

# MICROSOFT OFFICE 365

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OVERVIEW BY CARLA SOHNS, GMS MICROSOFT AMBASSADOR

# MICROSOFT 365 PORTAL



Find the Microsoft 365 portal icon on your desktop and double click to open. If you have not previously signed in and set up an authentication method, you will be asked to do so.

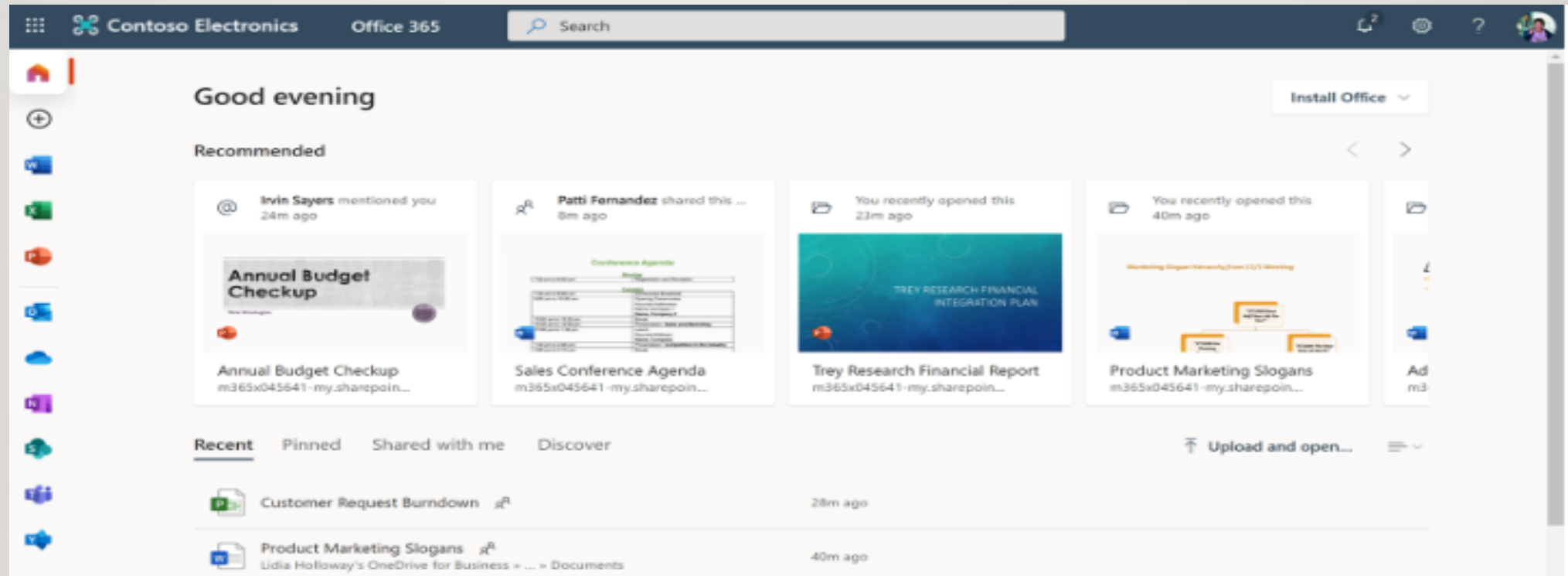
If you do not have the icon, open a web browser and type “ Office 365 login” in the search bar.



Microsoft Edge is the preferred web browser for Microsoft Office 365.

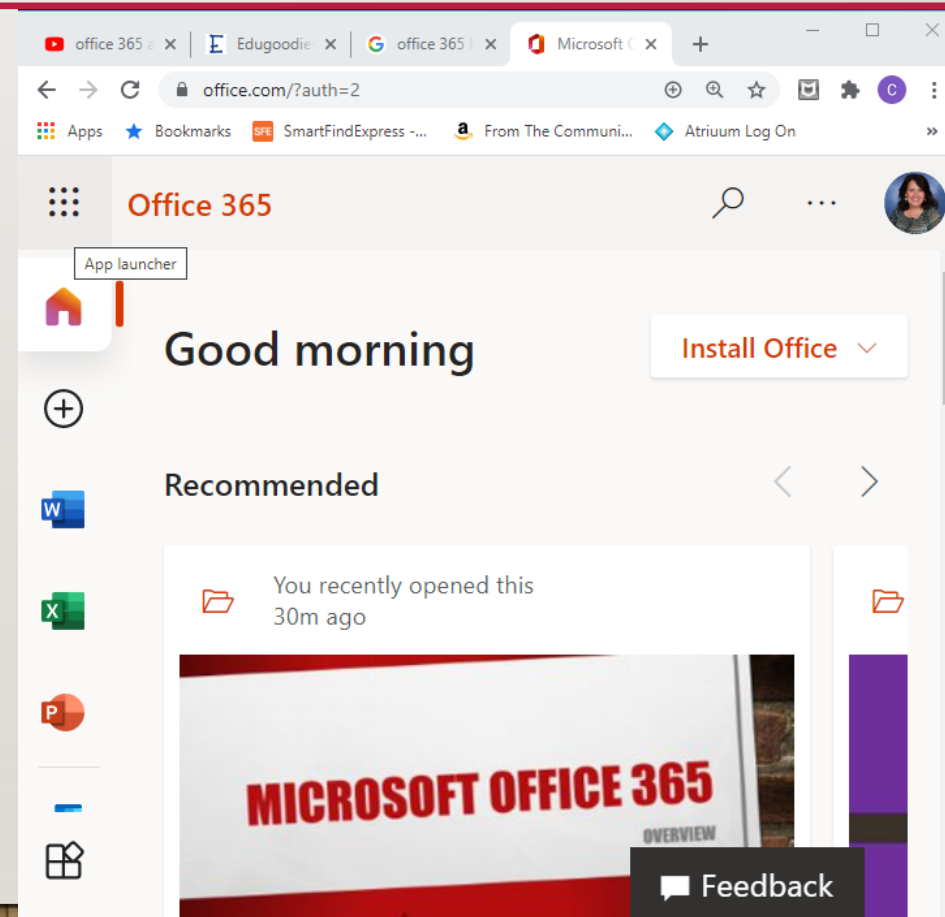
Shortcut can be copied to home screen: click on browser link and drag to desktop. (Option to pin to task bar can be found under the ellipses (three dots in upper righthand corner.)

# MICROSOFT OFFICE 365 HOMEPAGE



# APPS LAUNCHER

- Apps launcher: click on the series of nine dots next to Office 365, also known as the waffle. This will enable you to access all of the apps available through Microsoft Office 365. This waffle appears in the upper left-hand corner whenever you are using an Office 365 online application.





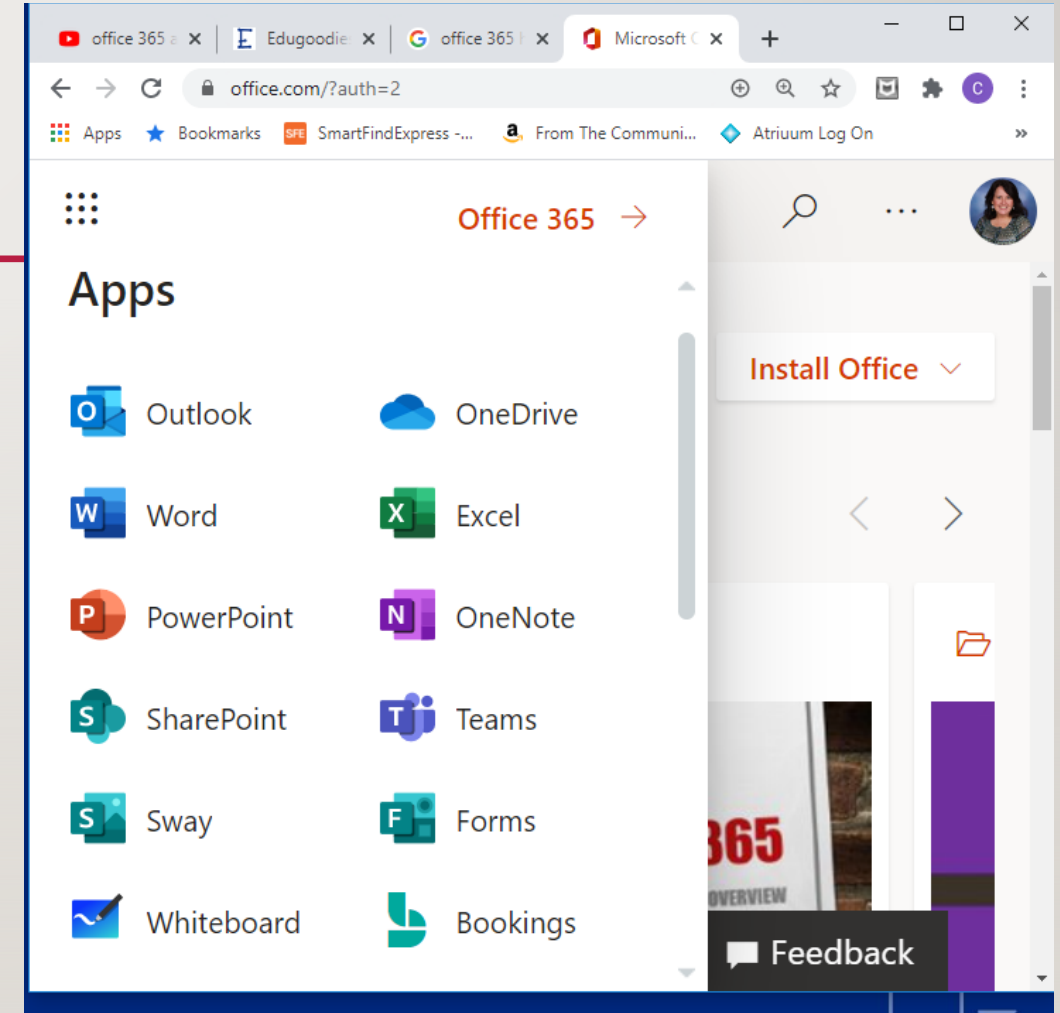
# APPS LAUNCHER

- Most commonly used apps will show up as an icon, but you can click on the all apps arrow shown near the bottom of the page to get to all available applications.

