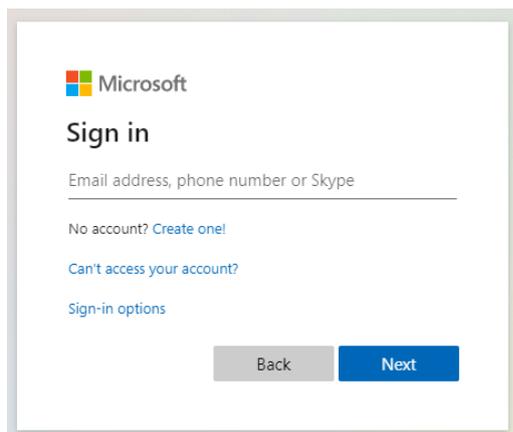
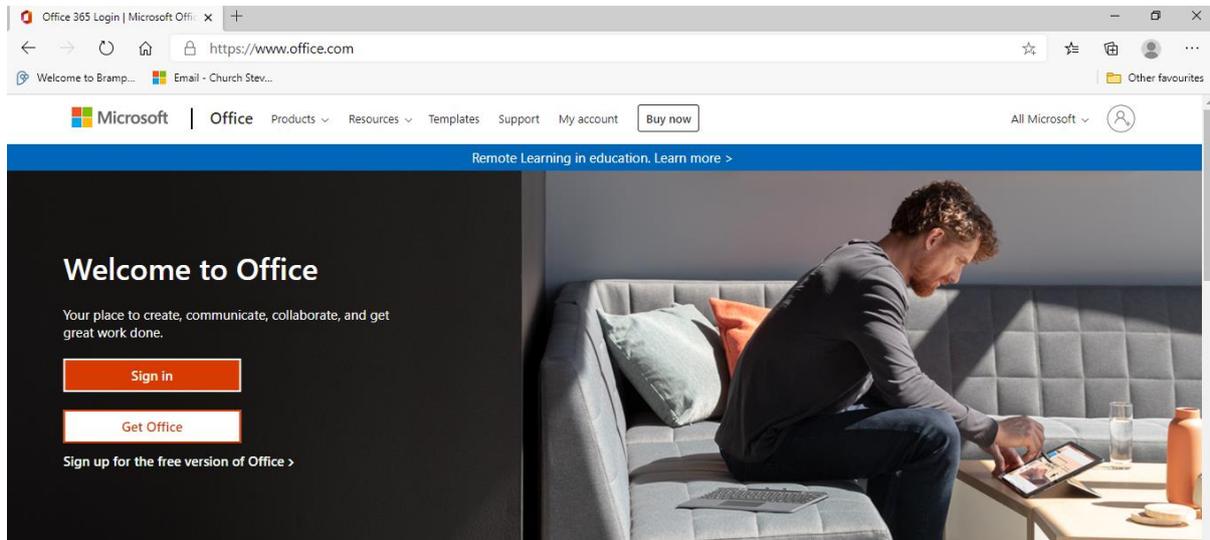


