Office 365

To login into office go to www.office.com and click on sign in.
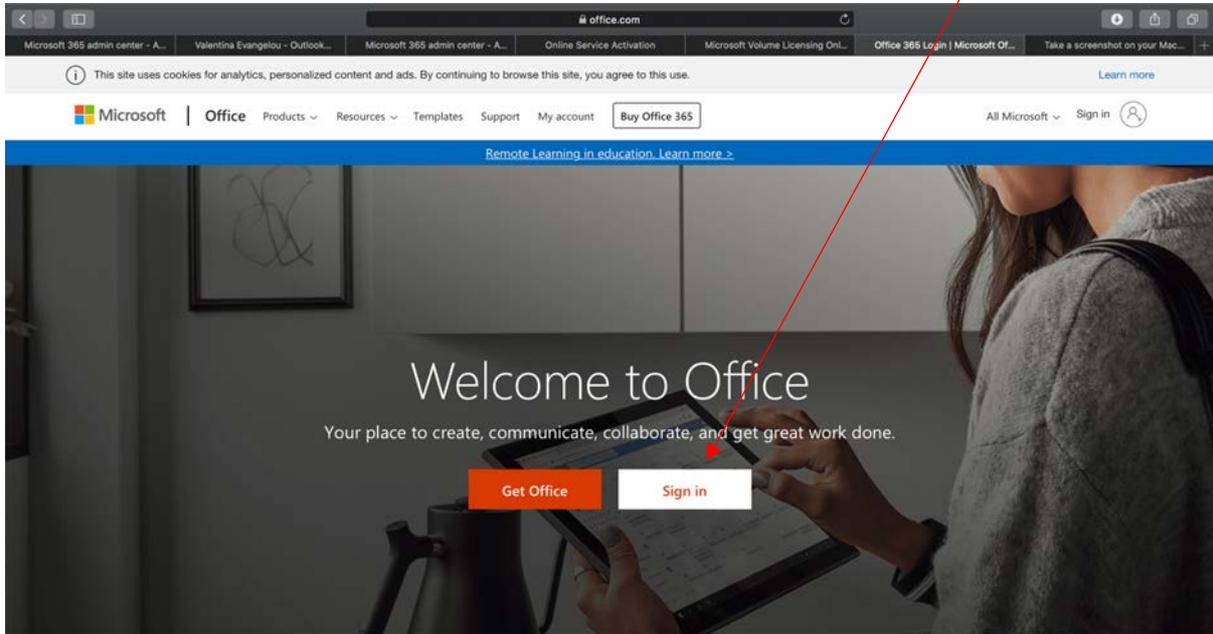
Next type in your username eg. evanv004.309@lancasterianprimary.com
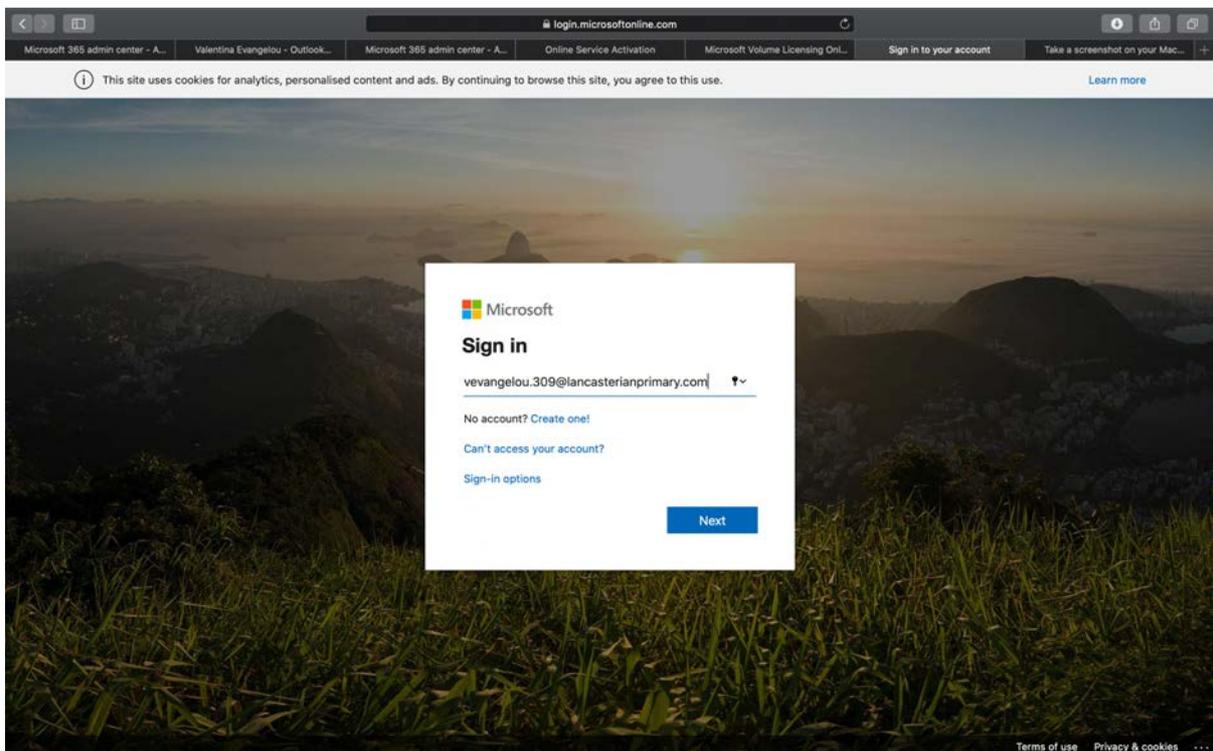
Make sure it says Lancasterian Primary School next to **Tenant: and type in the password.**
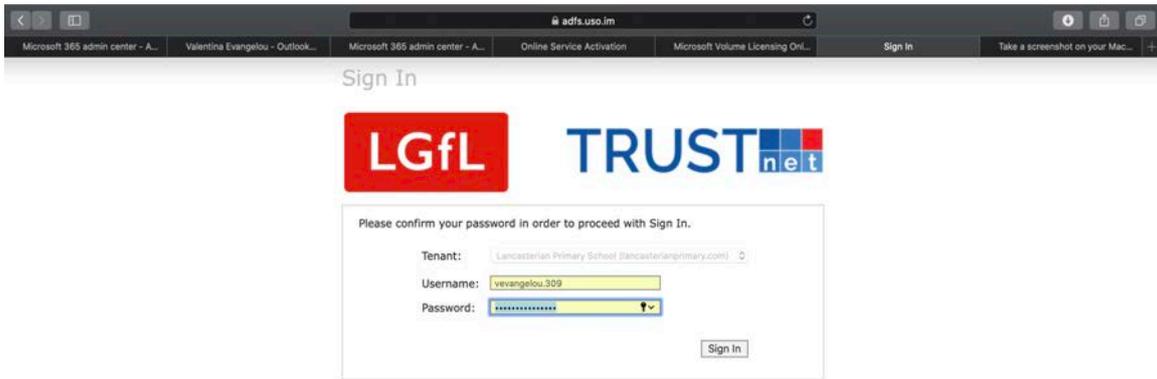
On the next page you will be asked if you want to stay logged in, you can decide but if more than one user is using the same profile on the computer you may want to say no.
