



Microsoft Teams & Office 365 Student Manual



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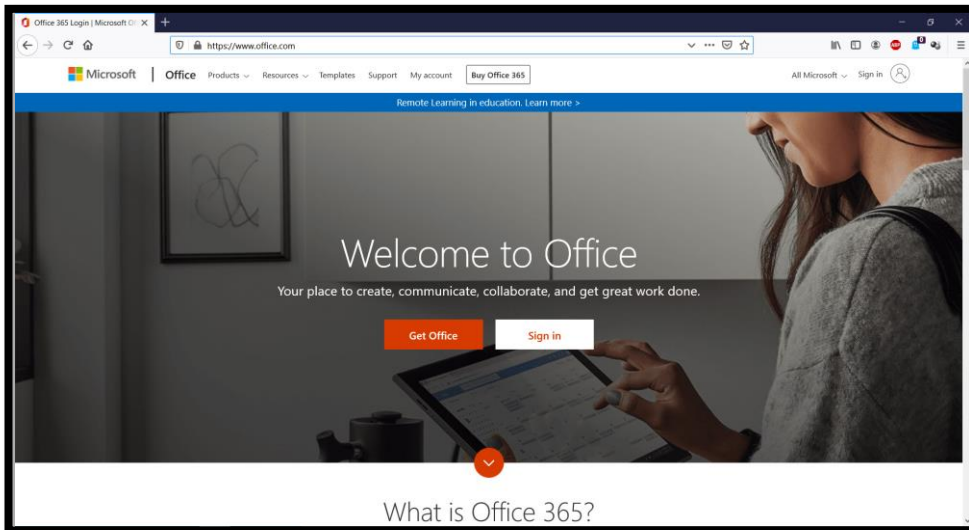
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Introduction

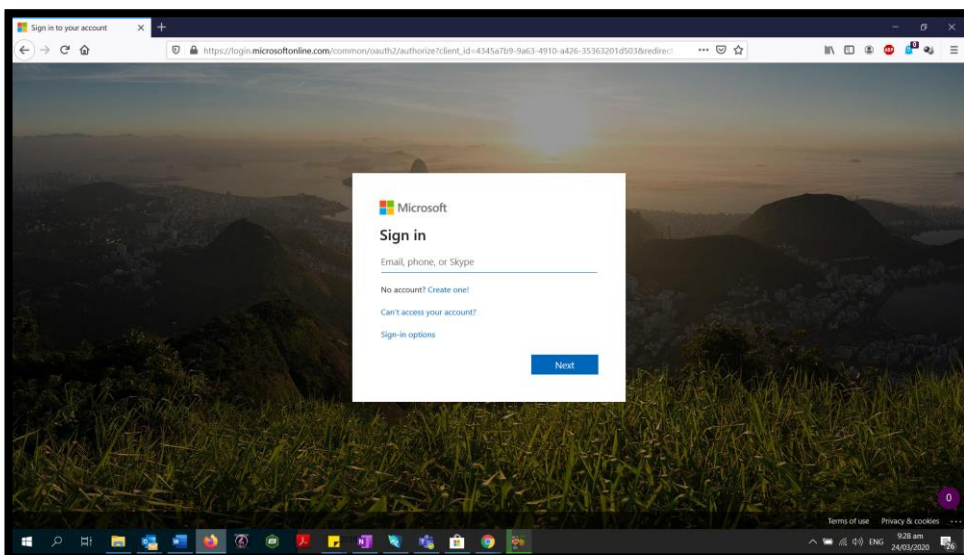
The following is to help you understand how to use Teams and Office tools in order to help your learning, while we are all dealing with the COVID-19 pandemic. It is meant to keep things simple and will require you only to have a working internet browser, such as Chrome (recommended), Edge or Firefox in order to help you complete your work. You can also install the Microsoft Office package free of charge at home by following steps listed later if you would like to use Microsoft Office tools on your own home computer. There is a helpline for any students experiencing problems connecting or accessing resources. If there are any issues, contact studenthelpdesk@nbhs.school.nz.

Section 1 – Getting Started

Open up 'www.office.com' in your browser and click on the 'Sign-in' button

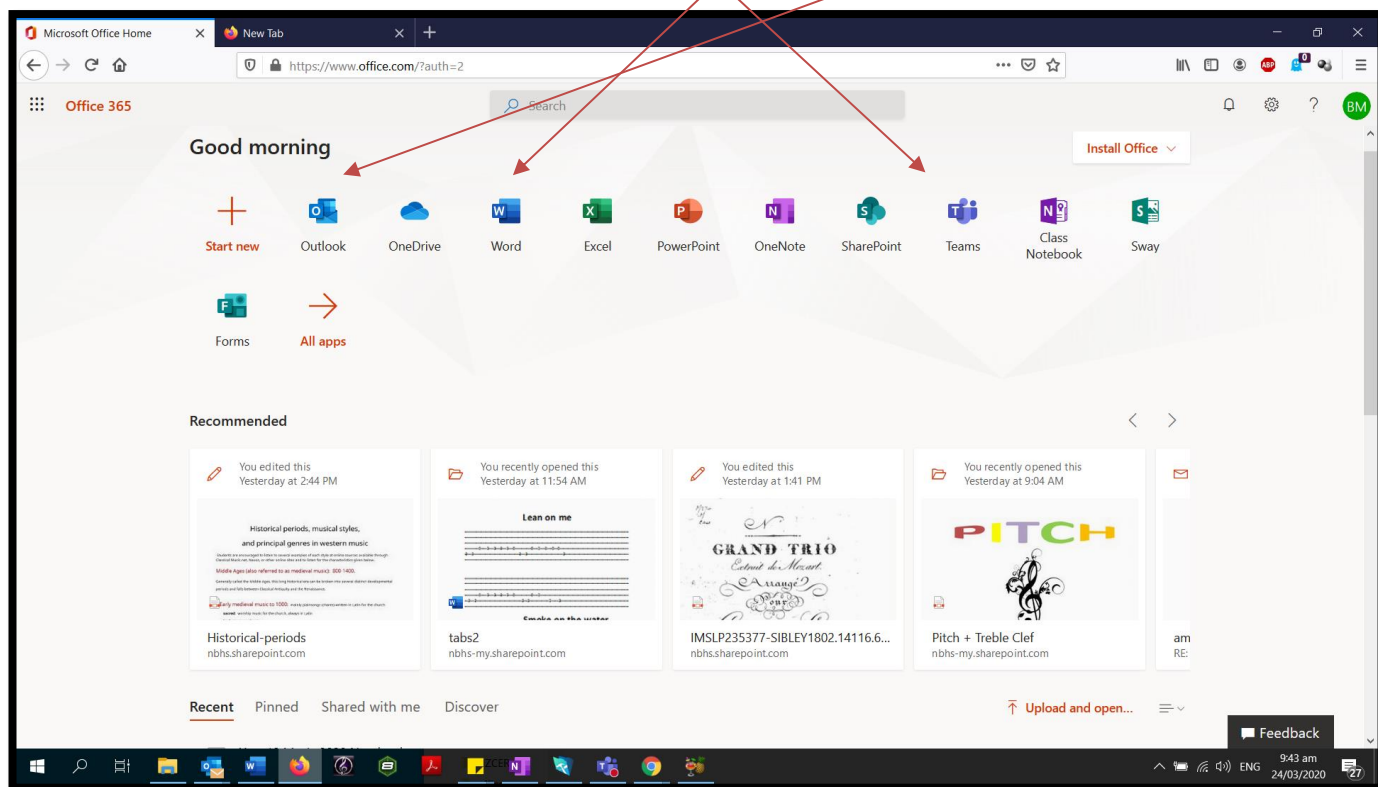


On the sign-in page your login will be your school login (first four letters of your last name followed by three of your first name) followed by '@nbhs.school.nz'. If your name is Jimi Hendrix, your login will be 'hendjim@nbhs.school.nz'. The password will be your school password.



