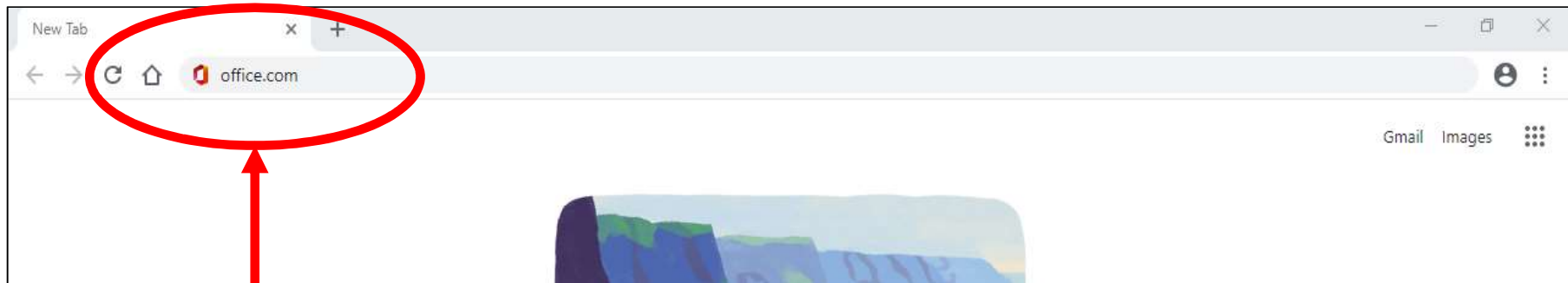


Using Office 365 and One Drive.

Setting up Microsoft Teams.

