

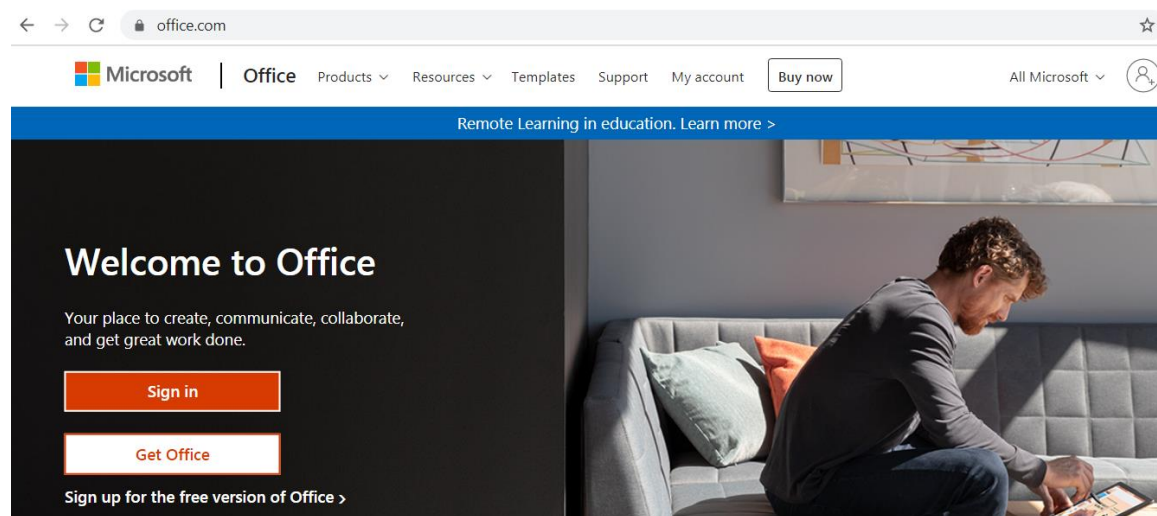
This guide is primarily to assist with logging in and using Microsoft Teams. However, by logging into Office 365 you have full access to free online versions of Word, Excel, PowerPoint etc. This will ensure you can complete any work that requires these programmes, with work being saved to your account so it can be accessed from any device by logging in.

The link is a short useful video to assist with this too:

<https://www.youtube.com/watch?v=aO9LE6ZKnUM&t=119s>

### **Logging into Office 365**

On an internet browser go to : [www.office.com](http://www.office.com) and the 'sign in' link.

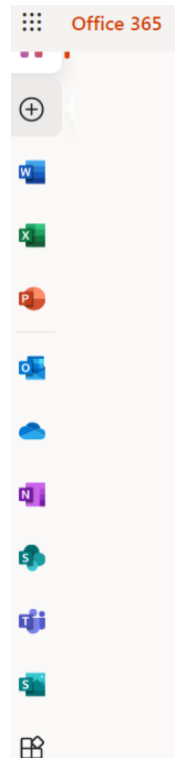
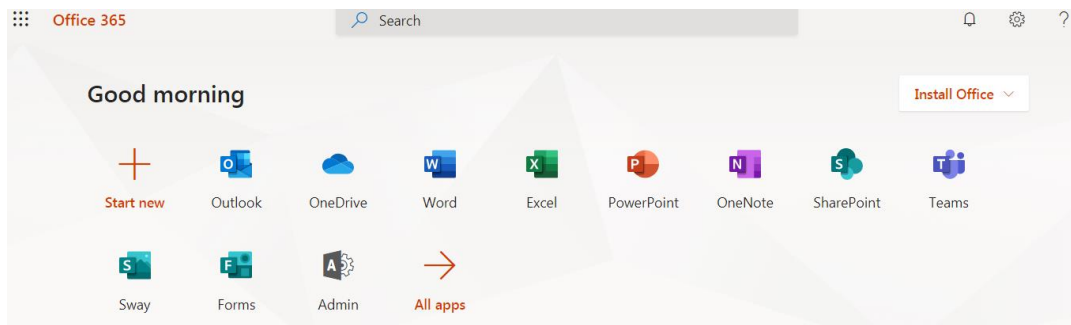


Sign in with your student email and password provided by the school. Please click work or school account if this arises.

A screenshot of the Microsoft sign-in form. It features the Microsoft logo and the text 'Sign in'. Below this is a text input field labeled 'Email address, phone number or Skype'. There are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom are two buttons: 'Back' and 'Next'.

