

How to use emails, OneDrive, SharePoint and Teams

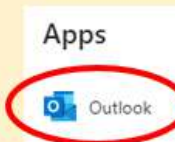


2. Emails

1. Using Teams to join a meeting:

- Behaviour
- Replying to a meeting invitation
- Setting up Teams
- Joining a meeting via the calendar
- Turning off microphone
- Turning off video
- Waiting in lobby
- How to use chat bar
- How to raise hand
- Post meeting chat facility to access shared documents or files

- Navigating the Office 365 homepage
- Sending an email with an attachment
- Uploading files to OneDrive



SharePoint

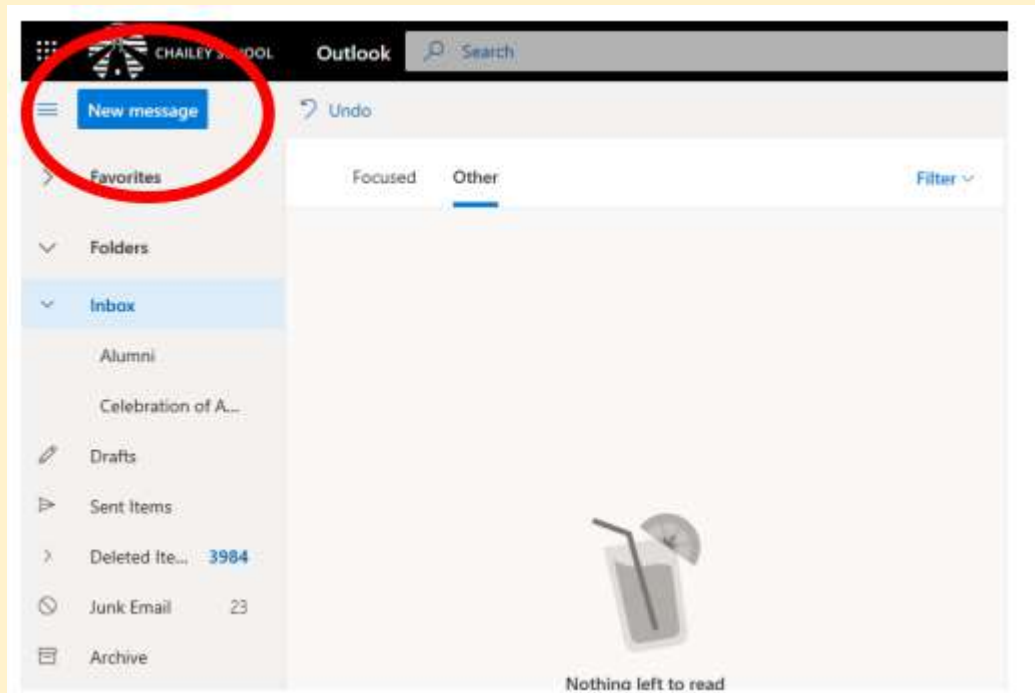
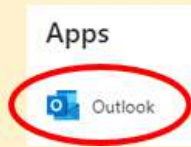
- Navigating SharePoint
- Following a site so it appears at the top of your SharePoint page