18th March 2020

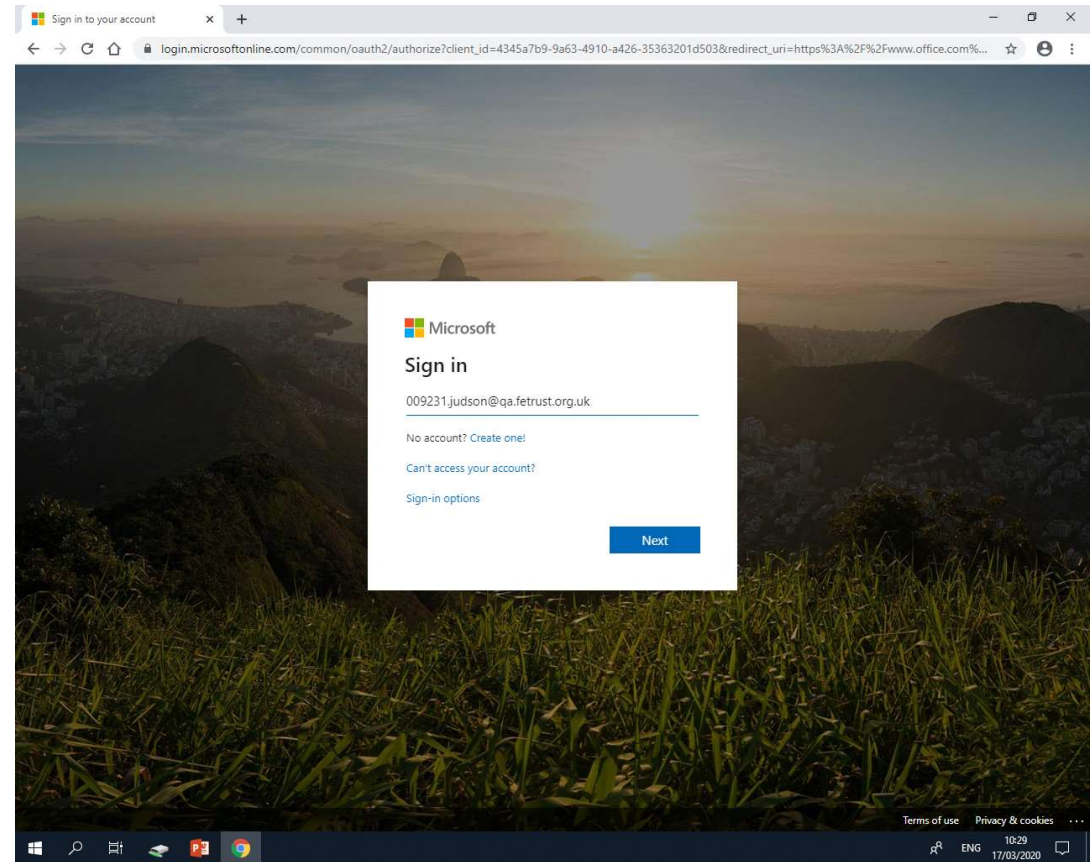
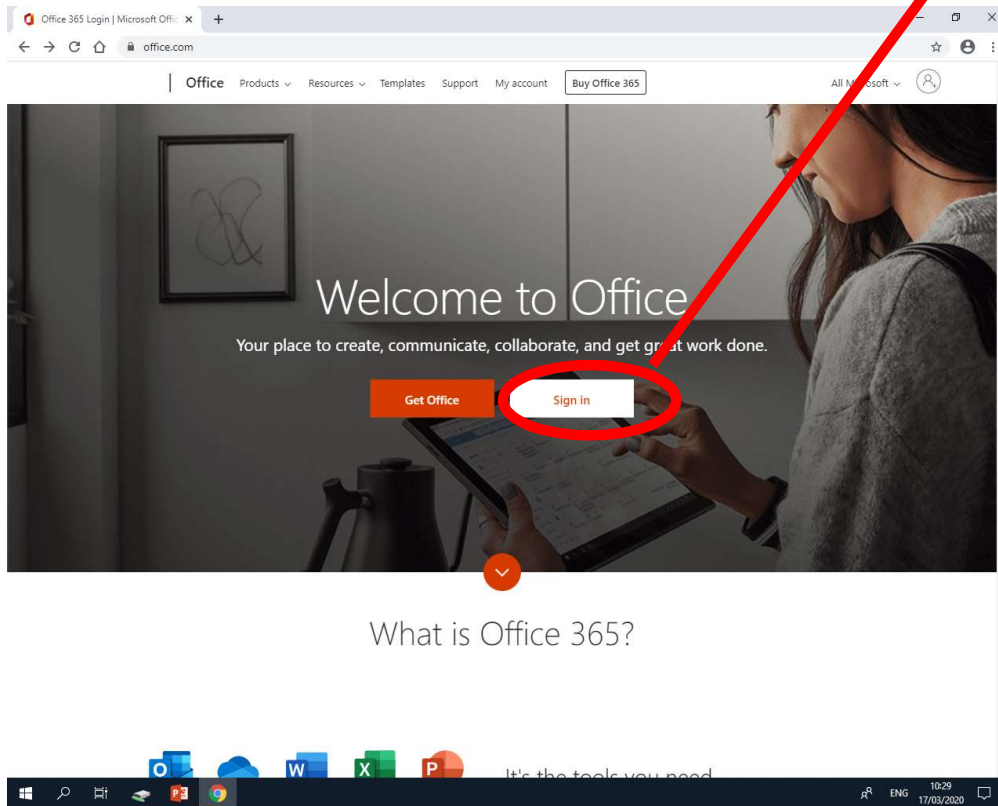
Getting on to office.



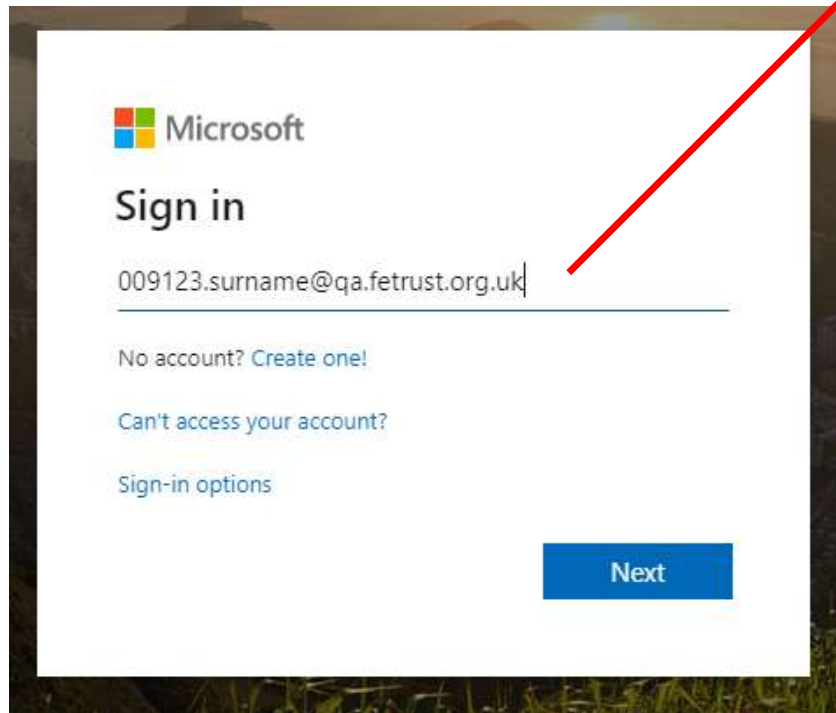
Type "office.com" into google
chrome,
press enter