All Apps →

- Click on the Office 365 arrow to get back to the home page.

Office 365 →



# OUTLOOK

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Office 365's email and appointment calendar.

Log in using student id # for username and assigned password.

Example:

[999999@student.scsk12.org](mailto:999999@student.scsk12.org)

Password I

# ONE DRIVE

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- Cloud-based storage that enables users to access their files from any device once logged in to their Office 365 Account.

# MOST USED APPLICATIONS

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- Word: Word processing software enabling the creation of documents that need to be typed.
- Excel: Allows for the creation of spreadsheets to present data and calculations.
- PowerPoint: Presentation software that allows users to create, display and share information using multimedia formats.



# ONE NOTE

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- One Note provides online access to information input into the One Note App or Class Notebook in Teams.

# TEAMS

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- Teams is a chat-based workspace that enables users to connect with people, content and tools (apps) all in one location. Teams is accessible online and as a desktop application. Be sure to download the desktop app for access to class meetings. (see future slide)

# TEAMS SETTINGS



To check or update settings in the Teams App, do the following:

- Open Teams Desktop application;
- Click on the photo or initials on the upper right;
- Click on Settings;
  - Under the General tab, make sure the box is checked next to the following:
    - ✓ Turn on new meeting experience (New meetings and calls will open in separate windows. Requires restarting Teams.) This will enable you to use other options by clicking on the ellipses (three dots) during team meetings such as Gallery, Focus, Spotlight and Apply Background Effects during Teams meetings.

# TROUBLESHOOT CAMERA, SPEAKERS AND MICROPHONE

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If having trouble with the camera or microphone working in Teams, try the following:

- Open Teams Desktop application;
- Click on the photo or initials on the upper right;
- Click on Settings;
- Click on Devices;
- Camera preview will automatically show;
- Click on “Make a Test Call” to test microphone and speakers.

If any of these are not working properly, follow the instructions on the next slide for downloading the desktop app again. This will update and replace the existing desktop app and shown fix any problems with it.



# DOWNLOAD TEAMS APP



The desktop app is recommended for use when attending online meetings or classes.

This will update the existing Teams App and fix any problems you may be having (hopefully).

You can tell whether you are using the online app by the appearance of the “waffle” in the upper left-hand corner.

Once download is complete, close online and desktop app. Restart computer. Desktop app should be updated

## Download Instructions:

- Click initials or profile pic in upper right-hand corner of online Teams page
- Click on download desktop app (NOT mobile app)
- Click “Save” , then “Run” (appears at bottom of screen)

# STUDENT PASSWORD RESET INSTRUCTIONS

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Click on the following link for instructions to reset student password for Office 365 Account:

- [https://scsk12-my.sharepoint.com/:b:/g/personal/sohnscr\\_scsk12\\_org/EfQuxTduPpVAhW0klgvSzlcBzYnkeH-yFeX6iYpFtHgElg?e=vVoswn](https://scsk12-my.sharepoint.com/:b:/g/personal/sohnscr_scsk12_org/EfQuxTduPpVAhW0klgvSzlcBzYnkeH-yFeX6iYpFtHgElg?e=vVoswn)

SCS requires passwords to be changed quarterly.

# MICROSOFT OFFICE 365 SUPPORT

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Carla Sohns, GMS Librarian

GMS Microsoft Ambassador

[sohnsr@scsk12.org](mailto:sohnsr@scsk12.org)

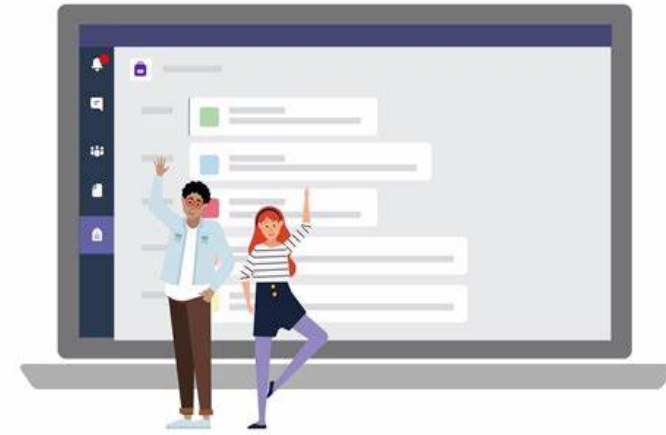
901-416-4476

[Bookings Appointment Calendar](#)





# Germantown Middle Presents...Getting Started with Microsoft Teams



Michelle Augustus

GMS 6<sup>th</sup> grade Science Teacher

[augustusm@scsk12.org](mailto:augustusm@scsk12.org)

Microsoft Ambassador



# Access your online classroom from Office 365 and Microsoft Teams.

**What can I use to sign in?** Grab your district device or any other device- phone, tablet, or computer

**How do I sign in?** Sign in with your child's Microsoft credentials.

**username:** 6 Digit PowerSchool Number with @student.scsk12.org

**example:** 123456@student.scsk12.org

**password:** Original password was your child's 8 digit birthday

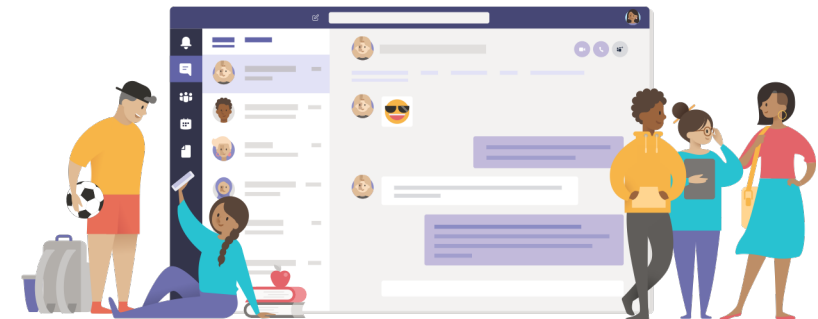
**example:** Jan. 1, 2017 .....01012017

**ALL students should have a new password they created in homeroom.**

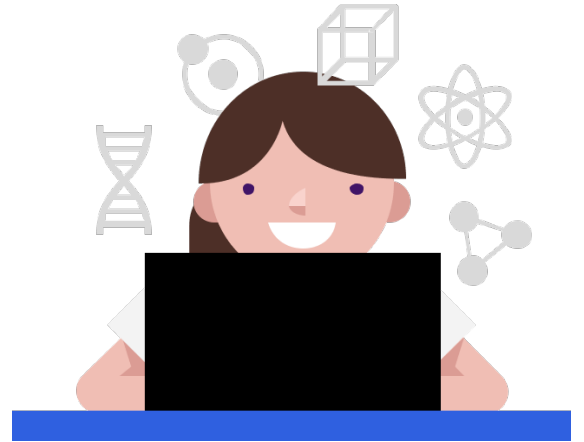
Should include at least 8 characters, at least 1 capital letter, at least 1 number

**What is TEAMS? Microsoft Teams** is our online classroom, where students can complete assignments, meet with the teacher, view announcements and respond to them, work in small groups, and much more. Through **Teams**, you can even connect with your child's teacher to have a virtual parent conference, check your child's grades on assignments, check posts/announcements from teachers, and check on the status of complete and incomplete work.

Let's get started learning about our Virtual classroom in TEAMS!



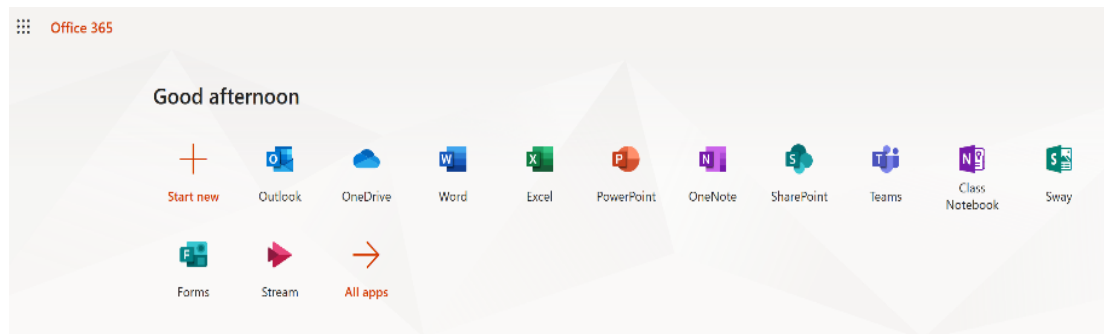
# Set up your learning environment



Get started with your online class and join a Team

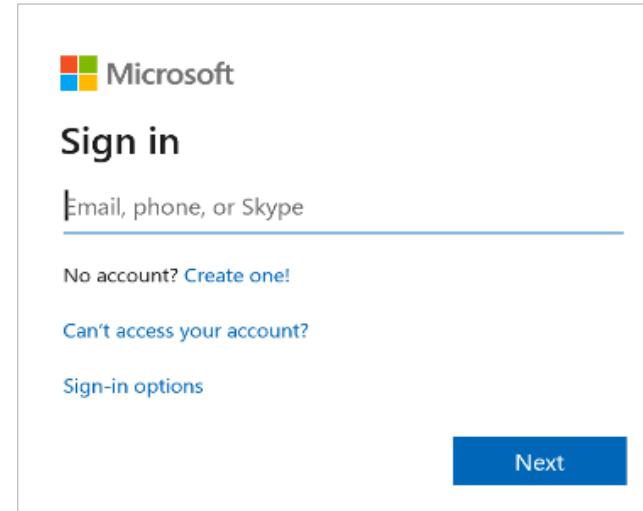
# Sign into Office 365

- 1 Go to <https://www.office.com>
- 2 Enter your login credentials.
- 3 Select **Teams** from the O365 landing page.