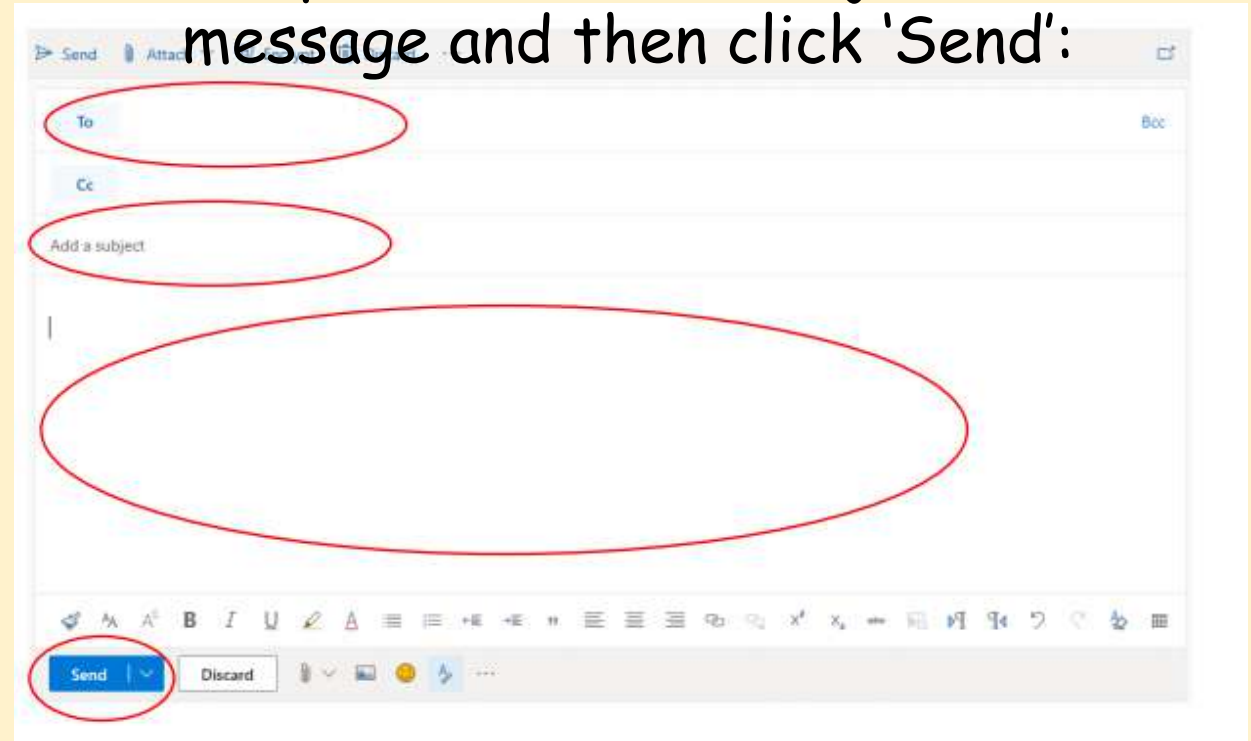


Emails

1. Log into your Office365 account with your username and password 2. Click on the 'Outlook' icon. This will open your Inbox To send an email:
2. Click on New Message:



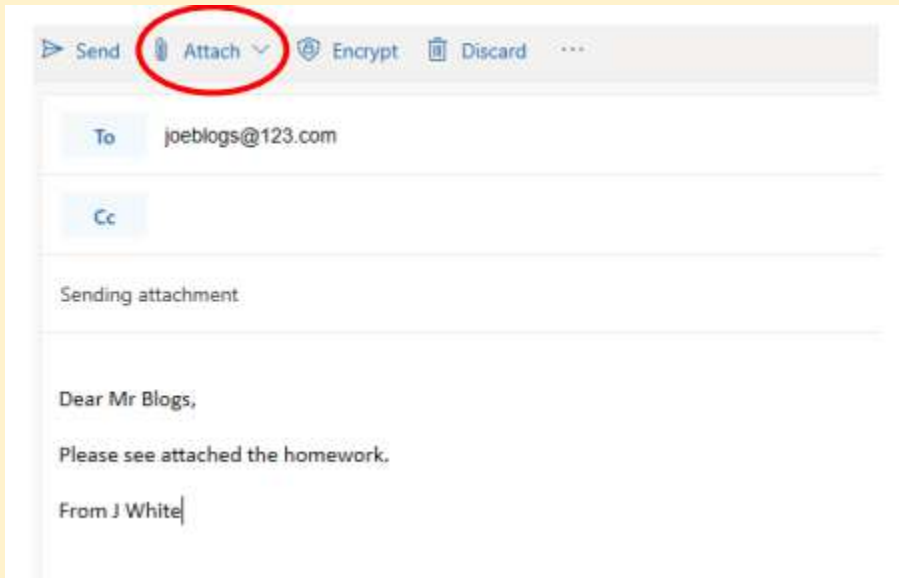
3. This box will appear. Type in the recipient address, subject, email message and then click 'Send':



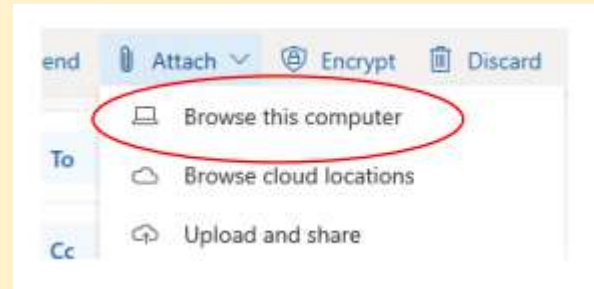


Attaching a document to an email

1. Click Attach or paperclip sign:



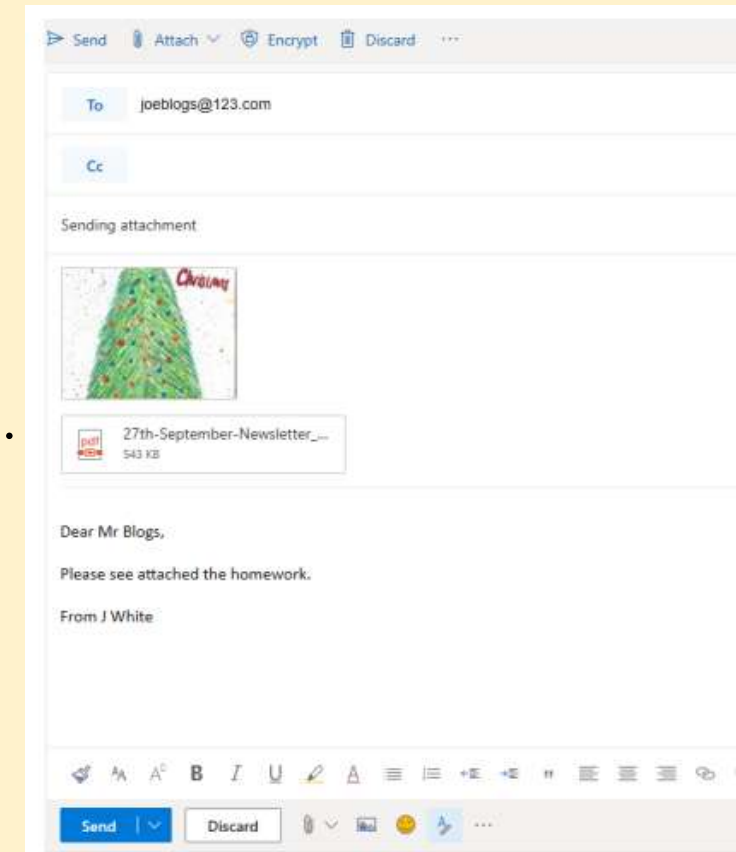
2. Click Attach or paperclip sign:



