

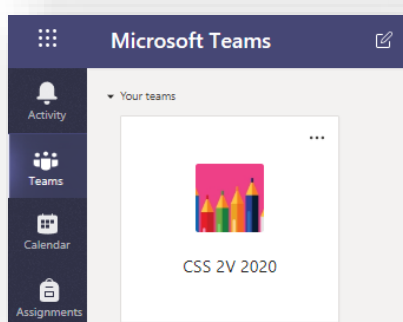
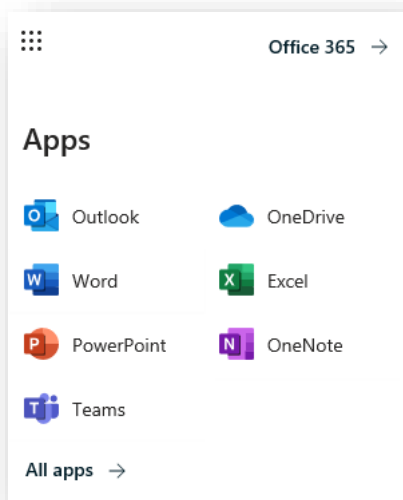
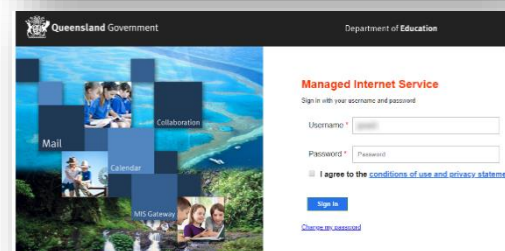
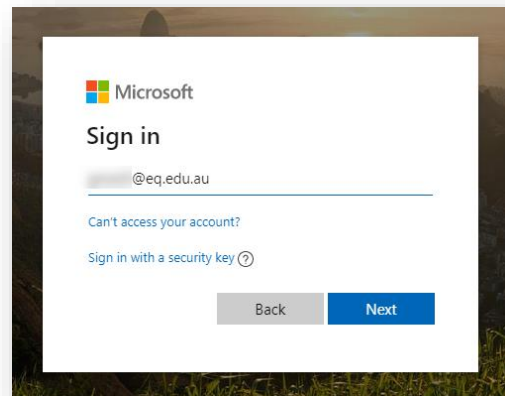
Accessing O365 applications from home



Teams, Office Online and OneDrive

Students can access their online learning activities in Office 365 using any internet-enabled device.

To sign in to Office 365 on the web:

1. Go to www.office.com and select **Sign In**
2. Students will need to enter their school email address then click **Next**
3. Students will then enter their **Username** and **Password** and **agree** to the conditions of use and privacy statement on the department's sign in page

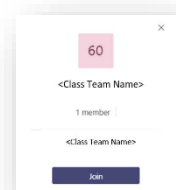


4. Select the **App launcher**  in Office 365 select
5. **Select** the required application
6. Selecting **Teams** will open the web version directly in the browser
7. Select the **Teams button**  to see which class teams they have been added to.

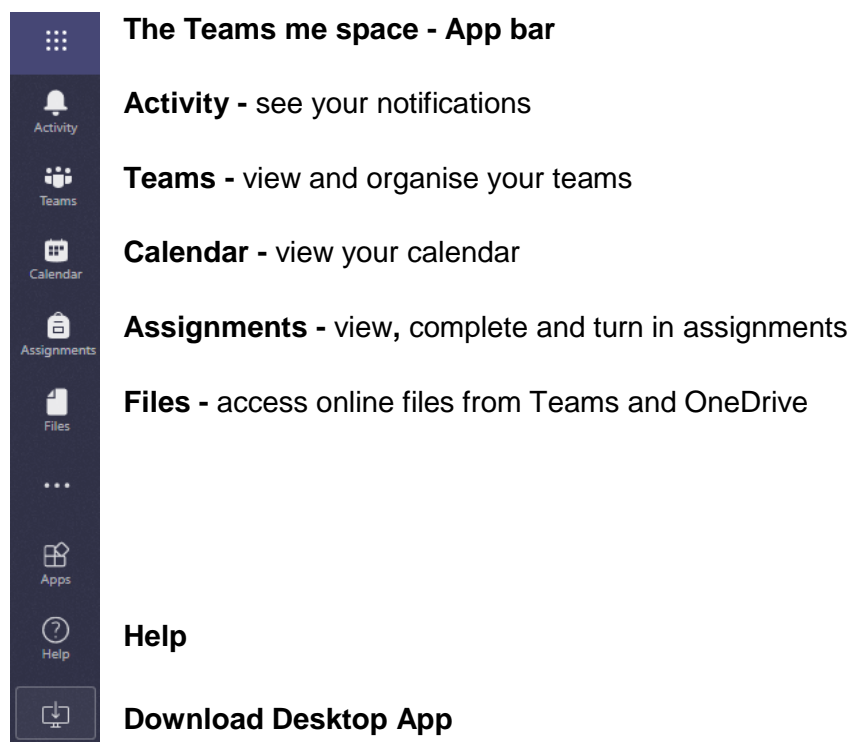
Note: Students may also be provided with an invitation link. Click the link to show a preview of the class team name with a Join button.

