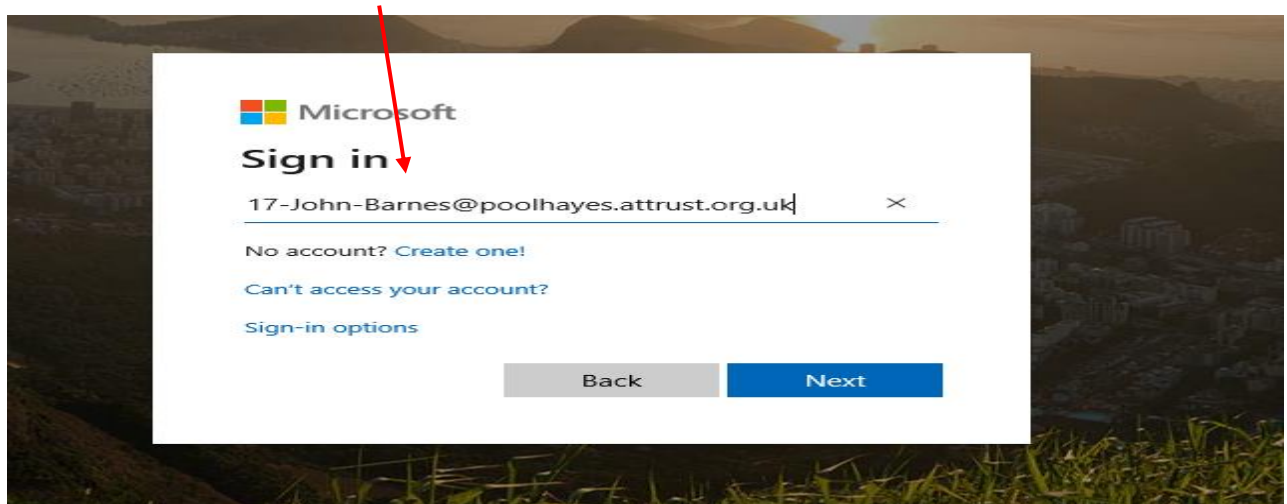
Office 365 Login
Be more creative and achieve what matters with Outlook, OneDrive, Word, Excel, ...

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<https://www.office.com/?omkt=en-GB>
 Be more creative and achieve what matters with Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Microsoft Teams, Yammer, and more. It's always up to date With an Office 365 subscription, you get the latest Office apps—both the desktop and the online versions—and updates when they ...

2. Select Office 365 login and login using your school user name followed by @poolhayes.atrust.org.uk. Your password is the same as your school login. For example (17-John-Barnes@poolhayes.atrust.org.uk)



Microsoft

Sign in

17-John-Barnes@poolhayes.atrust.org.uk

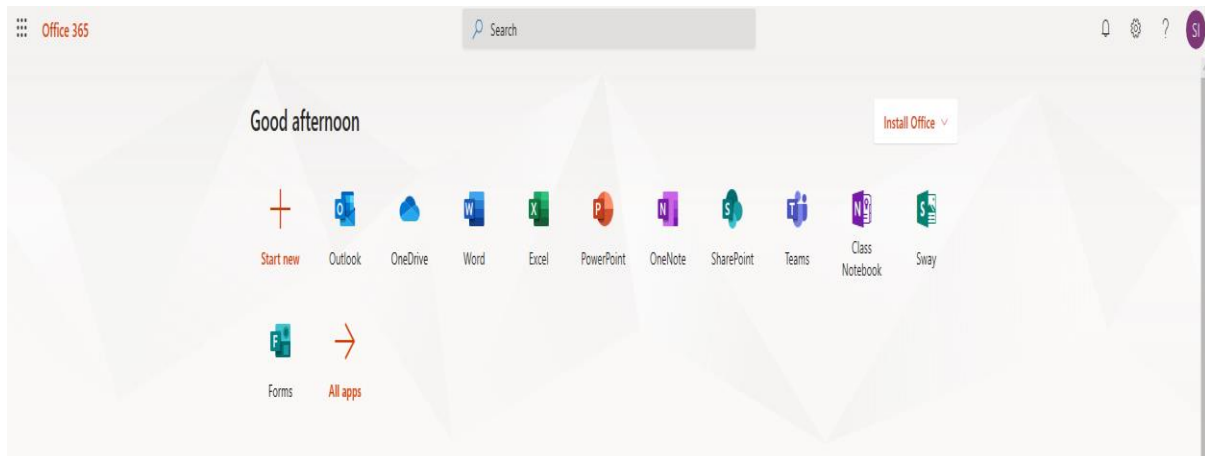
No account? [Create one!](#)