3. Select the document
(you must have saved this first)



4. Click on the document and then click Open or Attach. The email will show the document/s are attached like this. Finally, send

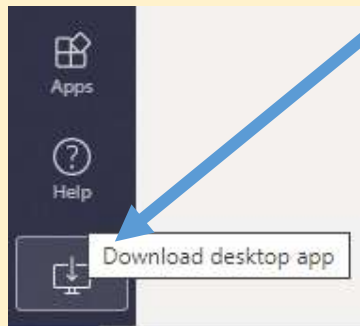
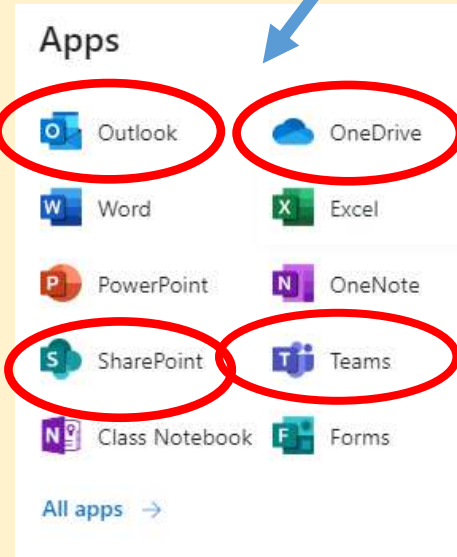
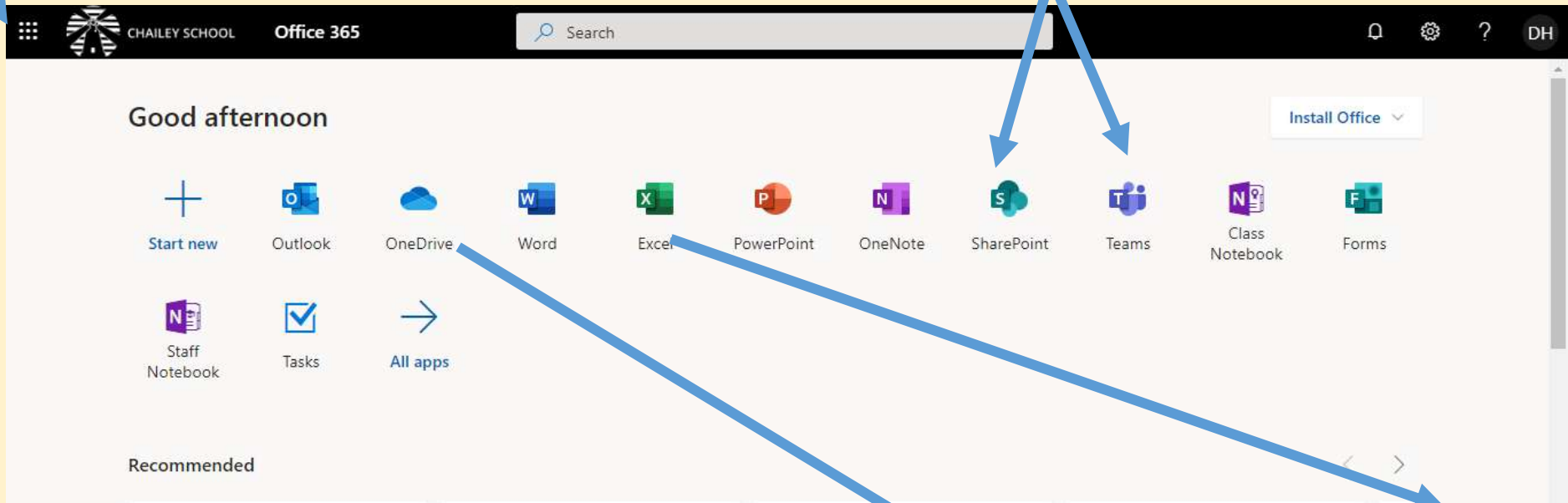


Navigating Office 365



Click on the **App Launcher** 1. to access emails, SharePoint, Teams and OneDrive. This is at the top of any Office 365 application