# QUICK GUIDE TO OFFICE 365 @ Brampton

## STEP 1 – Logging in.

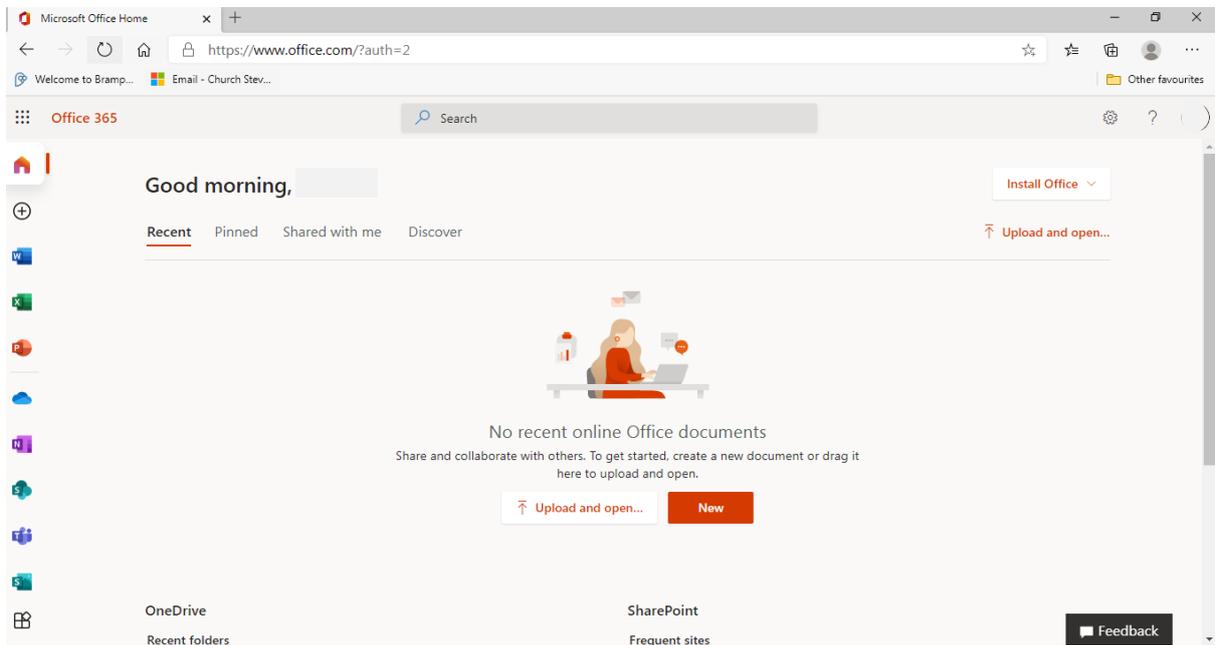
Navigate to [www.office.com](https://www.office.com) (or search for office 365 login) and select *Sign In*



Follow the instructions to add your pupil username and then your password.

## STEP 2 – Understanding the workspace

Once you have successfully logged in you will see your online workspace. On the left you will find icons for the main Office tools you have access to.



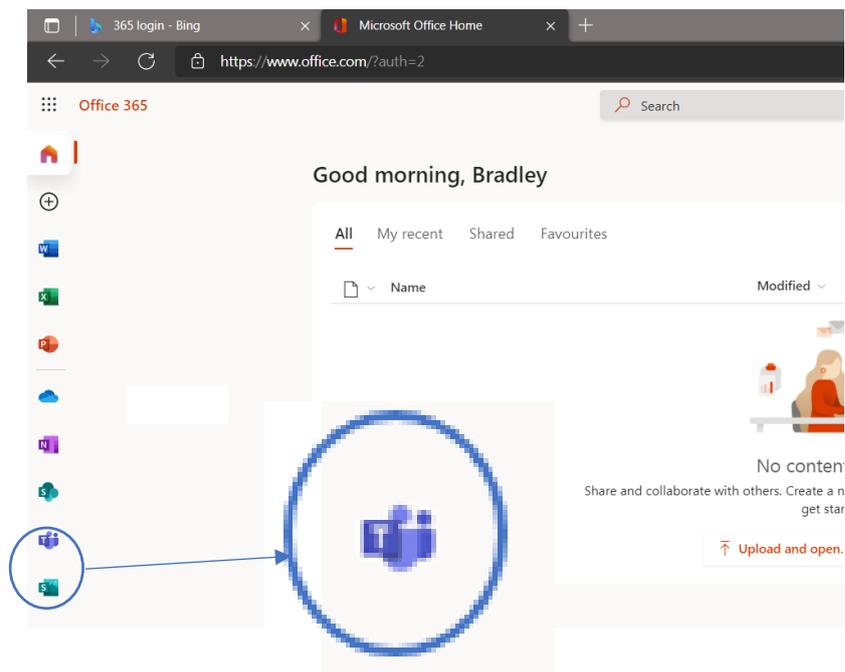
The *Recent tab* will list any recent files you have worked on.