Signing in

Click sign in and enter your email



Signing in

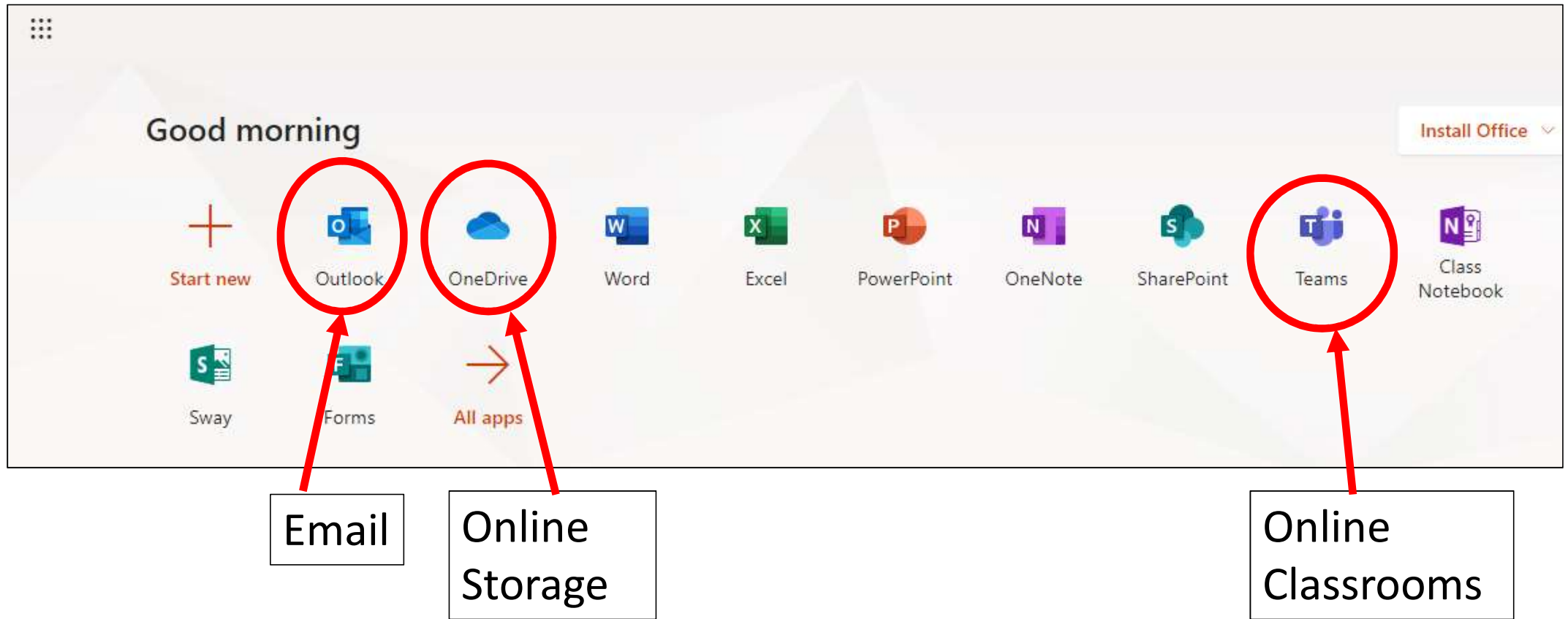


Your email should look something like this

When you click next, it will ask for your password. This is the same password that you log into the computer with.

