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A Guide to Office 365 & Teams

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<u>**1. How to Access the 'Web'</u>** Versions of Office 365 & Teams</u>

There are two ways you can access Office 365 and Teams.

You can **open them in your web browser** or you can **download the software to your computer or device**.

Here's how you can **open them in your web browser**:

1	Open Chrome or Edge O Go to: portal.office.com
2	Enter your school email address
	Sign in AbcDef1234@nbss.nbed.nb.ca
	<username>@nbss.nbed.nb.ca</username>
3	Enter your computer password
	Sign in with your organizational account abcdef1234@nbss.nbed.nb.ca Password



2. How to Install the 'Desktop' Version of Office 365

Installing the 'App' or 'Desktop' versions of Office 365 and Teams is optional. You may choose to access them entirely through your web browser instead (**see the previous section**).

However, some people prefer to install the software on their computer or device.

To install the app on a smartphone or tablet, simply go wherever you normally go to get your apps (App Store, Google Play, etc.)

Here's how you can install Office 365 on a computer:

1. Open any Internet browser (except for Internet Explorer)



2. In the address bar, type portal.office.com

3. Sign in using your school email address and password. If you're a student, be sure to use this format for your email address: username@nbss.nbed.nb.ca

Sign in :@nbss.nbed.nb.ca	Brunswick
usemame@nbss.nbed.nb.ca	Bign in with your organizational account
No account? Envale one!	

4. The Office 365 homepage will open. Click the icon for your account at the top right of the screen. Then click on My Account.



5. On the next screen, click Install Office. You will be prompted to save a small file to your computer.



6. Open the file that you downloaded and follow the onscreen instructions.



3. How to Install the 'Desktop' Version of Teams



7. At the bottom left of the browser window, click the downloaded file link and agree to any steps that come up.



<u>Apps</u>

Once you log into Office 365 (either the 'Web' or 'Desktop' version), you will have access to several apps. When you see this, simply click on the app you wish to use.



- Word is used to create text documents. Of course, we can insert images into these documents as well.

- **PowerPoint** is used to create informative and eye-catching slideshow presentations.

- **Excel** is used to create spreadsheets in which you can organize data and perform calculations.

- Outlook is used to send and receive emails.

- **Class Notebook** is used as a digital binder in which teachers and students can place and share their work.

- **Teams** is used as a virtual classroom where teachers can assign work for students to complete and students can submit their work to their teachers. Teams is also a place where teachers and students can meet and share discussion posts.

- **OneDrive** is the place where all of your Office 365 files are stored.

5. How to Check and Send Emails

You can open **Outlook** from the Office 365 app menu:



If you have any emails, they will be in your '**Inbox**'. If you click on one, the full email will open on the right:



To send an email to someone, you will need his or her email address.

Student email addresses are the person's school username followed by @nbss.nbed.nb.ca

Example: johsmi00123@nbss.nbed.nb.ca

Teacher email addresses are the teacher's **first name**, then a **period**, and then the teacher's **last name**, followed by **@nbed.nb.ca**

Example: john.smith@nbed.nb.ca

When you're ready to send an email, just click the '**New message**' button in the top-left corner:



Next, type the person's email address in the '**To**' field. As you type the email address, the person's name may pop up and allow you to click it:



Next, add a '**Subject Line**' to your email so that the person you send it to will have an idea of what it is regarding. Then you can type the **body** of your email in the bigger space below:

▷ Send	🛚 Attach 🗸 🕲 Encrypt 📋 Discard \cdots				
То	chris.lowe@nbed.nb.ca				
Cc					
Art Project					
Hi Mr. Lowe:					
I finished my Art project over the weekend and have attached it to this email.					
Thanks,					
Jimmy St	tudent				

If you want to attach a file to your email (as we do in the example above), just click the '**Attach**' button:



Then you can browse your computer files to find the one that you want to attach. Or, if your file is saved to Office 365/OneDrive, you can click '**Browse cloud locations**' instead and find it that way.