The *Shared with me* tab shows any files that your teacher may have shared.

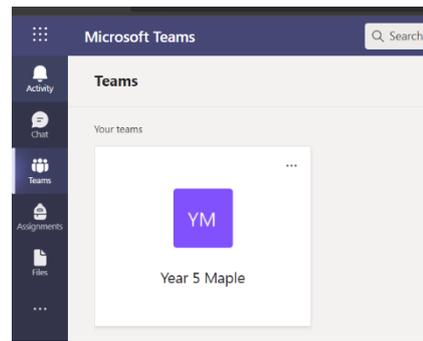
All work is automatically saved to your individual ONE Drive storage area.

## STEP 3 – Accessing Microsoft Teams

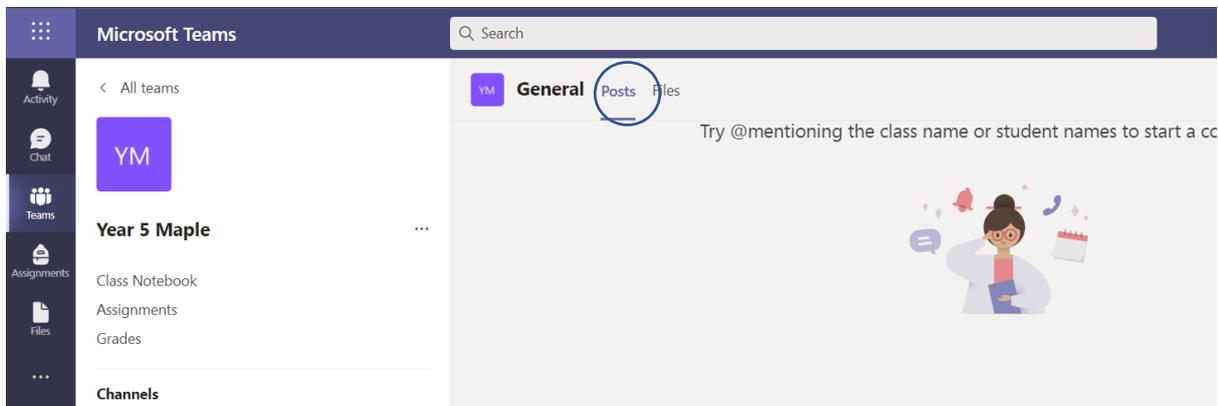
The main app you will be using is Microsoft Teams which can be accessed from the left-hand panel of apps.



You have been assigned to a virtual class on Teams. This will allow the class teacher to set work and enable all members of the class to communicate through a messaging system and where necessary, through video calls.

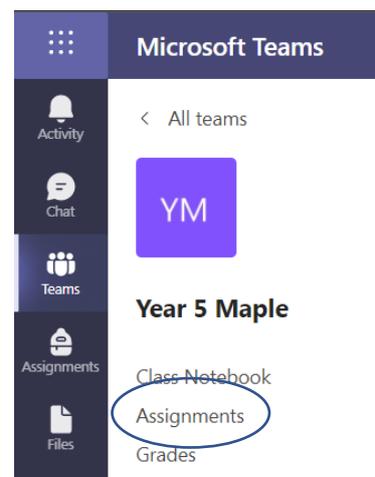


When you click into the Team you will see *Posts*. Posts could include information or resources from your teacher, links to work set in the Assignments section and links to scheduled video calls.