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there is a blue button labeled "Next".

# Sign into TEAMS

- 1 Click on TEAMS icon on your desktop
- 2 Enter your login credentials if needed.



Microsoft

## Sign in

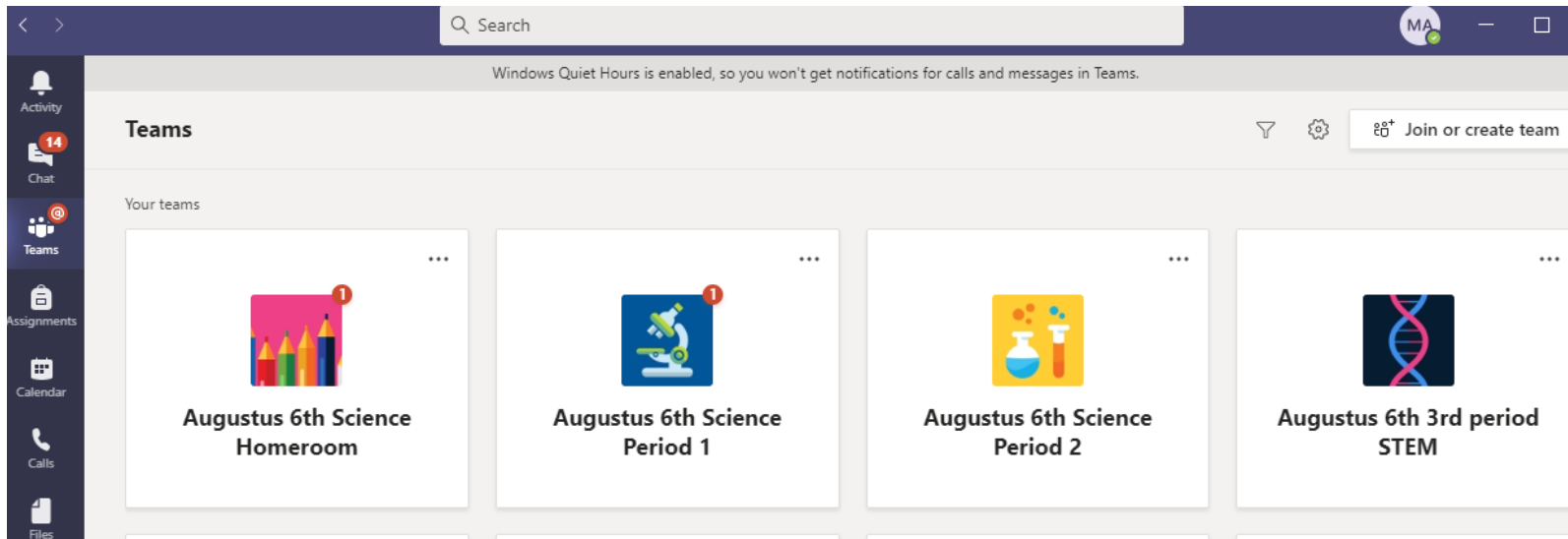
Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

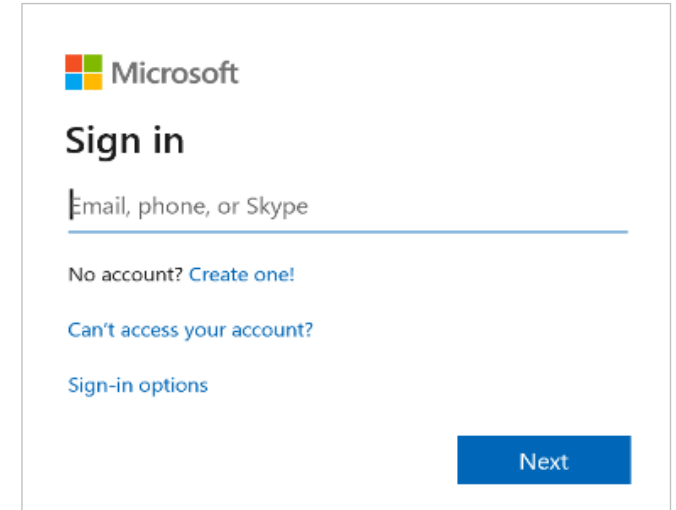
Next





# Sign into Office 365 Portal using the Office 365 app

- 1 Click on the Office 365 Portal App on your desktop.
- 2 Enter your login credentials.
- 3 Select **Teams** from the O365 landing page or any other app you need access to



Microsoft

## Sign in

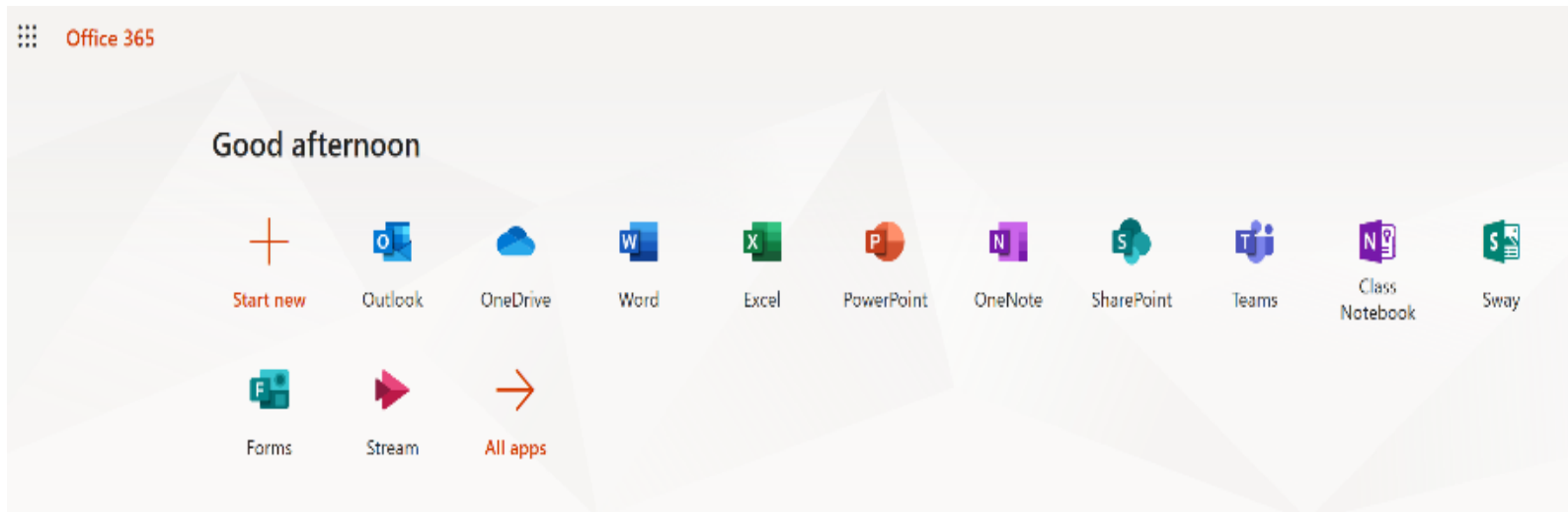
Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next



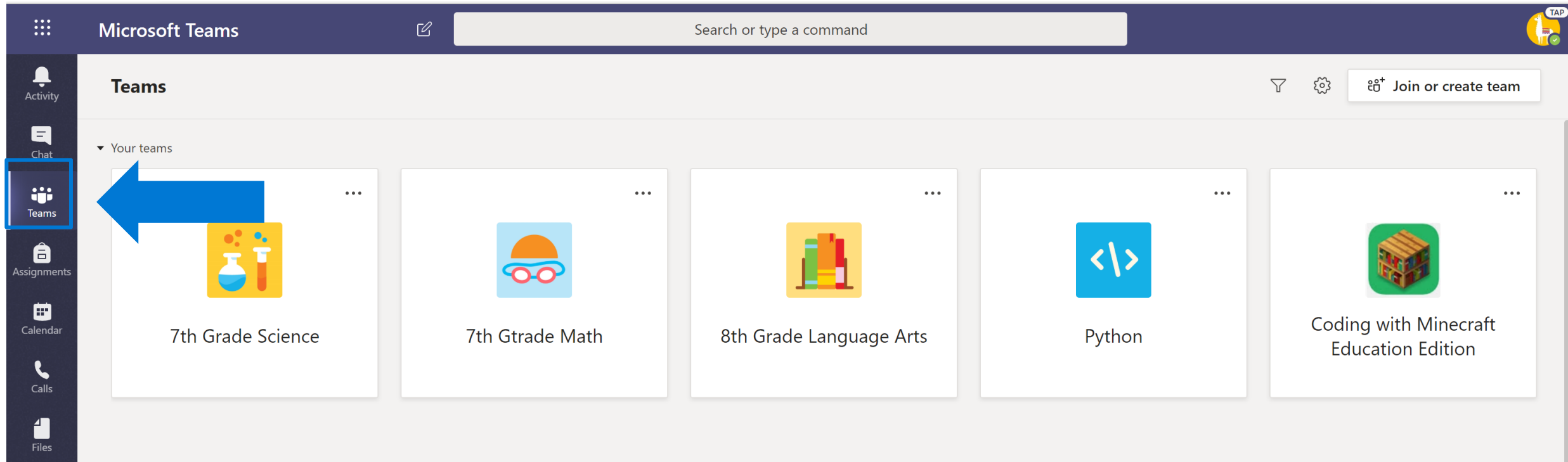
# Access a class team once you are already a member

**\*\*Your teacher may enroll you or provide you with a join code.**

1 Select **Teams** from the app bar to view your teams.

2 Select your class team

3 Click on the class tile to start connecting with your teacher and classmates



# Download the Teams app

For full functionality and ease of access download the teams app to other devices.