[Can't access your account?](#)

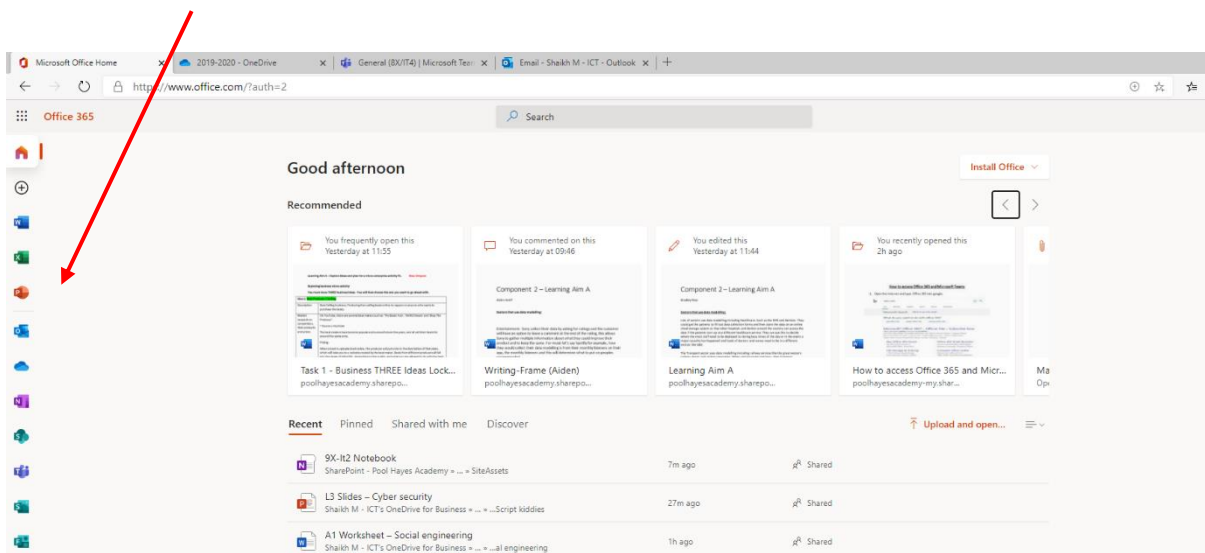
[Sign-in options](#)

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3. Once you have logged in you should see the window below.



It may also look like this where the apps are located down the left-hand side of the window.

