

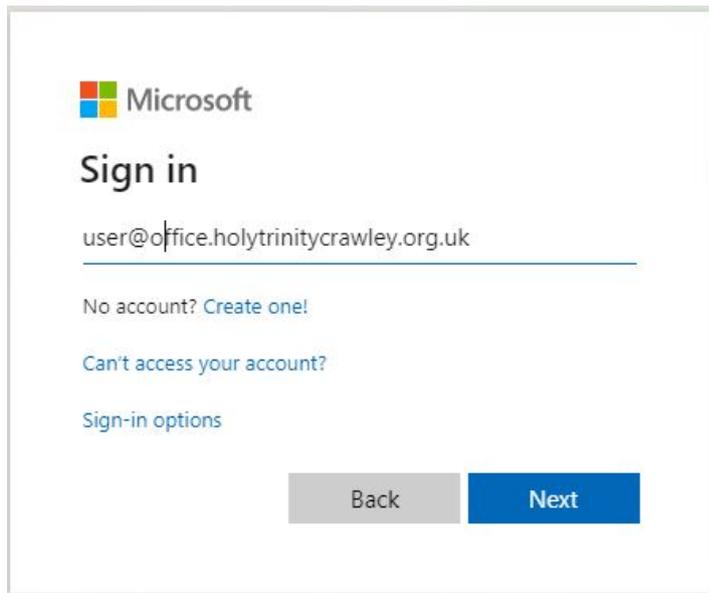
Students: Opening Office 365 and Teams

1. Open a browser and go to office.com. You can also do this easily by clicking on the Office 365 button on the school website here:

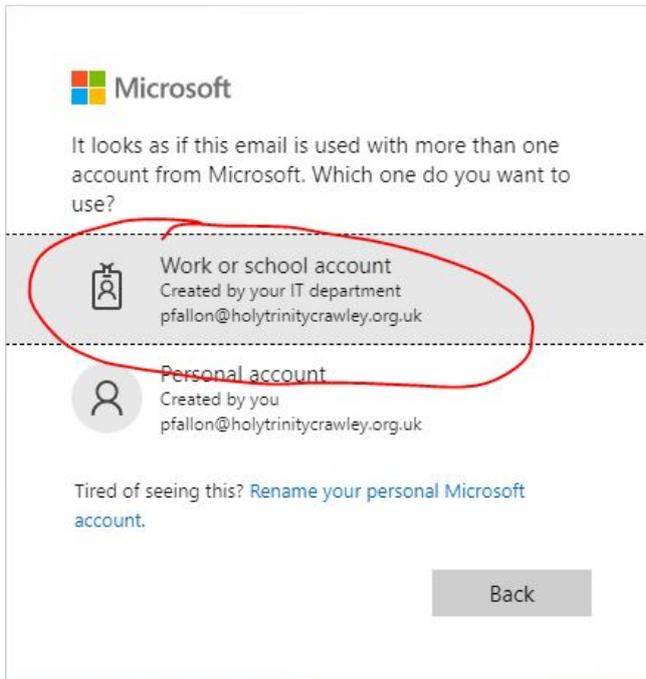


2. Type in your school email address, username@office.holytrinitycrawley.org.uk
(Your *username* is the first 4 letters of your surname followed by the 1st letter of your first name followed by your start year numbers
(e.g. osboa014@office.holytrinitycrawley.org.uk)