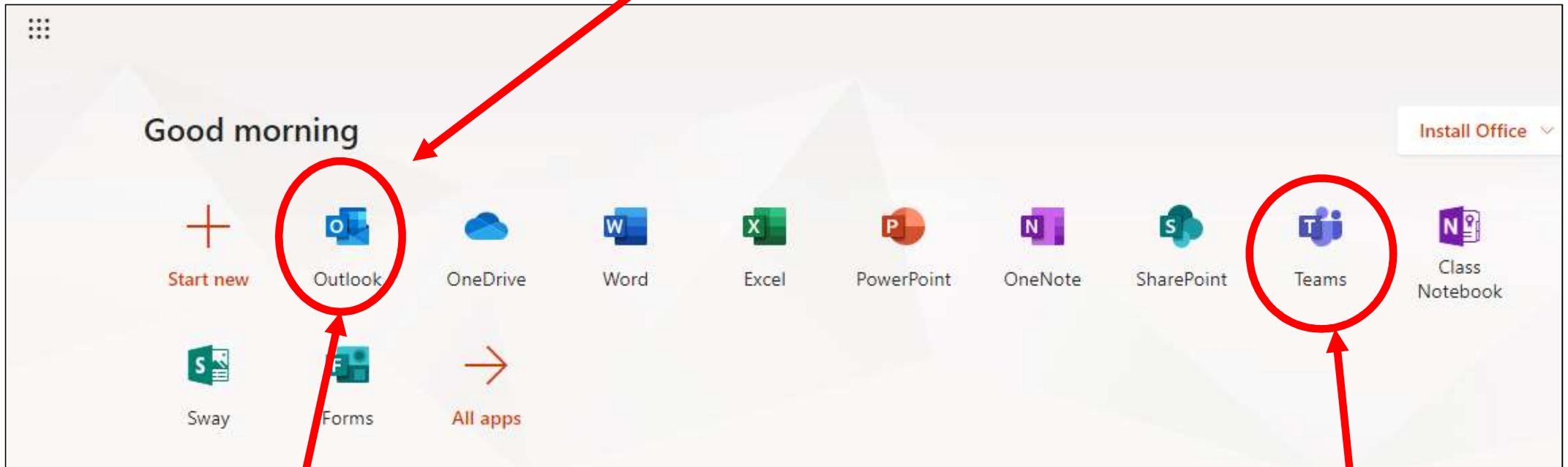
When you have entered your password it will take you to the main office dashboard.

Access and sign into Office 365 from Google



Accessing teams.

First go to your email.