1

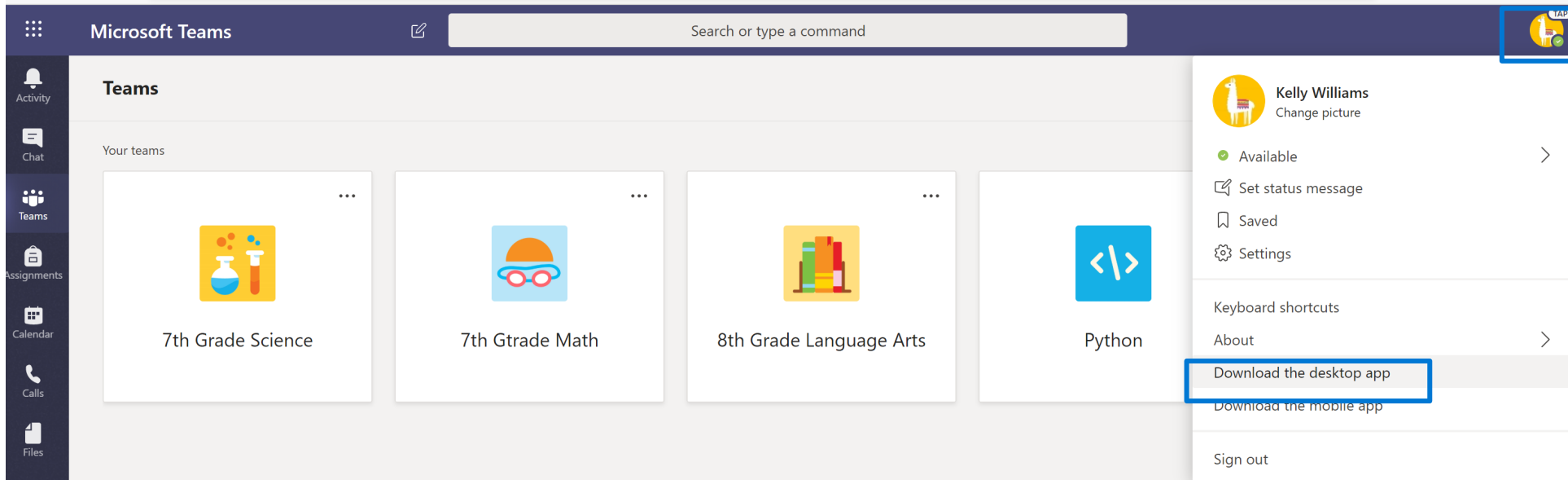
Open Teams

2

Click to open your profile

3

**Download the desktop app**



# Take your Teams with you

## **Add the Teams app to your mobile device.**

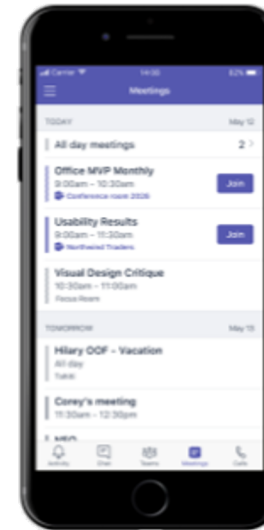
The Teams mobile app helps you connect and collaborate wherever you are. The app is available on iOS and Android. Access all your teams, channels, files, and more.

Download the Teams app from your mobile store.

## Connect with Calls & Meetings



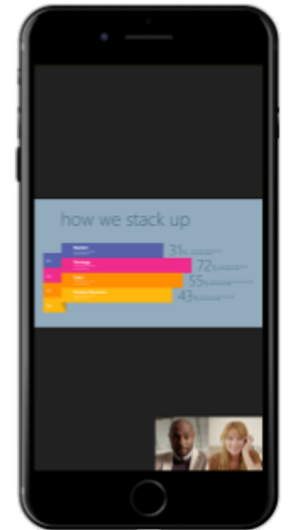
Audio/Video Calls



Meetings Calendar



Join a Meeting



View shared screen

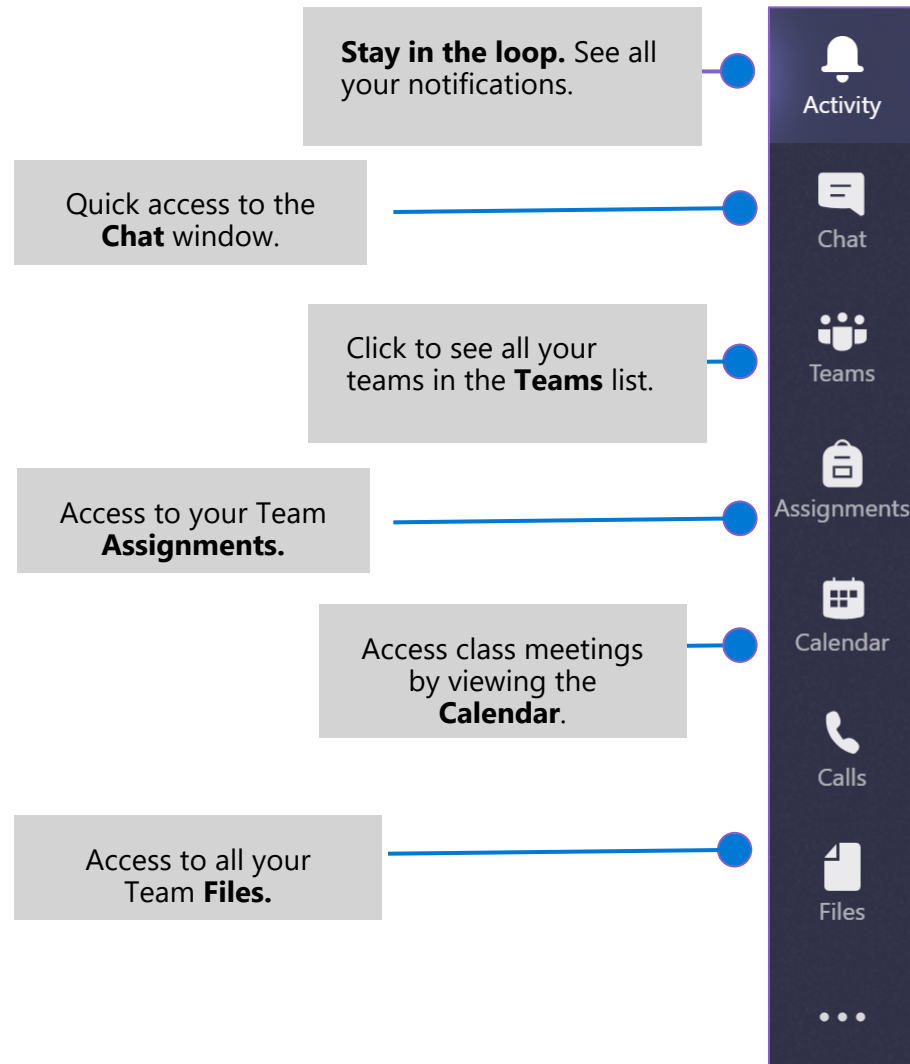


# Navigate your Class Team

Find and organize conversations and files

# Moving around in Teams

Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.

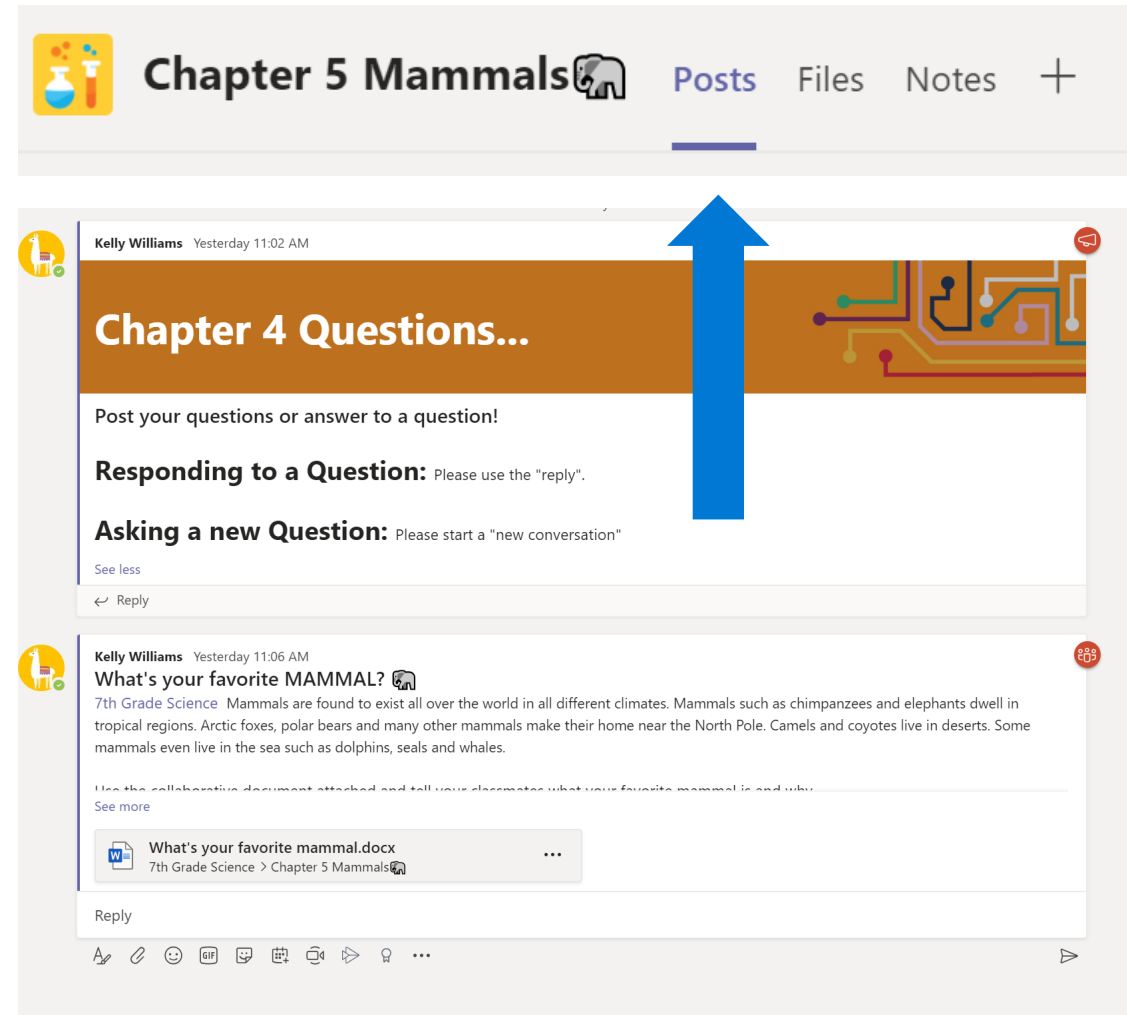




# Collaborate with classmates and your teachers in the Post tab

Teams **Posts** are similar to social media—teachers make posts, students can reply to posts, and @mention people's names to get their attention.