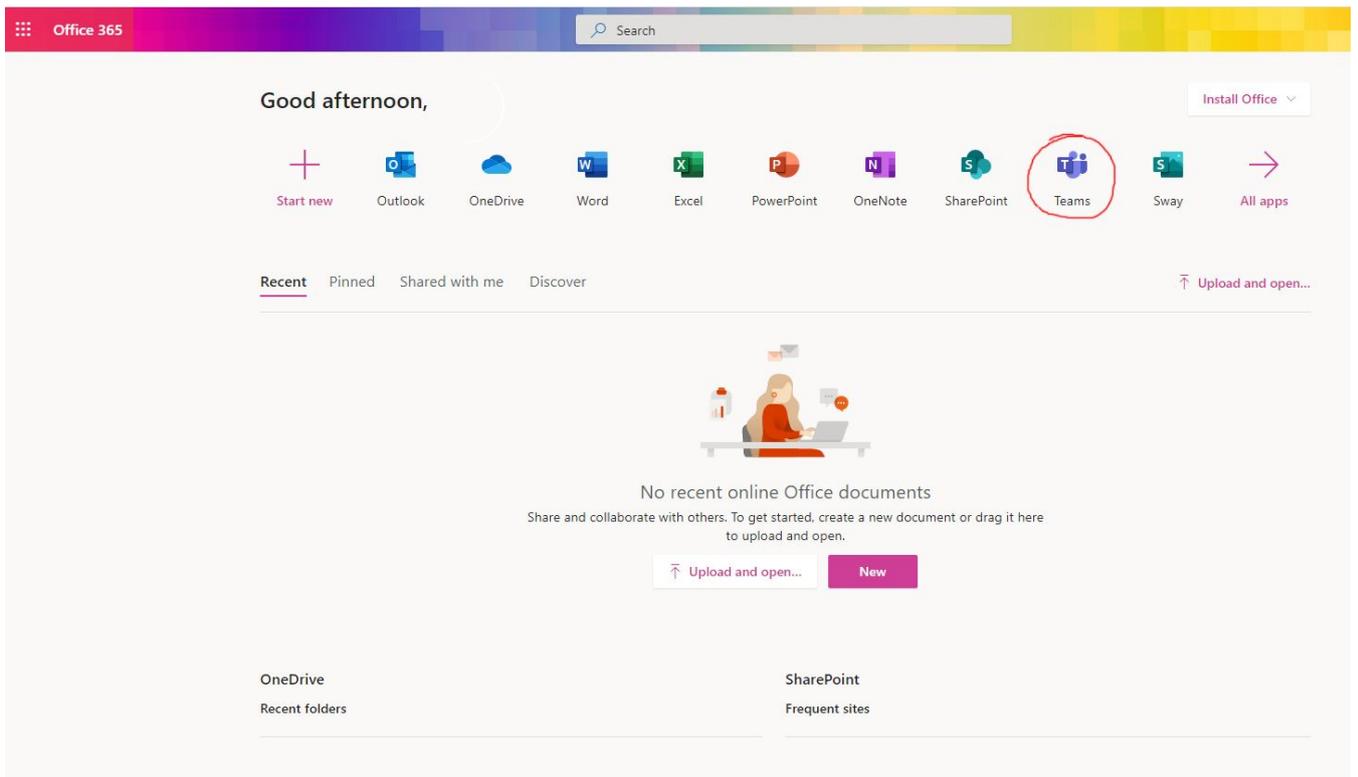
Then click the Next button:

A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the text 'Sign in'. A text input field contains the email address 'user@office.holytrinitycrawley.org.uk'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right are two buttons: a grey 'Back' button and a blue 'Next' button.

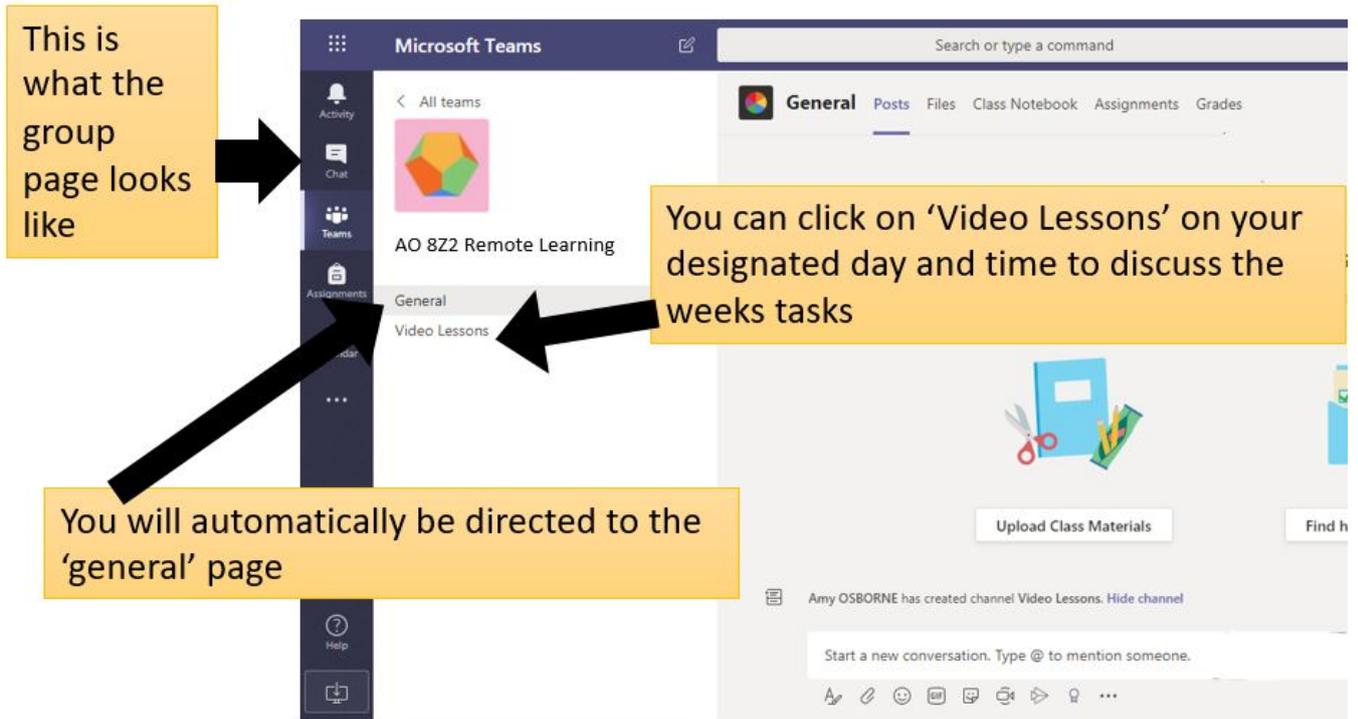
1. Click on Work or school account:



2. Enter your password
3. Now click on Teams.



4. The Teams window will open.

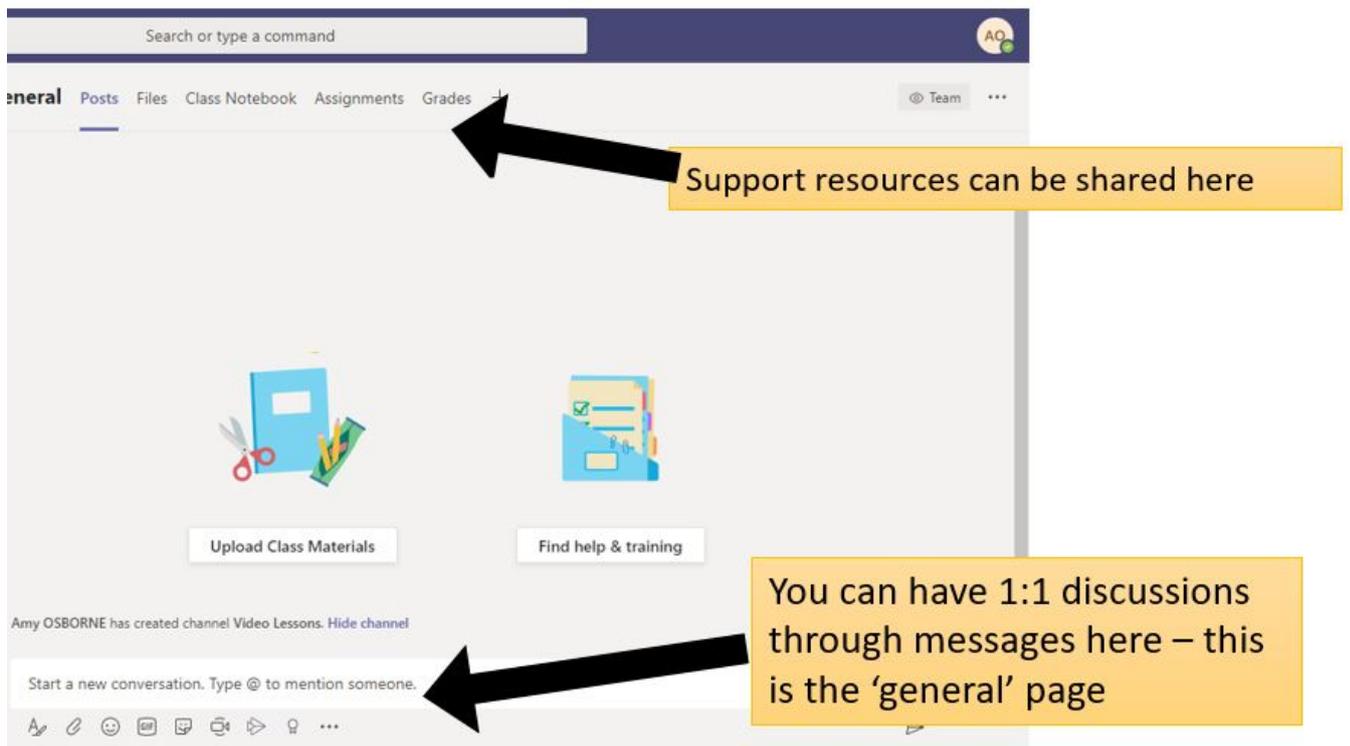


This is what the group page looks like

You can click on 'Video Lessons' on your designated day and time to discuss the weeks tasks

You will automatically be directed to the 'general' page

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, and Calendar. The main area shows a list of teams, including 'AO 822 Remote Learning'. Underneath, there are two channels: 'General' and 'Video Lessons'. A callout box points to the 'Video Lessons' channel. Another callout box points to the 'General' channel. A third callout box points to the overall team view. The right side of the screenshot shows the 'General' channel page with a search bar, tabs for Posts, Files, Class Notebook, Assignments, and Grades, and a message from Amy OSBORNE.