2. Click on SharePoint to access subject files and teams item to join a meeting.



3. Click on this icon to download the App. Bottom left hand corner of your screen. **This is recommended**

4. Files can be uploaded to OneDrive and accessed and edited home

5. Free access to MSOffice software. Word, Excel.

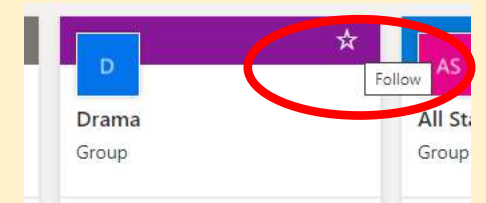


SharePoint - Student resources

The screenshot shows a SharePoint site for 'Drama'. The top navigation bar includes the 'CHAILEY SCHOOL' logo and a search bar. The left sidebar lists navigation options: Home, Conversations, Documents, Notebook, Pages, Student Resources, Site contents, and Recycle bin. The main content area is divided into 'Activity' and 'Quick links'. The 'Activity' section shows a grid of items, including a site page 'Digital-Theatre-+' and several documents titled 'Component 2' and 'Section 1 Write Up Sliding Doors', all added or edited by Noah Rutter. The 'Quick links' section includes 'Staff Resources' and 'Student Resources'. Below this is a 'Student Resources' section with a table of documents:

Name	Modified
Export to Excel	
All Documents	
Prefect Application Video	May 1
Year 10	April 2
Year 11	May 1
Year 7	May 1
Year 8	May 1
Year 9	May 1

1. Select your subject, year group to find the resources/ files you may need.



2. Click on the star to follow this subject.



One drive



This means you can access your files at home. Click on upload to add a file. You can then edit this using word, power point etc. Your files will be stored on the cloud.

The screenshot shows the OneDrive interface for Sharon Rowe. The top navigation bar includes the Chailey School logo, the OneDrive logo (circled in red), and a search bar. Below the navigation bar, there are buttons for '+ New', 'Upload' (circled in red), and 'Automate'. The left sidebar shows navigation options: My files, Recent, Shared, Recycle bin, and Shared libraries (CPD, Computer Science, AdditionalResources, etc.). The main content area, titled 'My files', displays a table of files and folders.

Name	Modified	Modified By	File size	Sharing
Attachments	September 16	Sharon Rowe	16 items	Private
admin	September 3	Sharon Rowe	3 items	Private
Year 8 ICT	July 8	Sharon Rowe	1 item	Private
Computing	July 1	Sharon Rowe	45 items	Private

Sharon Rowe

+ New

Upload

Automate

My files

Recent

Shared

Recycle bin

Shared libraries

CPD

Computer Science

AdditionalResources

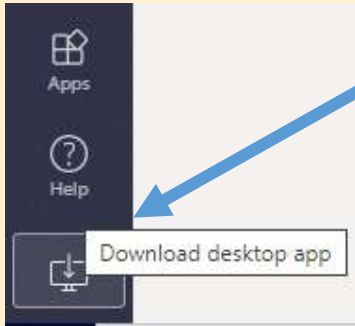
My files

Name	Modified	Modified By	File size	Sharing
Attachments	September 16	Sharon Rowe	16 items	Private
admin	September 3	Sharon Rowe	3 items	Private
Year 8 ICT	July 8	Sharon Rowe	1 item	Private
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Setting Up Teams



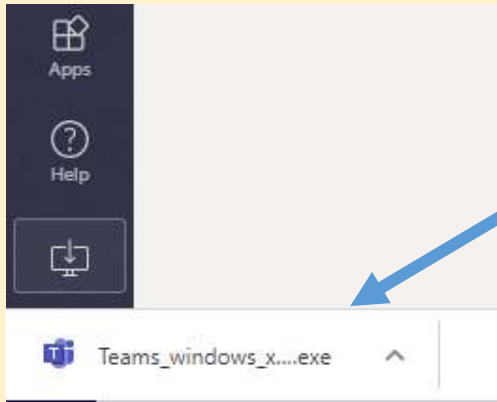
1.



After you have clicked the **'Download desktop app'** it will start to download to your computer

Your teachers will use Teams for lessons, if they need to.

2.

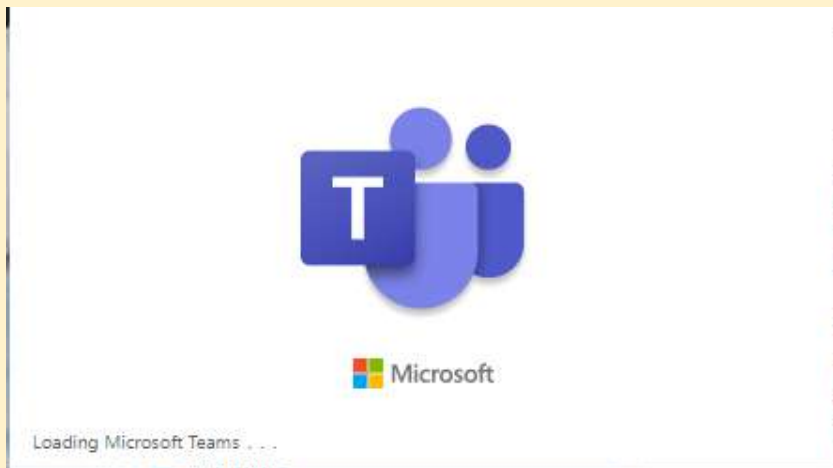


You should see the download appear at the bottom of your screen. This may vary depending on your computer. **Click** to open it, this should automatically load Teams.