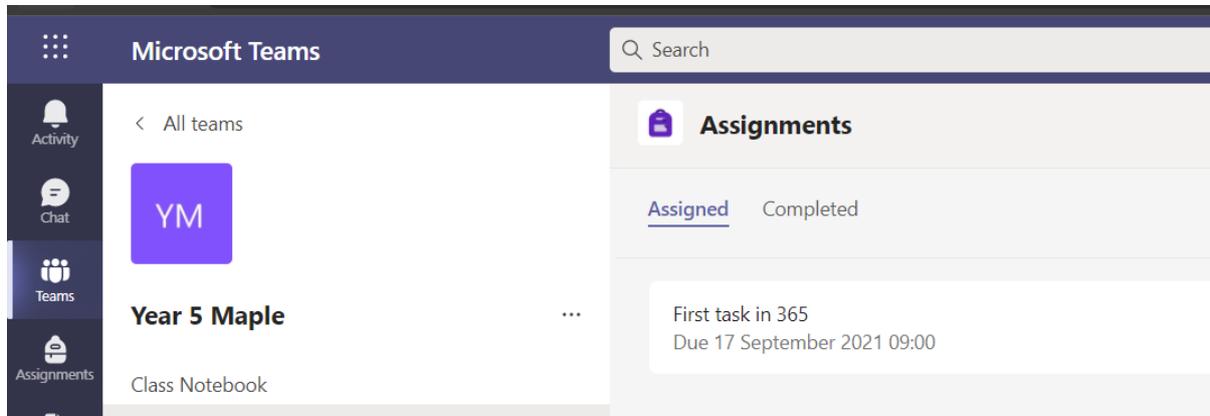


## Step 4 – Assignments

Assignments is the app which your teacher will use to set work for you including your homework this year. You can access assignments by clicking in 'Assignments' on the left hand side within your class Team.

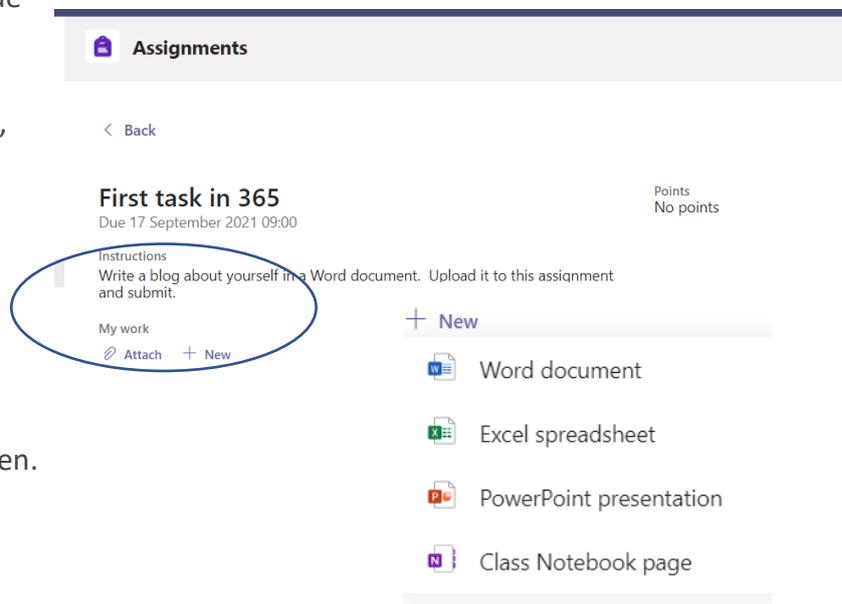


Any work set will appear under the Assigned tab. Once you have completed work and it is 'Handed In', it will appear under Completed. (Remember, assignment links will also appear in the Team Posts).



Click on the on the assignment to access the instructions and resources to complete the work set.

Each assignment will have a due date. Please ensure work is submitted by this date. Once you have read the instructions, click on '+ New' to complete your work in either Word, PowerPoint or Excel, depending on the task. Your teacher may also include resources or information to help you. This will appear as a list within the assignment screen.