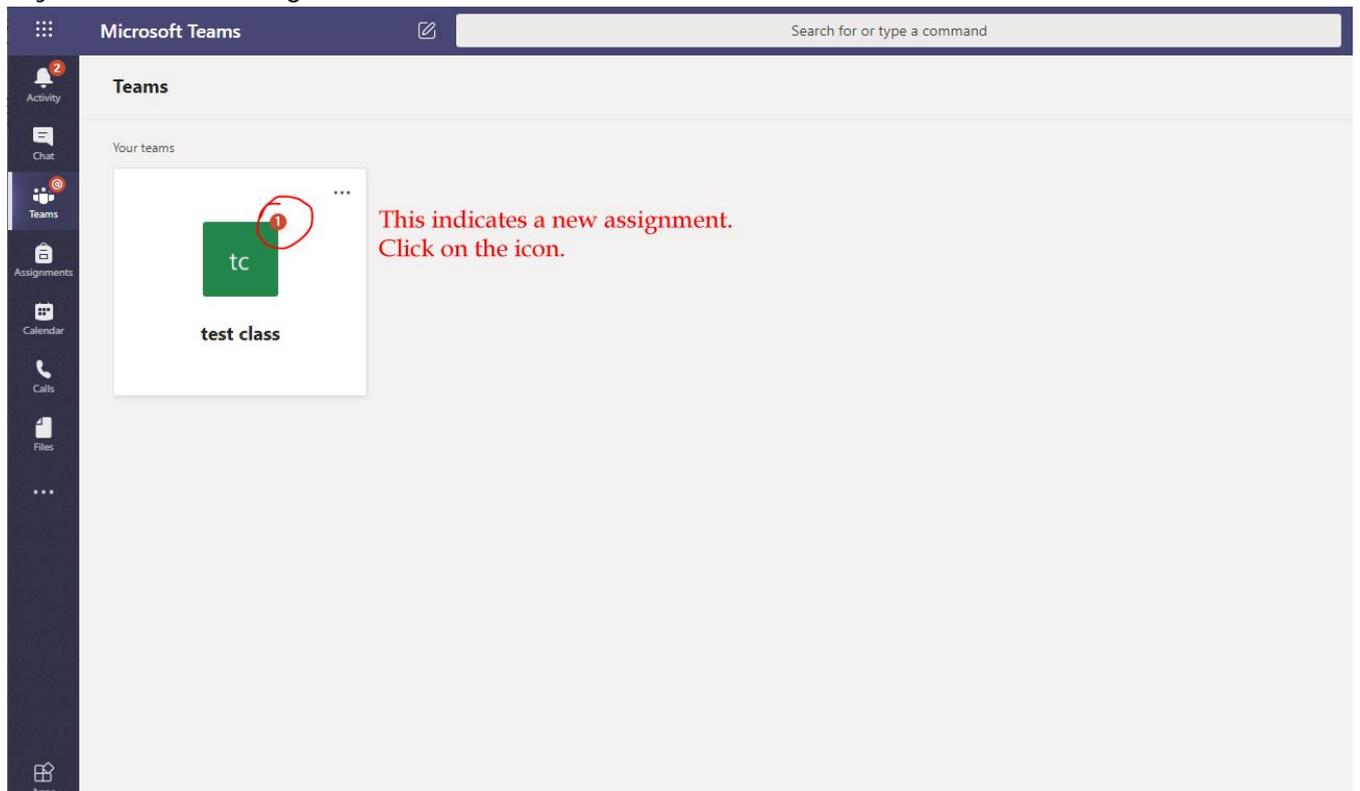


Support resources can be shared here

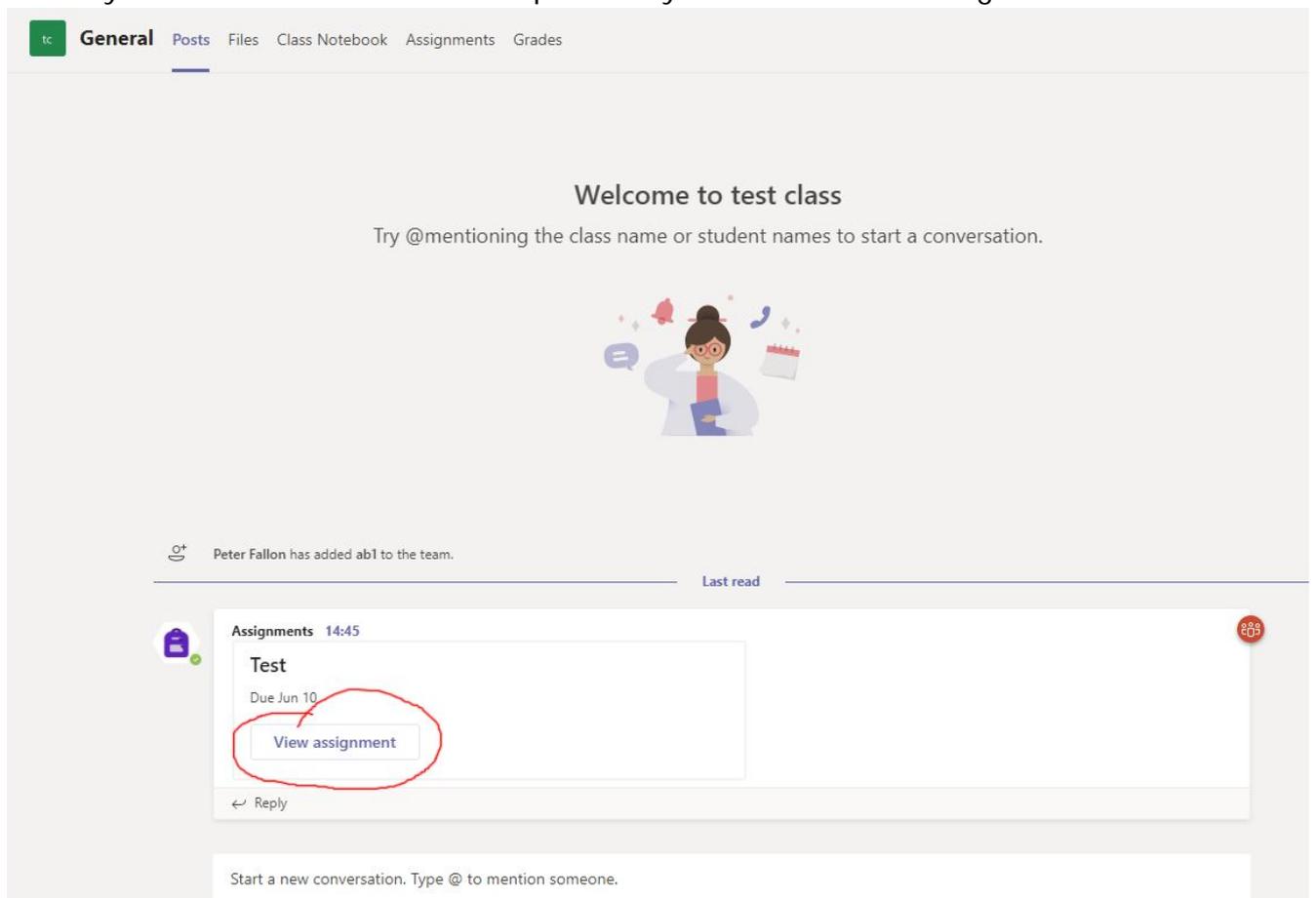
You can have 1:1 discussions through messages here – this is the 'general' page

This close-up screenshot shows the 'General' channel page. At the top, there is a search bar and a 'Team' dropdown menu. Below the search bar are tabs for Posts, Files, Class Notebook, Assignments, and Grades. The main area contains two cards: 'Upload Class Materials' and 'Find help & training'. A message from Amy OSBORNE is visible at the bottom, stating 'Amy OSBORNE has created channel Video Lessons. Hide channel'. Below the message is a text input field for starting a new conversation, with a prompt to 'Type @ to mention someone.' and a row of icons for attachments and actions.