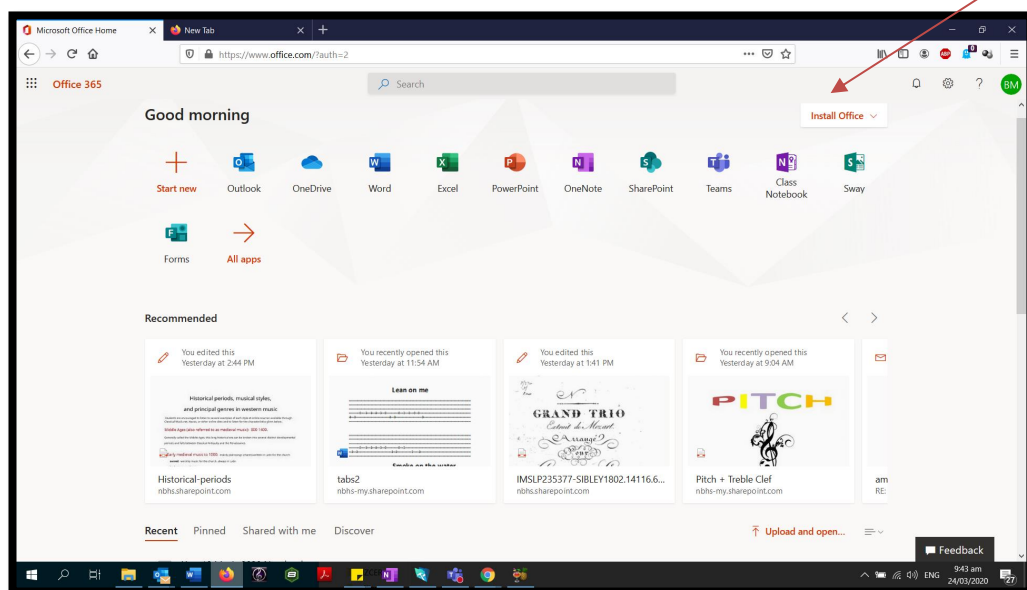
If you lost your password, you can contact studenthelpdesk@nbhs.school.nz to ask for a password reset. Any passwords will be sent out only to your primary caregiver's phone number via a text message, so make sure you have access to it.

From the main hub, you can then continue into Teams or Word or your email (Outlook) by clicking on the appropriate icon.

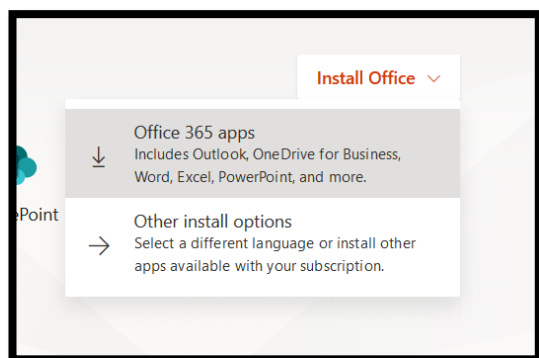


IF YOU ARE ONLY PLANNING TO USE OFFICE THROUGH YOUR BROWSER, YOU CAN JUMP TO THE NEXT CHAPTER, OTHERWISE READ THROUGH THE FOLLOWING EVEN IF YOU HAVE OFFICE AT HOME

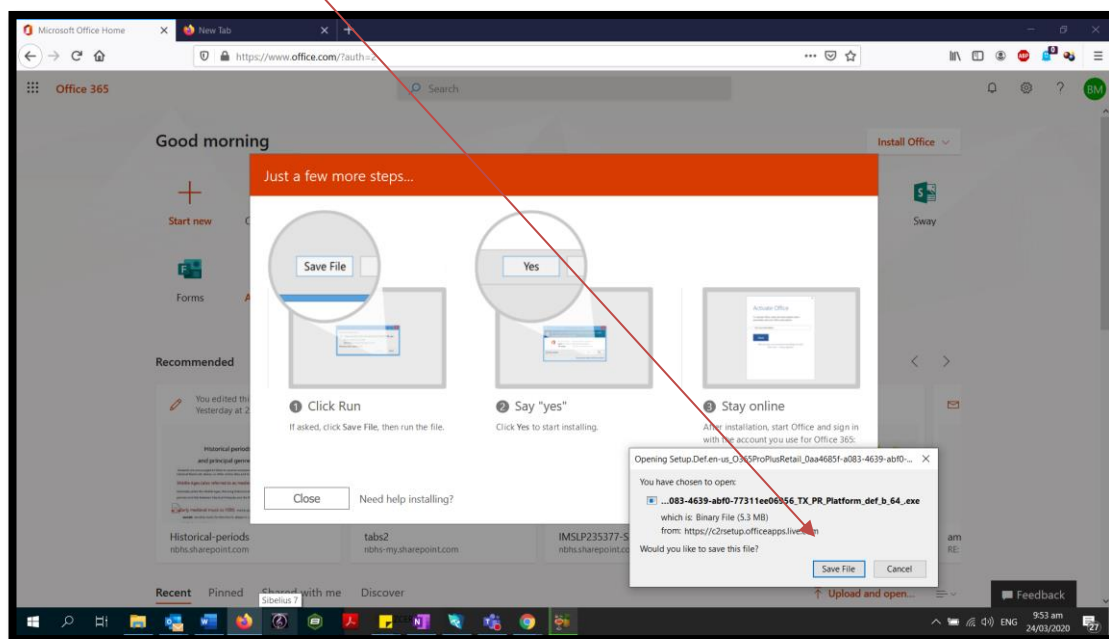
If you would like to install Office on your computer, you will want to click on this icon



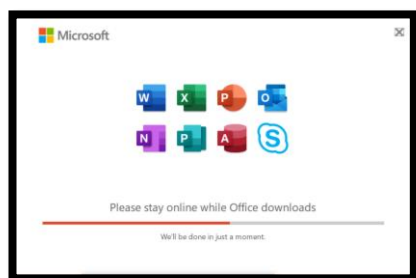
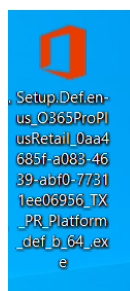
Select Office 365 apps and download the installation file.



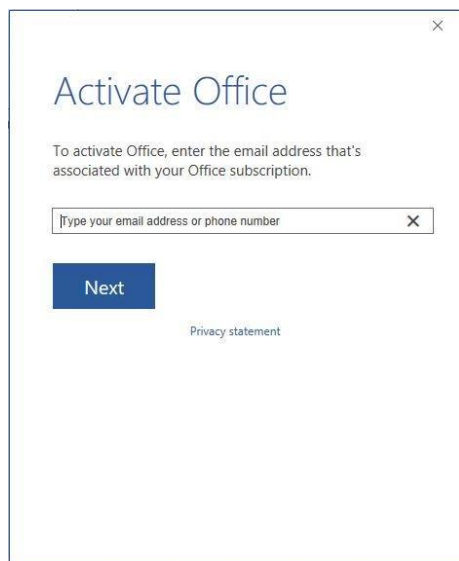
Save the installation file on your computer and follow the on-screen instructions.



This will download the installation file onto your computer. Find this file on your computer, open it and you will proceed to download the Office package.