Now that your file has been attached to the email, you can just click the 'Send' button and your email will be sent:

➢ Send	Attach 🗸 🕲 Encrypt 🛍 Discard \cdots
То	chris.lowe@nbed.nb.ca
Cc	
Art Project	
	IMMS 6 May 25-29, 2020.docx 10 KB
Hi Mr. Low	/e:

I finished my Art project over the weekend and have attached it to this email.

6. How to Create and Organize Files in OneDrive

You can open **OneDrive** from the Office 365 app menu:



OneDrive is where all your Office 365 files are stored. No matter which teacher you're making a file for or which type of file it is (Word, PowerPoint, etc.), it will be stored in OneDrive.

It's a good idea to take the time to organize your OneDrive. You can create folders for each of your classes ("English", "Math", "Science", etc.). This will help keep your work organized and easy to find.

You should also get into the habit of giving each of your files a descriptive name. Always avoid calling a file something like "Document 1" or "Presentation 2". Office 365 will automatically generate names like these at first, but you should always change them to something better. This will make it easier for you to find your files again later.

You can access your OneDrive files from any location in the world, as long as you have a computer and Internet access. Also, your work will be automatically saved whenever you make a change.

How to Create New Folders and Files in OneDrive

Click '**New**' at the top of the page. You will then see the options for creating new folders, as well as various types of files:

2			h				
SD-S)	+ New → T Upload ~ 🖉 Flo	w ~					
-	Folder						
	Word document						
	Excel workbook						
	PowerPoint presentation		Modified $ \smallsetminus $	Modified By $ \smallsetminus $	File Size \smallsetminus	Sharing	Activity
	OneNote notebook		15 minutes ago	Rankin, Sarah (ASE	3 items	Private	
	Forms for Excel		Tuesday at 9:3	Rankin, Sarah (ASE	2 items	Private	
achos		ê :	Monday at 8:1	Rankin, Sarah (ASE	4 items	Private	
nology	🚞 🏾 🏷 Pear Deck		6 days ago	Rankin, Sarah (ASE	1 item	Private	

When you click on one of the file types, it will automatically open. Then, as you work on it, the file will auto-save to the folder you selected in OneDrive.

7. How to Navigate in Teams

You can open **Teams** from the Office 365 app menu:

+			W	x	•	N	4	-	N	s
Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway
E B	\rightarrow									
Forms	All apps									

When you first open Teams, you will see a list of your classes and you will have to click on the class that you want to enter:



Once you have opened a class, the menu bar at the **top** will present you with several options:

General Posts Files Class Notebook Assignments Grades +

Posts

- A conversation space like social media, you can make posts, reply to others, and @ mention someone to get their attention
- Assignment information is posted on the Posts tab on the General channel
- Each additional channel has its own Posts tab
- Your teacher may turn on/off your ability to post.

0	Michelle Mactavish 1 Hi everyone, welcon and assignments ca using Teams, please us/article/true-team	238 PM ne to our online classroom! Class Materials are posted in the "Files" n be found in the "Assignments" tab. If you have any questions abo check out this support page: https://support.office.org/en- work-in-microsoft-teams-c724a033-092c-4ccd-96af-286a29a0757e	tab ut		
	1 Office	True tearmwork in Microsoft Teams Learn how to work with other students and turn in your Microsoft Teams assignments.	×		
	4' Reply Last read				
A	Assignments 12:39 PM				
•	Writing Assig	inment #1			
	View assignm	ent			
	← Reply				
	Start a new conversa	stion. Type @ to mention someone.			
	Ay 6 00 00	₽ @ > 2 @			

Files

- Shared file storage for the Team.
- Everyone in the team can see and edit anything uploaded to the Files tab.
- DO NOT POST YOUR ASSIGNMENTS HERE.
- Class Materials folder in the Files tab is "Read-Only". This means

General			
D	Name 🗸	Modified $\downarrow \lor$	Modified By \sim
14	Class Materials		Michelle Mactavish

your teacher can post notes and information here that you can read but not edit.