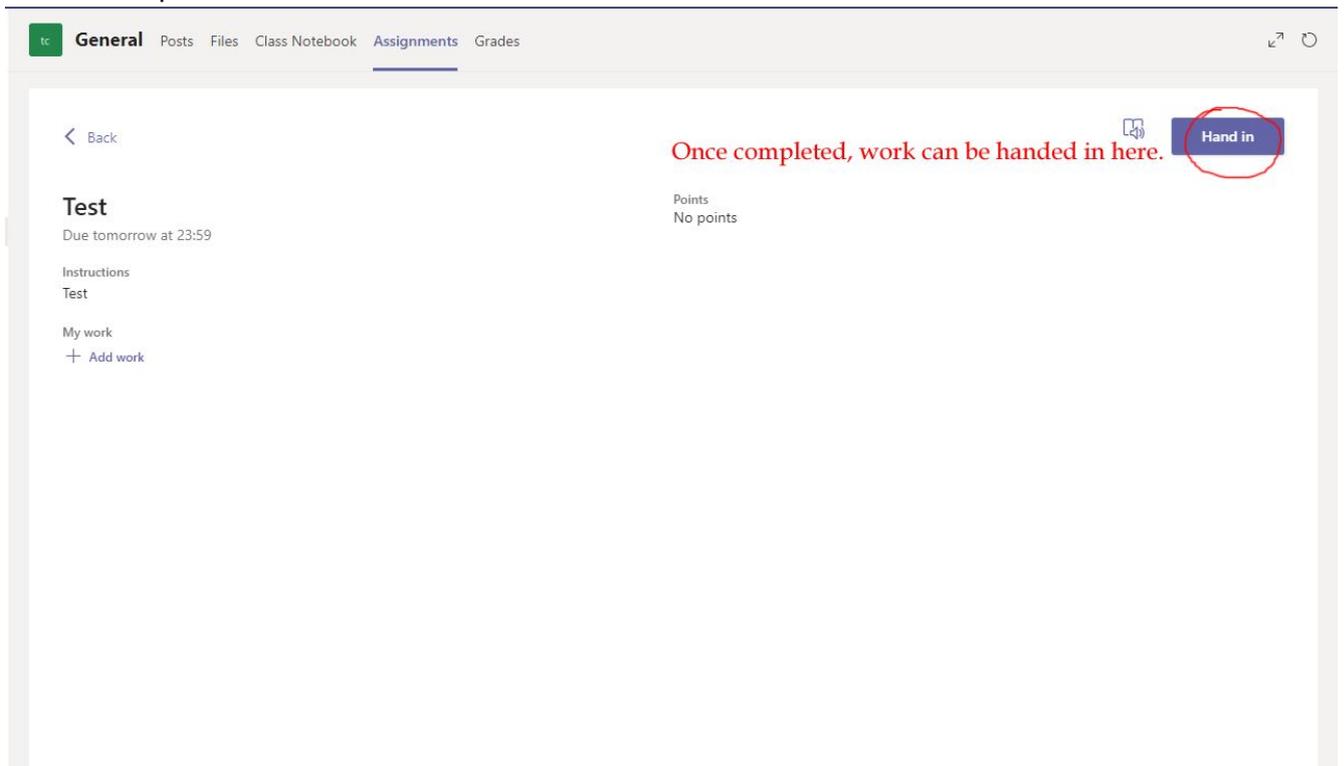
5. If you have an assignment, it will show here:



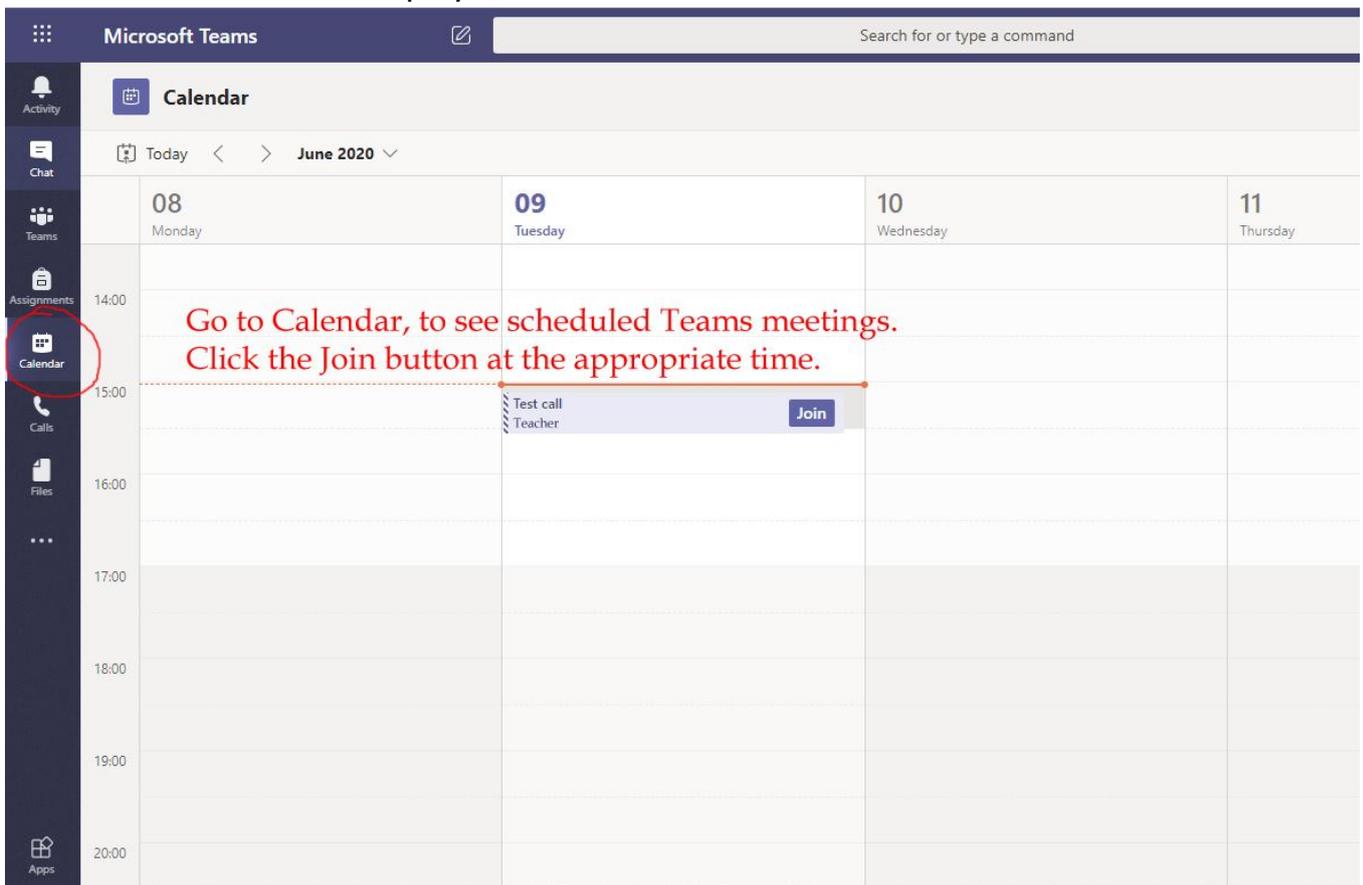
6. When you click on the icon, it will open and you can view the assignment



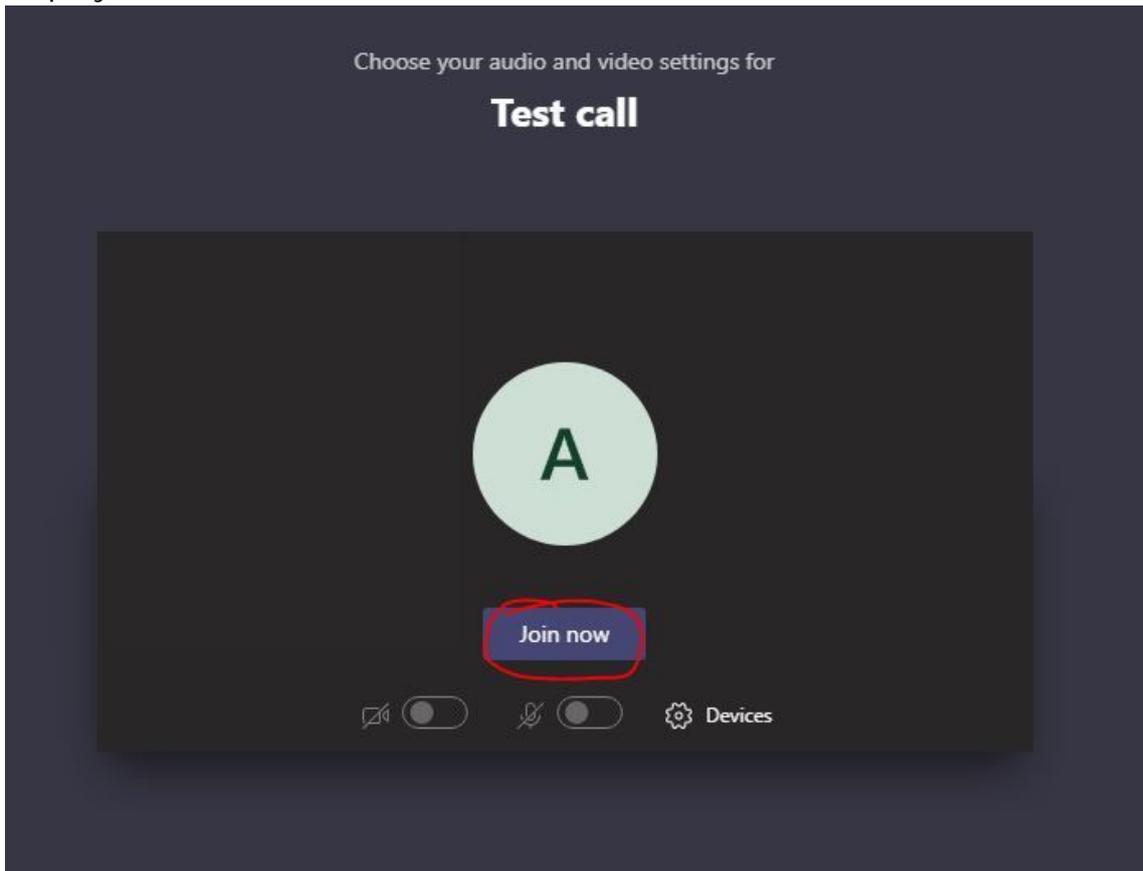
7. Once completed, hand the work in.