You may wish to add other content from your One Drive, in which case click 'Attach' and a list of your One Drive Documents will appear. (For more information on One Drive, see next step)

< Back



Hand in

### First task in 365

Due 17 September 2021 09:00

Points  
No points

#### Instructions

Write a blog about yourself in a Word document. Upload it to this assignment and submit.

#### My work

My Blog.docx

Attach + New

Anything you create or attach will appear under the assignment instructions. Once you are happy that you have completed the work to the best of your ability and it is appearing in the assignment as a document, click 'Hand in'. This will send a message to your teacher and allow them to mark your work.

Your teacher will send you feedback. They may ask you to improve your work and hand it in Again.

< Back



Returned for revision Mon, 13 Sept at 11:47

Hand in again

### First task in 365

Due 17 September 2021 09:00

#### Instructions

Write a blog about yourself in a Word document. Upload it to this assignment and submit.

#### My work

My Blog.docx

Attach + New

#### Feedback

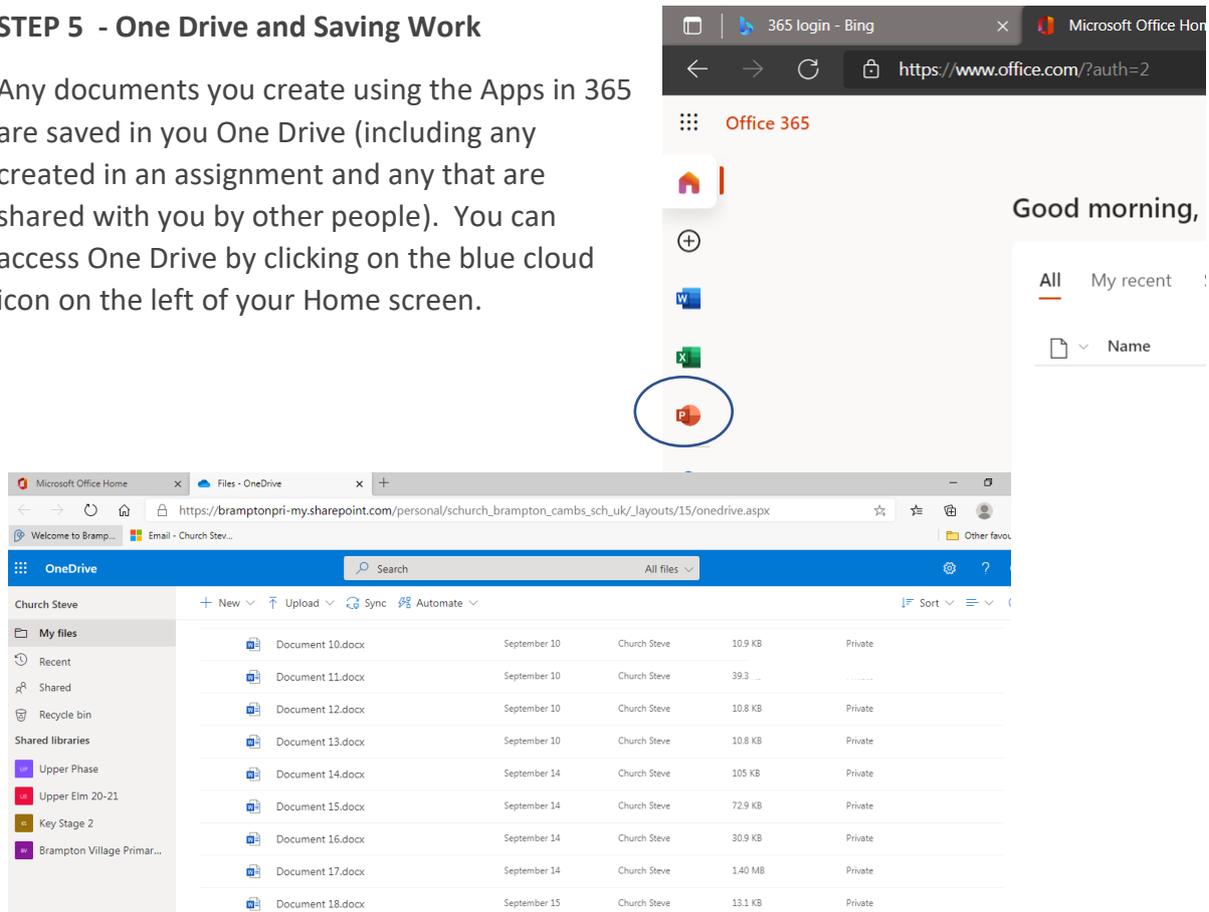
Great work with lots of fantastic information. I would like you add another sentence about your hobby please.

