



Microsoft Office 365 Introduction

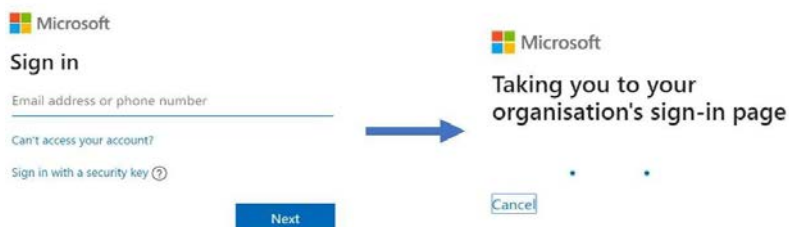
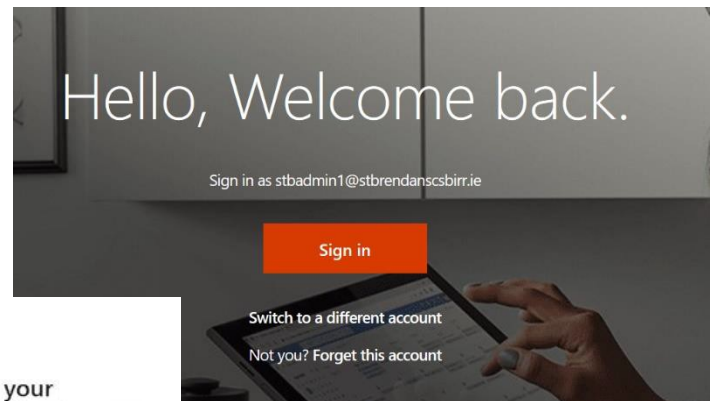
Using Office 365 for School Work

Many class notes, resources and classwork are now available online may be useful in catching up after absence or to have class notes and guides to help with study.

Logging in

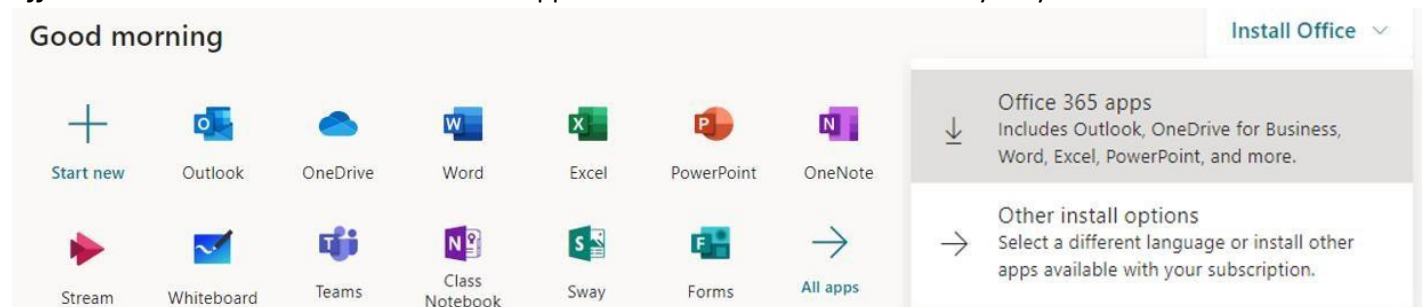
Go to www.office.com and click **sign-in**:

- Use your full email/password
(**<username>@ashcom.ie**)
- If you are getting an error message email
cstewart@ashcom.ie




