

## How to use Office 365 email, Groups and Teams meetings

All Students have a school Office 365 Account where you can access your email groups and teams accounts. The email address is based on your school logon i.e if your name is Ann Smith and you started year 7 in 2017 your school logon will be 17smitha so your email address will be [17smitha@olcc.lanccs.sch.uk](mailto:17smitha@olcc.lanccs.sch.uk)

On a computer or other device with internet access open either Google Chrome or Microsoft Edge web browsers.

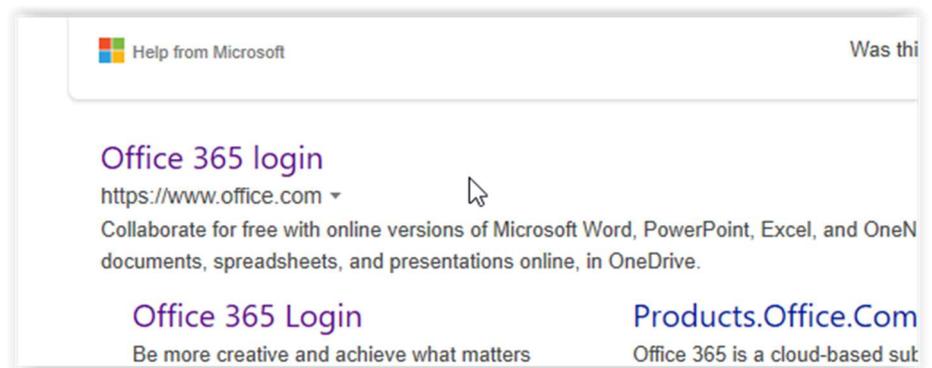


In the search bar type office 365 login and then hit enter

select the search result:

Office 365 login

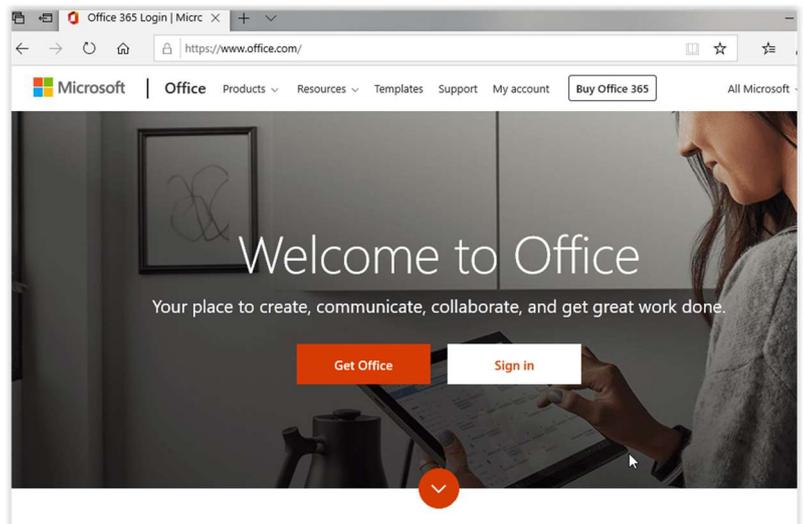
<https://www.office.com/>



now select "Sign in"

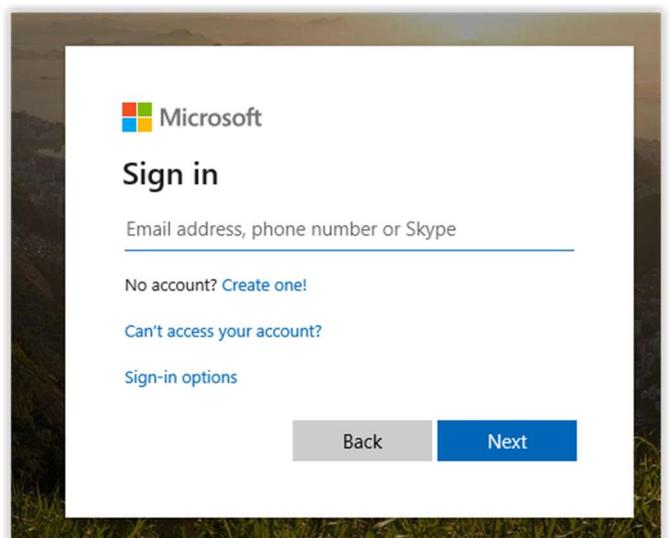
*Don't worry Office 365 is free to all students so no need to purchase anything*