Points  
No points

Simply click and open the document to edit. You don't need to start all over again. Don't forget to click 'Hand in again' once you have finished.

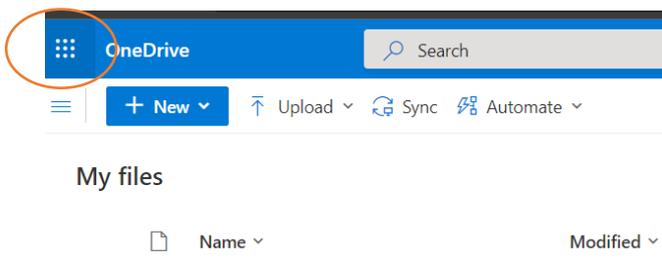
## STEP 5 - One Drive and Saving Work

Any documents you create using the Apps in 365 are saved in you One Drive (including any created in an assignment and any that are shared with you by other people). You can access One Drive by clicking on the blue cloud icon on the left of your Home screen.



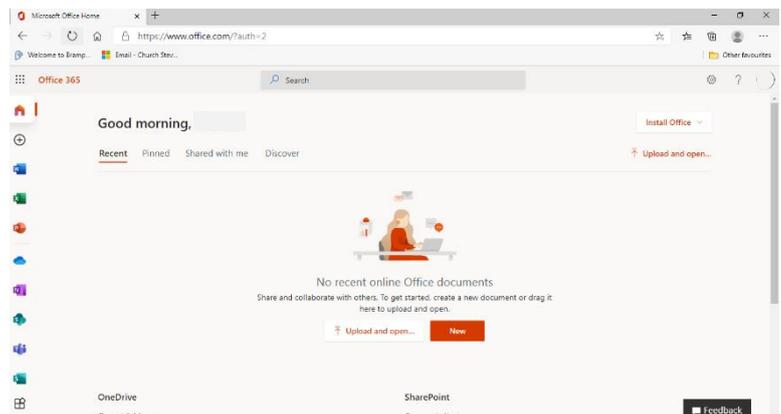
Everything is saved automatically so you never need to worry about losing your work.

## STEP 6 – Returning to the Homepage and Accessing Apps



When you want to return to the Office 365 home page or access other apps such as Teams, **click on the 9 squares** in the top left of the page.

This will take you back to the homepage.



