

Pupil Guide: Office 365



Office 365 is a collection of apps and cloud storage that will be very helpful for your learning. This account will be used by you from now until you leave high school. It is a fantastic tool.

How do I log in?

Logging in to Teams on a desktop/ laptop

Go to our school website <https://www.holycross.lancs.sch.uk/> and in the top right hand corner press 3 Lines button, then Portal Logins, then Office 365 and it will direct you to Office 365

Or/

Visit <https://login.microsoftonline.com/> or search Office 365 or login.microsoftonline.com

- 1) Type in you school e-mail and password
- 2) You will then be able to access Teams, Outlook, Word, PowerPoint, Class Notebook etc. from the Office 365 portal.

Please note – on some phones/ tablets, you may be able to use the above address to access Teams using your web browser. However, this will not work on all devices.

Logging into Teams on an iPad/ tablet/ phone

- 1) Download the Microsoft Teams app
- 2) Type in your School email
- 3) Type in your password
- 4) You will now be able to access Teams
- 5) You can also download other Microsoft apps (Word, Outlook, PowerPoint etc.) using the same details.

What do I do now?

- Once you are logged in you should go to Teams where your teacher has set up a class Team. This is a place where you can interact and access learning activities. **Remember to keep your password private.**
- The post section is where you can ask a question, both your teachers and other pupils in class will see this. Please be aware that your actions are monitored and you only post appropriate things in line with Holy Cross standards.
- The files section is where teachers can upload any files e.g. word documents, PowerPoints.
- Class notebook is a digital work book where you can complete work as instructed by your teacher.
- Assignments is a section where teachers will set assignments for you to complete.
- Grades is a section which teach may use to provide grades.

How to hand in assignments as requested by the teacher

- Click on the assignments tab
- Click add work or edit the document in Word online and it saves automatically
- Click on the button 'turn in' which will send the document through to your teacher
- For more guidance, please see <https://youtube.com/watch?v=aMi2uqEsuj8>

Although Office 365 includes Outlook, which is an e-mail tool, you should only use this email facility if asked to do so. As you get older, you might use it for sharing work with teachers or collaborating with other pupils, but you won't need to use it now with Teams. It is not a personal account so should not be used for non-school related things. If you have any issues logging in, please e-mail 365support@holycross.lancs.sch.uk