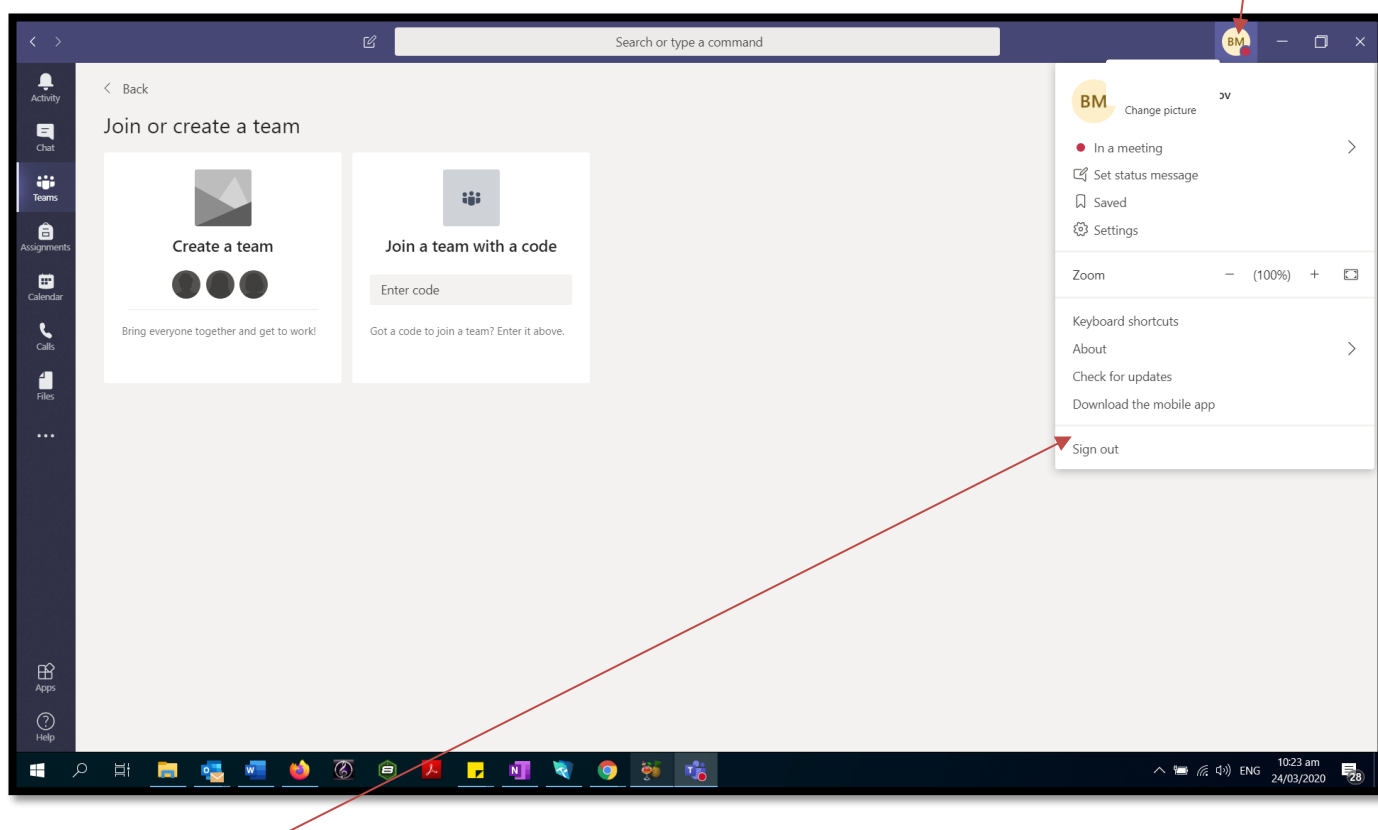


After you finish installing, the next thing to do is to activate the software. You might need to add your credentials more than once (eg. when you start a particular program like: Word, Excel or other)



The information you use here is the same as before, your school email 'hendjimi@nbhs.school.nz' and your password.

Lastly, if you have Teams on your computer at home, open Teams and look for the following icon



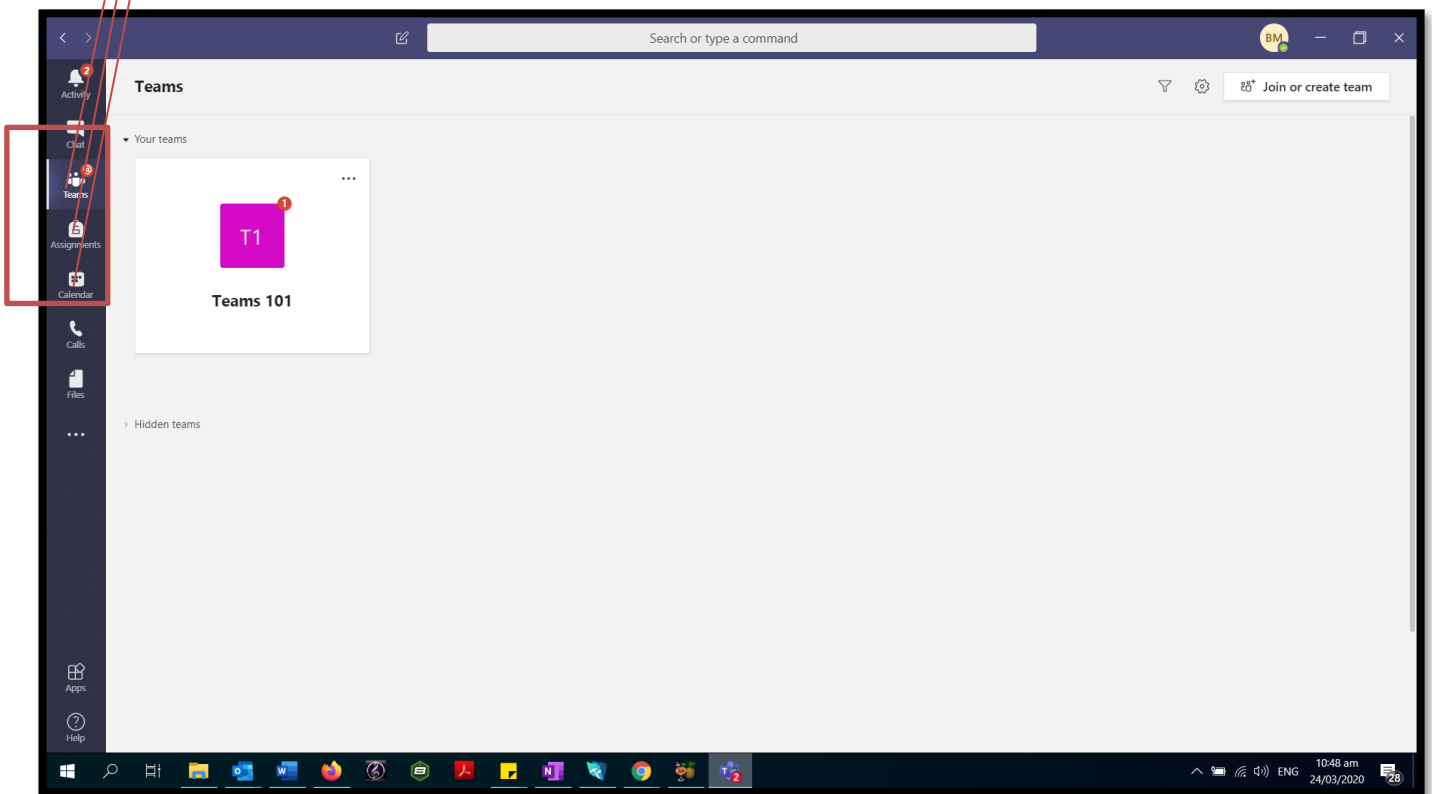
You can use the 'Sign out' option to switch between users and thus you and your siblings or parents can work on the same computer without losing work.

Section 2. Working in teams

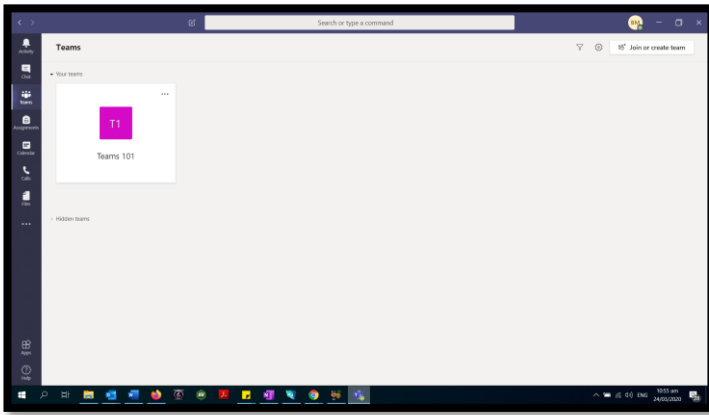
From here on, Teams will look identical, whether you are working from the browser or from your desktop. What you will want to know ahead of reading the rest of this chapter is that different teachers will use teams in a different way. Some will not be able to check email or do video conferences, so you will want to adapt to how they deliver what you need to work on.