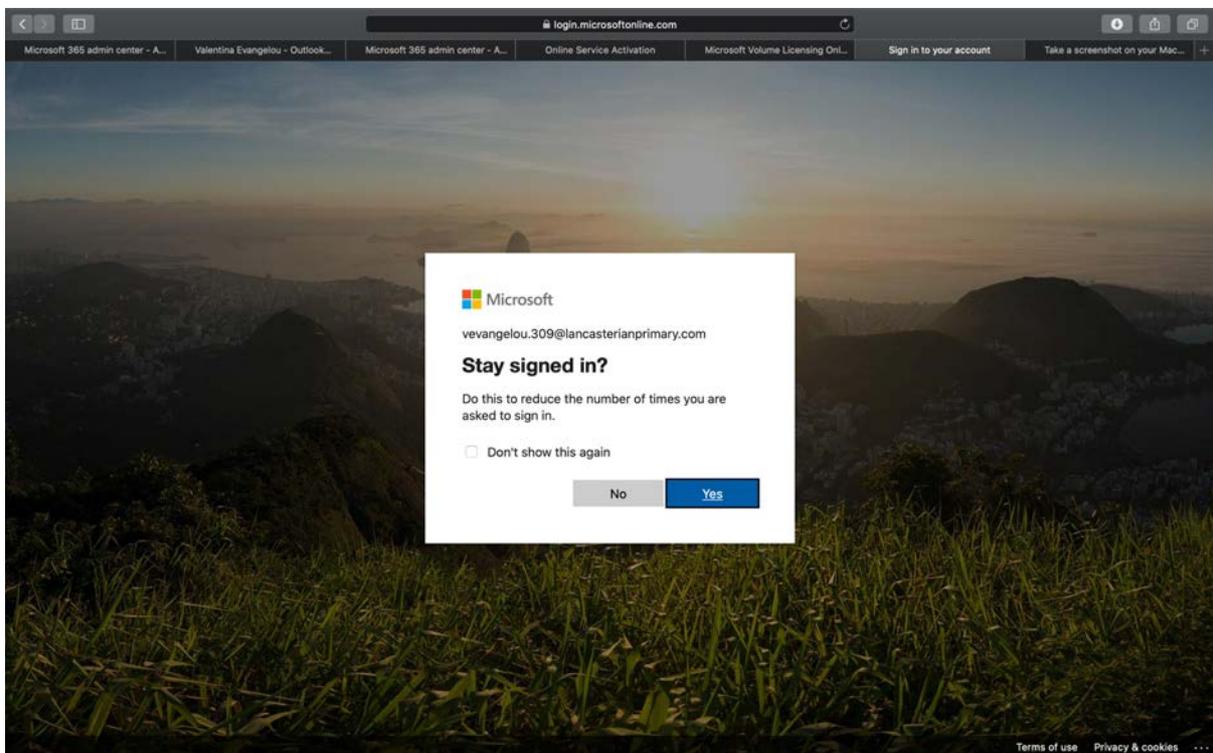
This is the page you will see, **DO NOT** use Outlook for now. Stick to Word and Powerpoint. All documents will be saved in One drive automatically but ensure you give it a file name. More on this below.
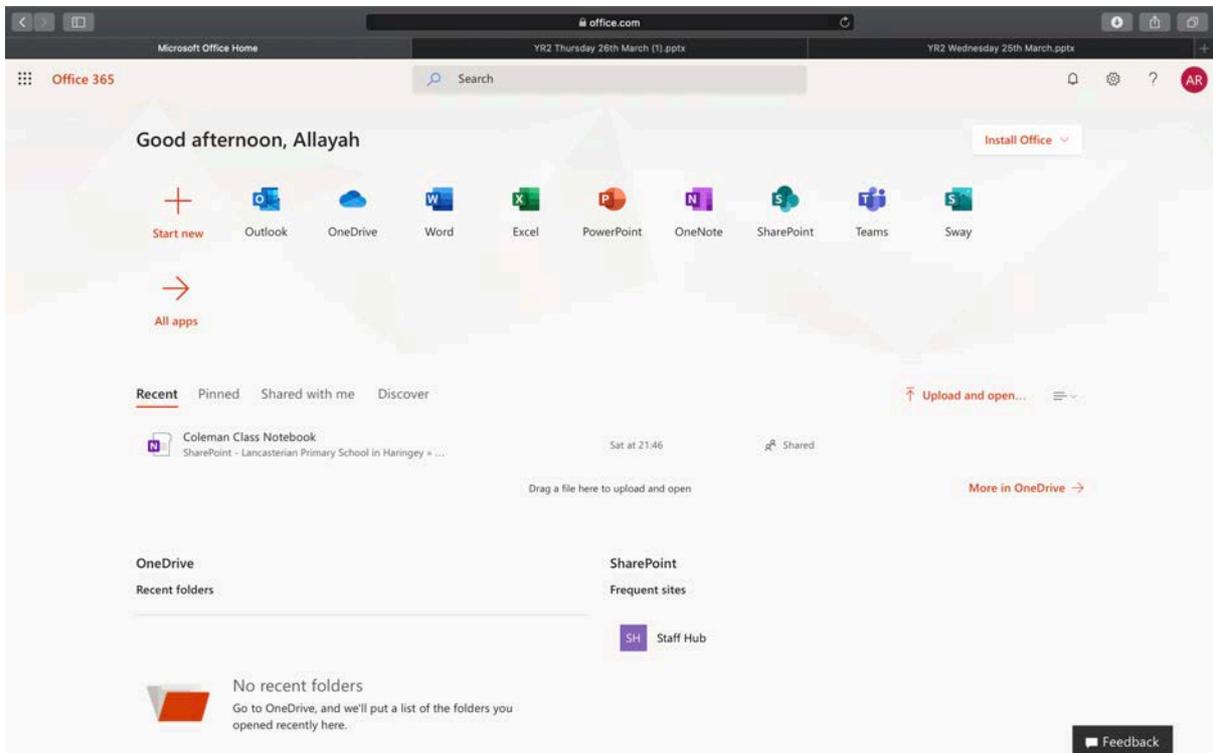
In order to view any messages posted by your teacher or your friends click on **Teams**.