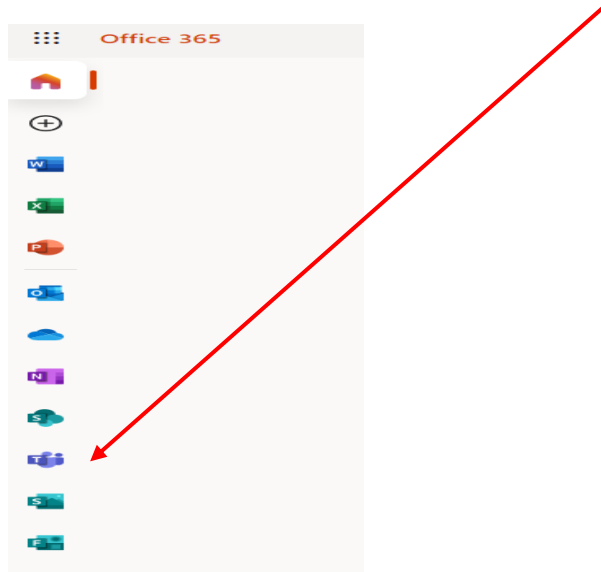


4. Here you have access to a range of different applications including;

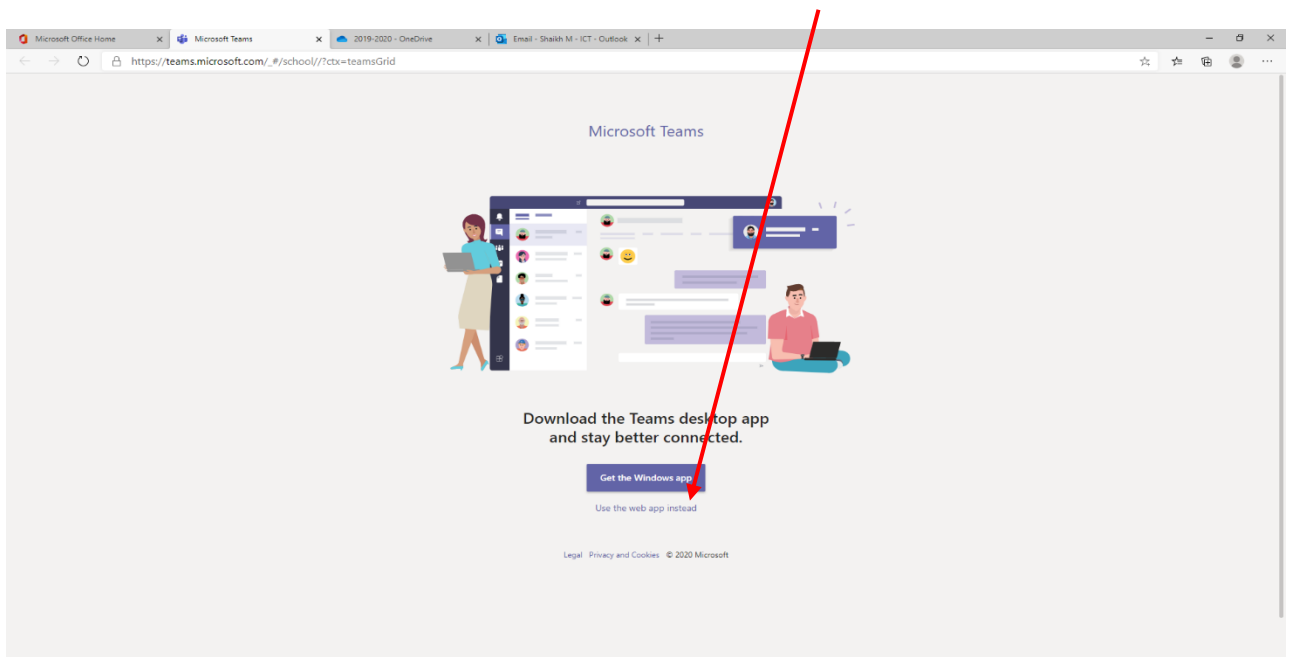
- Outlook (School email)
- OneDrive (where you can save and access your school work)
- Microsoft teams (where you will find your classes)
- Word, PowerPoint and Excel

How to use Microsoft Teams

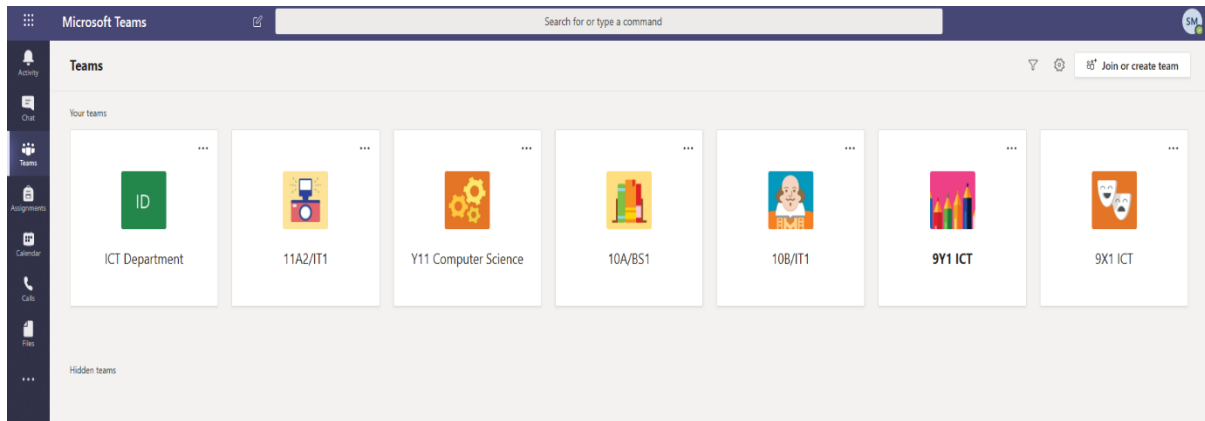
1. From your Office 365 homepage, select the Teams app.