4.

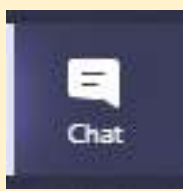
- You may need to check the **settings** when Teams loads for the first time.
- Ensure you tick the box that says **'Open Teams automatically on start up'** Or **'Always open Teams'** The wording may vary. This will ensure Teams is running whenever you are on the computer.

3.



You should see this window as Teams is installed.

Teams allow you to have 1-2-1 chats by text, video or audio with your teachers Or lessons with your class.



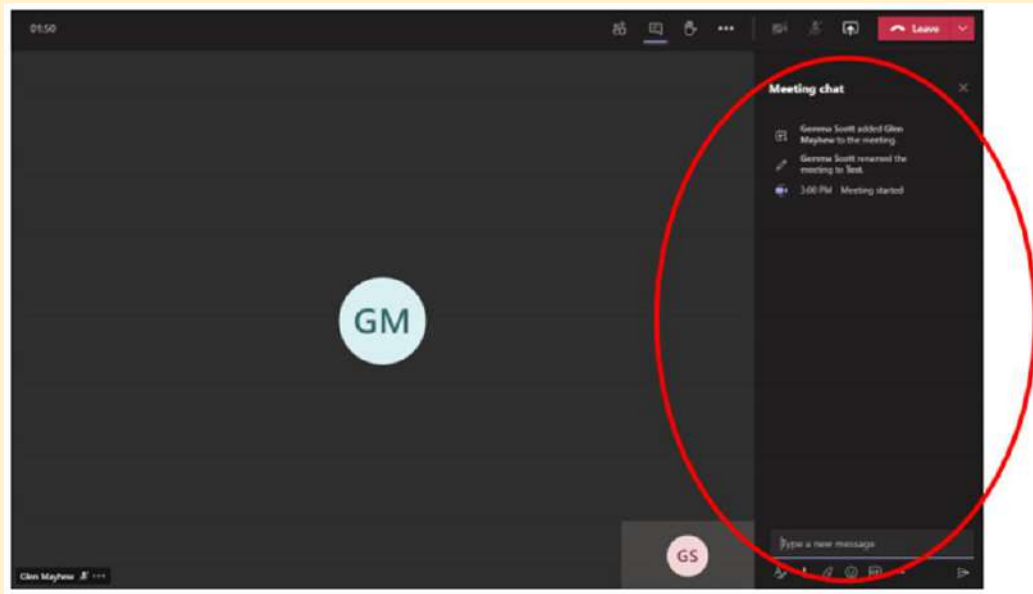
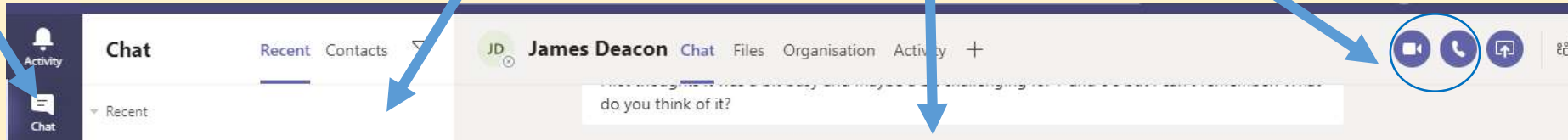
'Chat' with Teams

- Using the chat to send messages.