Most of you will use only the following sections on the main toolbar:

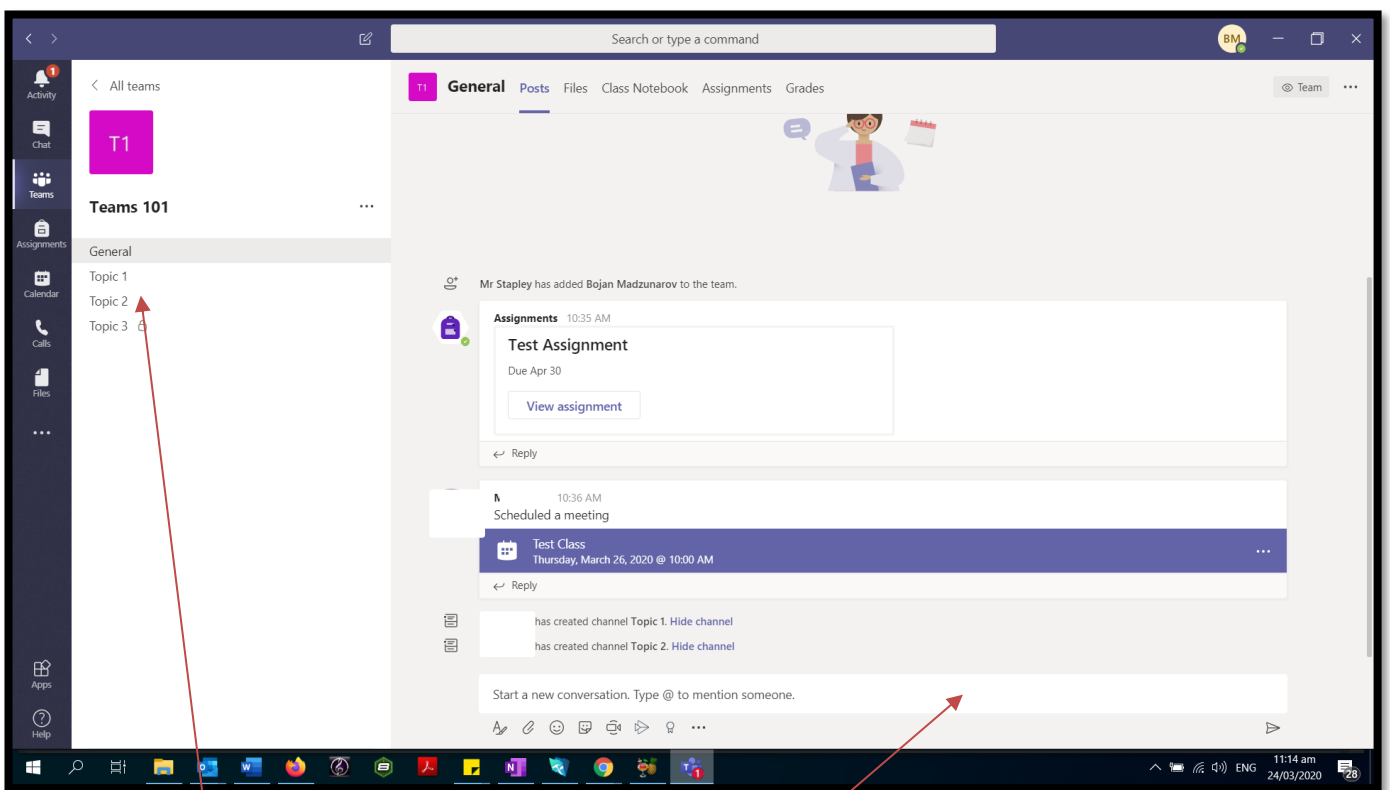
1. **Teams** – shows you the list of teams (classes) you are in
2. **Assignments** – shows you the list of assessments that are due
3. **Calendar** – Shows any possible meetings that your teachers might have organised for you. Those include voice or video chats.



Clicking on teams will bring up a list of all teams you are in. Right now, the only class I am in is 'Team 101'



Clicking on that class opens up the following screen.



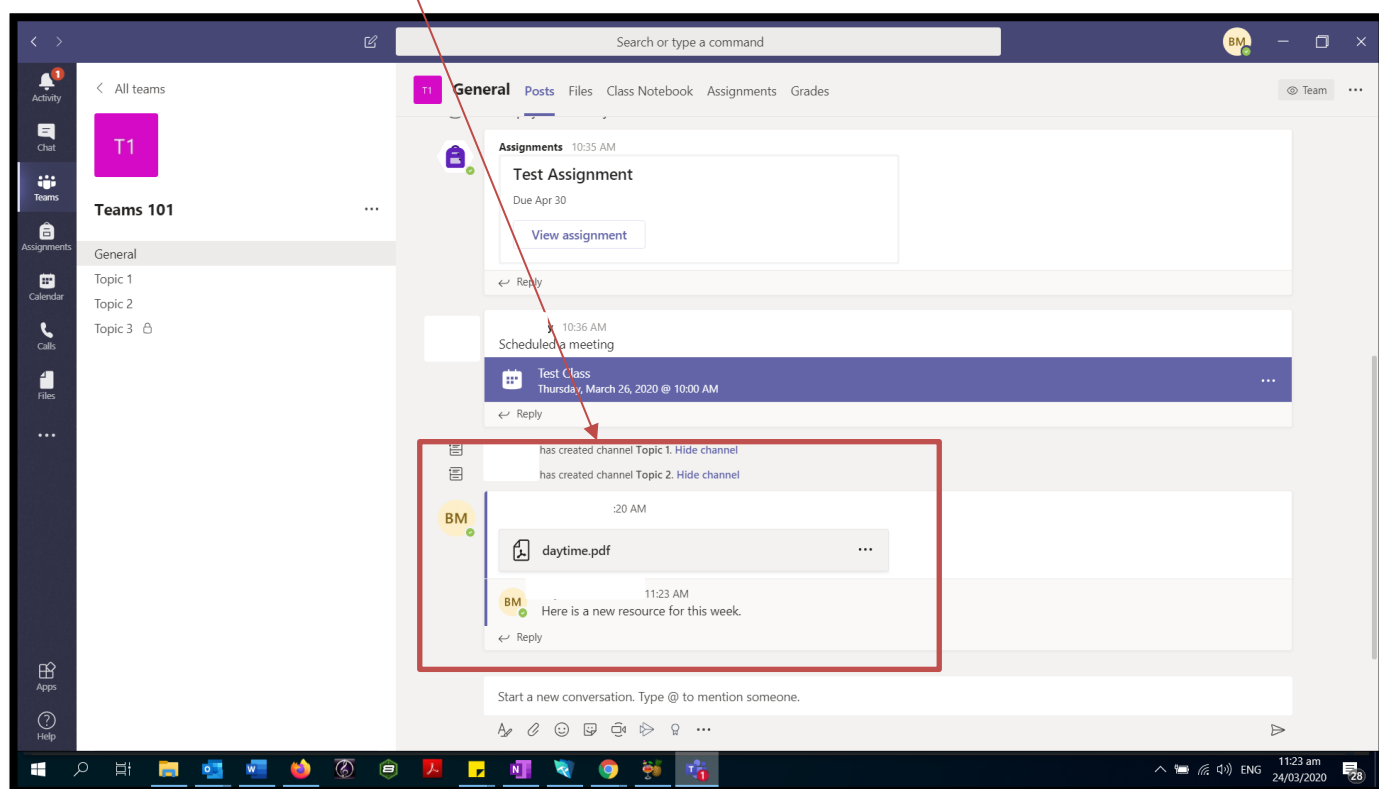
We will go through each section separately.

This is called a **channel**. Any team can have a number of these. Some teachers might use them as individual topics, such as '**Topic 1**' or '**Topic 2**'. '**Topic 3**' is a **private channel**. A private channel is setup by the teacher to communicate with individuals or smaller groups.

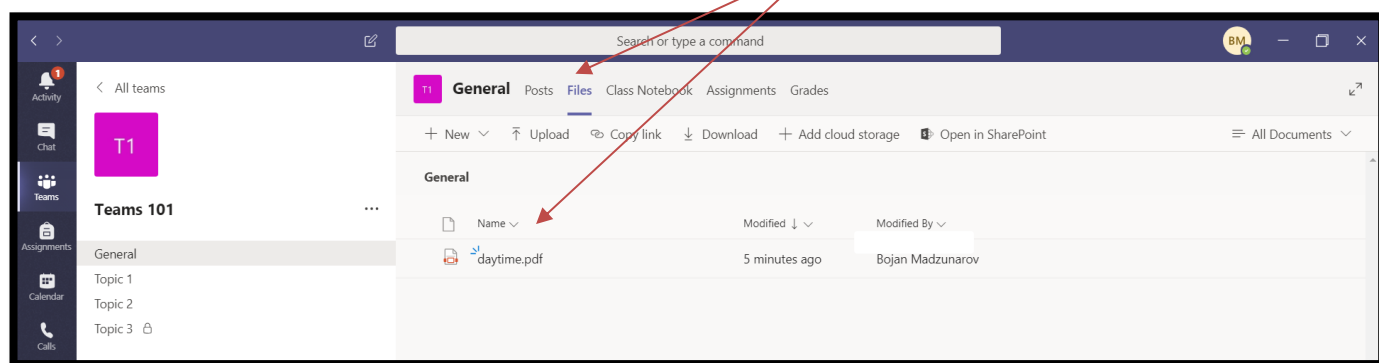
Each channel has a number of sections, however **Assignments** and **Class Notebook** appear only when you click on the **General** channel. You can post **messages** in **Post** section to ask for any help or feedback. Make sure those are appropriate as all school rules apply on the internet and you will not have the ability to remove them. (Note: In some channels teachers might block any posts other than their own).