*Office 365 comes with free online office tools like Word, Excel, PowerPoint and Teams but there are many more tools you can use.*

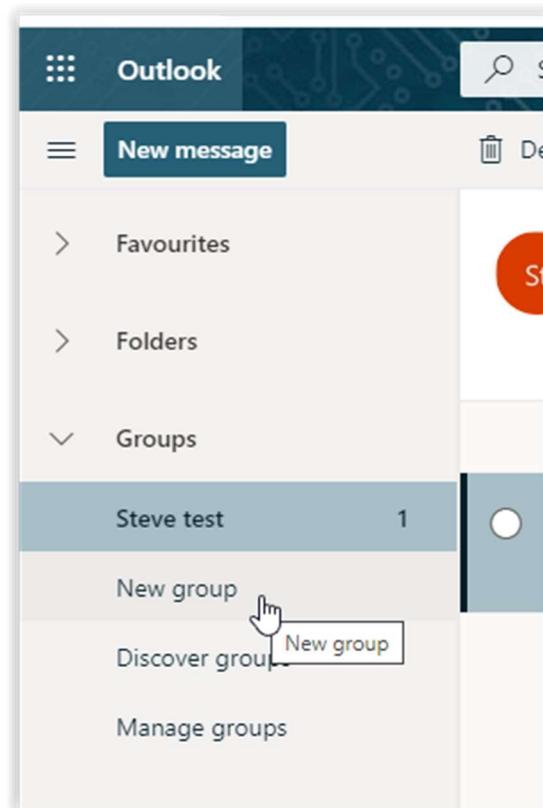
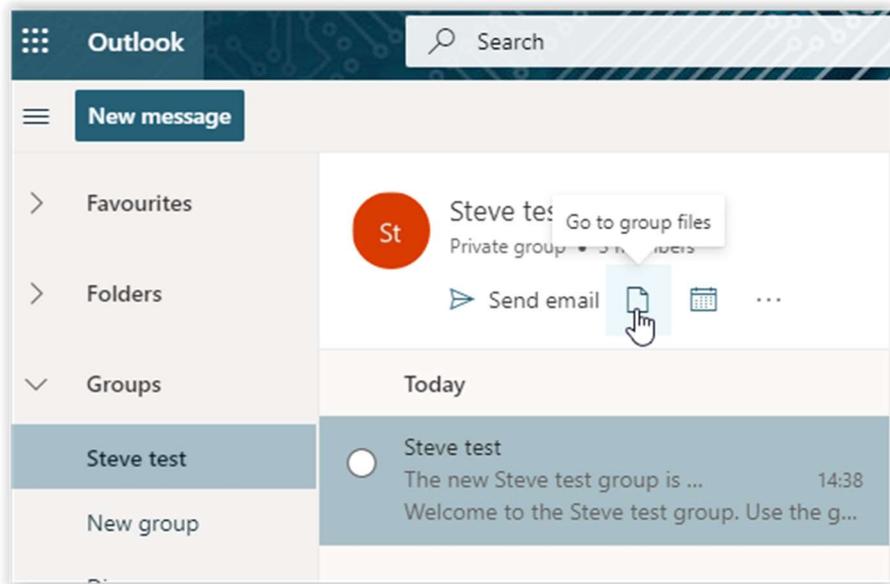


Now use your school email address login details

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You now have access to your email and an online storage area called One Drive. Within your email your teachers will setup Groups (Classes) that you can use to communicate with your teacher and access the resources that they have provided.



## Teams

This is an online meeting area that staff will use to deliver lessons.

**YOU DO NOT need a camera or microphone** and we ask you to make sure you have turned this feature off before you join the meeting.

You can ask your teacher questions via chat during the lesson.

You can access this from any computer with an internet connection (please use google chrome or edge as your web browser) or you can download the free Teams app from your app store onto your phone.

If your Teacher has decided they wish to run a Teams Online Class, you will receive an email stating that you have been added to a Team and you will also receive an email stating the time and day of the meeting via email and any resources you may need. This will also be added to your calendar with a reminder just before it starts.

To access your Teams area, click the 9 dots in the top left corner and select Teams. From here you can access all the teams you have been added to, the assignments that you have been set and the meetings (Classes) that have been scheduled for you in your calendar. There is also chat box, activity showing all activities over all your Teams and a file storage area for shared work.

