

Using Office 365 for Home Learning.

My email address is: _____@westhouses.derbyshire.sch.uk

My Password is: _____ (Remember: it has capital letters and lower case letters).

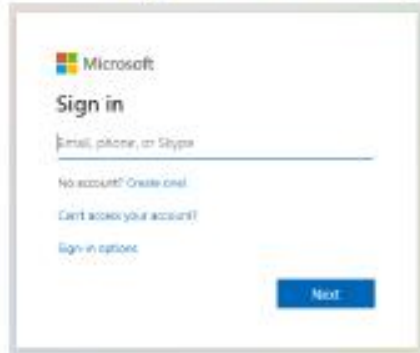


How to log on to Office 365:

1. Go to: <https://www.office.com/>



2. Click on sign in. You will then need to add your school email address. Then click next.



3. Enter your password. Remember it is case sensitive and a mixture of capital and lower case letters. If it asks whether you want to remember your details, click no.

Enter password

password

[Forgot my password](#)

Sign in

Before Christmas, you were sent home with this sheet. It had instructions and your Office 365 login details.

Use this sheet to login to Office 365 and to get on to Teams. Alternately, you can download the Microsoft Teams App and use the app instead.

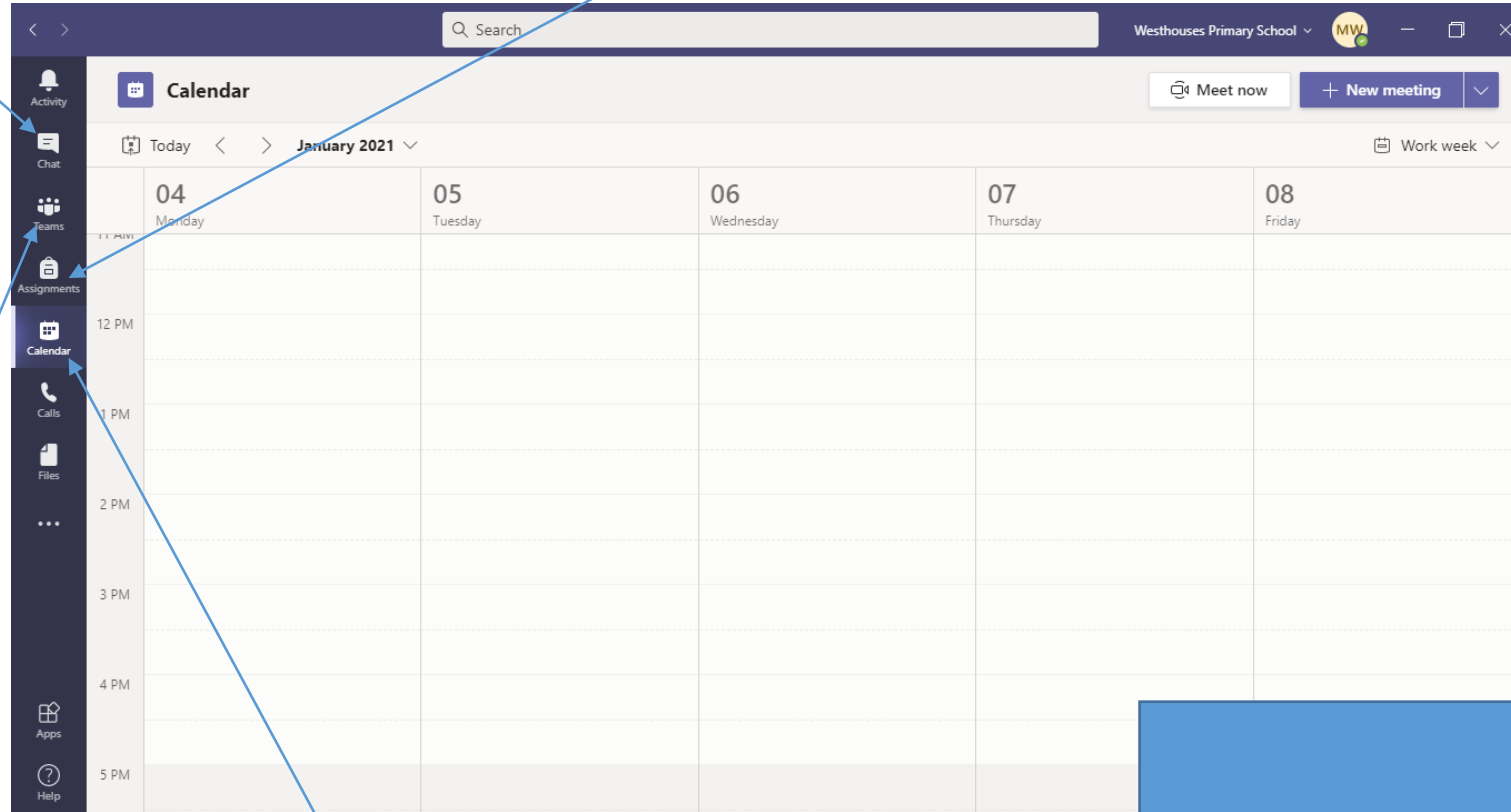
The screen shots on the next few pages are there to help with your home learning. They are taken from the App/ Website version. If you are using a phone or tablet, some options will not be available or may appear in a slightly different way.



Use this tab to send a message to an adult, or to look at a conversation from a previous online session.

