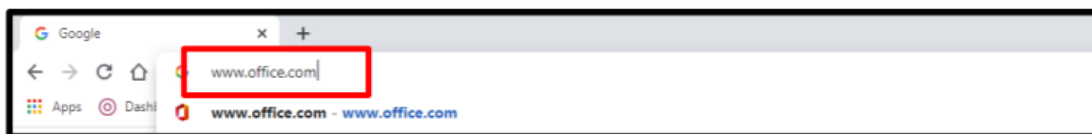
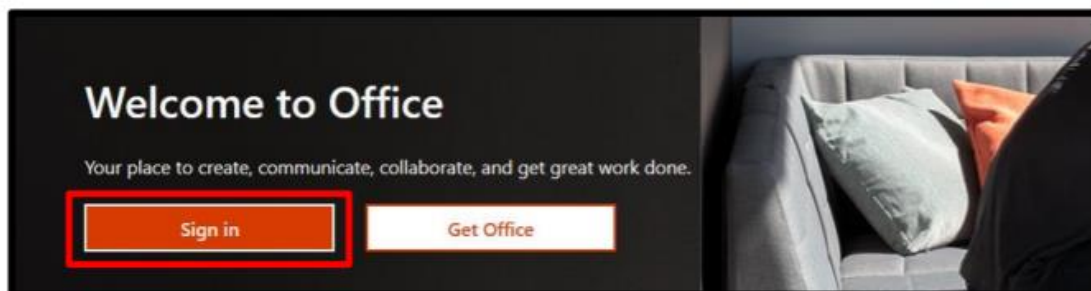


How to access Office 365 and Teams

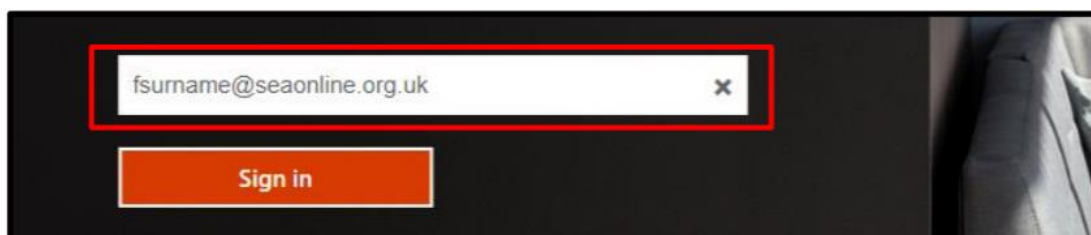
Step 1: Open your Internet browser (e.g. Google Chrome) and enter www.office.com



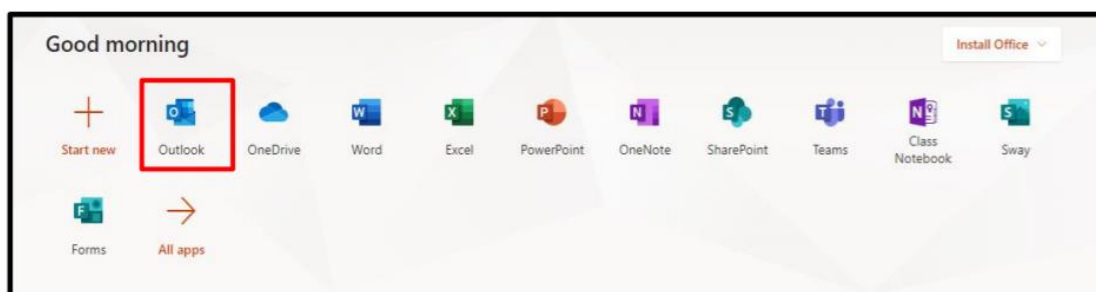
Step 2: Click 'Sign in'



Step 3: Enter your school email address and click 'Sign in'.



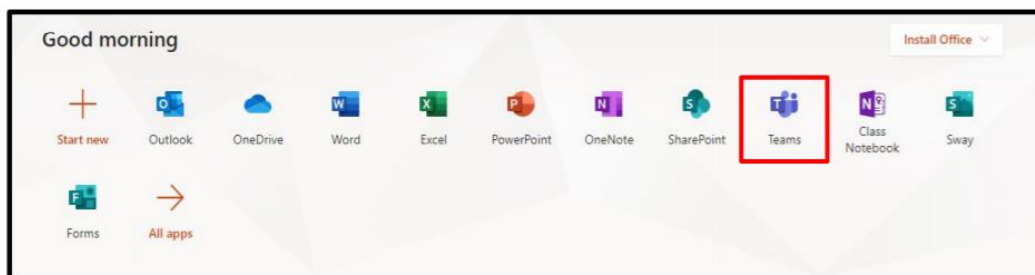
Step 4: You will then be asked to enter a password; please enter the password you have been provided with (it may be in your planner). From this screen you can access your school email account by clicking onto the Outlook icon. If you cannot remember your password please email password-reset@hollyfamilyhighschool.co.uk and they can reset it for you.