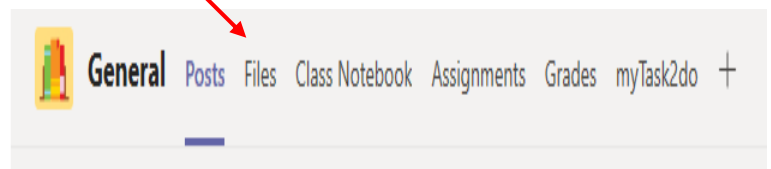
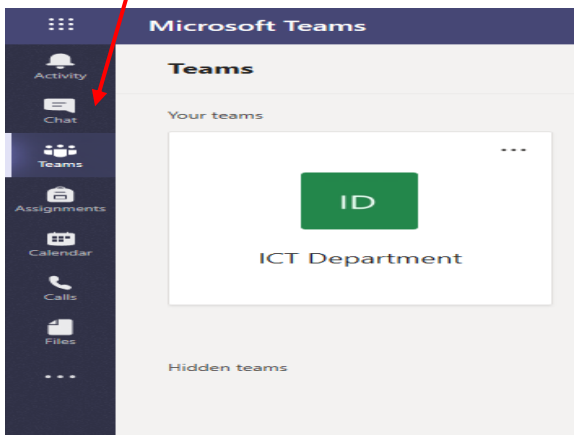
2. From this page, you get the option to download the app or use the web app instead. If using a computer at school, select use web app instead.



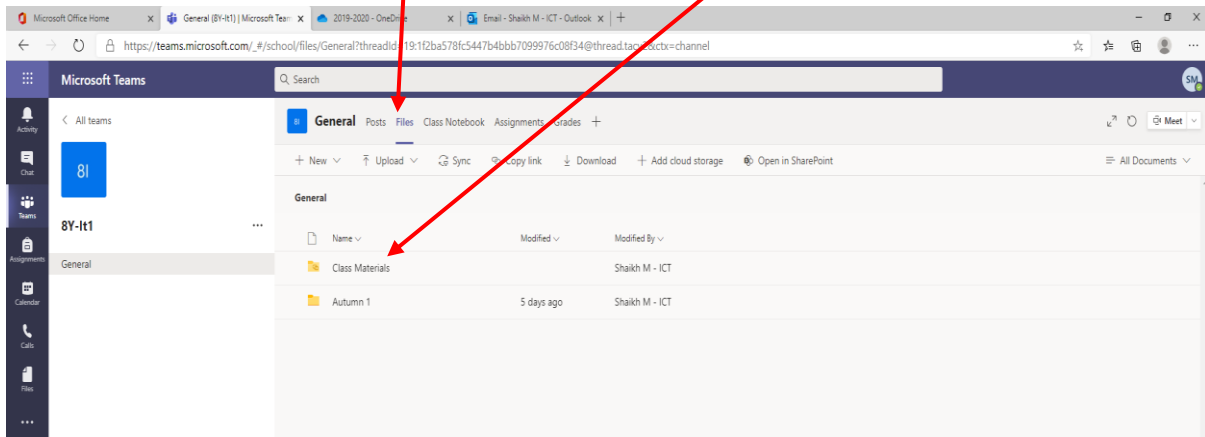
3. You should see this window below with all the classes you have been added to.



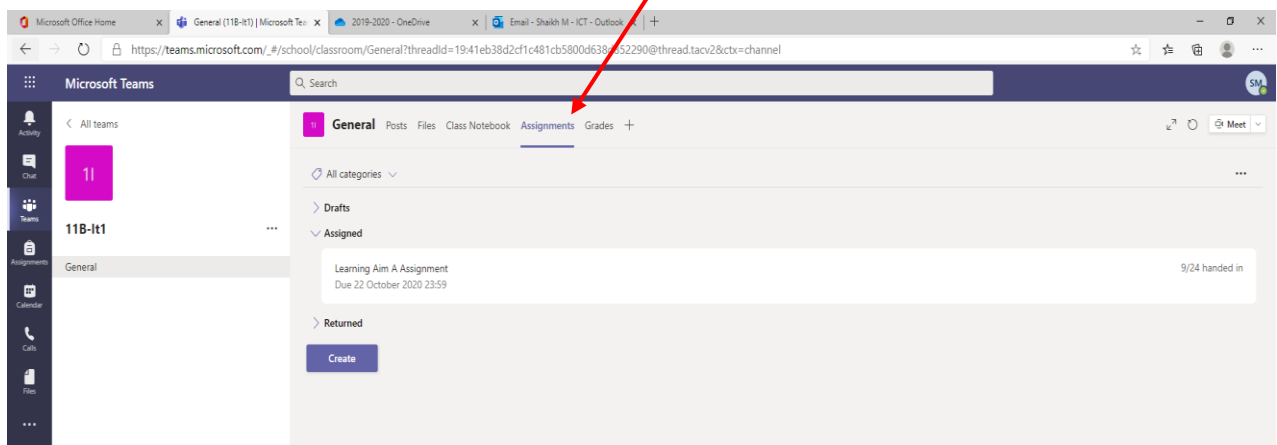
5. On the left-hand side, you will have various tabs such as teams and assignments. From here you can view your teams or assignments that you have been set. When in your selected team, across the top of the app you will be able to see different options including posts from your teachers, files uploaded and assignments you have been set.