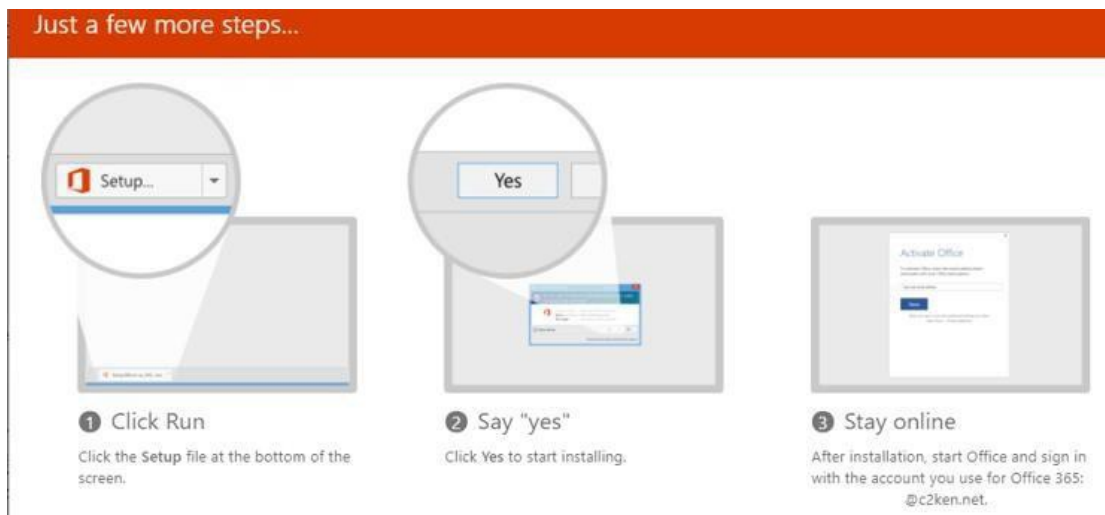
Microsoft Office 365 Online

Office 365 - access online Microsoft Office Apps and Install Microsoft Office locally on your device



Downloading Microsoft Office Locally

1. Click '**Install Office**' and select '**Office 365 Apps**' - Click '**OK**' in the pop-up to download the installer package.
2. Continue as shown below when the 'Setup' icon  in your taskbar has finished downloading.
3. Once installed, the installation of the full Office suite will start.
4. When prompted to sign in to activate the software, pupils should enter their username in the format: (**<username>@ashcom.ie**)



Our eLearning website page includes easy guides. This **'Introduction to Office 365'** is the first link.

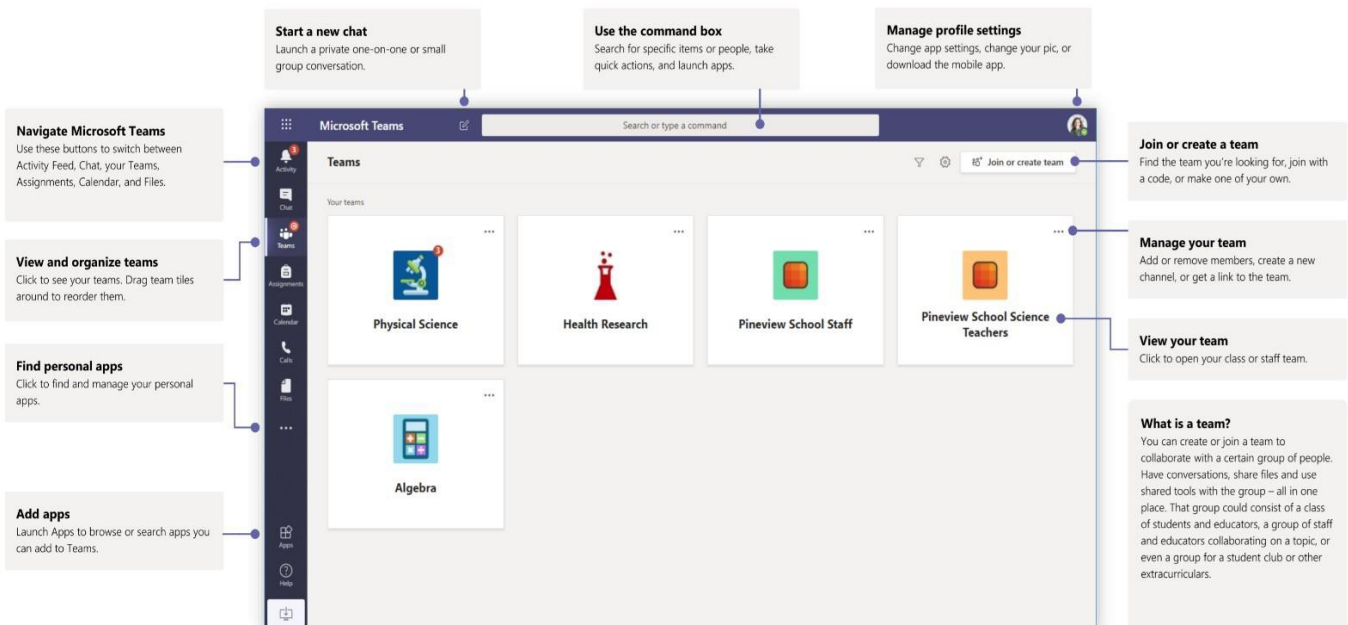
Microsoft Teams

Microsoft Teams for Students organises classroom work and activities within Microsoft Office Just join your Class Team with the code given to you by your teacher to gain access to:

- The Class Notebook
- Your Shared Class Files/ References
- Receive guidance material and hand-in Assignments
- View class notice boards

Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics



Class teams

Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team
You can change team settings, add members to the class team and add channels.