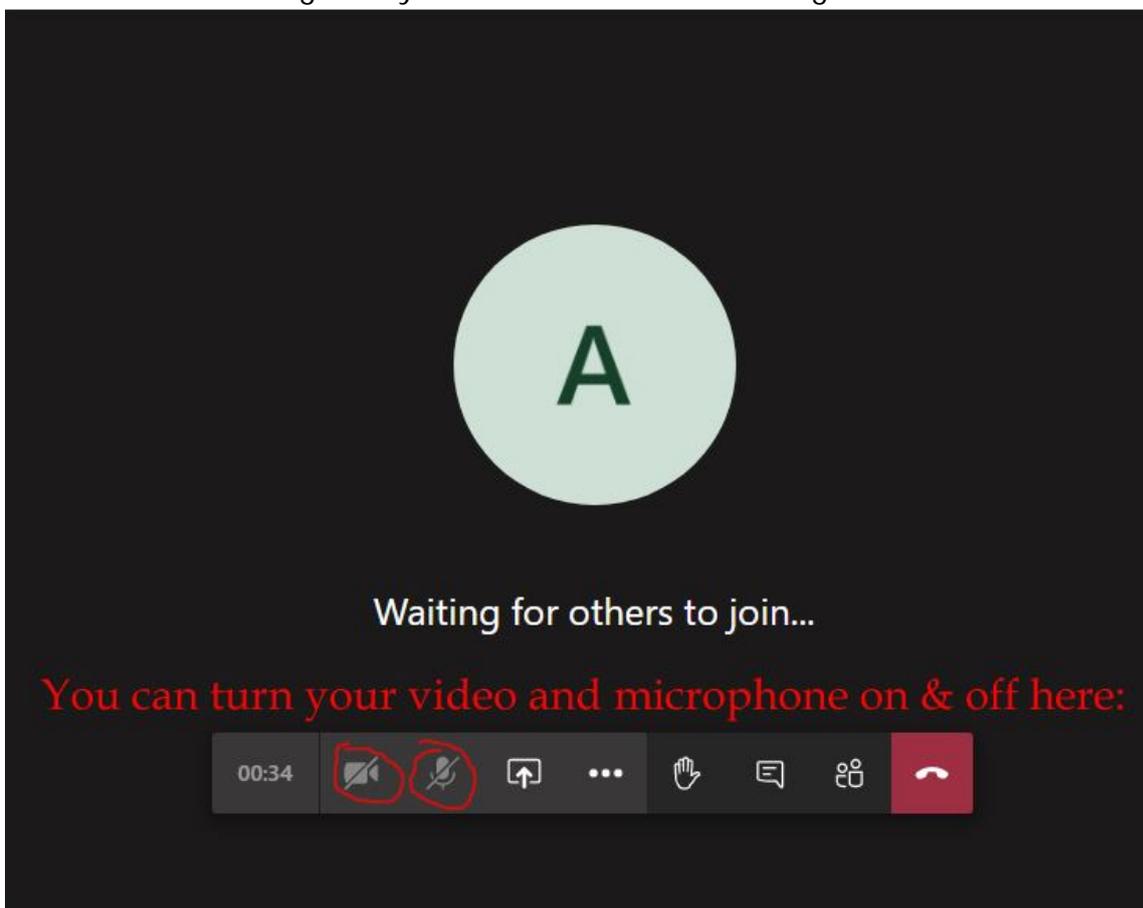
8. If you have a class lesson or tutorial it will be displayed under the Calendar. Our Teacher's name will be displayed.



9. Once you click the Join button on the Calendar, the following screen will be displayed. Click Join Now.



10. You can make changes to your video and audio settings here:



Please note:

*There is a *Teams App* which you can also download onto a desktop or mobile.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

*Using your Office 365 school email account, you can install Office on up to **five** computers or mobile devices.