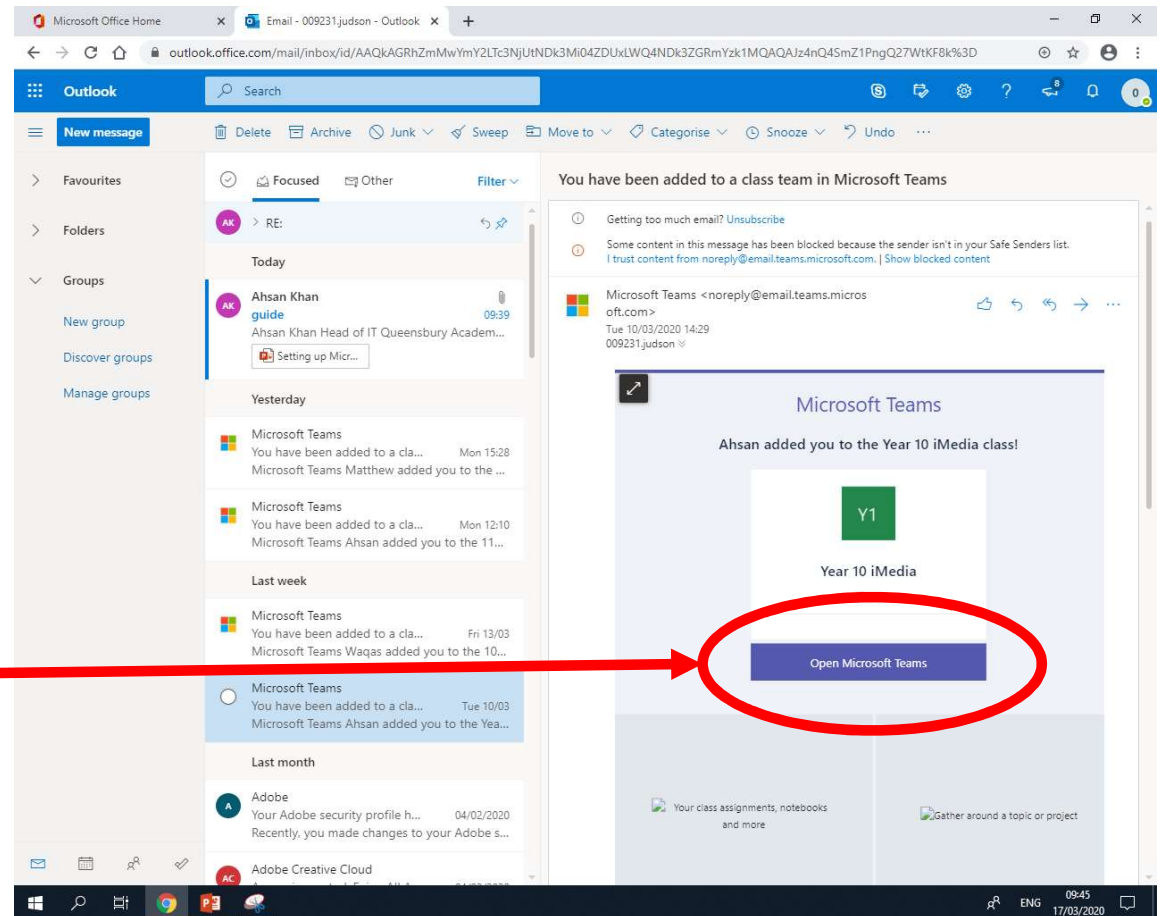
Email

Teams

Accessing teams

When in outlook,
You should see an email
like the one to the right

You need to click on
the purple box shown
here.

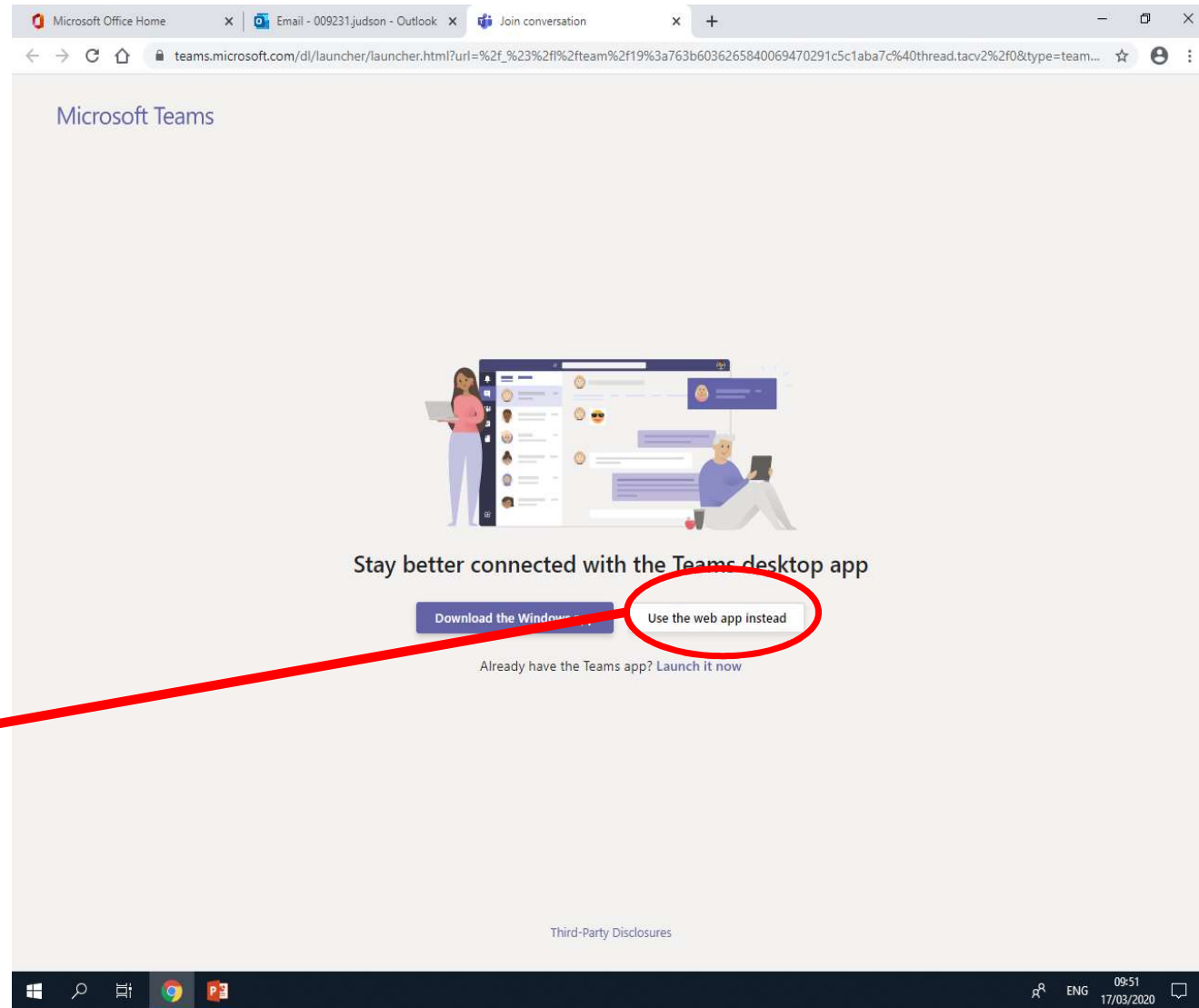


Accessing teams

It should take you to a page that looks like this.