How to use Microsoft Teams

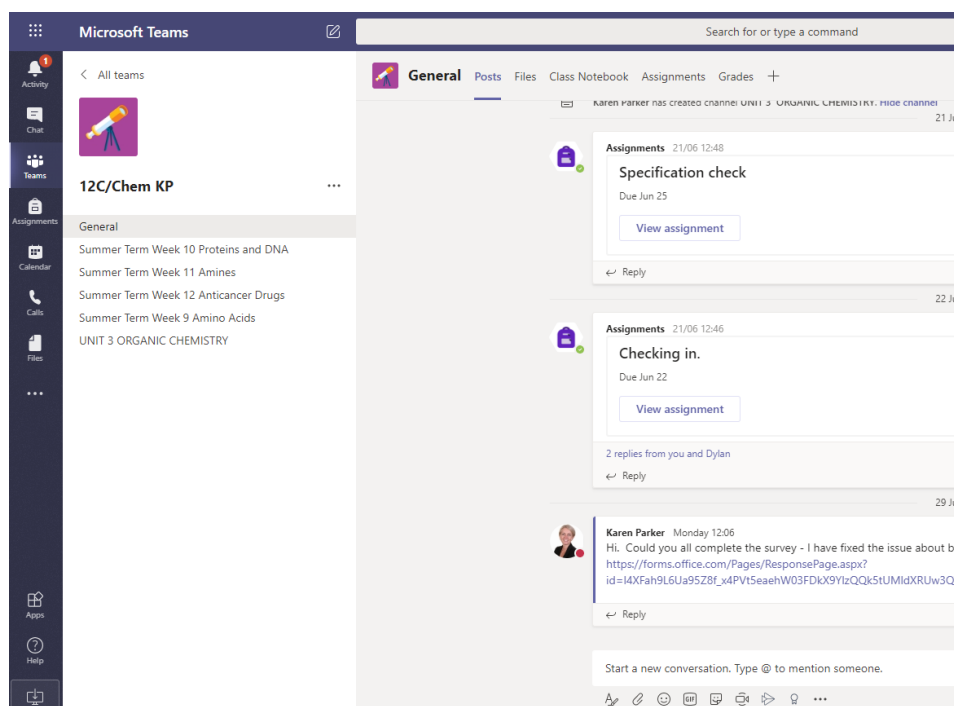
Microsoft Teams is the application you will use to access online lessons and resources.

Step 1: Log in to Office 365 and open Teams



Step 2: Click on the name of your Class

In the left hand column, below 'General', you will find a list of 'Channel Names'. Channel names are the names of lessons or topics and this is how the teacher has organised your work.



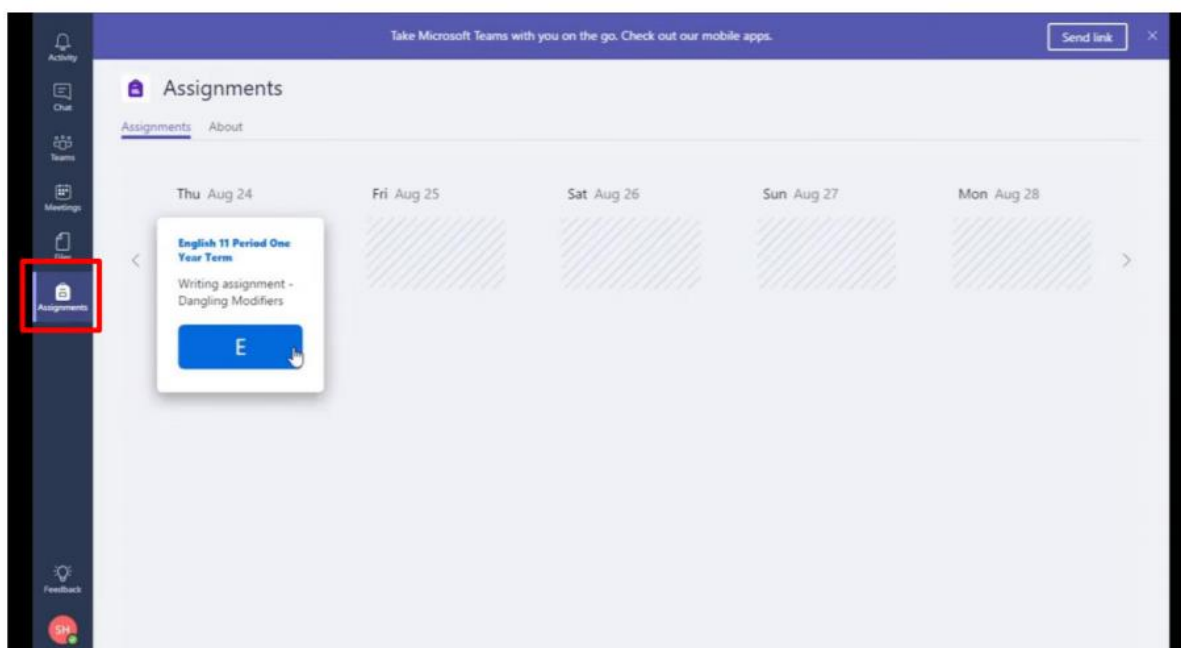
You will receive email notifications when your teacher wants to communicate with you or when they have uploaded a lesson.

Step 3: Accessing all of your 'Assignments'

Your teacher can set you tasks and assignments in Teams. You can access them through your email notification, in the conversation within a class or by looking at your Assignments tab.

Guidance for Parents/Carers and Pupils

If you would like to see all of your assignments for all subjects, you can click on the Assignments tab. This will show you your assignment deadlines and allow you to submit work to your teacher. This will make your work easier to organise.



If you open a document online (like Word or PowerPoint) you can edit it and it will save automatically. This means you do not have to download the document to work on it. If you close the document before finishing, it will save your progress so you can return to it later. To return to your work in order to continue working on it, follow the steps in Step 2 or 3.

Step 4. Turn in completed assignments.

When you have finished your work you can submit it to your teacher by clicking Turn in. Your teacher will get a notification that you have submitted your work.