Files is probably self-explanatory. Any file that is posted on that channel should be listed here.

If a teacher posts a message like this:

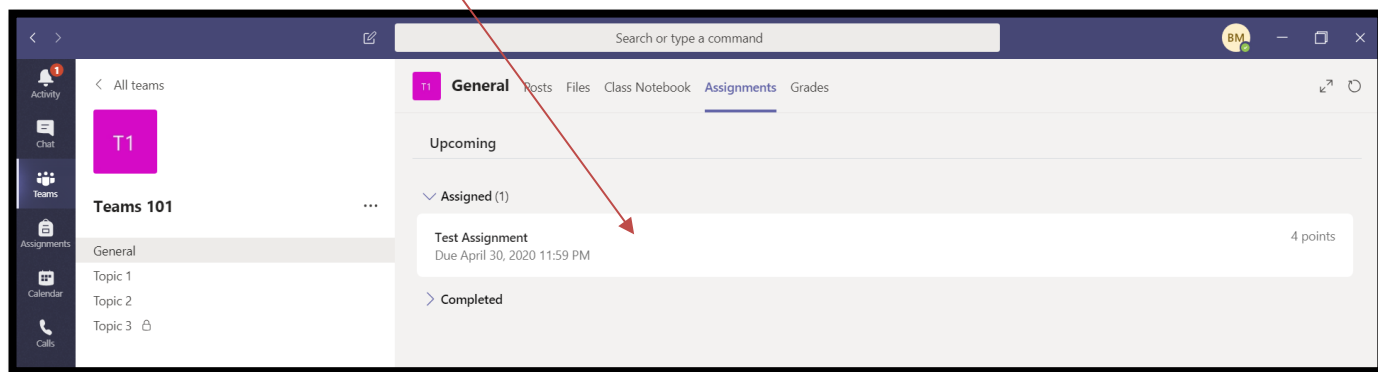


You will then be able to find this file shared (daytime.pdf) in your **Files** section, if you are looking for it later.

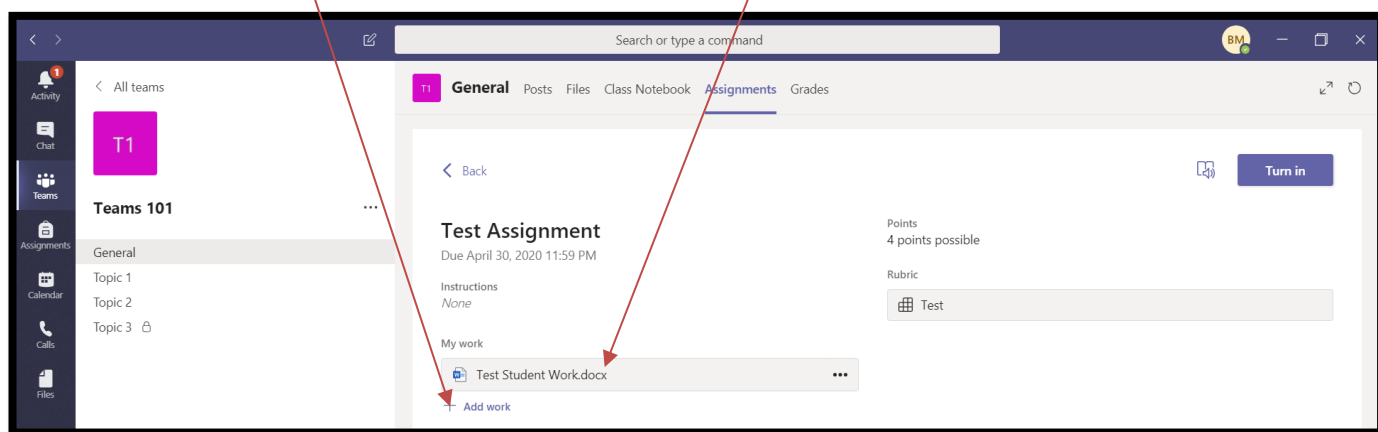


Some teachers might setup a **OneNote Class Notebook** for your class. There will either be a separate manual for this, or you can discuss with your teacher.

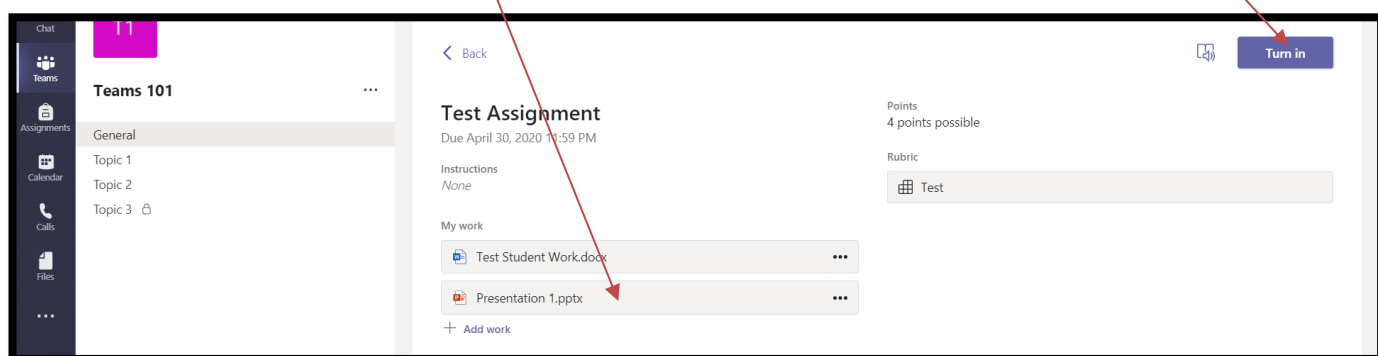
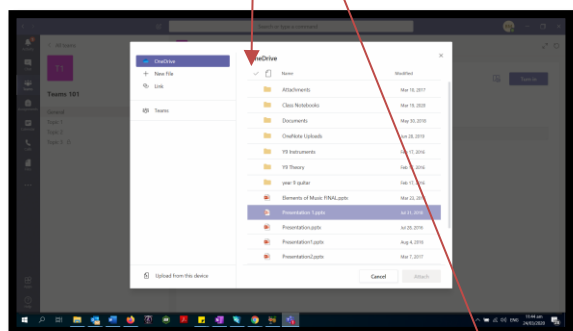
Assignments section shows upcoming assessments for this class. Right now, I have one Assignment that needs to be completed. If you click on the white space, it will take you to resources that teachers might have shared.