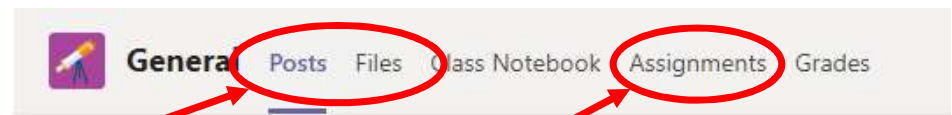
Your going to click the box that says

“Use the web app instead”

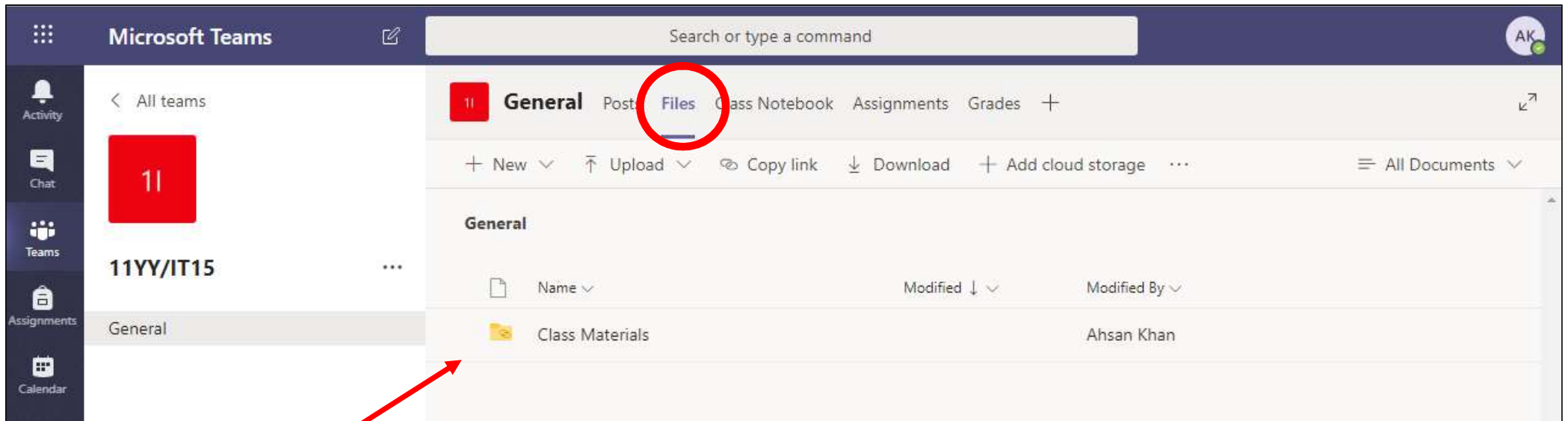


Using teams

- When you click the white box it should load you to a page that looks something like this.
- This is a team, it will have a main chat, files tab
- And a assignments tab