1. Click the 'Chat' icon on the left menu bar

2. This area shows your recent chats. Click on them to display in the window on the right

3. These are options for your chat - video or audio



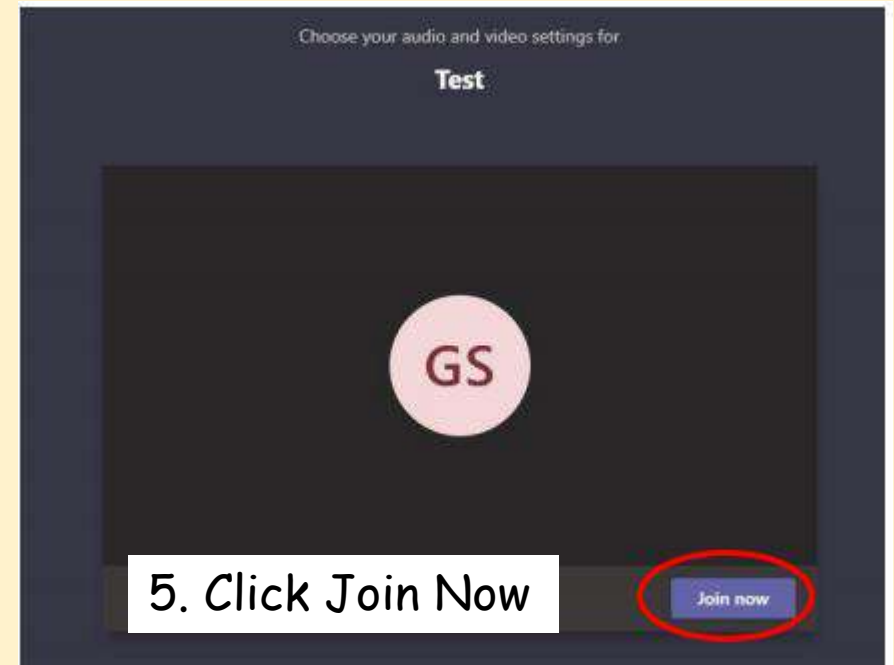
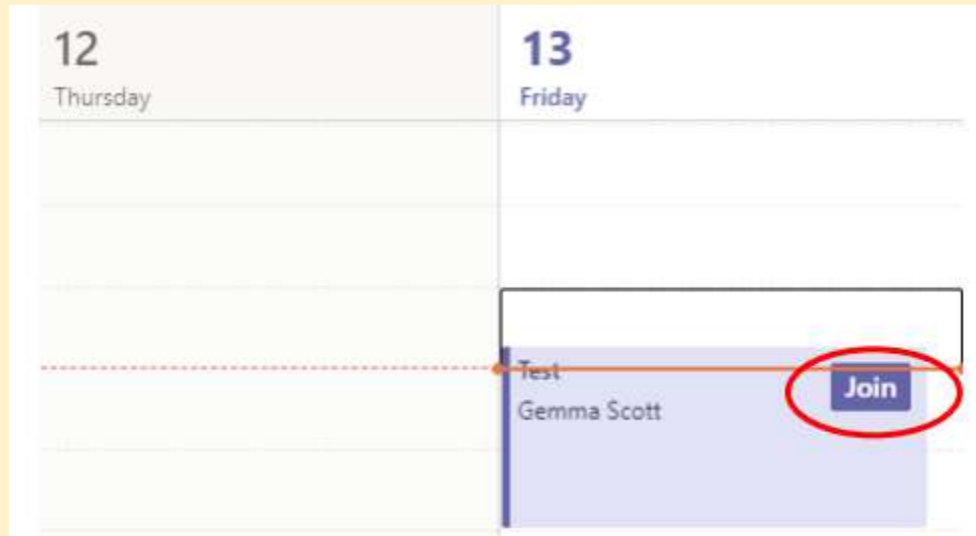
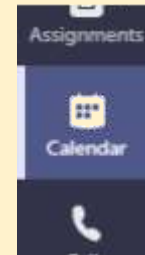
4) If you are unable to use your microphone or camera then you can use the 'Chat' bar to the side of the meeting. You should be able to see your teachers video or hear their audio (although, the example below does not show this)



Joining a Teams meeting

To join a meeting that you have been invited to:

1. Go to your calendar on Teams:
2. Go to the date of the meeting and click 'Join':
3. Or you will receive a link via email.