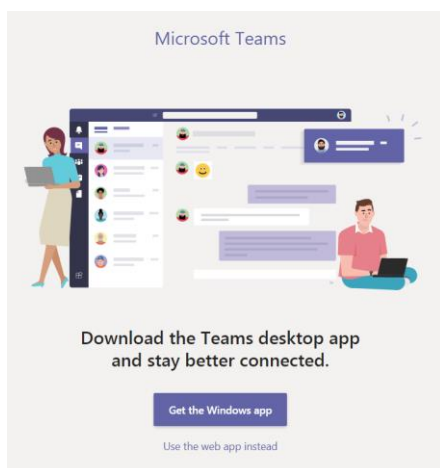
You will be directed to RM Unify (the schools IT provider). Please also sign in here.

A screenshot of the RM Unify sign-in form. The header shows the 'RM Unify' logo and the tagline 'Your Launch Pad to the Cloud'. The main heading is 'Sign In'. There are two input fields: 'Username or Email Address' with the text '@pensbyhi' and 'Password' with an eye icon. Below these is a checkbox labeled 'Remember my username'. At the bottom is a large blue button labeled 'Sign in'.

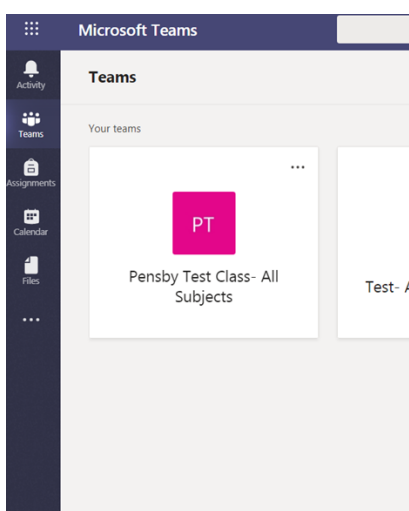


Here you can access emails on Outlook, One Drive for all your files and other applications. Your screen may be slightly different and have the apps down the left side.

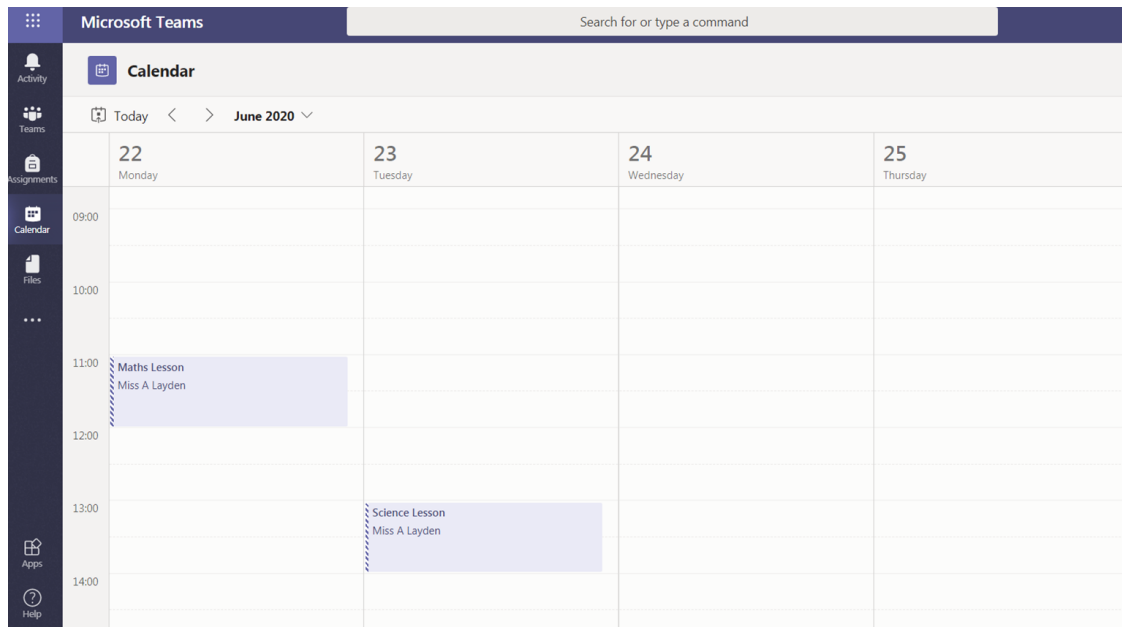
By selecting Teams (you may be asked if you want to stay signed in- click yes). You can either get the app (downloading onto a device) or use the web app. Downloading the app will mean that it is on your computer/tablet/phone and will reduce the need to sign in as it is on the device already (although devices differ here with compatibility). The web version has the same features it is just on a web browser and won't save login details.