Assignments will also show up in posts.

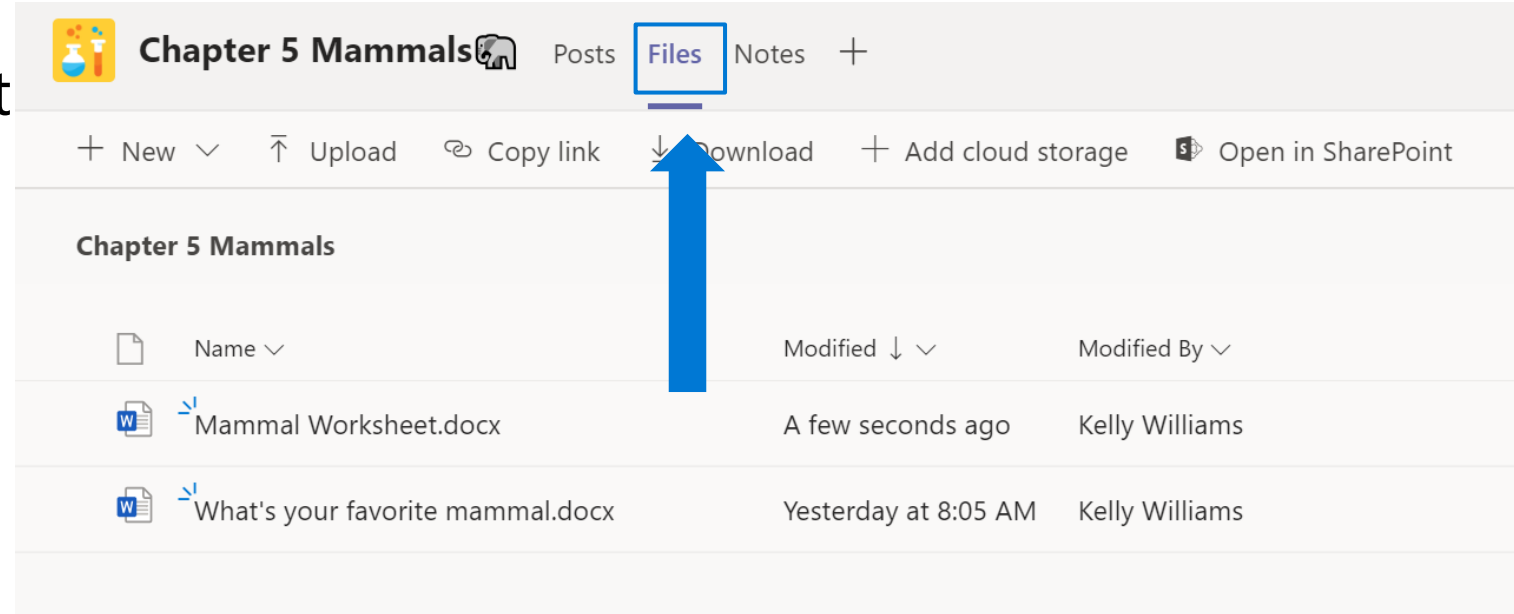


The screenshot shows the Microsoft Teams interface for a channel named "Chapter 5 Mammals". The top navigation bar includes icons for a channel (flask and test tube), the channel name "Chapter 5 Mammals", and tabs for "Posts", "Files", "Notes", and a plus sign for more options. The "Posts" tab is selected and highlighted with a blue underline. A large blue arrow points upwards from the bottom of the post area towards the "Posts" tab label. Below the navigation bar, there are two posts by "Kelly Williams" from "Yesterday 11:02 AM". The first post has a brown header with the text "Chapter 4 Questions..." and a circuit diagram on the right. The post content says "Post your questions or answer to a question!" and includes instructions for "Responding to a Question" and "Asking a new Question". The second post is titled "What's your favorite MAMMAL?" and includes a paragraph about mammals, a "See more" link, and an attached Word document titled "What's your favorite mammal.docx". Both posts have a "Reply" button at the bottom.

# Accessing files in TEAMS

Your teacher will upload important documents and file to view at any time.

May have multiple folders and students can collaborate within come folders and work on the same document.

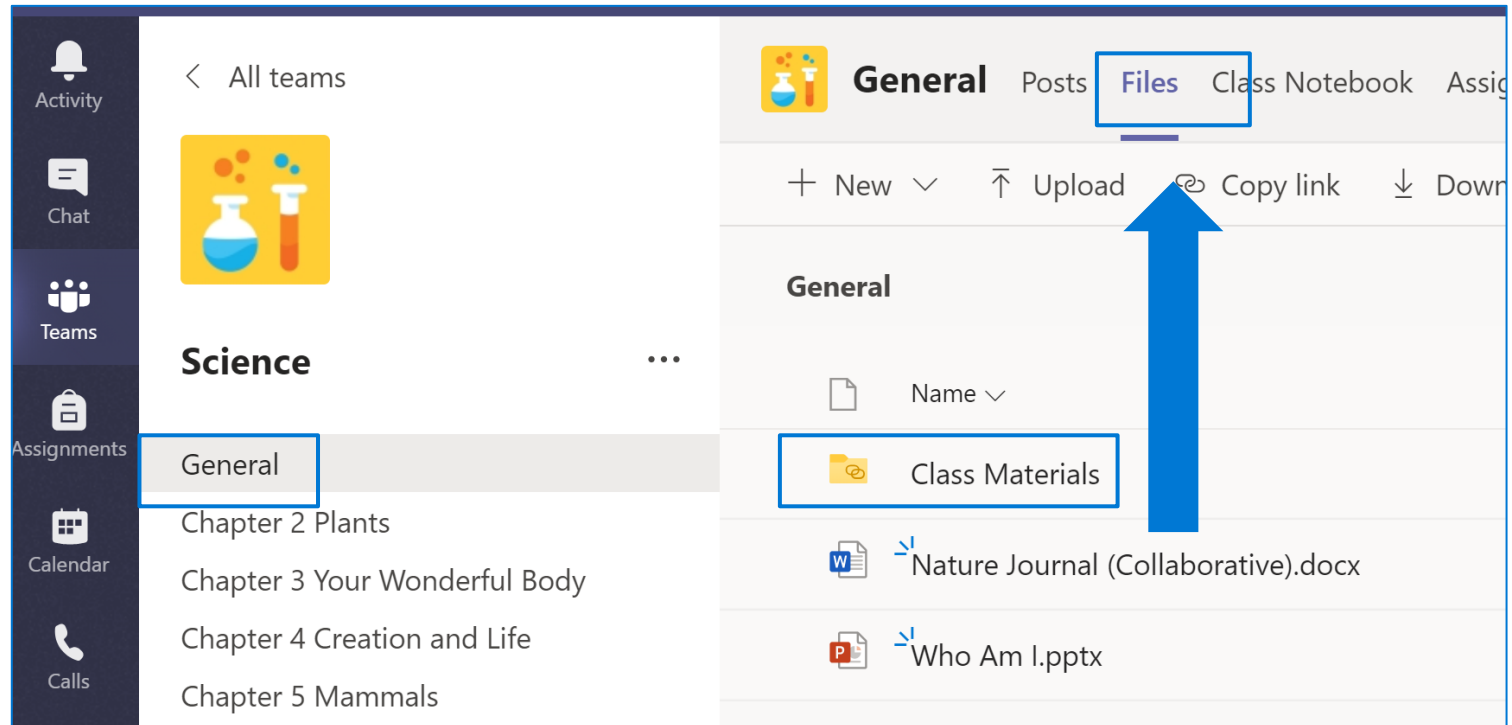


# Class Materials Folder

You may have a special folder in your General channel called **Class Materials**.

If your teacher has documents that are just for reference like class expectations or a syllabus you may find them here. Any file that is in **Class Materials** can not be edited by students. It is for your reference only.

Files found outside the **Class Materials** folder are collaborative.