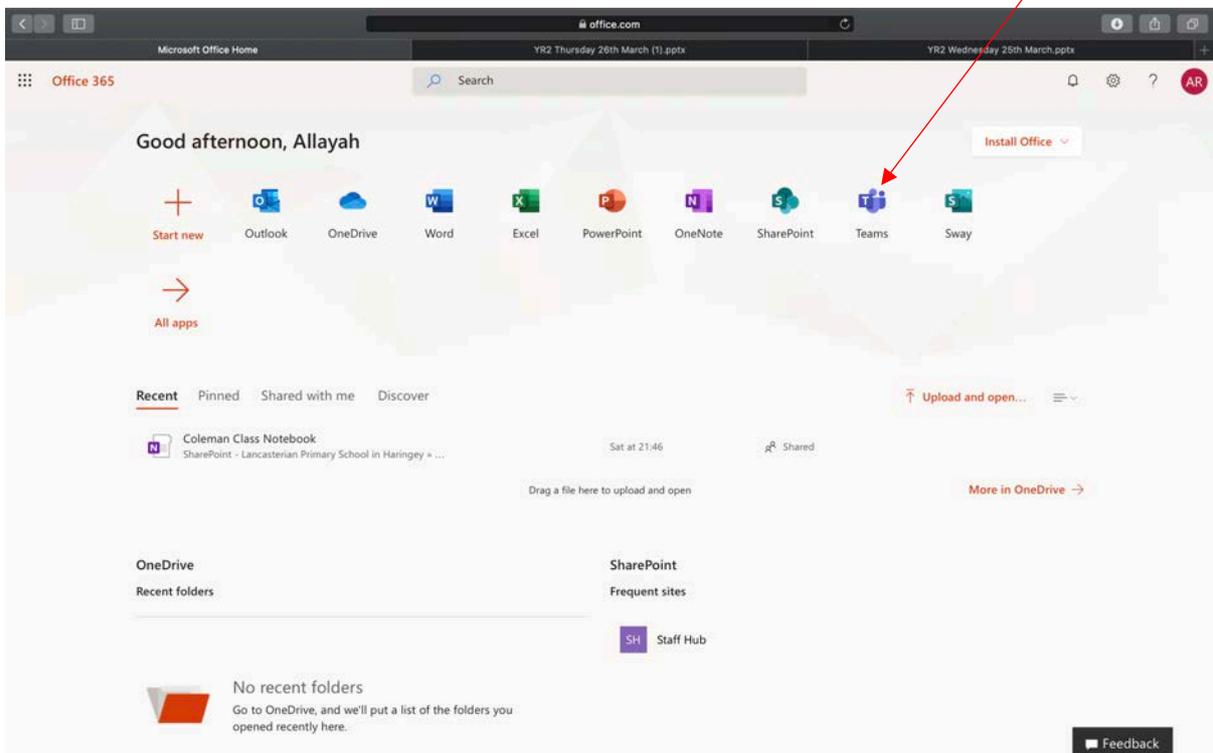
Once you click on Teams you will see which team you are part of. This should have your class name as in the example below. Click on it.
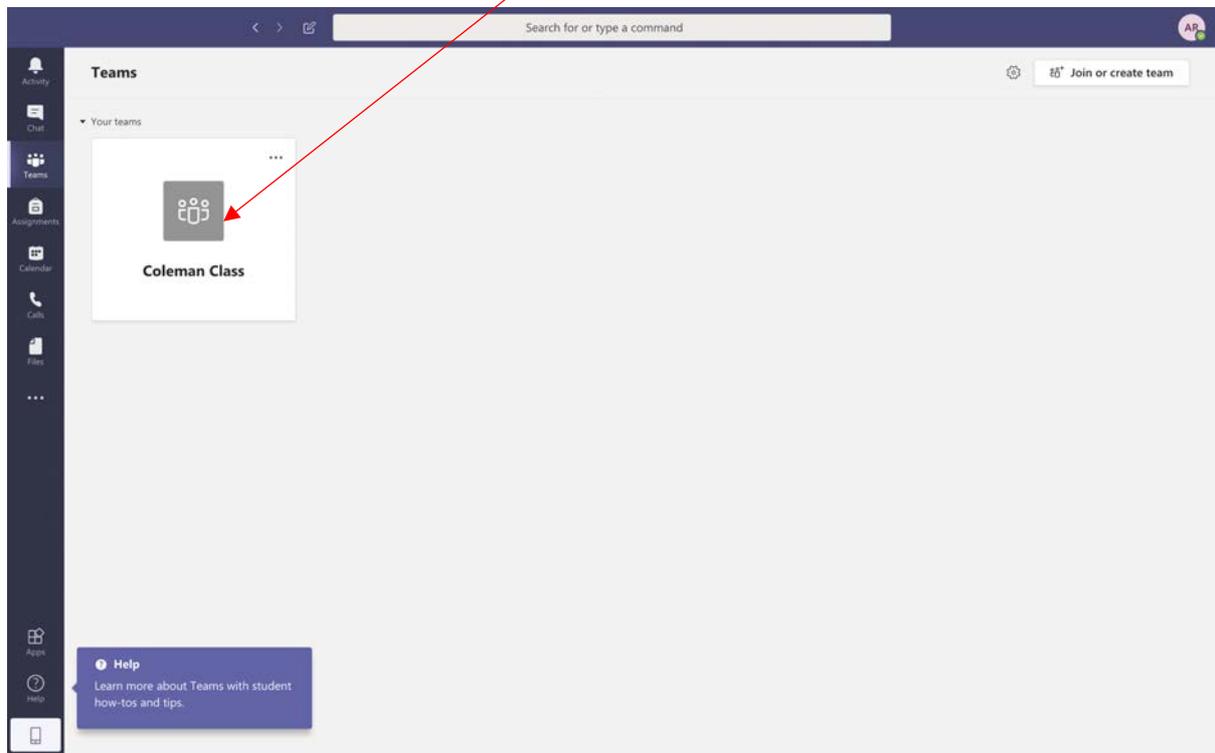
It will automatically take you to **Posts**, you should see messages already posted here.