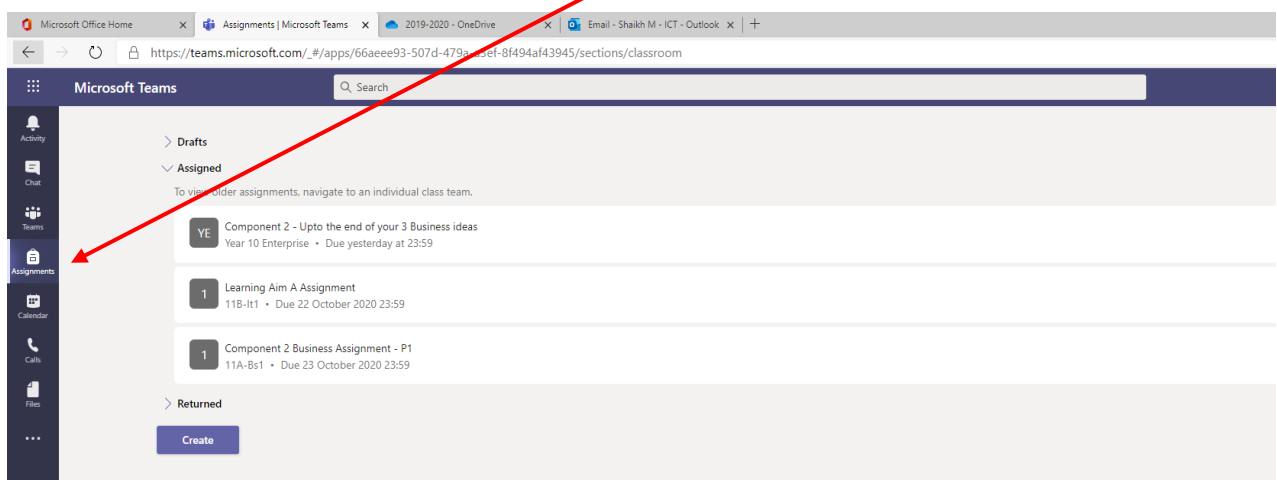
6. To view class files/resources, select the files tab and then class materials.



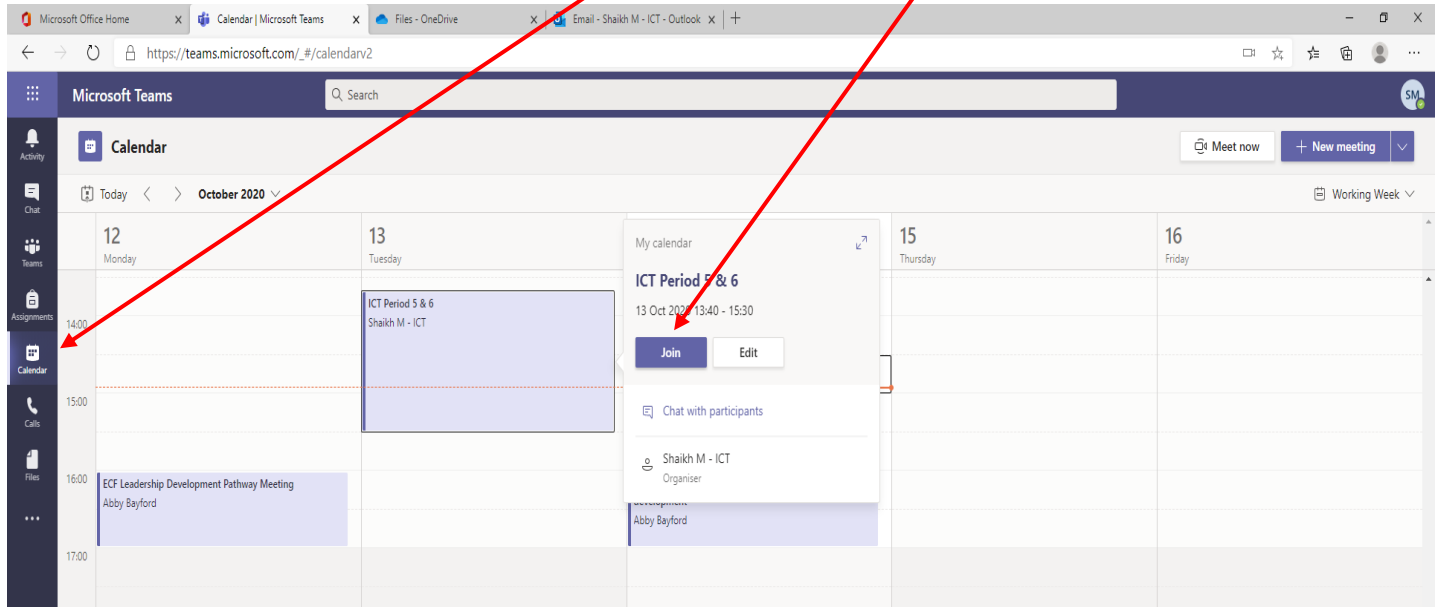
7. To view your assignments, if you're in a selected class click the assignment tab.