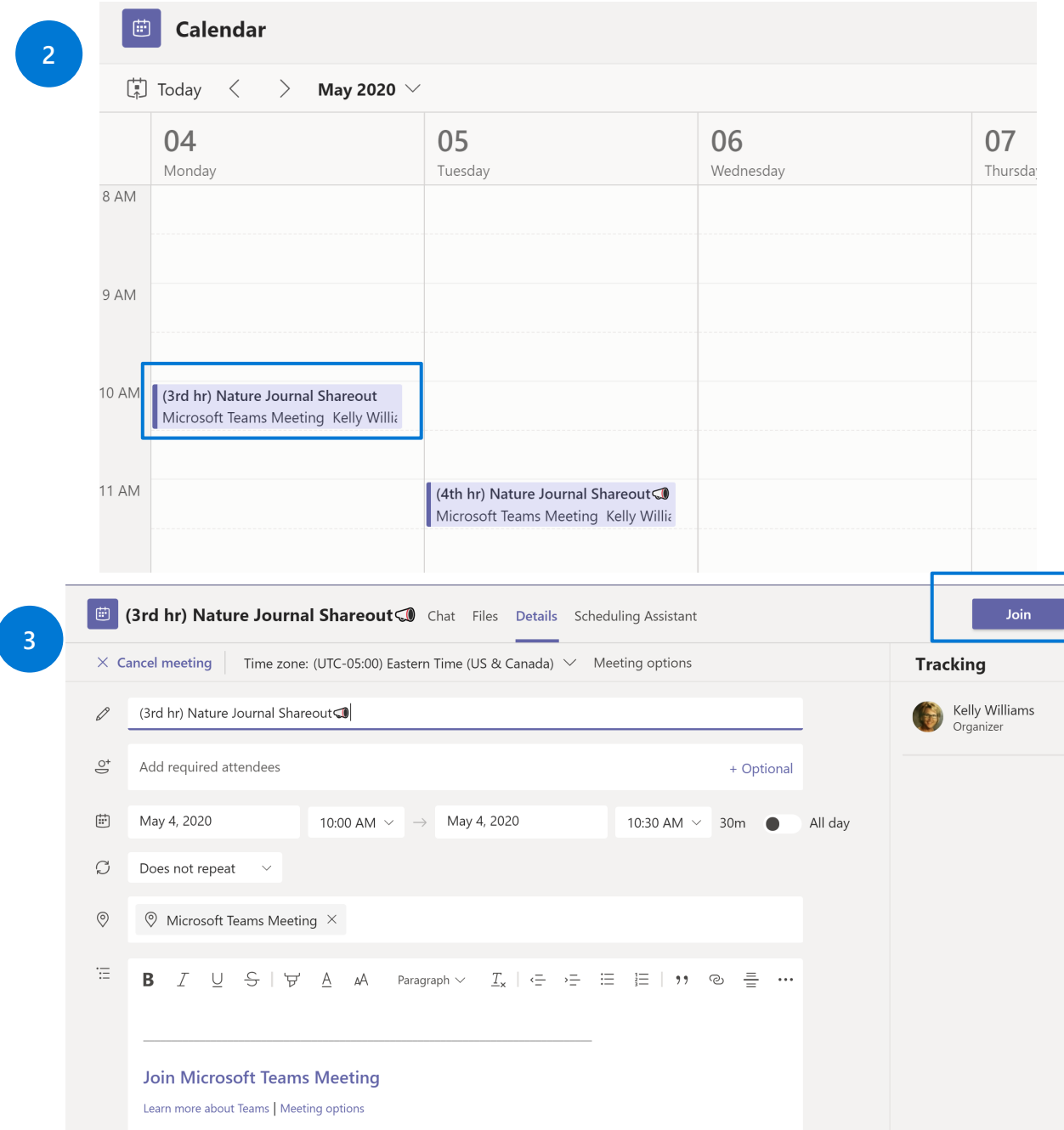
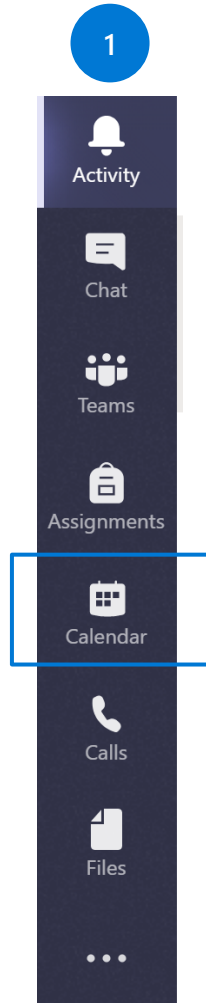
# Join a class meeting



# Join Teams Meetings

Your teacher adds it to the Team calendar

- Click **Calendar** on the left rail to open your calendar.
- Next, click on the scheduled meeting to open it.
- To Join the meeting click **Join**.





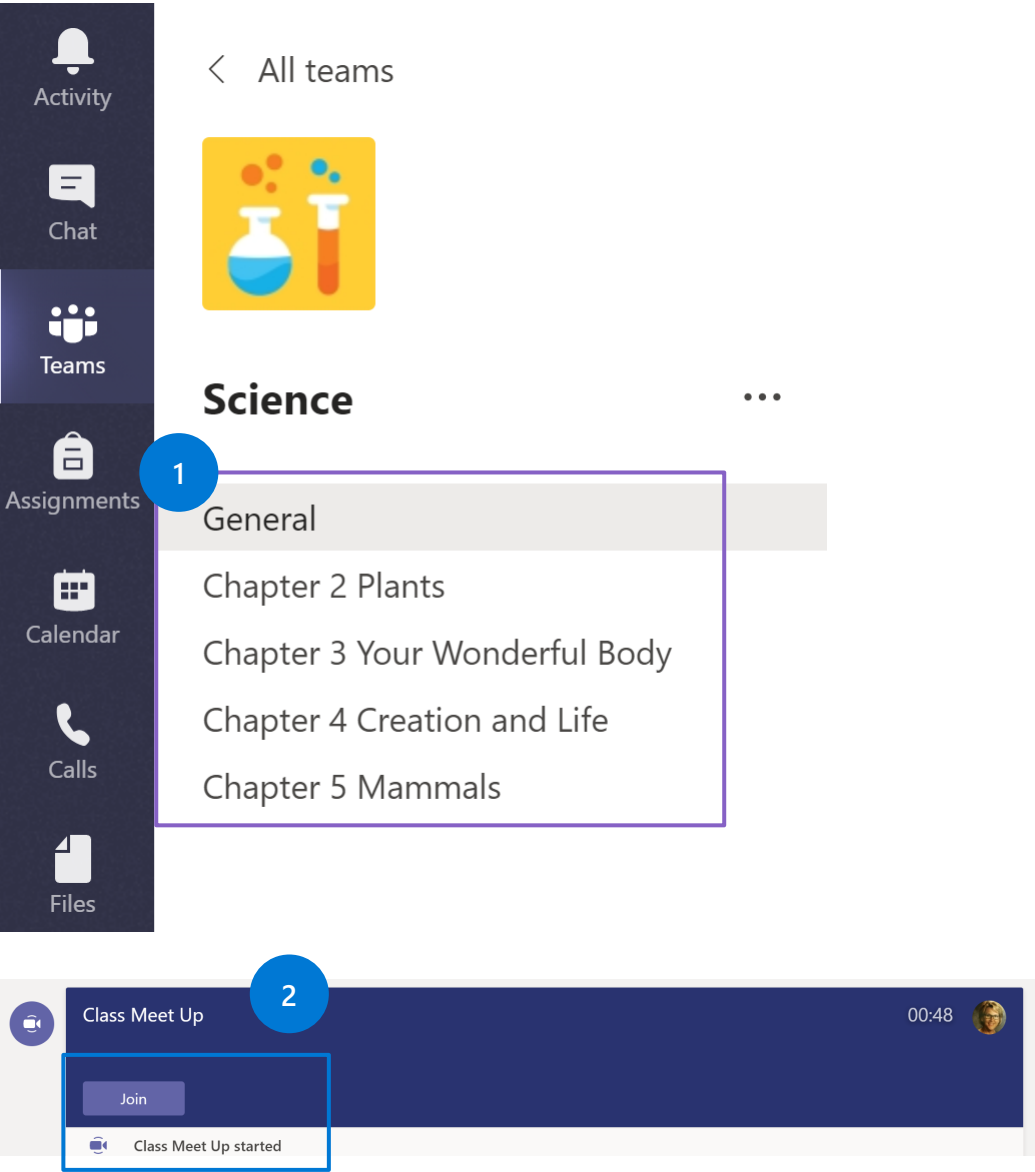
# Join Teams Meetings

Meeting in a Channel is a quick way to meet with your teacher and ask questions.

“Meet Now” with your teacher in a Channel

In the Post area of the team you will see the option to Join when your teacher starts the meeting.

Click Join to join your teacher in the meeting.



# What to do before the class meeting

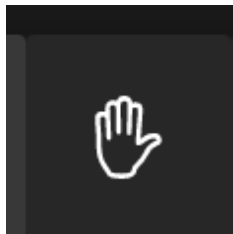


# Etiquette and tips for the best online class

Your child's teacher will likely have class guidelines for entering a meeting.

Here are a few common rules that will help your online class proceed smoothly.