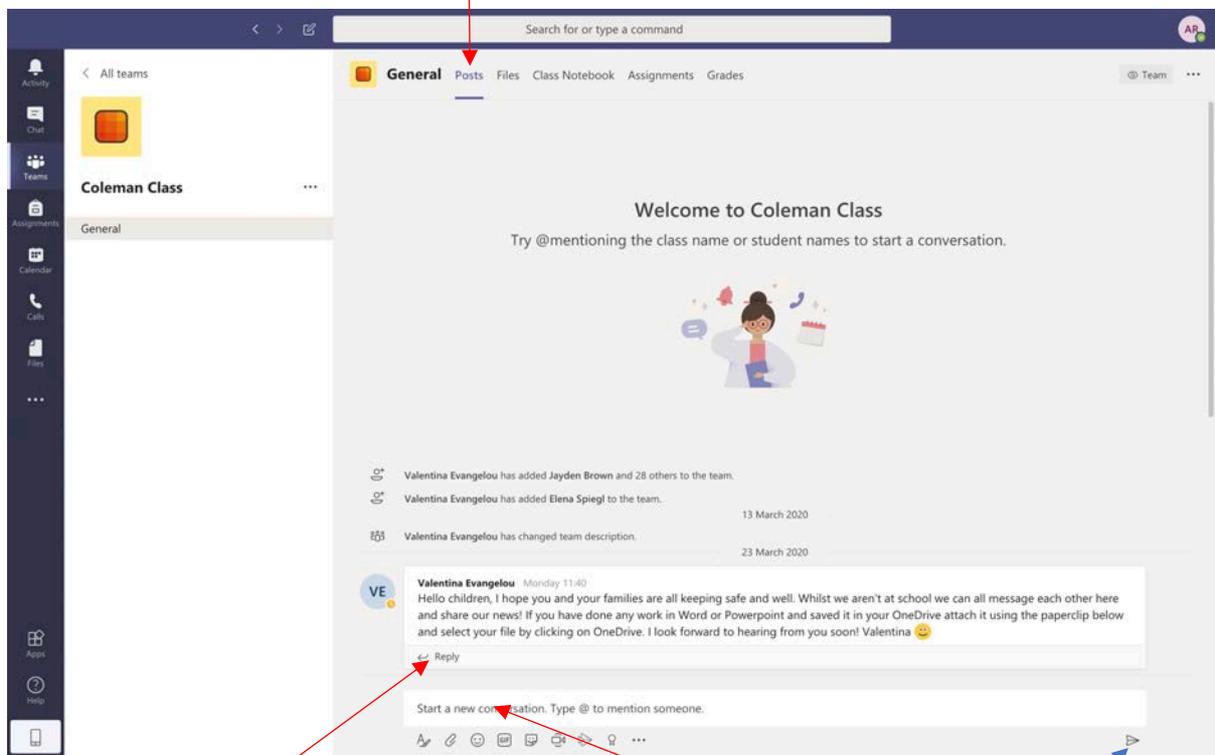
To write a reply click here or to start a new message click here and to post your message click here.

If you are using an Apple device you will be prompted to download the Teams app.
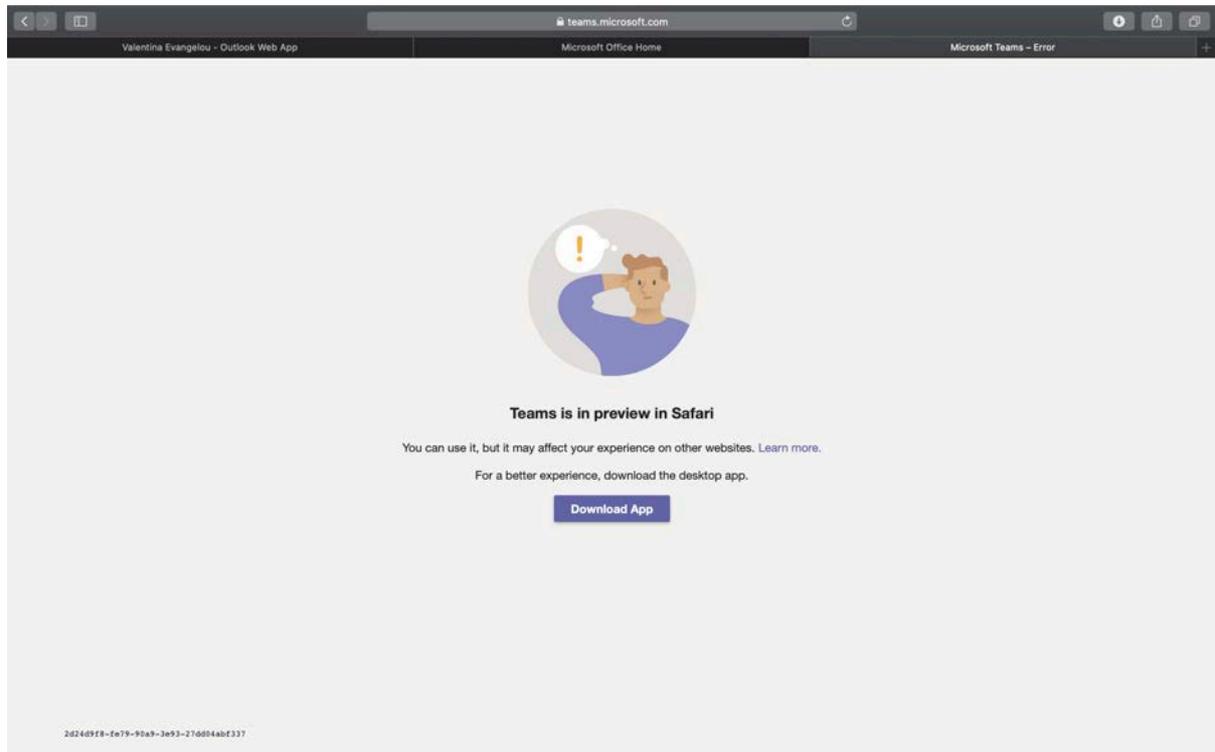
Once you have done this you will be taken to this page:
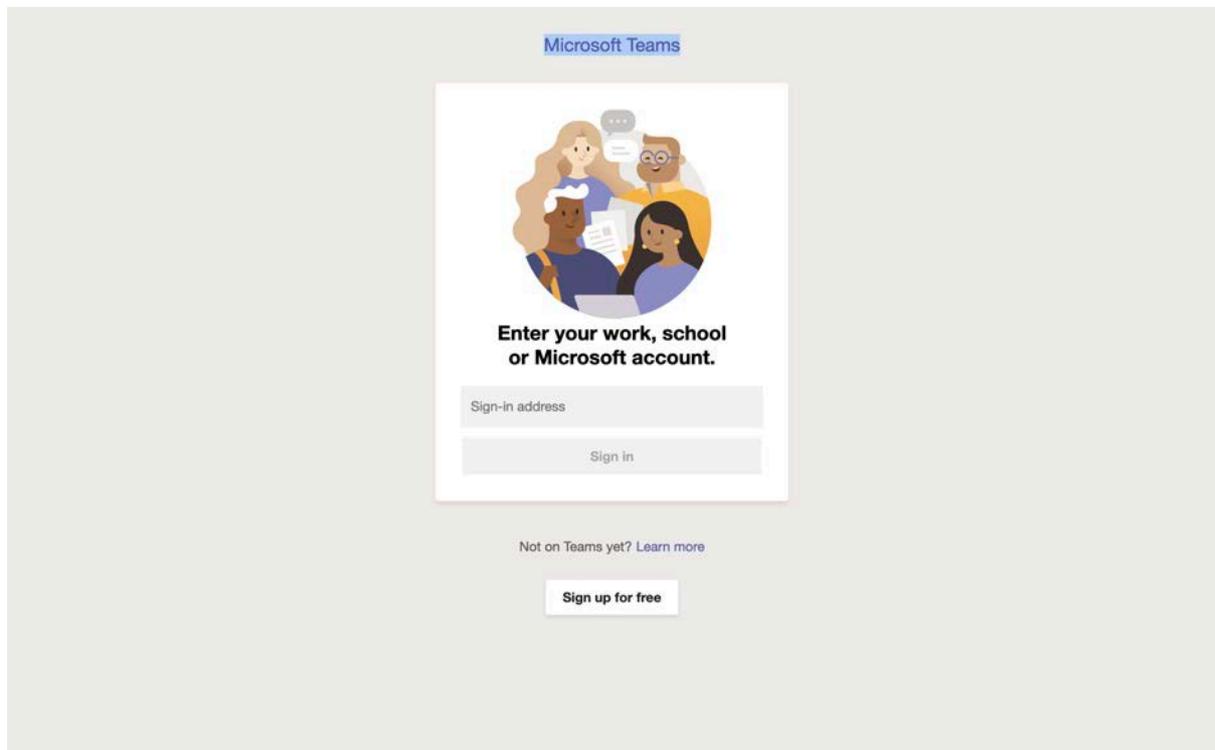
Creating and saving documents…
Click on the app you would like to use, for example Word.