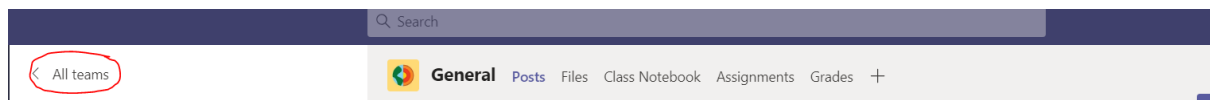
When you launch the Teams app or continue to the web browser, you will arrive at your Teams dashboard. The centre of your screen will contain white tiles with the 'teams' /classes you are in. By clicking on one of these you will be taken into that Team area. You will be part of multiple teams, organised by subject and class. These have already been set up for you.



On the left hand side there are places to navigate to- 'Activity' is where all the notifications are- for example when assignments have been set an alert is here. 'Teams' is to get to your class teams. 'Assignments' is a quick way to get to any work set (you can also get to your assignments through each class team). 'Calendar' is where meetings will show up if any online teaching is done.



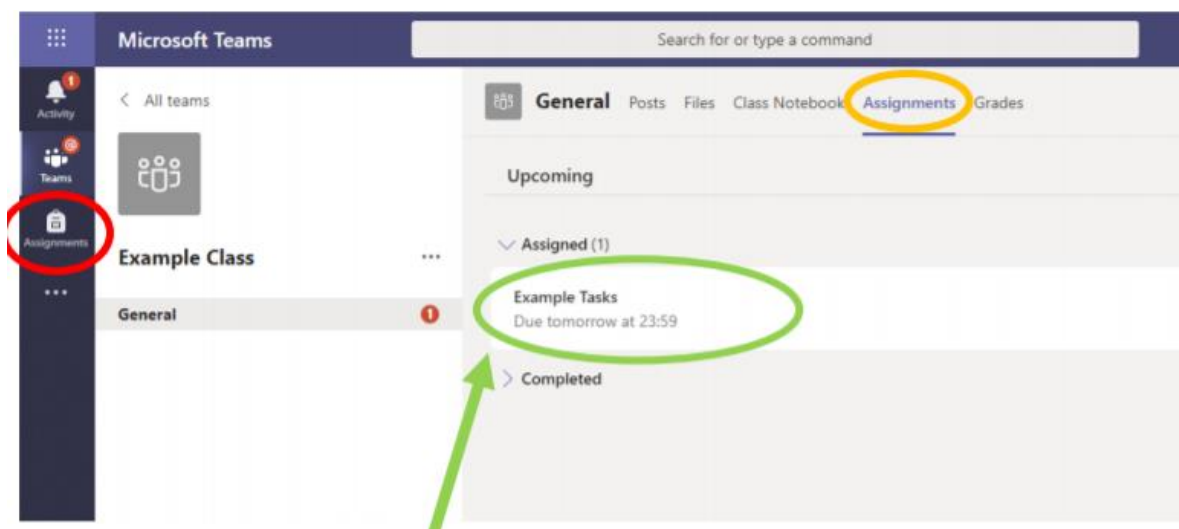
Within a Team:



You can get back to the overview by clicking 'All Teams'. Within the Team you can navigate to Files which teachers may have shared and assignments which are tasks set to complete and submit.

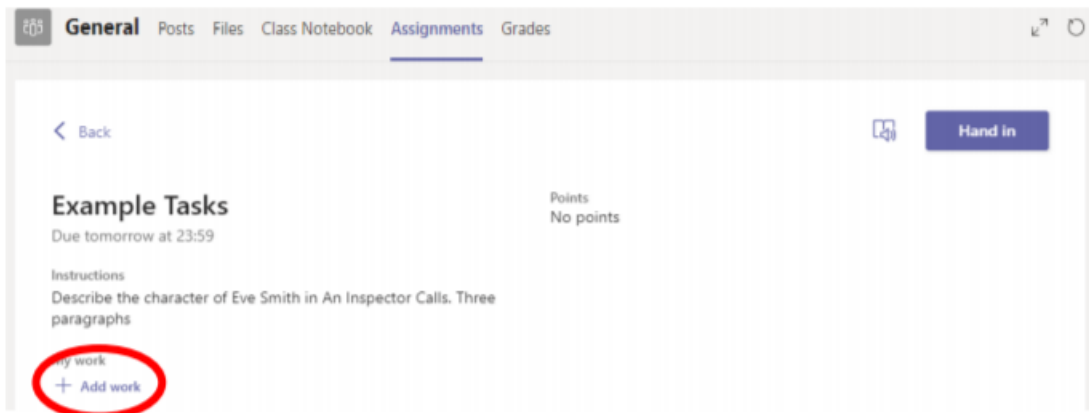
## Assignments

You can access your assignments in two ways- either on the left hand side by clicking assignments to see all the different assignments set or by clicking into a specific class Team and selecting the assignments tab at the top.

