Office 365



To login into office go to <u>www.office.com</u> and click on sign in.

What is Office 2652

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, <u>**DO NOT**</u> 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.

				a office.com			C			0	5
	Microsoft Office Home		YR2 Th	ursday 26th March (1	1).pptx			YR2 Wednesday 25th Mari	ch.pptx		+
E Office 365		,O Search							Q	0 7	AR
	Good afternoon, Allayah							Install Offic	e 🗸		
			100								
	+ 💁 🗢	W	X		N	S	-	S			
	Start new Outlook OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway			
	7										
	All apps										
	Recent Pinned Shared with me Disco	ver						↑ Upload and open	$\equiv \cdot$		
	Coleman Class Notebook SharePoint - Lancasterian Primary School in Haring	ey =		Sat at 21:4	6	g ^R Shared					
			Drag a f	le here to upload an	d open			More in OneD	rive \rightarrow		
	OneDrive			SharePo	int						
	Recent folders			Frequent	sites						
				_							
				SH	Staff Hub						
	No recent folders										
	Go to OneDrive, and we'll put a list	t of the folders y	ou								
	opened recently here.								-	Feedbac	k -

In order to view any messages posted by your teacher or your friends click on **Teams**.

			a office.com	_	C		• • •
	Microsoft Office Home	YR2 Thu	rsday 26th March (1).pptx		YR2 We	dnerday 25th March.pptx	+
III Office 365		O Search			/	٥	@? <mark>A</mark> B
	Good afternoon, Allayah					Install Office $ \lor $	
	+ 🔩 🔺 🛛	×	4		ជ្យរំ ន		
	Start new Outlook OneDrive V	Vord Excel	PowerPoint OneNo	te SharePoint	Teams Swa	iy	
	\rightarrow						
	All apps						
	Recent Pinned Shared with me Discover				↑ Upload	and open 🚍 🗸	
	Coleman Class Notebook SharePoint - Lancasterian Primary School in Haringey =		Sat at 21.46	g ^R Shared			
		Drag a fil	e here to upload and open			More in OneDrive \rightarrow	
	OneDrive		SharePoint				
	Recent folders		Frequent sites				
			SH Staff Hub				
	No recent folders Go to OneDrive, and we'll put a list of opened recently here.	the folders you				-	Feedback

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.

	< > c	Search for or type a command	AP2
Activity	Teams		③ 認* Join or create team
E Out	✓ Your teams		
Teams			
Assignments	ະຕູ ເ		
Calendar	Coleman Class		
, Calls			
il. Hes			
₿			
Acos ()	Help Learn more about Teams with student		
Help	how-tos and tips.		
4			

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:

Microsoft Teams	
Enter your work, school or Microsoft account.	
Sign-in address	
Sign in	
Not on Teams yet? Learn more	
Sign up for free	

Creating and saving documents...

Click on the app you would like to use, for example Word.

												_
				office.com			C			0	Ċ	Ø
	Microsoft Office Home		YR2 Thursd	lay 26th March (1).pptx			YR2 Wednes	day 25th March.pptx			+
Office 365		O Search							٥	0	?	AR
	Good afternoon, Allayah								Install Office \vee			
		1	20									
	+ 💁 🗢	w a	×		N	5	ų,	S				
	Start new Outlook OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway				
	\rightarrow											
	All apps											
	Recent Pinned Shared with me Discover	r						↑ Upload and	open 🚍 🗸			
	Coleman Class Notebook			Sat at 21:4	5	g ^R Shared						
	SharePoint - Lancastenian Primary School in Haningey											
			Drag a file h	ere to upload an	d open			Mo	ore in OneDrive $ ightarrow$			
	OneDrive			SharePo	int							
	Recent folders			Frequent	sites							
				-								
				SH	Staff Hub							
	No recent folders											
	Go to OneDrive, and we'll put a list o	of the folders you										
	opened recently nere.									Feedb	ack	

Click on New blank document.

		🗟 office.com	Ċ		0	۵	6
	Valentina Evangelou - Outlook Web App	Microsoft Teams - Error		Word			+
III Word		,O Search		٩			AR
	New	s Open house flyer Bold monogram resume:	New documents saved to: ConeDri	ve Hide templates ∽ Report More templates → T Upload and open			
	Shar	No recent online documents e and collaborate with others. To get started, create a new document to to upload and open.	or drag it here	Go to OneDrive →	■ Feedb	ack	

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.