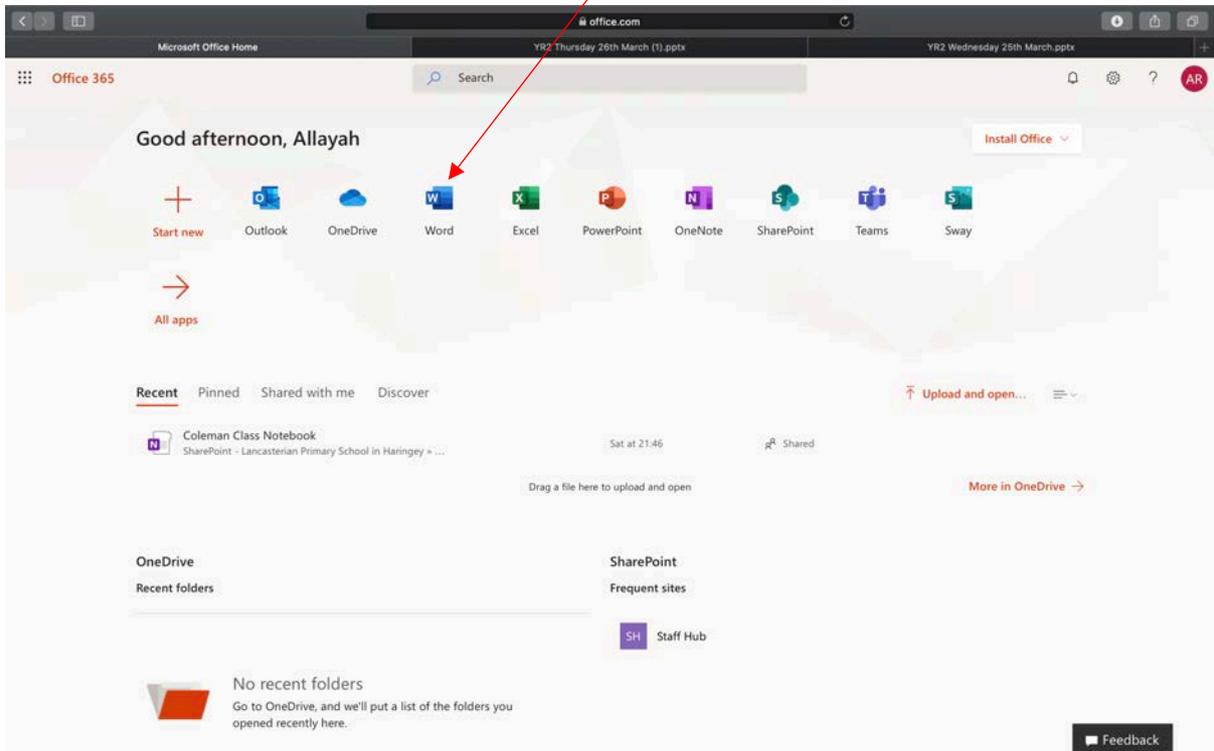
Click on **New blank document**.
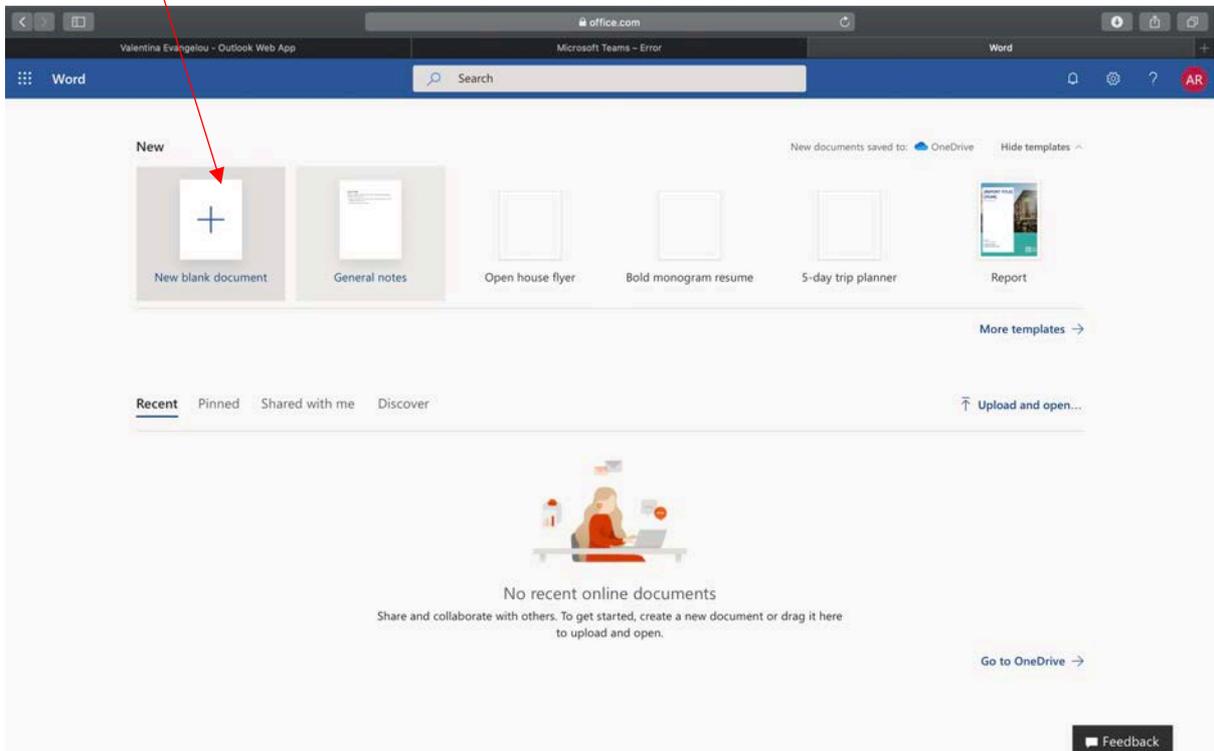
Give your document a file name by clicking here, deleting the text and replacing it with a file name. Make sure the file name you use represents what your document is about, eg. Spring Poem.