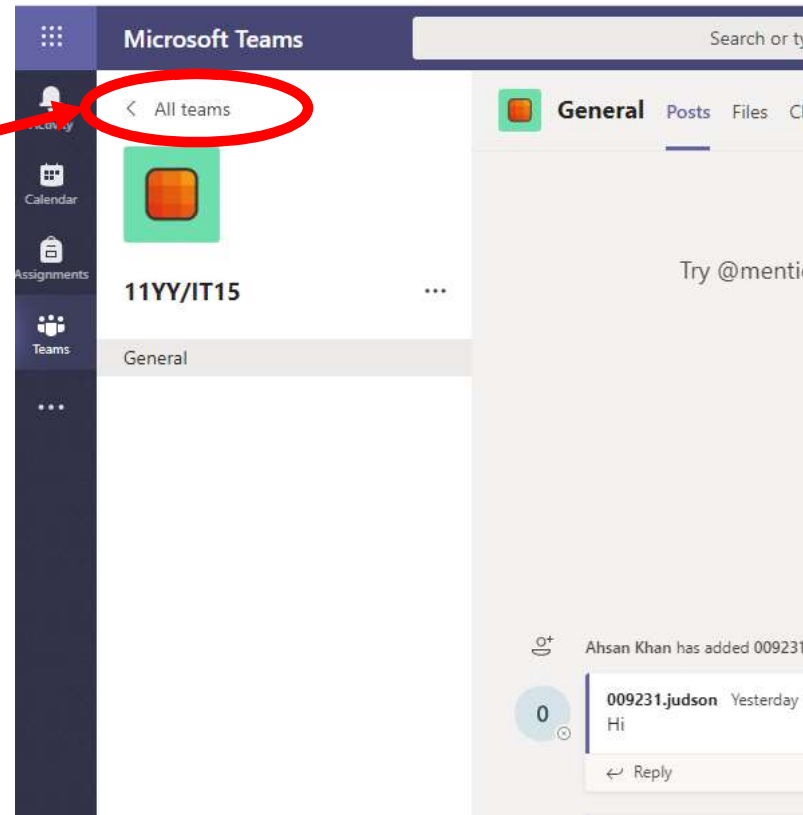
Accessing Work



Work that your teacher has uploaded will be here

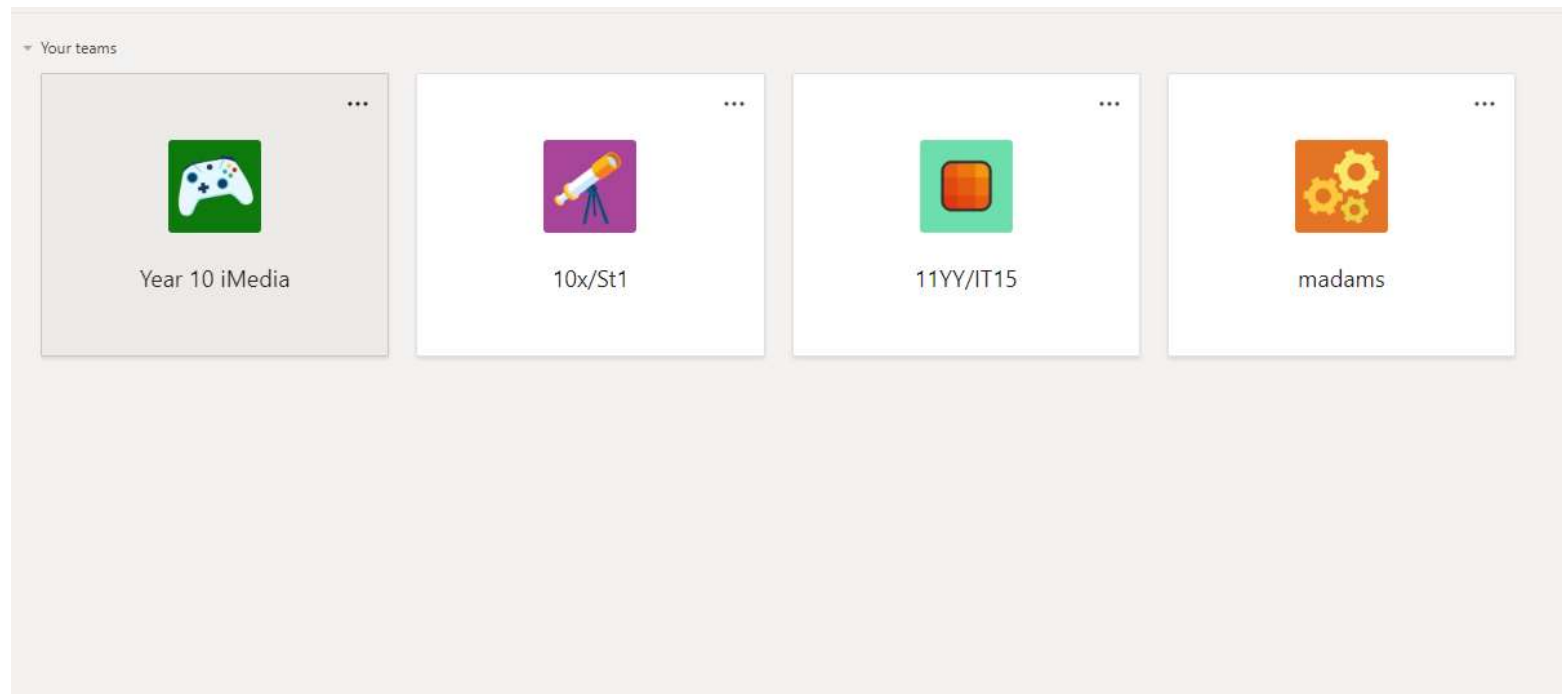
Teams Menu Page

Click ALL Teams
to return to
your Dashboard



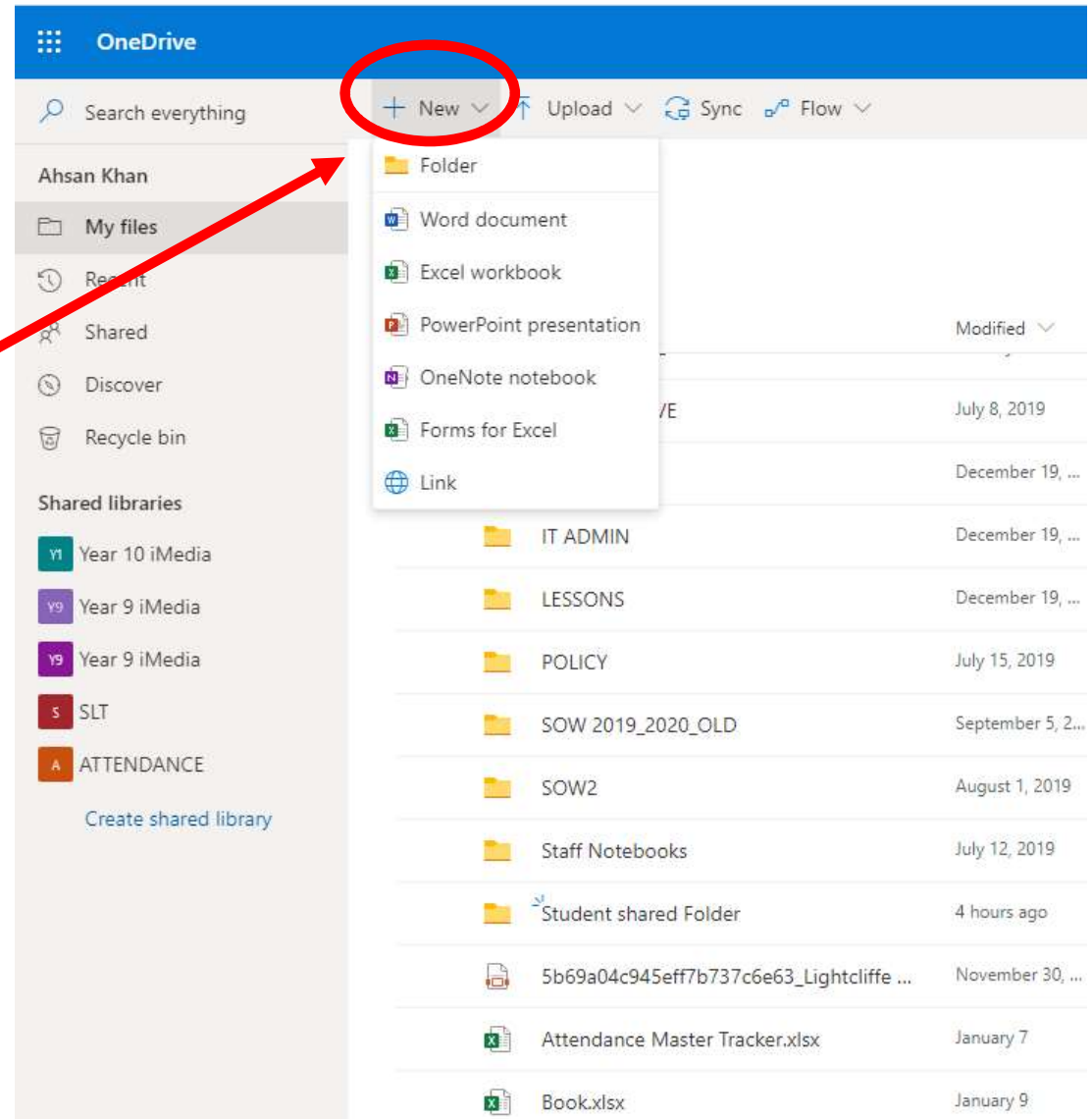
Dashboard

These will be all the classes you have joined and are a part of.



One Drive

Drop down from
New to create
Folders or Files.



One Drive

Drop down from
UPLOAD to either
upload Folder or
files from your
Documents from
your PC.