		🛱 lan sasterian-my,sharepoint.com	C	• <u>ù</u> Ø
Valentina Evangelou - Outlook Web App	Microsoft Teams - Error	Word	Documents - OneDrive	Document1.docx +
Word Allayah Reece > Documents		Document1		Allayah Reece
File Home Insert Layout R	eferences Review View H	Popen in Desktop App	hat you want to do 🖉 Editing 🗸	🖻 Share 🛛 🖓 Comments
ジャ 🖱 🗸 ダ 🛛 Calibri (Body) 🗸 11	✓ A* A* B I U	° ▲ ~ A, … I= ~ I= ~ II 3	\equiv \equiv \sim \cdots \land Styles \sim \bigcirc Find	· ·
Page 1 of 1 . 0 words . English 0.00				- 100% + Give Feedback to Microsoft

Once you've given it a name and clicked on the return key on the keyboard it will say saved.

			🛱 lancasterian-my.s	sharepoint.com	C	1	● <u> </u>
Valentina Evang	elou - Outlook Web App	Microsoft Teams - Error			Documents - OneDrive	Spring Poem	
III Word	Allayah Reece > Documents		Spring Poem	- Saved			Allayah Reece
File Home	Insert Layout P	eferences Review View	Help Open in Desktop	App 🛛 🖓 Tell me what y	ou want to do 🛛 🖉 Editing 🗸	Share	Comments
5~ 0~ .	S Calibri (Body) V 11	~ Α΄ Α΄ Β Ι <u>U</u>	∠ ~ <u>A</u> ~ A ₀ ···	i≡ × i≡ × ⊡ ⊡	≣ ~ … ♪ Styles ~	,○ Find ~	~
Page 1 of 1 2 wor	ds English (UK)	Spring Poem				- 100% + Give	Peedback to Microsoft

To find your work and checked it is saved click on the tile icon.

		â lancasterian-my.sharepoint.com	Ċ	0 0 0
Valentina Evangelsu - Outlook Web App	Microsoft Teams – Error	Word	Documents - OneDrive	Spring Poem +
Word Allayah Reece > Documents		Spring Poem - Saved		Allayah Reece
F List of Microsoft Services ert Layout Re	ferences Review View Help	Open in Desktop App 🛛 🖓 Tell m	e what you want to do 🛛 🖉 Editing 🗸	🖻 Share 🛛 💭 Comments
り 🖞 🗸 🥩 Calibri (Body) 🗸 11	- A A B I U	- <u>▲</u> × A ₀ ··· := × := × :=		Find ~
	Spring Poem			
Page 1 of 1 2 words English (UK)				 100% + Give Feedback to Microsoft

Select One Drive



Your file will be listed in One Drive as shown below.

					🛱 lanca:	sterian-my.sharepoint.c	om	Ċ			0 ()	Ø
Valentina Evangelou - Outlook Web Ap	p	М	crosoft Teams – Err	or		Word		Documents - OneDrive		Documents - Onel	Drive	+
III OneDrive												AR
Search everything	🚺 Open	~ ⊯ s	hare 🙁 Copy	rlink 🛓 Downlo	ad 🗊 🕻	Delete 🧠 Rename	D Move to	Copy to $\ o''$ Flow \lor	··· 🕼 Sort 🗸	× 1 selected	I ≓ ~	0
Allayah Reece												
🗅 My files	Files											
Recent		l Nam	• ~		N	lodified 💛	Modified By \vee	File Size 💛	Sharing	Activity		
ज्ज Recycle bin	•	Doc	ument.docx	ß	: A	bout a minute ago	Allayah Reece	10.7 KB	Private			
Shared libraries		🗊 ³ Spri	ng Poem.docx		A	bout a minute ago	Allayah Reece	10.8 KB	Private			
Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here. Create shared library												
Get the OneDrive apps												
Return to classic OneDrive												

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**.

📥 Do	cuments	Y	
Туре	Name	Modified 💌	Modified by
W	Spring Poem.docx	59 m ago	
	Document.docx	1 h ago	Cancel Upload a copy

Your file will appear here.

	weonversation. Type	e to mention someone.	
s 🔊	pring Poem.docx	×	

I hope this helps, if you have any questions please email me:

vevangelou.309@lgflmail.org

Thanks

Valentina