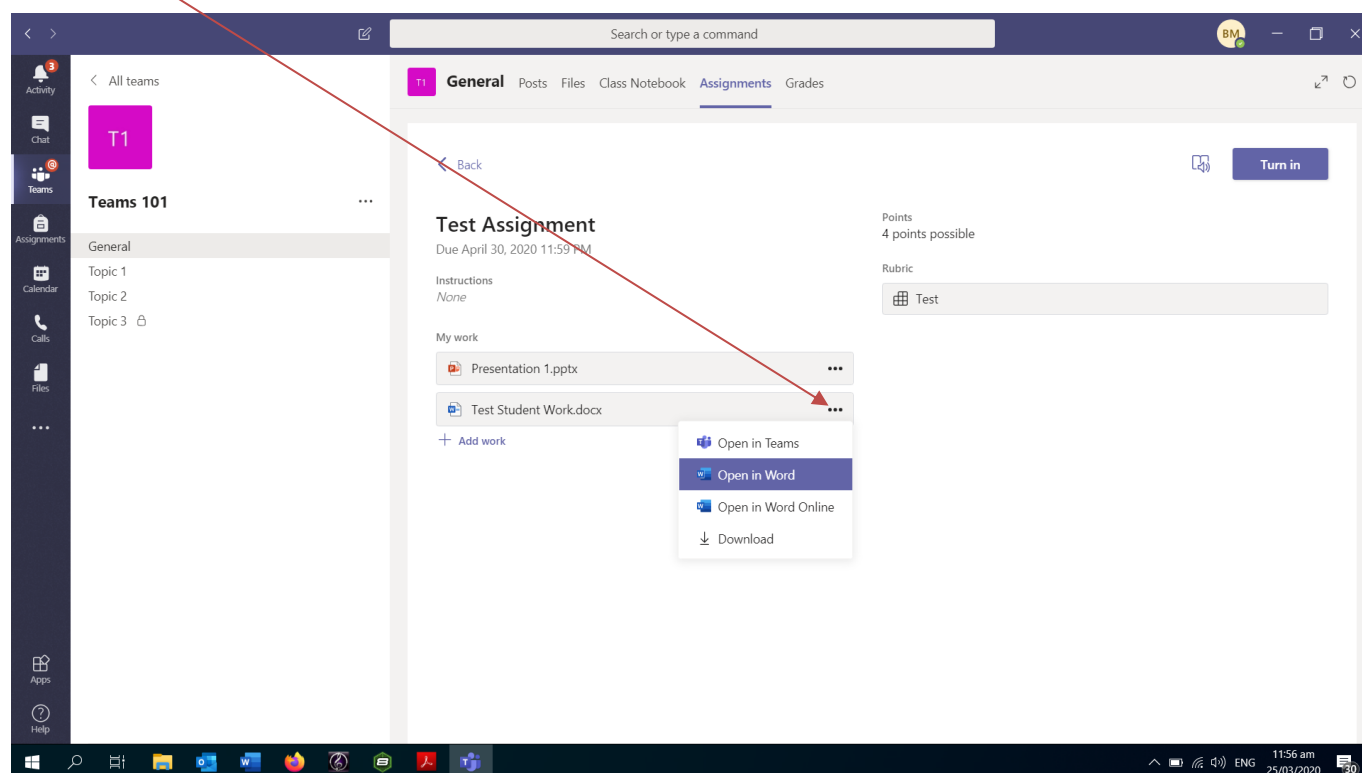
In here I have a word document that was a sample resource handed out. Any work I wanted submitted would be added through '+ Add work'.



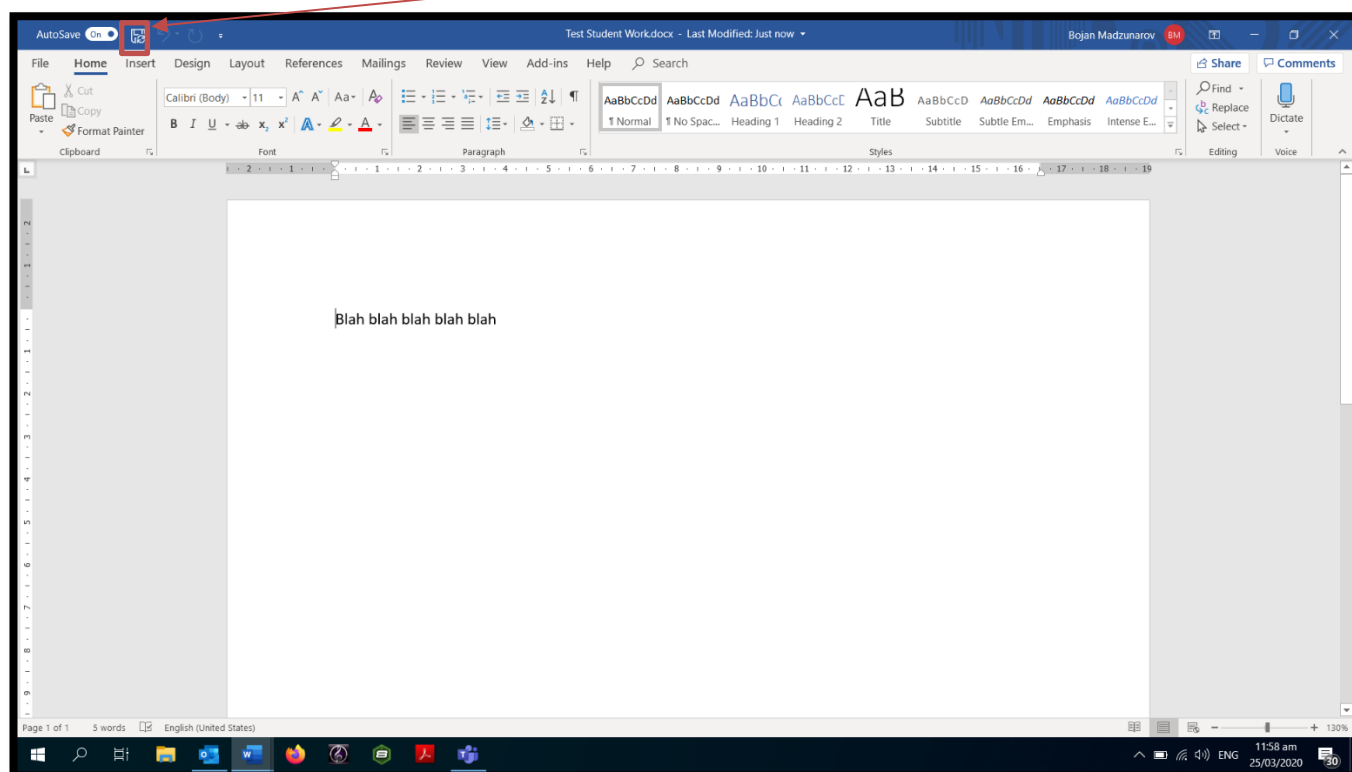
You would choose a file(s) you would want to upload, then click **Turn in**. (You can undo turning in for a very limited time)



Click the three little dots if you want to edit the file.

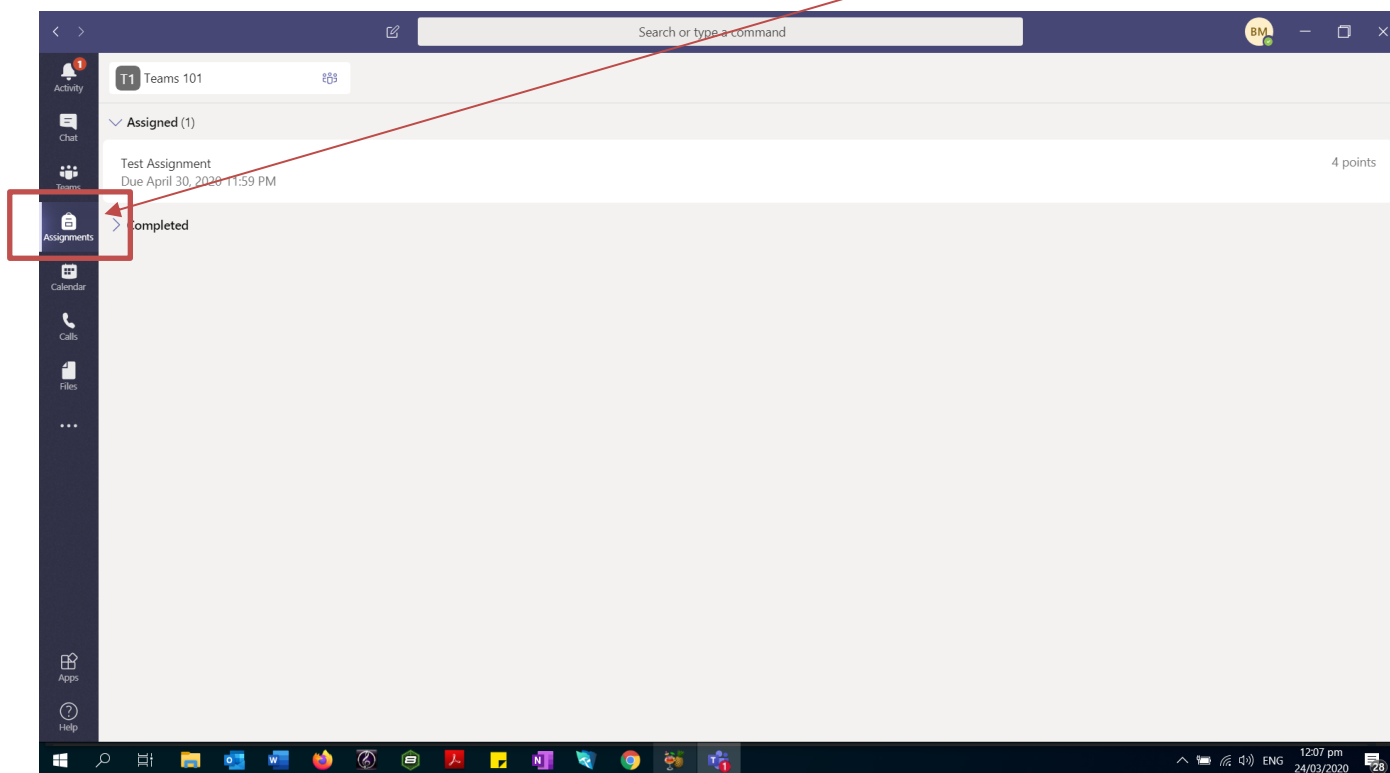


You can open the file in either Word or Word Online and when you finish, just **save** and close the window and changes will be saved into it.