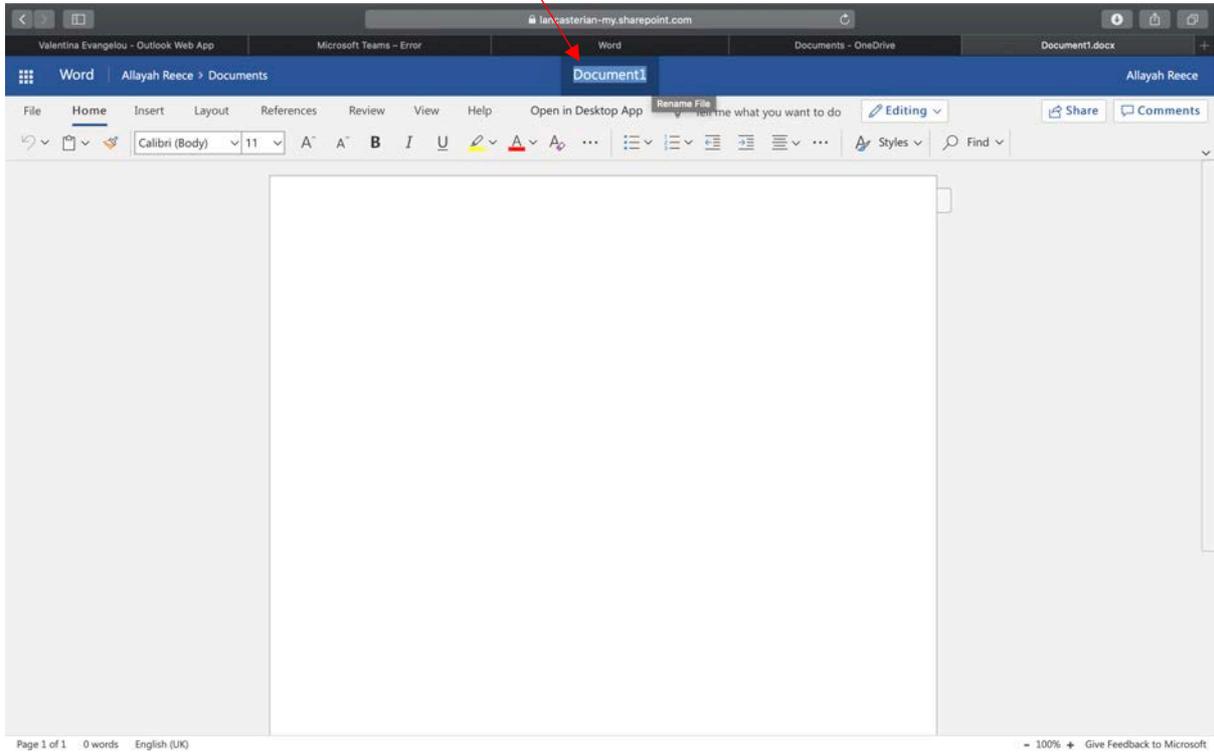
Once you've given it a name and clicked on the return key on the keyboard it will say saved.
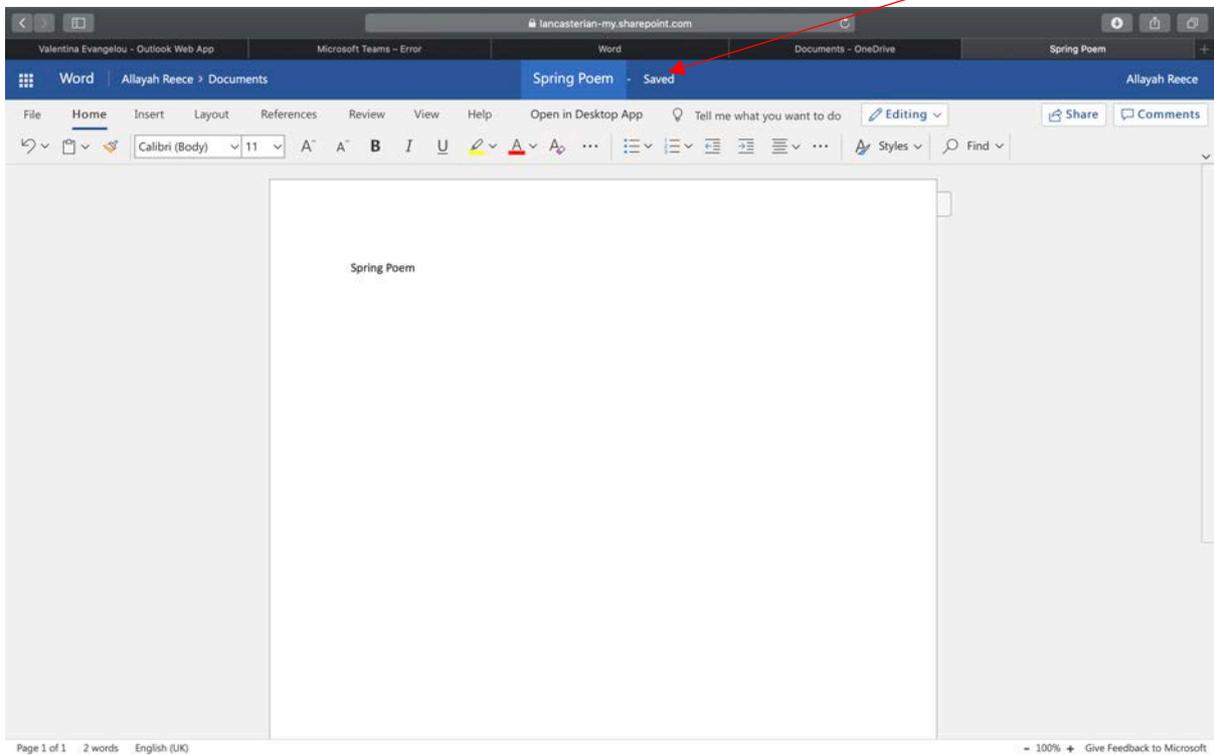
To find your work and checked it is saved click on the tile icon.