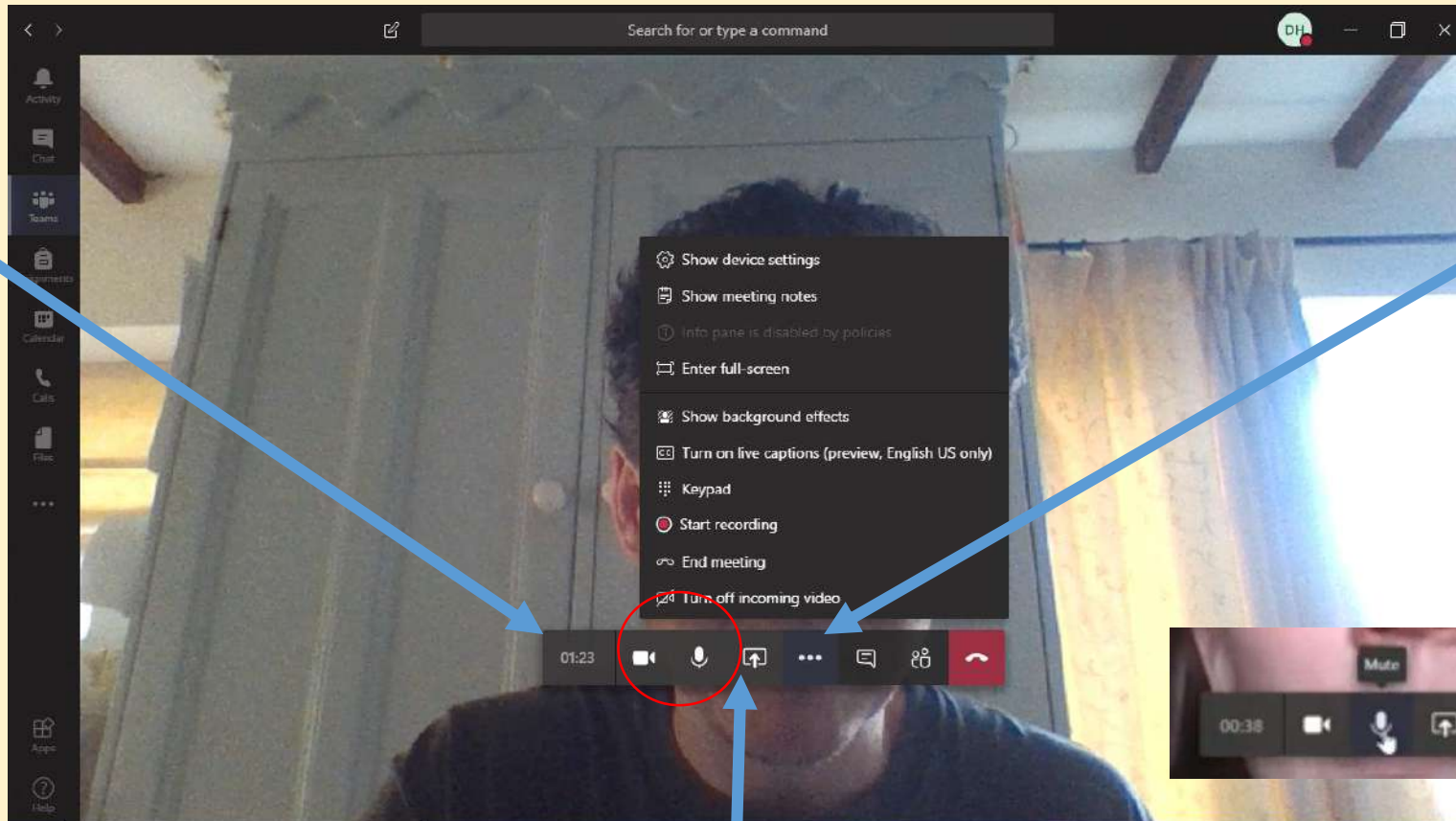


Turning the video and microphone on and off.

- This menu bar will pop up when you move the mouse over the video area

1. This gives options for in meeting functionality like mute sound or video.

If there is a line through the microphone then you need to unmute the sound if you want to talk. Click on the camera to turn on and off the video.



Menu List

- Click the 3 dots to reveal the menu list.
- Additional options are available like end meeting and change background.

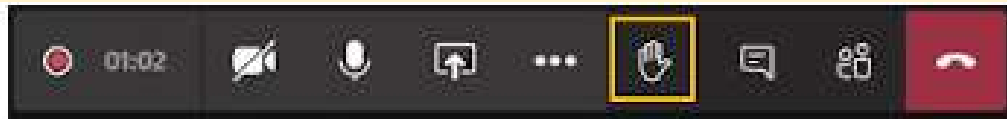
2. Click to share your screen with teachers

3. Click on the microphone to Mute the sound so your teacher cannot hear you.



Raising your hand in a teams meeting

1. During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation.
2. Just select raise your hand in the meeting controls



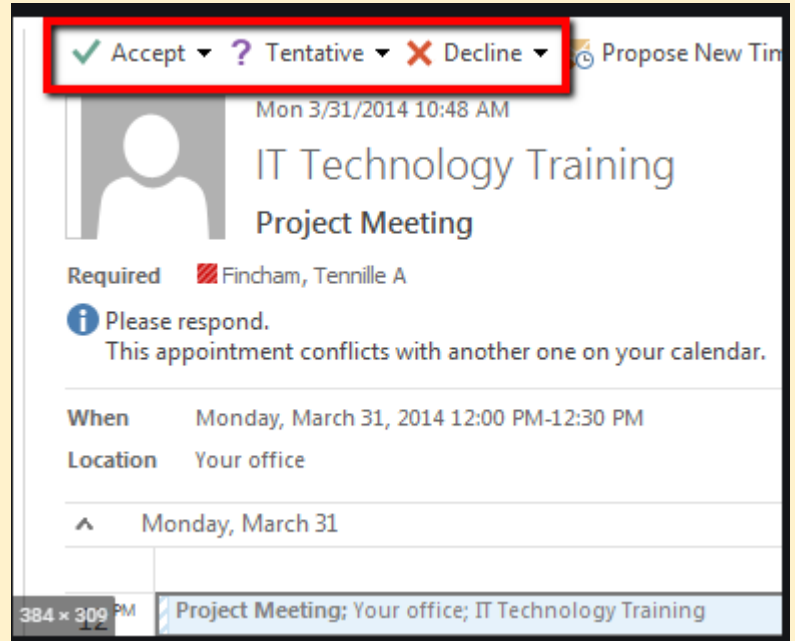
3. Everyone in the meeting will see that you've got your hand up. Your teacher will then ask you to speak.