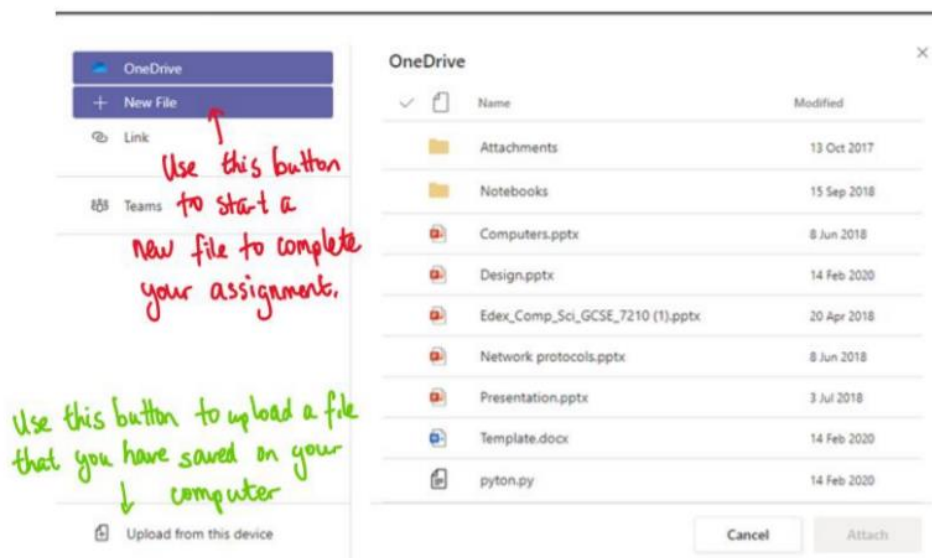


By clicking on assigned and the task you can view this document.

To add your work, click on 'Add work' and add a document you have already worked on or create a new one to do your work on. You can press 'Hand in' when ready to submit.

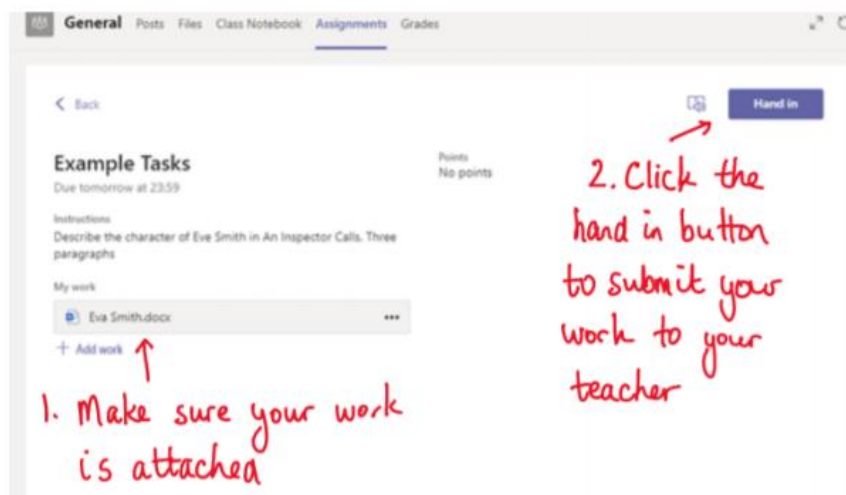


To add work:



Any documents you have created through Office 365 in Word/Excel online will save to your One Drive.

Make sure your work is attached. Click the hand in button. Your teacher may give feedback.



This has been marked and feedback circled in red. You can click on the file to open and work on this again and 'hand in again' when you are done.

The screenshot shows a Blackboard interface for an assignment titled "Example Tasks". At the top, there is a navigation bar with tabs: "General", "Posts", "Files", "Class Notebook", "Assignments" (which is selected), and "Grades". Below the navigation bar, on the left, is a "Back" link. The main content area shows the assignment title "Example Tasks" and its due date "Due tomorrow at 23:59". Under "Instructions", it says "Describe the character of Eve Smith in An Inspector Calls. Three paragraphs". On the right side, there is a feedback section with a red oval around the text "great work - please see the highlighted parts that need to be rewritten". Above this feedback is a "Hand in again" button. Below the instructions, there is a section for "My work" with a red oval around a file named "Eva Smith.docx". Below the file list is an "Add work" link.

General Posts Files Class Notebook **Assignments** Grades

< Back

Returned Mon, 16 Mar, 12:30

Hand in again

### Example Tasks

Due tomorrow at 23:59

Instructions

Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

Eva Smith.docx

Add work

Feedback

great work - please see the highlighted parts that need to be rewritten

No points