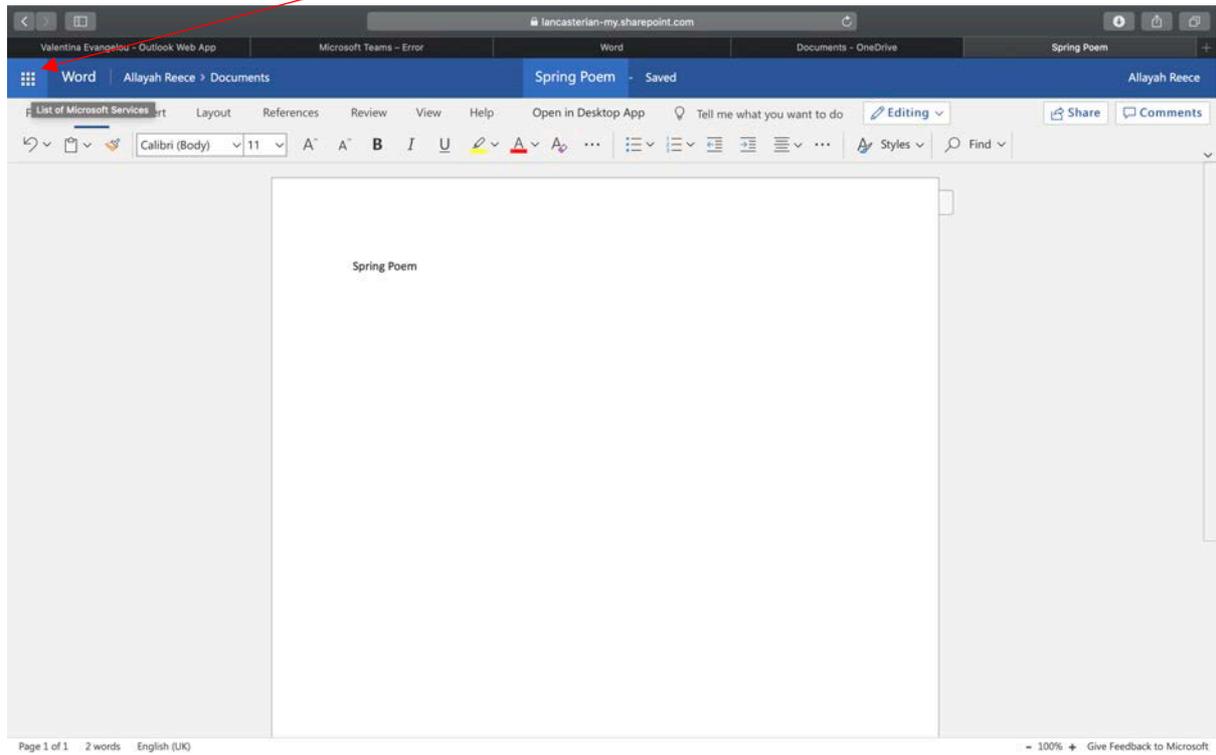
Select **One Drive**
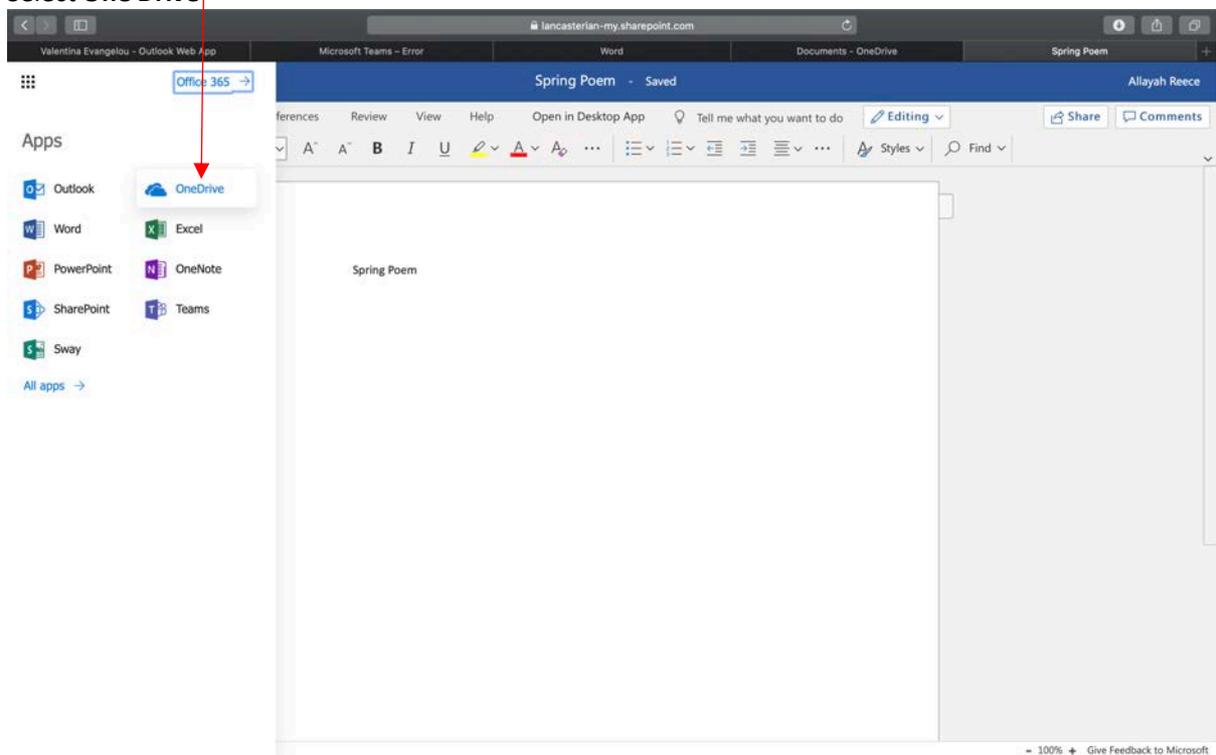
Your file will be listed in One Drive as shown below.
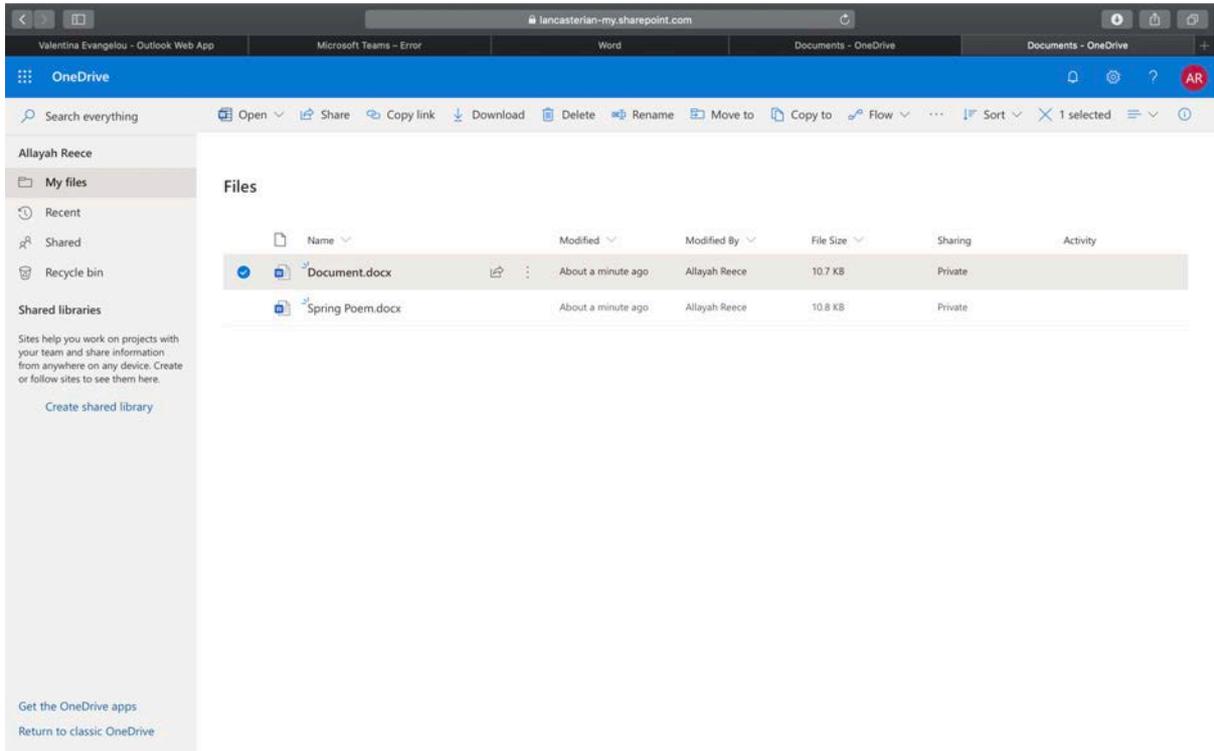
Once you have signed out, when you log in the next time to continue with your work go to One Drive to retrieve it.