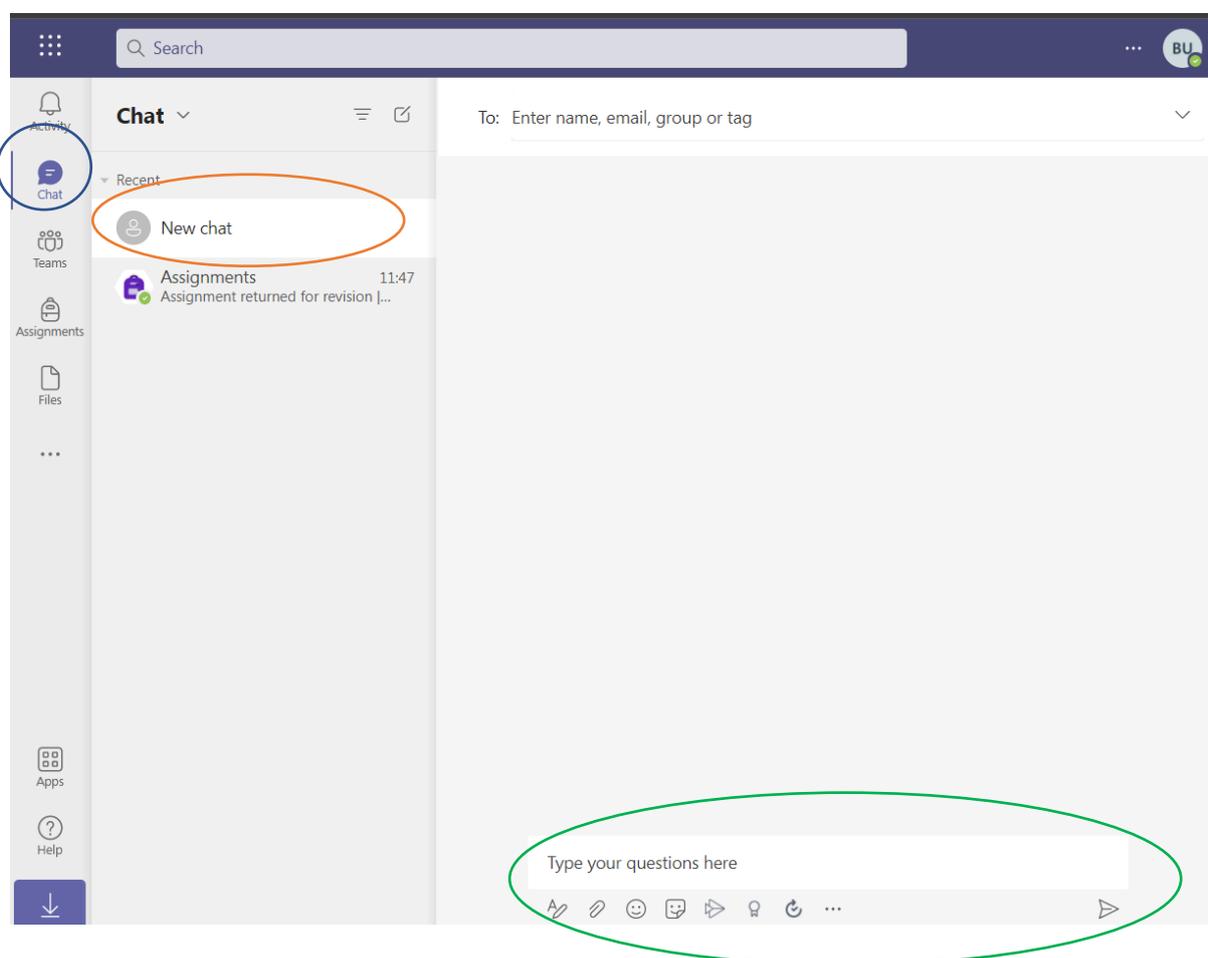
## Step 7 – Team Chat and Messaging

Microsoft Teams includes a chat facility which is activated in Class Teams.

**Please note that it is not a social media platform.** It is only intended for use by the children and teachers, to communicate about work assignments and other school related topics. Children can only communicate with other Brampton Village Primary users using Teams Chat.

The system is monitored by the school. However, should you have any concerns about chat content, please alert your child's class teacher via the normal communication channels.

All parental communication should continue to be via the school office and not through Teams. Thank you for your support in this matter.



Select *Chat* on the left panel. Existing chats will appear under recent. To chat with someone new, click on *New chat*, search for the name of the person and type your message in the box that says *Type your message here*. To send, click on the arrow on the right.

**For further information about the latest version of Office 365, follow the link:**

[What's new in Microsoft 365](#)