Class Notebook (Optional)

- a OneNote Class Notebook for your Team.
- Your teacher may or may not use this tool, so check with your teacher to find out.

Assignments

- This is where you will access assignment details and turn in your completed work for the Class Team you are currently viewing.
- Assignments will appear as "cards"
 click on one to open the assignment details.
- You can view the assignments for all your courses by clicking the "Assignments" button in the leftside Teams Apps list.

Upcoming	
V Assigned (4)	
Reading Reflection #8 Due September 5, 2019 9:59 PM	
Chapters 14-18 Review 🔿 Review Due September 20, 2019 9:59 PM	
My Sonnet Due October 4, 2019 11:59 PM	
World Voices Essay #1 Outline Due November 8, 2019 11:59 PM	

- Assignments are grouped as Assigned (upcoming) and Completed
- Click on an assignment in the Completed section to view feedback and scores.

Grades

 Click on the Grades tab to view your scores on all your assignments for the Team you are currently viewing.

	Garcia, Emma 2 parents/guardians receive weekd	y summary. View	
Due date 🔺	Assignment +	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog	Returned	33/40
Jan 6	Create a study guide for	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 Extra credit/
Dec 19, 2019	Review of Wave introduct	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

There are also useful menu options on the left side of Teams:

< >	Teams App Menu	< All teams
Activity	 Activity: notifications for recent activity in your Teams can be found here. A red dot will appear over the 	OY
iji Teams	 bell icon when a new activity occurs. Teams: access to main Teams page to 	O365-100_Your_Class
Ê	view all your Teams.	General
Assignments	 Assignments: quick access to 	Q and A
•	assignments posted in all your Teams.	Unit 1
Calendar Files	 Calendar: displays assignment due dates and activities for all your Teams. Files: quick access to the files posted in each of your Teams, as well as your own OneDrive storage. 	Unit 2

Team Navigation Your Class Team may be organized by topics, unit, or activity types. You can access different course content by clicking on the different "Channels" listed in the Team Navigation column. Each "Channel" will have its own "Posts" and "Files" tab. Assignments are only posted to

the "General" channel.

8. How to 'Turn In' Assignments

When you view an assignment in Teams (**see page 16**), you will see the option for uploading your finished work:

		Search or type a command	🧛 – 🖬 ×
Activity	Teams	General Posts Files Class Notebook Assignments Grades	u [™] 2
Analynnents Calkndar Fées 	Vour teams Class Team Training Zone Class Team Training Zone New Class SJBKE Clipper School Data General Kindergarten Class Team Training 2 Class Class Class General Clas	Back Fake assignment Due March 21, 2020 12:59 AM Instructions Aicre My work My work Comment.docx + Add work	Ca Turn in
Apps Metp	Hidden teams	0	

Once your work has been attached, simply click the '**Turn in**' button to send the work to your teacher:

$\langle \rangle$	Search or type a command			- 🛱 ×	
Activity	Teams	7	c General Posts Files Class Notebook Assignm	ents Grades	u ^r u
teams	Your teams			_	
Assignments	Class team training 20ne New Class		K Back		Turn in
Calendar	SJBKE Clipper School Data		Fake assignment Due March 21, 2020 12:59 AM	Points 4 points possible	
Calls	General Kindergarten		Instructions None	CO365 uses	
Files	Class Team Training 2		My work		
	Virtual Learning - Test Cl		Document.docx Add work		
	c Class				
B	General Hidden teams				
(?) Help	ະວີ້ Join or create a team	0			

If you later realize that you have made a mistake or attached the wrong file, you can always **undo a turn in**. Just go into your assignment and you'll see that the 'Turn in' button has been changed to '**Undo turn in**':