To share your file in teams for your teacher to see click on the paperclip and locate your file.
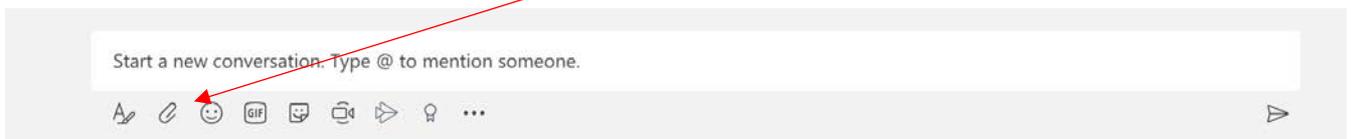
Select **One Drive** to find your file and choose the file you want to attach.
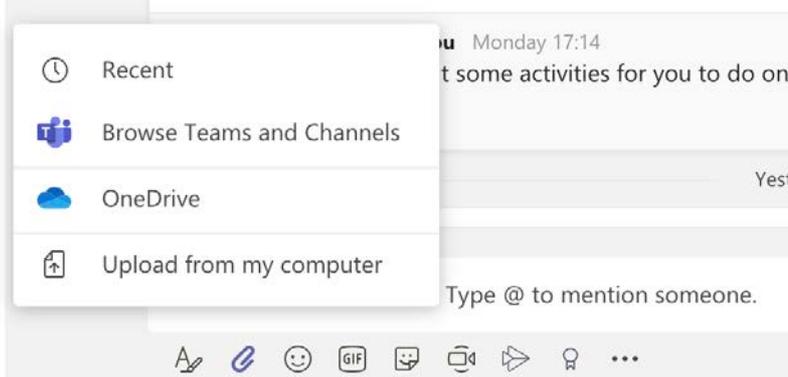
Select the file you want to upload, once it is highlighted click on **Upload a copy**.
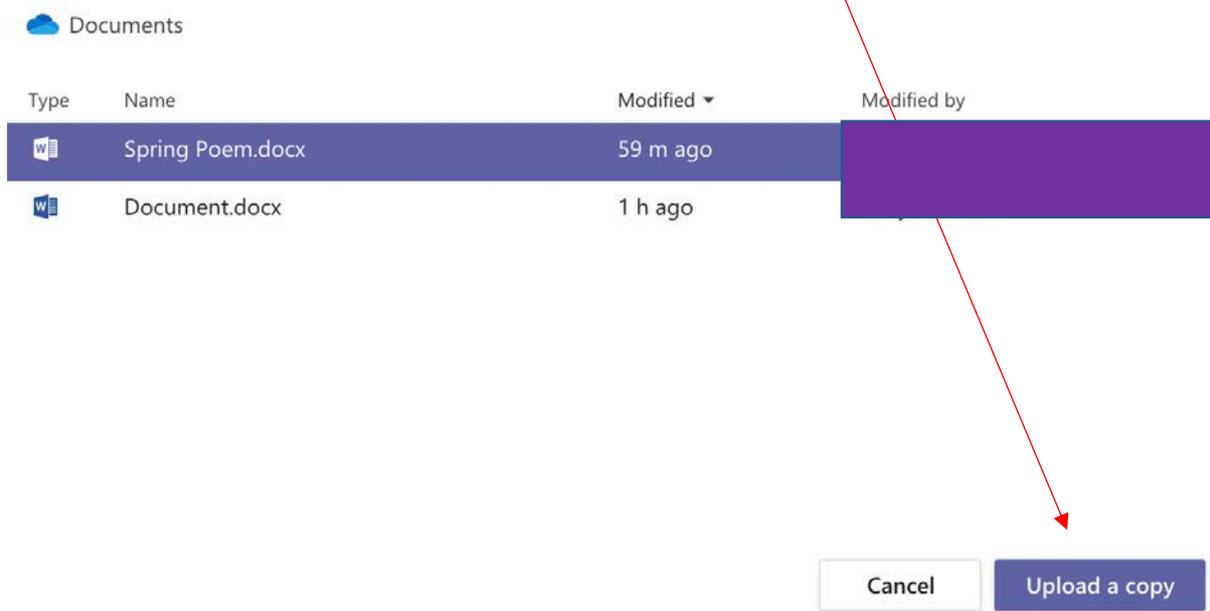
Your file will appear here.
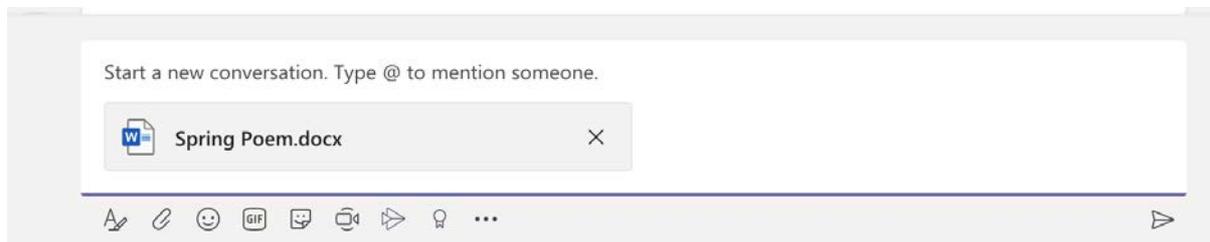
I hope this helps, if you have any questions please email me:

vevangelou.309@lgflmail.org

Thanks

Valentina