8. If you want to view all assignments, click the assignment tab down the left-hand side of the window.



9. To join your live lessons on teams, select the calendar tab. You should then be able to see your scheduled live lessons with the option to join when you click on the lesson.

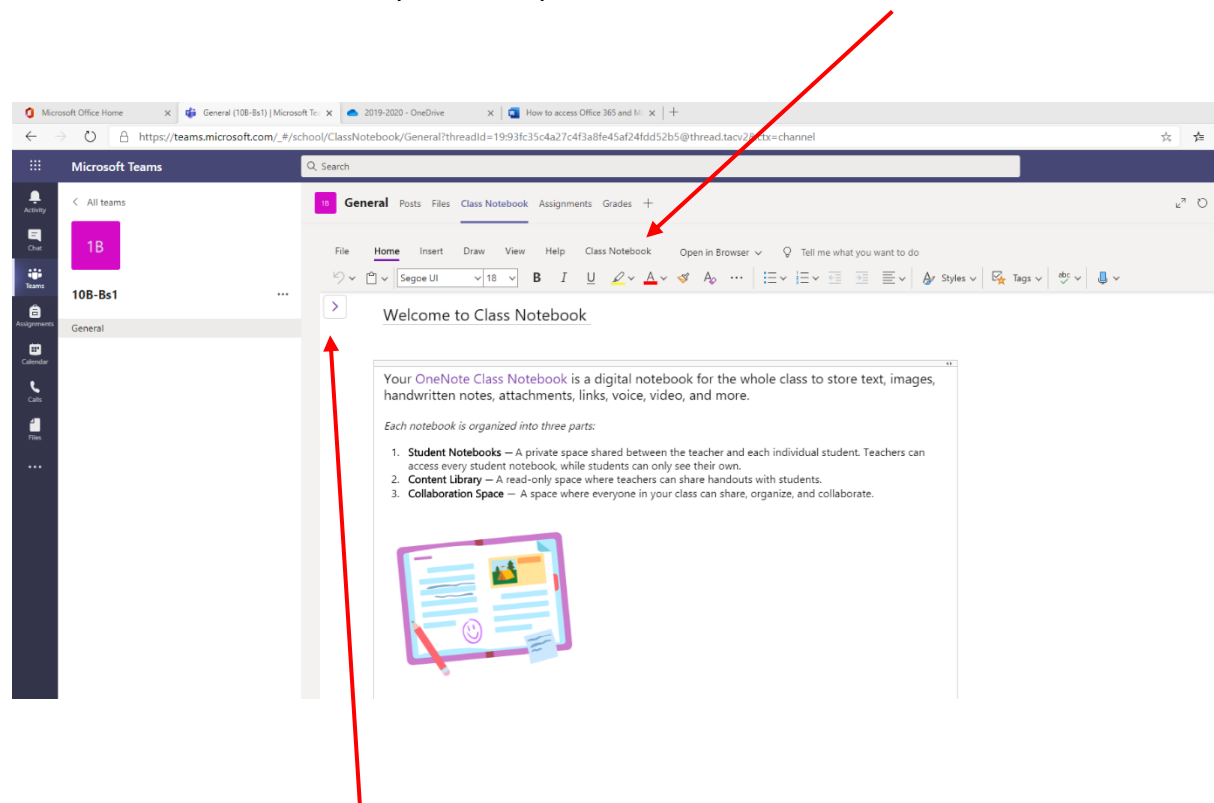


How to use Class notebook (in teams)

1. Class notebook is a place where all students can save and access work in one place which they can access anywhere through Microsoft Teams. You can upload work for your teachers to see, complete worksheets and take notes in one saved area.