Click the **Join** button to send a request to their teacher.

Once approved, the class team will appear in their Teams list.



Teams is a digital hub that brings conversations, content, and apps together in one place.



Guidelines

Students should be aware that all normal conditions apply to behaviour, through code of conduct, student behaviour management and information management and security policies.

When participating in online learning activities;

- Respect the teacher and follow their instructions at all times
- Make sure you have the required materials and have completed any pre-set work
- Consider your environment (setting, lighting, background noise, comfort)
- Avoid distractions (TV, mobile phone, other programs) and focus on assigned tasks
- Actively engage in conversations while being respectful to others and stay on topic
- Join live sessions at the correct time
- Wear school-appropriate clothing
- Stay on mute unless invited to speak.

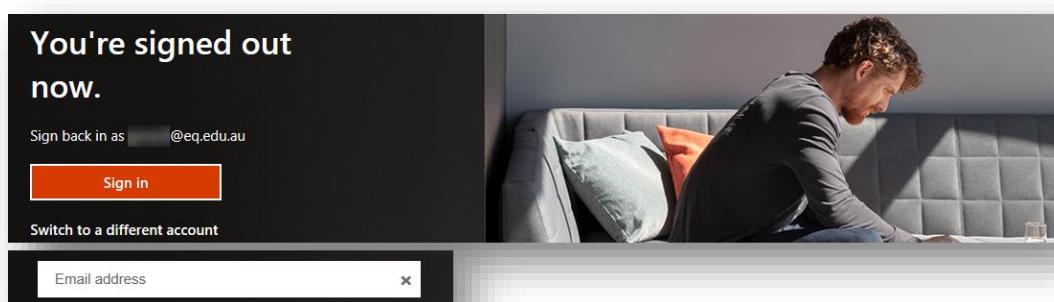
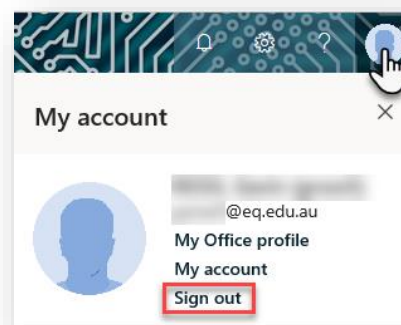


What if students are sharing a device to access online learning?

If devices are being shared, each student will need to log out after their session and then the next student login.

In Office 365 or Teams;

- Click the initials or profile picture in the top right
- Select **Sign out**
- Select **Switch to a different account**
- Enter the email address of the next student to **Sign in**



Where can I get more information or support?

If a student's username and password is forgotten or technical assistance is required please contact your school.

Resources

Sign in to Office on the web

https://support.office.com/en-us/article/sign-in-to-office-b9582171-fd1f-4284-9846-bdd72bb28426#ID0EAADAAA=On_the_web

Get started in your class team for students

<https://support.office.com/en-us/article/get-started-in-your-class-team-6b5fd708-35b9-4caf-b66e-d8f2468e4fd5#ID0EBBAAA=Students>

Distance learning with Office 365: Guidance for parents and guardians

<https://support.office.com/en-us/article/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

True Teamwork in Teams

<https://support.office.com/en-us/article/true-teamwork-in-microsoft-teams-c724a033-092c-4ccd-96af-286a29a0757e>