Sometimes, you will be given a task to complete on Teams (like a survey or quiz). They will appear in this tab.

This is where your 'Teams' are - you will be in a class team and a year group team.



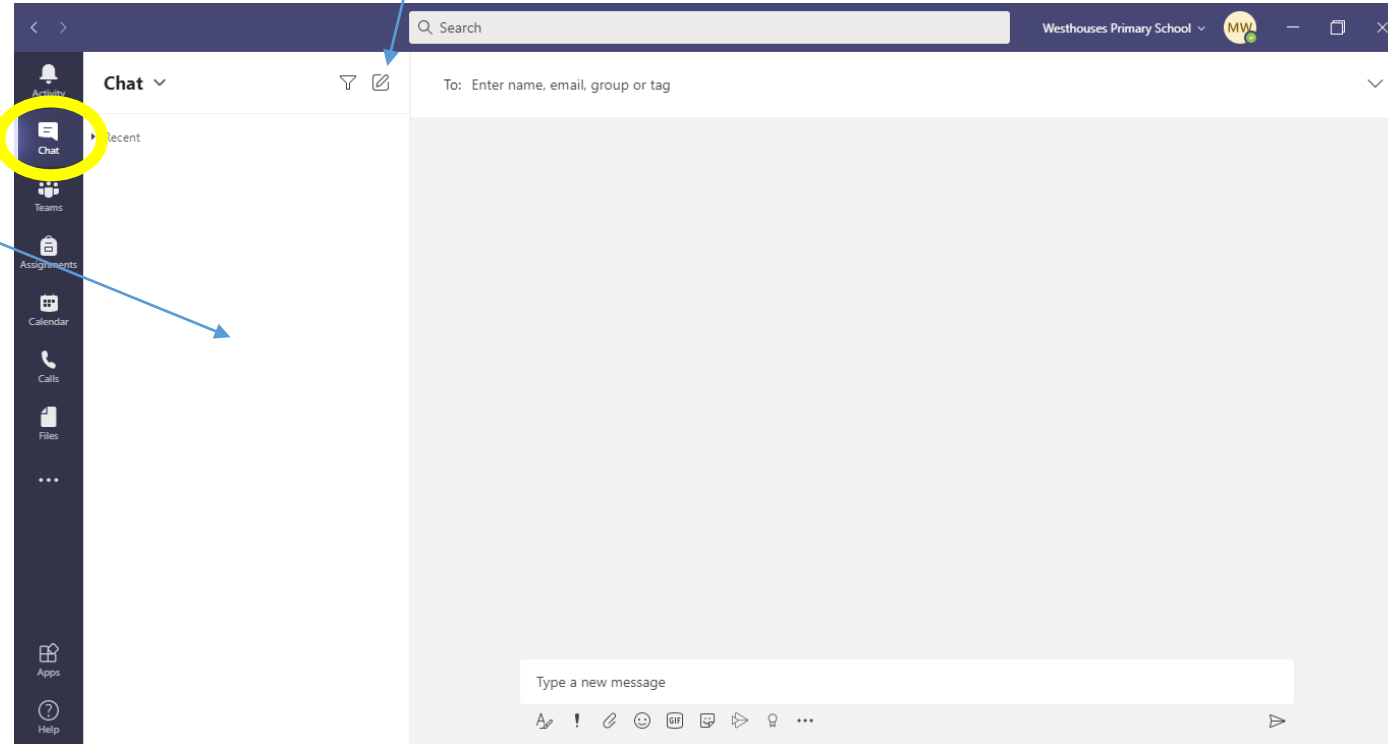
This tab will show you when there are any online lessons. They will appear on the date they happen, with the time. When it's time, you will see a join button.

A reminder of the tabs on the Teams home screen.

The Chat Function

This button will let you start a new conversation with an adult. If you need to ask your teacher a question, click here and search for their name. When it appears, click the name and it will open a chat.

Any chats from previous lessons will appear here: you may be able to use these to help with your work. click on the chat at it will appear to the right.



Use this option to keep in touch with your teacher - they can reply to you, and give you help if you are finding your work tricky.

Remember: When you send a message, you need to make sure you are showing good manners and using the function appropriately, just like we would expect you to do so in school.

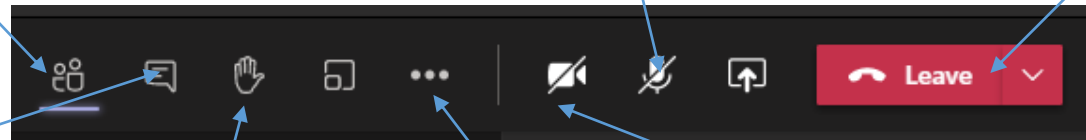


What do the buttons mean when I'm in a Teams Meeting?

This button shows you the names of the people in the Teams meeting.

This button will mute your microphone - if it has a line through it, it means it is muted. Make sure your microphone is muted unless your teacher asks you to unmute it.

At the end of a session, use this button to leave the Teams Meeting.



This button will take you to the chat - you can ask questions and respond to questions from the teacher here.

This button turns on and off your camera. If it has a line through the picture, it means the camera is off.

This raises your hand - use this if you have a question or need help. Press it again once your question has been answered and it will stop telling the teacher you need help.

Sometimes, some of the buttons won't be visible. If this is the case, click on the three dots and the options may be in there. If you still can't find the buttons, ask your teacher or someone at home to help.