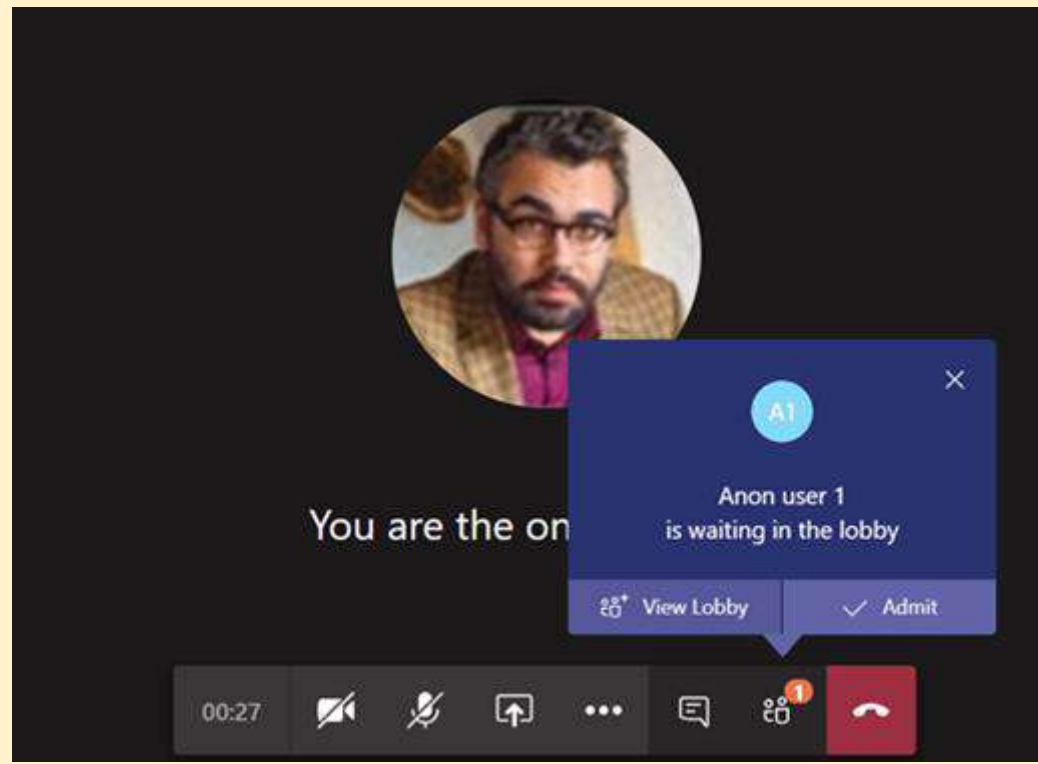


Accepting the meeting

Click accept the meeting.



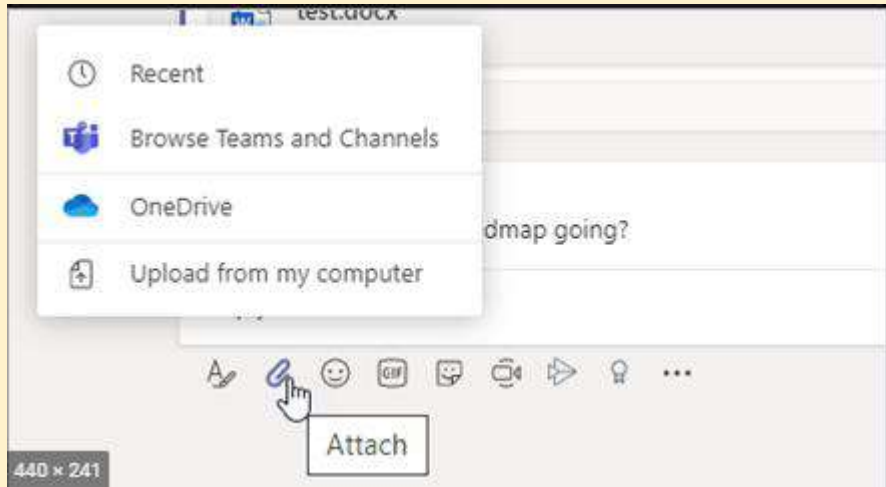
Waiting in the lobby



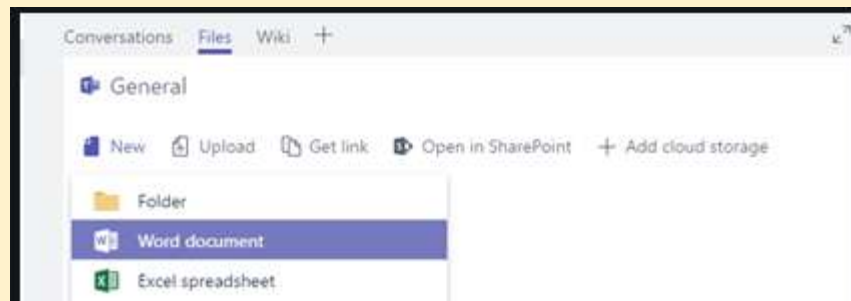
Once you have accepted the meeting your teacher will admit you into the meeting by clicking admit.



Uploading files.



1. Click attach. You can then select where you want to upload files to e.g. one drive.



2. Select the document you want to upload.