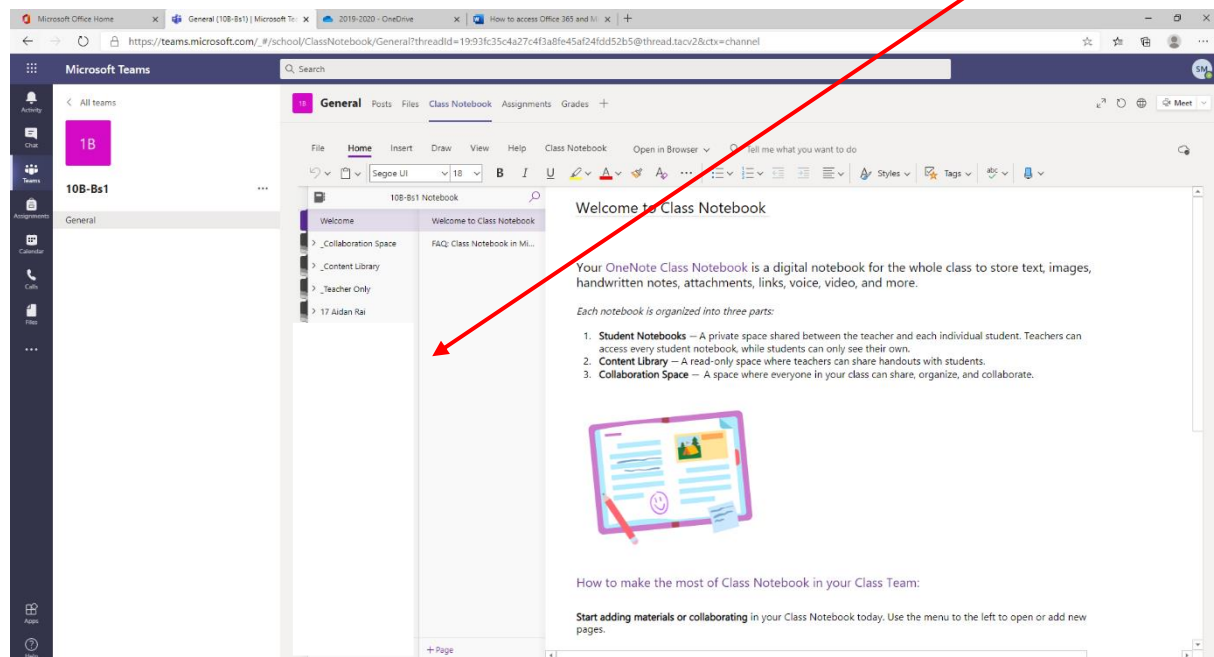
What's great about Class notebook is:

- You can have your own folder which only you can view and edit.
 - You can access everything you need including classwork, files and assignments all in one place.
 - Your teachers can see your work and provide you with feedback for you to improve
2. To open your class notebook, you will need to follow the previous steps to access Microsoft Teams. Once in your class, you will need to click on 'Class notebook'.