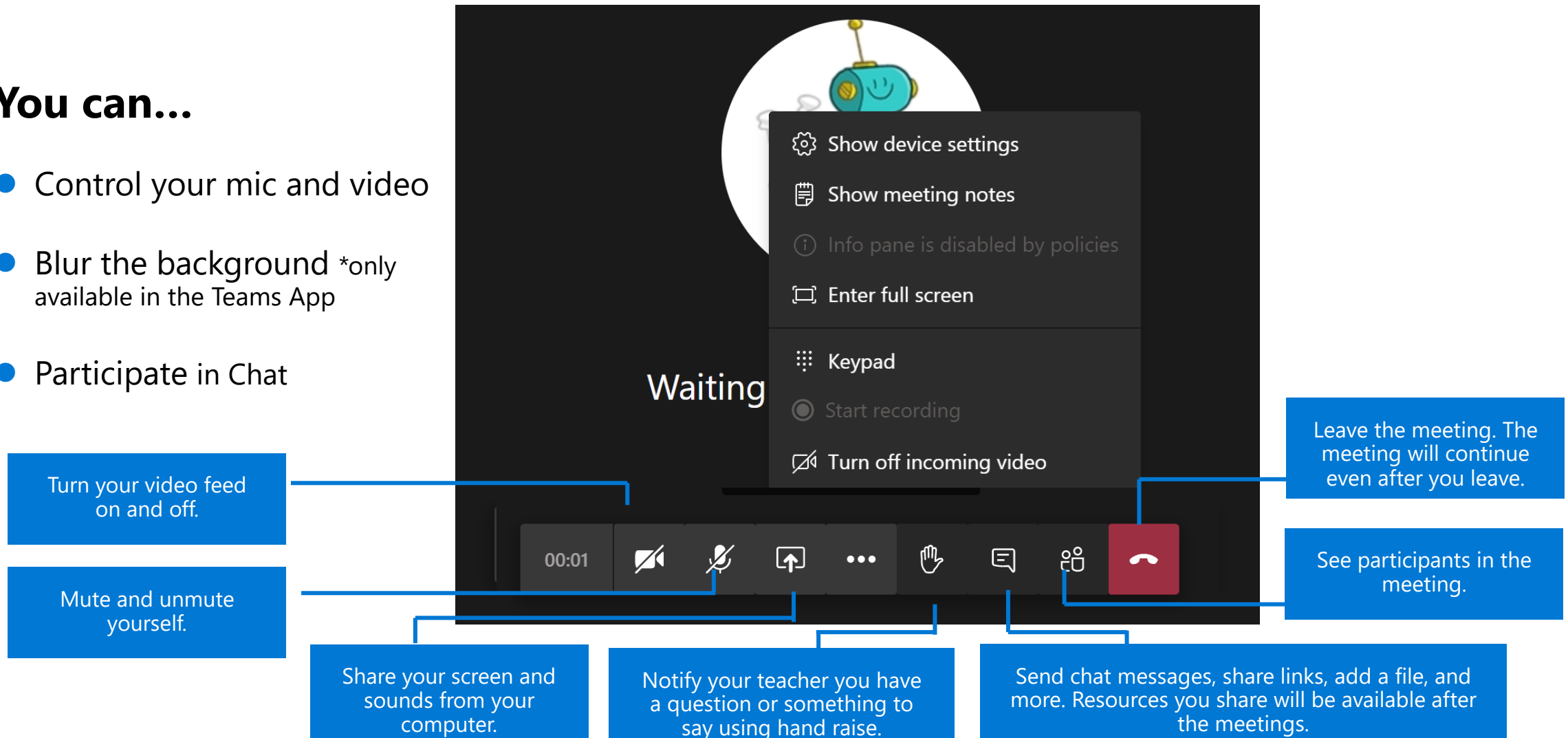
- **MUTE.** When you join the meeting, microphone off unless your instructor has instructed you otherwise.
- **CAMERA.** Camera should be turned on. Students can blur out their background or add an image for the background.
- **INTERACT.** Use the meeting chat to ask questions. Use the raise your hand feature to ask a question then wait for the instructor to call on you.



# What is the function for each icon on the meeting menu bar?

## You can...

- Control your mic and video
- Blur the background \*only available in the Teams App
- Participate in Chat





# Complete Assigned Work



# View assignments

1

The general channel houses features such as **Class Notebook, Assignments and Grades.**

2

When a new assignment is posted it will show up in the channel post. That will allow you quick access.

3

Click **View assignment** to open.

< All teams

7th Grade Science

General

Chapter 2 Plants

Chapter 3 Your Wonderful Body

Chapter 4 Creation and Life

Chapter 5 Mammals

General Posts Files Class Notebook Assignments Grades +

Team Meet

Kelly Williams changed channel name from Chapter 4 Creation and Life to Chapter 4 Creation and Life

Kelly Williams changed channel name from Chapter 5 Mammals to Chapter 5 Mammals

Kelly Williams Sunday 5:55 PM

**Welcome to the Team**

**7th Grade Science**

The General Channel can serve several purposes but one idea is to keep it as a place for the teacher to post Class Messages or Announcements. Change the Channel Moderation Preferences so that only owners can post.

Reply

**Assignments** Sunday 6:00 PM

**Nature Journal**

Due Apr 20

[View assignment](#)

Reply

**Assignments** Sunday 6:36 PM

**Science Project Research Paper**

Due Apr 20

[View assignment](#)

General Posts Files Class Notebook **Assignments** Grades +

< Back

**Nature Journal** [Journaling](#)

Due April 20, 2020 5:00 PM

Points  
25 points possible

Instructions

Let's get started with our **Nature Journal**... Journaling is an exercise in scientific data collection. Consider including where and when to look for particular wildflowers or birds.

1. Use the attached document to start and continue with your writing.
2. Record your observations observations and feelings to get to know your natural surroundings and the geography of your home environment.

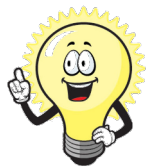
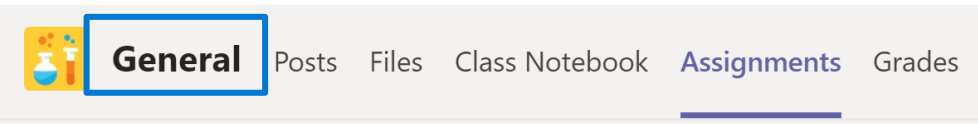
Student work

[Nature Journal \(Template\).docx](#)

# Complete assignments

1

Navigate to the **General** channel in your Team classroom and select Assignments.



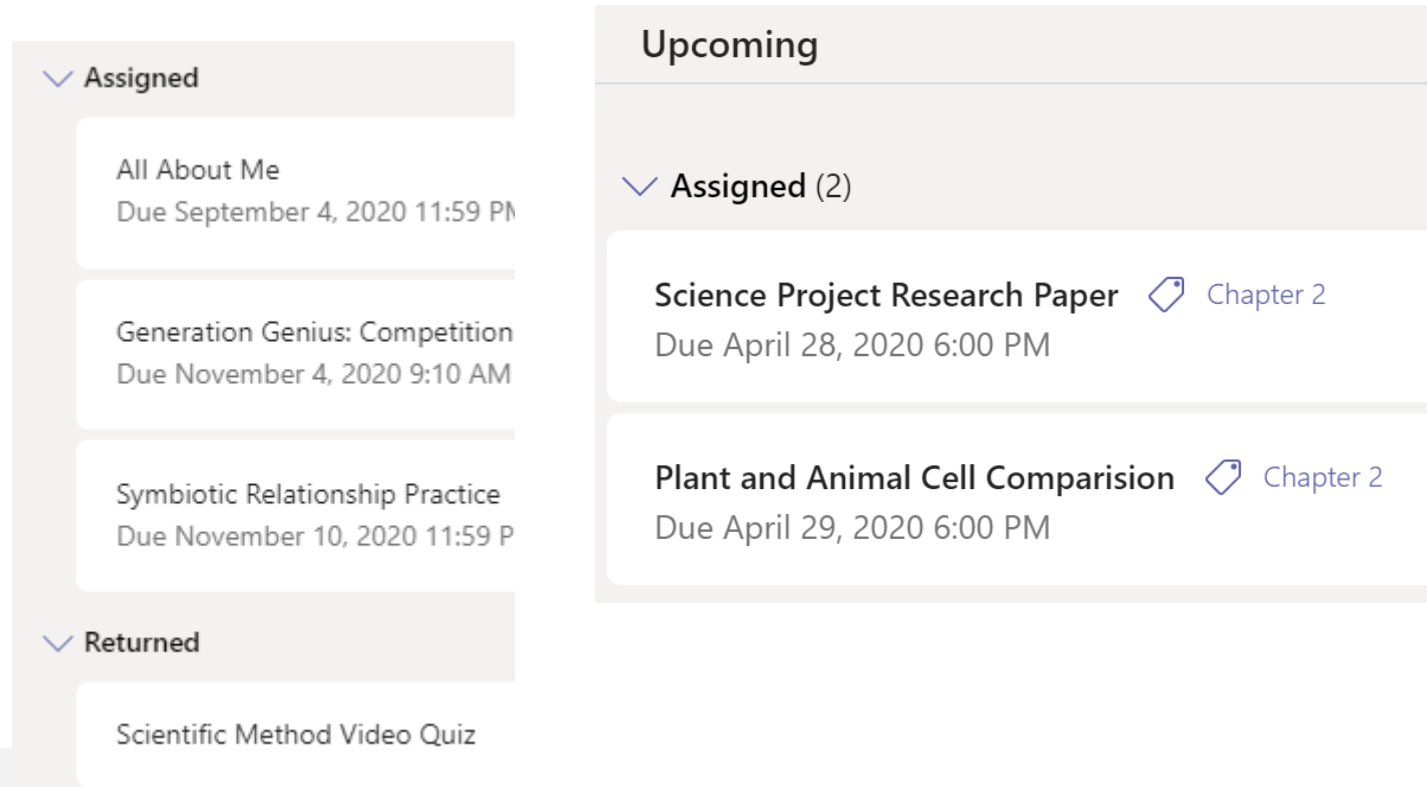
**TIP:** Your assignments will show in order of when they are due.

2

Select any assignment card to open it and view the assignment's details.

From this screen, you can see:

- Assignment Title
- Assignment Due Date and Time it is Due
- Total points possible
- Directions and Instructions



# How to open an assignment

- In assignments tab, click on the assignment
- Click the ellipses (3 dots)
- Always choose "OPEN IN TEAMS"

Student work



unit 1 lesson 3 thermal energy study guide.docx



Open in Teams



Open in Word



Open in Word Online



Download

## Symbiotic Relationship Practice

Due November 10, 2020 11:59 PM

Instructions

*None*

Student work



Unit 2 Lesson 4 Symbiotic Relationships.pptx



# How to Edit (complete) Assignments

-Once you click "OPEN IN TEAMS," the assignment will open, but it is not editable

-In order to edit, click EDIT DOCUMENT, and choose

Student work



unit 1 lesson 3 thermal energy study guide.docx



Open in Teams



Open in Word



Open in Word Online



Download



unit 1 lesson 3 thermal energy study guide



Immersive Reader



Edit Document ▾



Edit Document ▾



Print



Find



**Edit**

Make quick changes right here using Word.



**Open in Desktop App**

Use the full functionality of Microsoft Word.