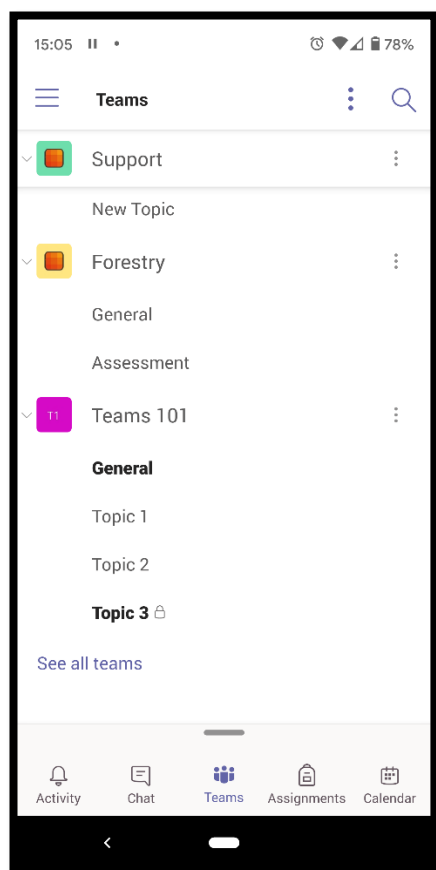


It is probably a good idea to open the file one more time to make sure that the changes are there.

You can also review assignments from any of your classes if you click the **Assignments** tab

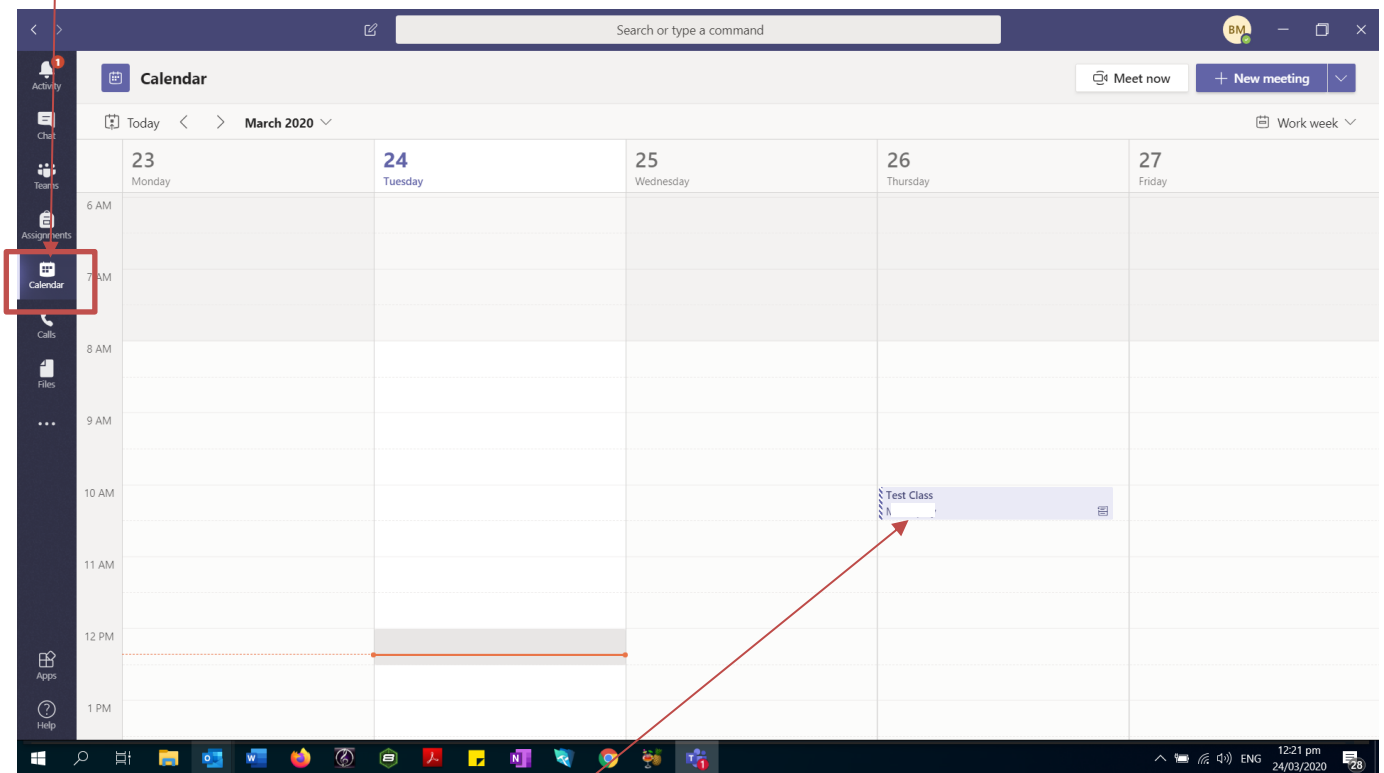


The mobile app for Teams looks very similar to all this, with menus being on the bottom instead. You can use it in conjunction with everything else covered up to now. You can find it on Google Store or App Store or other. Similarly, you can install Teams on a tablet. For some of you, video meetings might be better on mobile devices, as you will have access to a microphone and a camera.



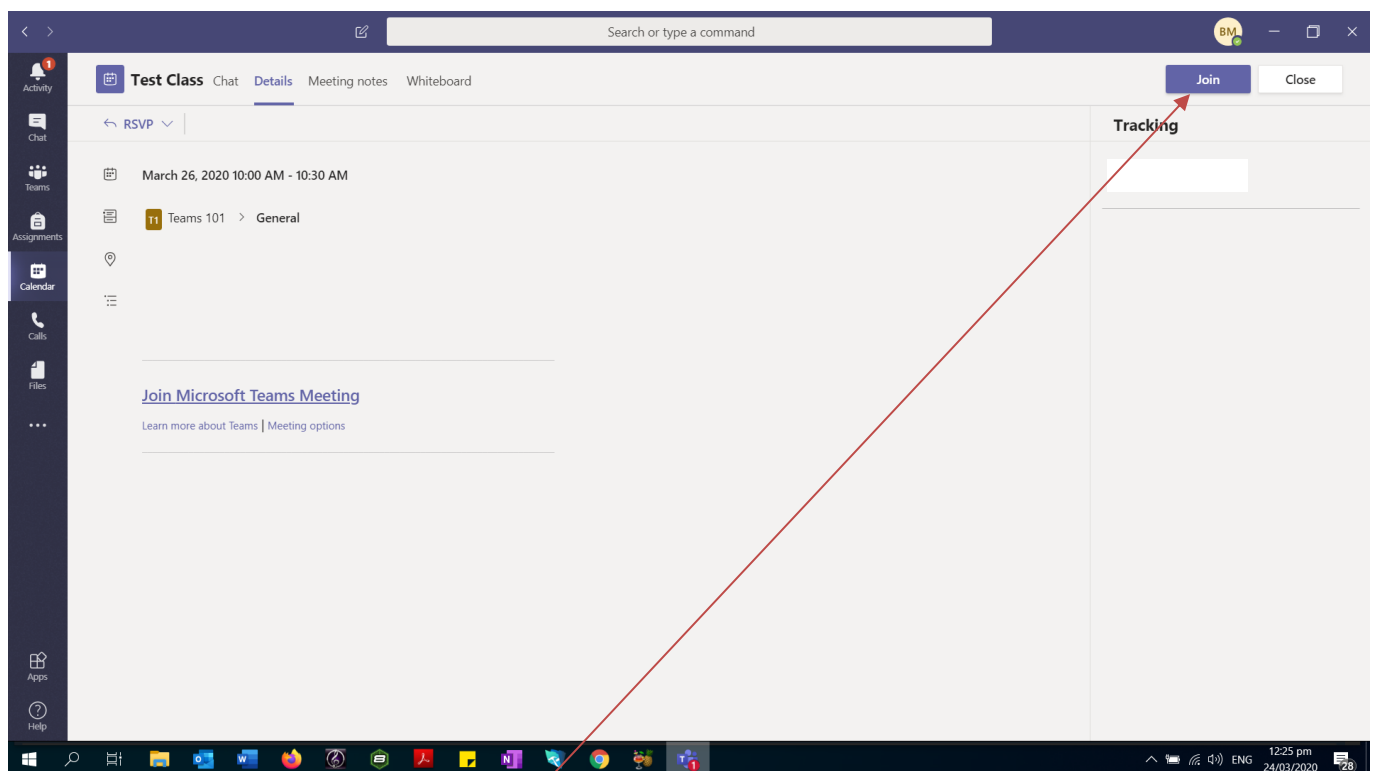
Section 3: Calendar and video chats

Calendar tab contains all meetings that your teachers might have booked for you.