$\langle \cdot \rangle$			Search or type a command	🧛 – 🗆 ×
Activity	Teams	7	C General Posts Files Class Notebook Assignments	Grades \varkappa^{7} Õ
Teams Calendar Calendar Calendar Calendar Files 	Your teams Class Team Training Zone New Class SIBKE Clipper School Data General Kindergarten Class Team Training 2 Virtual Learning - Test CL Zass		C Back Fake assignment Due March 21, 2020 12:59 AM Instructions None My work My work My work Re Document.docx	Contend in Thu Mar 19, 2020 at 18:56 AM Undo turn in Points 4 points possible Rubric ff 0365 uses
H Apros	General Hidden teams			
Help	ະຕໍ້ Join or create a team	0		

<u>9. How to Join Class Meetings</u> in Teams

When one of your classes has a meeting scheduled, you should receive an email invitation. Simply check your email and then click the link to join the meeting. Email invitations look like this:

PRA meeting						
Hayward-Demmons, Bonita (ASD-S)	~~	? ~	××	Ŀv		
Required OLowe, Chris (ASD-S); CLocke, David (ASD-S); Palmer, Gene McCrea-Elward, Robin (ASD-S)	vieve (AS	D-S);		5//	20/2020	
⊙ Wednesday, May 20, 2020 1:15 PM-1:45 PM					~	
Join Microsoft Teams Meeting						
+1 506-719-5200 Canada, Saint John (Toll)						
Conference ID: 587 048 61#						
Local numbers Reset PIN Learn more about Teams Meeting options						

If there is a class meeting currently in progress, you can also get to it from your **Posts** tab:



Next, choose whether you want your **audio/video** to be on and then click '**Join now**':



Once you are in a class meeting, you will have access to the following toolbar options:



10. How to Use Class Notebook

You can access **Class Notebook** from the main Office 365 menu:



You can also access it from the menu bar within Teams:



When a teacher sets up a Class Notebook, it will consist of these three sections:

- 1. Student Notebooks a private space shared between the teacher and each individual student. Teachers can access every student notebook while students can only see their own.
- 2. Content Library a read-only space where teachers can share handouts with students.
- 3. Collaboration Space a space where everyone in your class can share, organize, and collaborate.

Class Name	
Collaboration Space 3	
Content Library 2	
🕿 Student Name 1	
Handouts	
Class Notes	
Homework	
Quizzes	
Assignments	

Collaboration Space

The Collaboration Space is open to everyone in a class, and all class members can read or write on anything in this part of the notebook. Teachers and students can also create new sections and pages in ways that work best for them.

Content Library

The Content Library is a place for materials such as readings or worksheets. Think of it as the big filing cabinet for your classroom documents. Only a teacher can put materials into the Content Library. Students can read or copy anything in the Content Library to their own notebooks, but can't modify or delete that content.

Student Notebooks

Each student has their own notebook and this is where they can post their own class notes, copies of handouts, assigned homework, responses to questions, etc. Each student can only see his or her own notebook, but the teacher can see them all.

Putting Things into Class Notebook

To create a **new page** in Class Notebook, just click the section that you want the new page to be placed in. Then click the '**+Page**' button. In the example below, we are creating a new page in the 'Class Notes' section:



Of course, you can also make a **new section** if you wish (by clicking the '**+Section**' button above).

If you're confused about the difference between **sections** and **pages**, just think of the sections as **divider tabs** that you would use in a three-ring binder and then the pages are just pages within those sections.

When you create a new page, you will need to give it a title:

	Type your title here.		
Class Name	Multiplying Fractions		
Multiplying Fractions	Matching Hactons		
Multiplying Plactoris	Tuesday, June 16, 2020 3:21 PM		

It's really that simple. Now that you have created a new page, you can type, paste or insert anything you want. Just click an empty spot and a **content box** will appear:



You can then type or paste anything into one of these content boxes. Also, the content boxes can easily be moved and resized; if you want to resize it, just click the two little arrows in the top-right corner of the box.

You can also add different types of things from the **insert** menu (like pictures and tables):