# Locate reference materials and My work

If your teacher provides **Reference materials** or specified a document for you to turn in, you will see these when you open the assignment.

[< Back](#)

Turn in

Who Am I individual

Due April 21, 2020 10:00 PM

Powerpoint

Points  
10 points possible

Instructions

Please create a slide deck that tells me all about you

Reference materials

Instructions for Project Completion.docx

My work

All about me.pptx

+ Add work





# Attach work to your assignment

1 If you need to provide a document(s) as a part of the assignment, select **+ Add work**.

[Back](#)

Turn in

Who Am I individual

Powerpoint

Due April 21, 2020 10:00 PM

Points  
10 points possible

Instructions

Please create a slide deck that tells me all about you

Reference materials

Instructions for Project Completion.docx

My work

All about me.pptx

+ Add work

2 Choose the location of your file and **Attach** it.

OneDrive

+ New File

Link

Teams

Upload from this device

Cancel

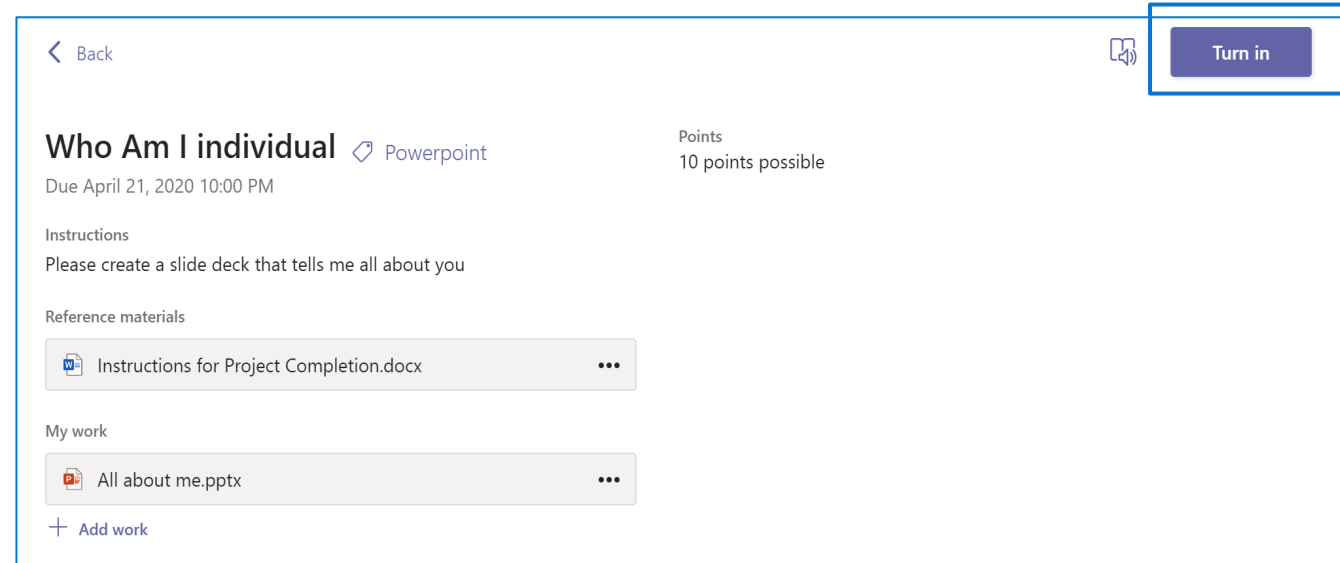
Attach

# Turn in an assignment

When your assignment is complete, click **Turn in**. This will send your completed assignment to your teacher.

The **Turn in** button will change depending on the status:

- **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
- **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
- **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.



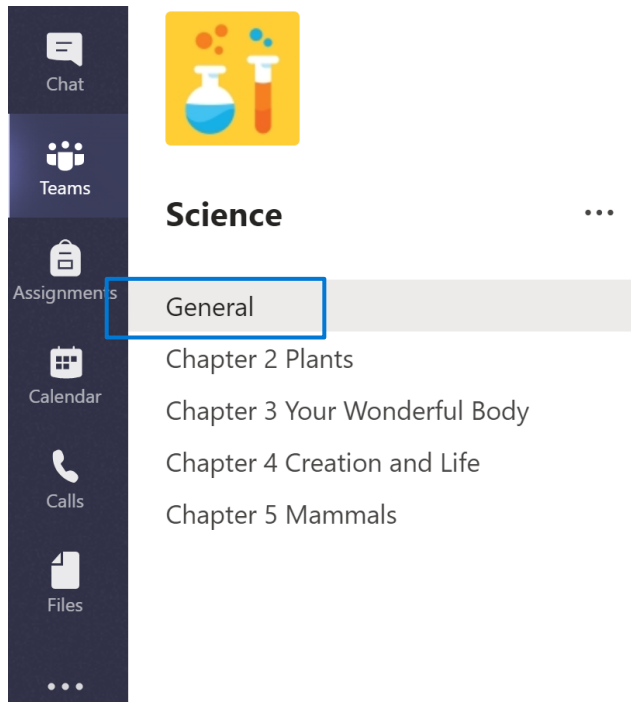
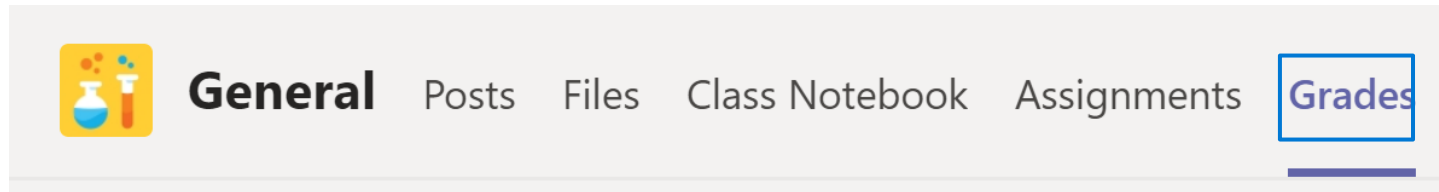
# Review Graded Work



How to track progress and review graded assignments

# View the Grades tab

Each of your class teams has a **Grades** tab where you can view assignments at-a-glance, as well as track how you are progressing.



To open the **Grades** tab, navigate to the **General** channel of your desired class team and select **Grades**.

# Track your progress in the Grades tab

- You'll see all your assignments listed with the nearest due date at the top.
- View your status on each assignment as well as points you've received on graded work.
- Assignments without points will show as Returned after your teacher has reviewed them.
- Assignments can be sorted using the arrows next to the Due date and Assignments headings.



Student01, NCCE

Due date ▲	Assignment ▼	Status	Points
May 5	Science Project Research Paper	⊘ Not turned in	/50
May 5	Science Project Research Paper	⊘ Not turned in	/50
May 4	Plant Worksheet	👁 Viewed	/20
May 4	Plant Worksheet	👁 Viewed	/20
Tomorrow	Nature Journal	✓ Turned in	/25
Tomorrow	Nature Journal	✓ Turned in	/25

# Review feedback

After you have submitted an assignment and your teacher reviews it, they will return it to you.

Open the assignment and review your grade and any feedback that your teacher gives.

The screenshot shows a Blackboard interface with a top navigation bar containing 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments' (highlighted), 'Grades', and 'Wiki'. The main content area is titled 'Nature Journal' with a 'journal' icon and a due date of 'Due April 27, 2020 10:00 AM'. Below the title are 'Instructions' and a list of two tasks. The 'My work' section shows a document titled 'My Nature Journal.docx'. On the right, a 'Feedback' section contains a message from the teacher and a 'Points' section showing '23 / 25'. A blue box highlights the 'Returned Fri, Apr 17, 7:54 AM' status and a 'Turn in again' button.

**General** Posts Files Class Notebook **Assignments** Grades Wiki

[Back](#)

## Nature Journal journal


Due April 27, 2020 10:00 AM

**Instructions**

Let's get started with our Nature Journal... Journaling is an exercise in scientific data collection. Consider including where and when to look for particular wildflowers or birds.

1. Use the attached document to start and continue with your writing.
2. Record your observations observations and feelings to get to know your natural surroundings and the geography of your home environment.

**My work**

 My Nature Journal.docx


[+ Add work](#)

**Feedback**

Great start on your Nature Journal. I loved your drawings and reading about all the wonderful things you saw!

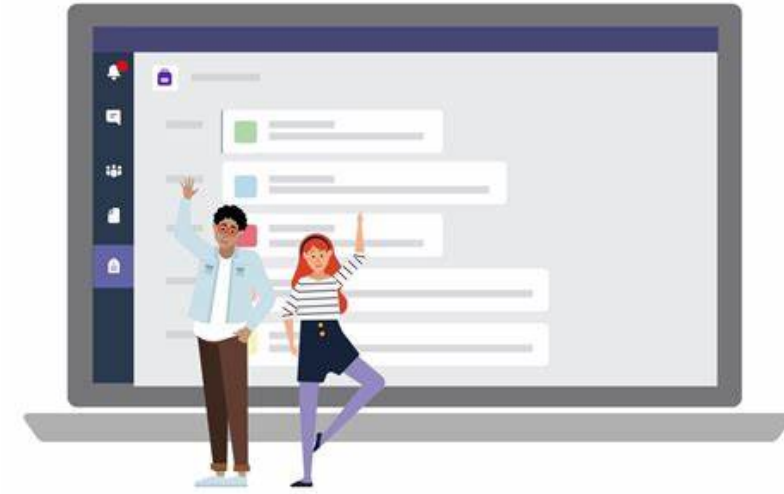
**Points**

23 / 25

 Returned Fri, Apr 17, 7:54 AM [Turn in again](#)



# GMS: Getting Started with Microsoft Teams: Thanks for joining us!



## Questions???

Michelle Augustus

GMS 6<sup>th</sup> grade Science Teacher

[augustusm@scsk12.org](mailto:augustusm@scsk12.org)

Microsoft Ambassador