Open Assignments and Grades
Assignments allows educators to create and distribute assignments. Students can complete and turn their assignments in without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Every team has channels
Click one to see the files and conversations about that topic, class unit or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Format your message
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add tabs
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Share files
Let class members view a file or work on it together.

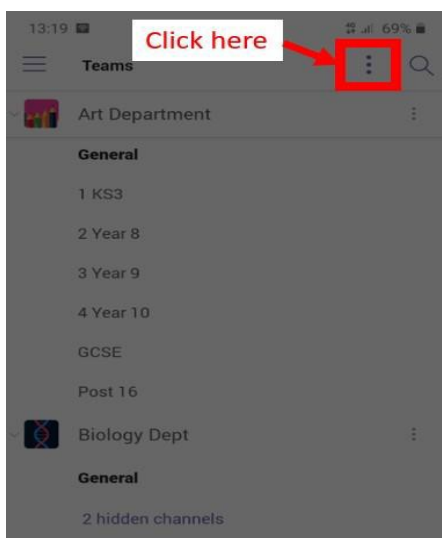
Start a discussion with the class
Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options
Click here to add new messaging capabilities like polls, Praise and more to enrich classroom discussion.

Easy Tablet or Smartphone Access via free Microsoft Apps

- If using a tablet or iPad or smartphone, use Microsoft Office Apps for OneDrive, Word, PowerPoint, OneNote, Excel etc. for easy access to your files and notes.
- These App versions are free from the Google Play or IOS App and Windows stores.
- To see your Class notes, resources etc and uploaded school files, go to App settings, Add Account (often referred to as Work or Business Account) and 'Sign In' with (<username>@ashcom.ie)
- Please ensure that in all App Settings, 'Sync over Wifi Only' is ticked to save your data allowance.

Students can join a Class Team with their supplied Class Code on the Teams App on your Phone



Manage teams

Create new team

Browse teams

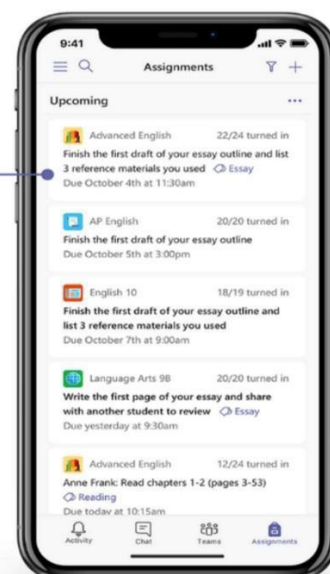
Join a team with a code

Click here
Join team
with your
Code

Assignments

Create learning activities for students with integrated Office applications

View upcoming assignments
View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.



Why Use Microsoft's OneDrive and Teams' SharePoint Online Storage?

Students should use Microsoft's OneDrive and Microsoft Office 365 Teams' online storage instead of USB pen drives. USB Pen drives are fragile, easily broken and do not have any secure document history, if lost or broken.

- **OneDrive** is your personal '**My Files**' online storage service, integrated into Windows 10 and available as one of Microsoft Office 365's suite of apps. Since it acts as a 1 TB (1,00GB) online storage/Hard Drive, OneDrive makes it simple to access your personal school files at home and in school.
- **SharePoint** is simply a '**Shared Libraries**' variation of OneDrive. It is the online storage facility used for sharing groups such as Class Teams, to allow interaction with class resources at home and in school.

OneDrive online will display, for access, both a student's OneDrive's 'My Files' and SharePoint's 'Shared Libraries'.

- When Office file changes are made on one device, within any of your usual Microsoft Office programs (Word, Excel, PowerPoint, OneNote), the updates to your files are available on your other personal or school devices, including the file history of any changes to date.
- Your Office 365 can even sync to your personal devices e.g. your PC, laptop, phone, Xbox via the '**OneDrive app**', available for Windows, Android and IOS.