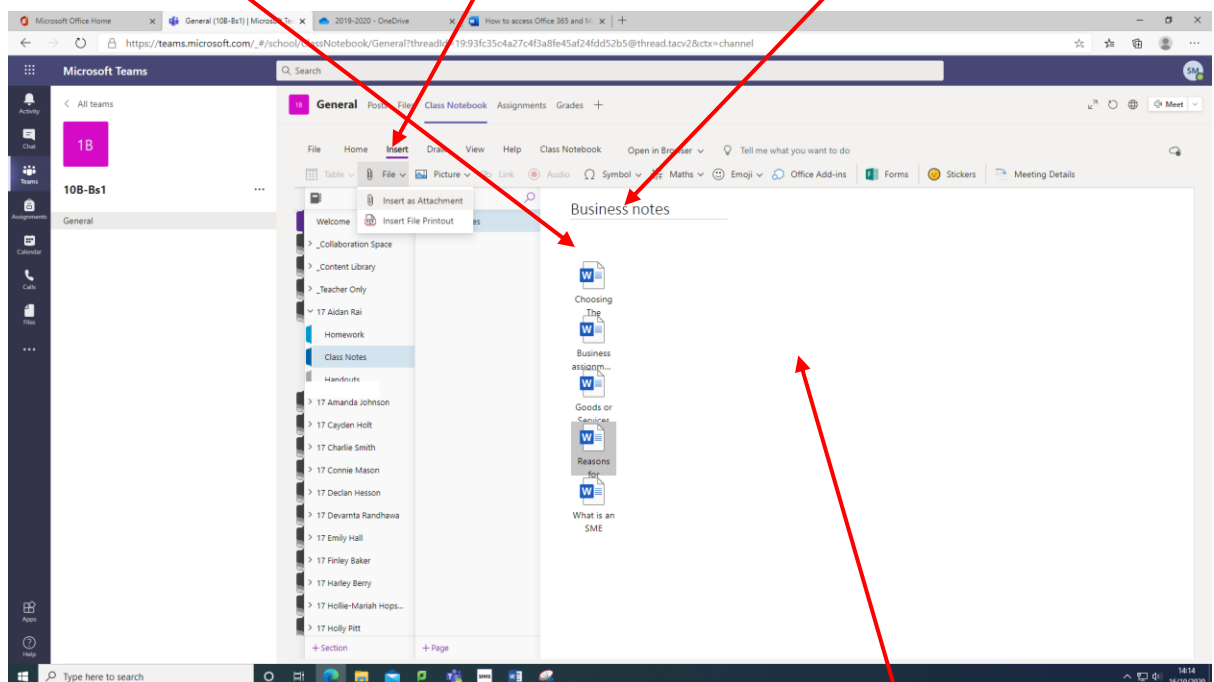


3. You will then need to click the arrow in the left-hand corner of the page.

4. Which will then take you to the page below where you should see your folder here.



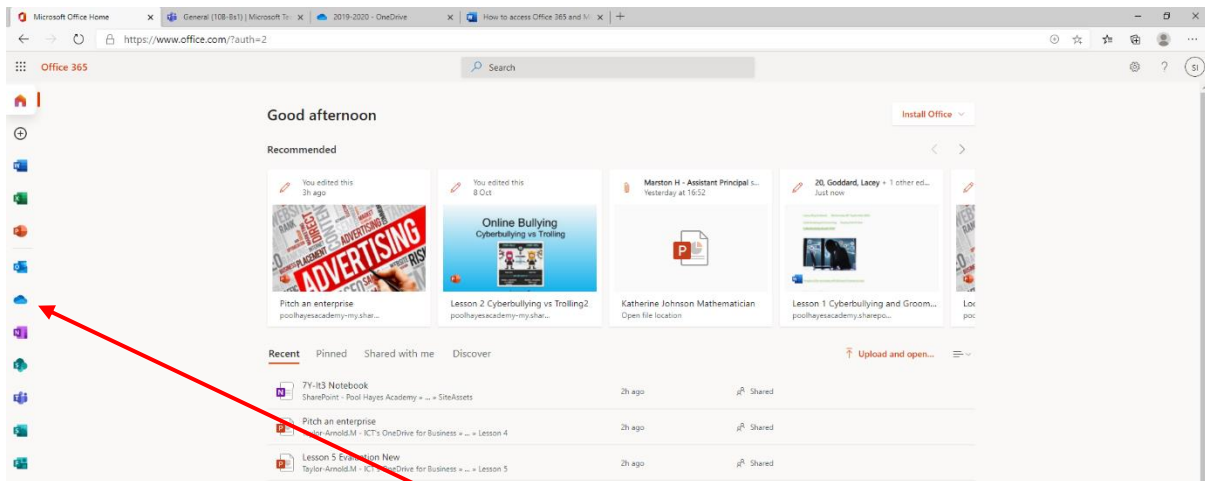
5. To access your folder, click on your name and you will see three or four sections that appear including class notes. To upload work, you first need to add your title, click on the white space, followed by insert > file > as attachment.



6. You can upload your work/worksheets as described above or can complete work/take notes directly in the white space directly.

How to use OneDrive

1. One Drive is an app which allows you to store work completed in school and at home. All work completed at school on a computer should be backed up to OneDrive so you can access it at home if needed. To access OneDrive, type www.office.com into your search bar or 'Office 365' into Google and sign in.



2. Once signed in, click on the OneDrive icon which will then take you to the page below.

To create a new folder, click new > folder. To upload work, click upload > file.