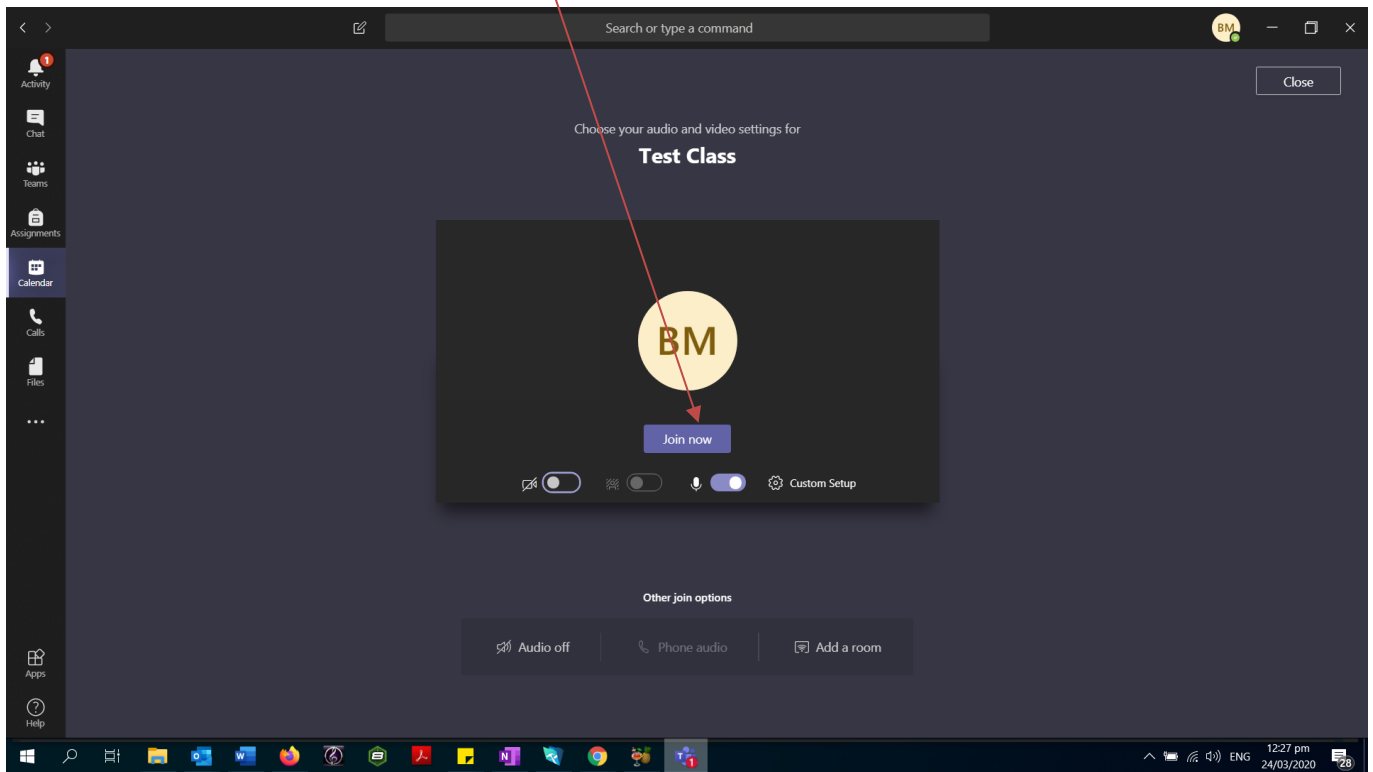
Right now, there is only one meeting booked.

You can click on it to see the details.



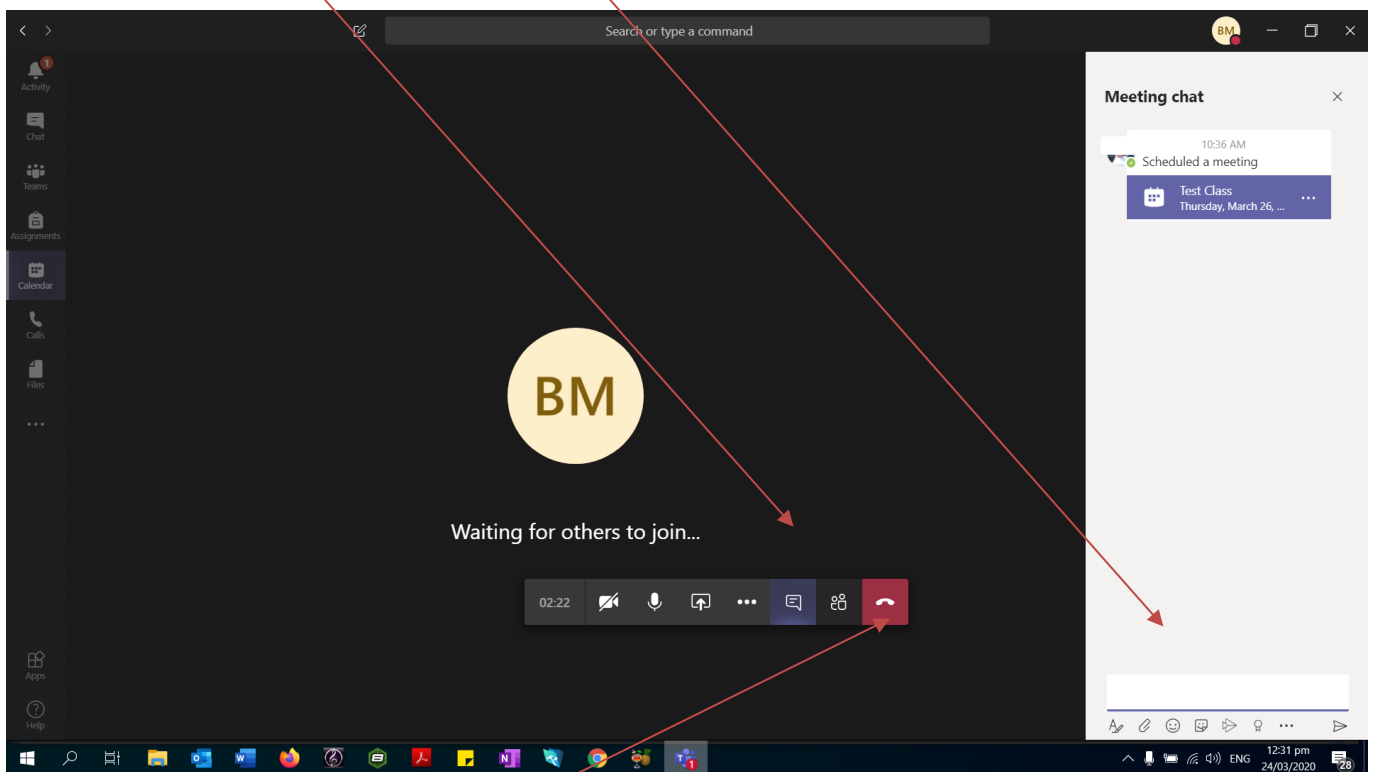
On 26th of March at 10, you would click **Join**

Whilst on this screen, you would click 'Join now'. You do not need to have a camera or a microphone to join.



Assuming we are now in a meeting, this is where you would see other people in the meeting.

Clicking on this icon gives you access to **chat** or resources that are shared with you. All resources from here should be automatically stored in '**Files**' after the meeting ends. If not, (politely) remind your teacher to record the session.



When you are finished, simply click '**Hang up**'.

Well done, you made it to the end. Stay safe and look after your family!