Microsoft Office 365 Introduction and Training
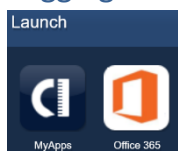
Table of Contents

Using Office 365 for School Work – <mark>It's Free with your School Account!</mark>

Many class notes, resources and classwork are now available online may be useful in catching up after absence or to have class notes and guides to help with study.
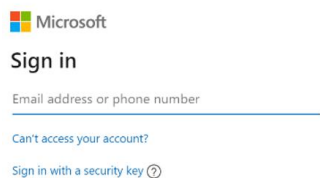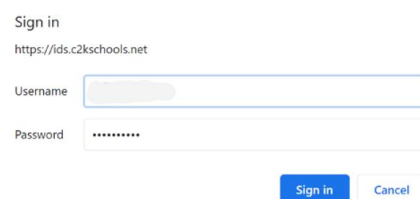
Logging in

Go to www.c2kschools.net and **click the Office 365 icon**

You may be asked for your Microsoft sign-in:

- Use your full C2K email/password **(**<c2kusername>@**c2ken**.net)
- Then a C2K Sign-in area may pop-up ('*https://ids.c2kschools.net'*)
  - This final sign-in only requires your username/password (with no '@c2ken.net' suffix).
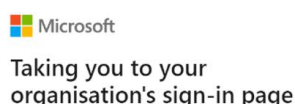
- You can also reset your C2K Password if required from home - Guide **LINK**

Microsoft Office 365 Online

Office 365 - access online Microsoft Office Apps and Install Microsoft Office locally on your device

Downloading Microsoft Office Locally on your Desktop PC/Laptop
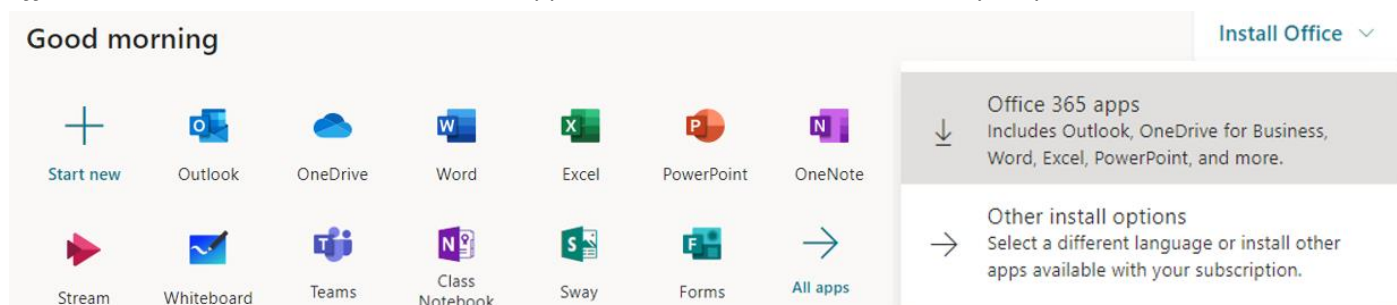
1. Click '**Install Office**' and select '**Office 365 Apps**' - Click '**OK**' in the pop-up to download the installer package.
2. Continue as shown below when the 'Setup' icon [Setup...] in your taskbar has finished downloading.
3. Once installed, the installation of the full Office suite will start.
4. When prompted to sign in to activate the software, pupils should enter their username in the format: <username>@c2ken.net NOT @c2kni.net.
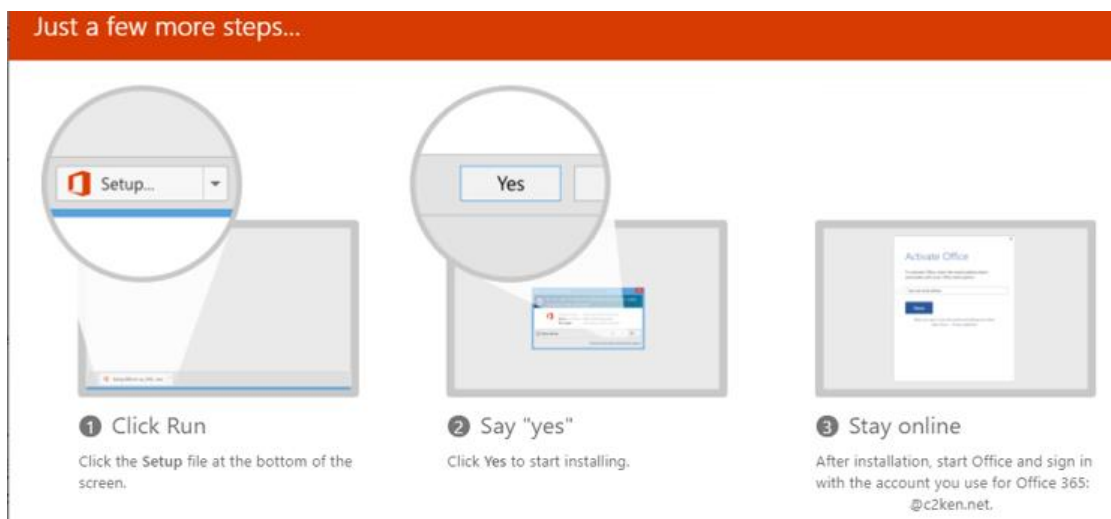
## Easy Tablet or Smartphone Access via free Microsoft Apps

- Download MS Office Apps for Teams, OneDrive, Word, PowerPoint, OneNote, Excel etc.
- These App versions are free from the Google Play or IOS App and Windows stores.
- In App settings, Add Account (often referred to as Work or Business) and *'Sign In'* with your … @c2ken.net
- Please ensure that in all App Settings, '*Sync over Wifi Only*' is ticked to save your data allowance.

Microsoft Teams

Microsoft Teams for Students organises classroom work and activities within Microsoft Office

- Your Shared Class Files/ References and the Class Notebook
- Receive guidance material and hand-in Assignments
- View class announcements and notifications

Students Join a Class Team with their supplied Class Code on the Teams App on your PC/Phone
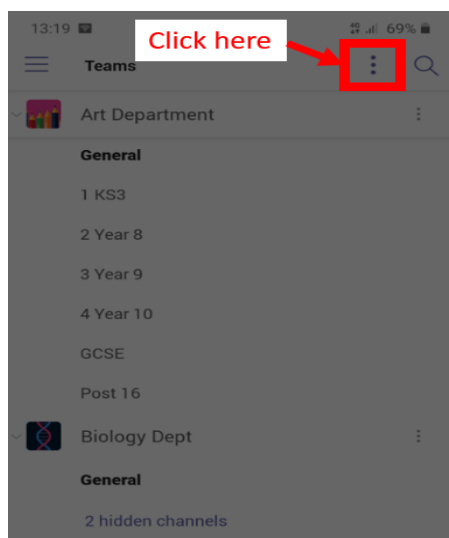
Checkout our Teams' Upload Your Work Video Guide:

Use Office Lens to Capture Your Handwritten or drawn work and Upload to Assignments
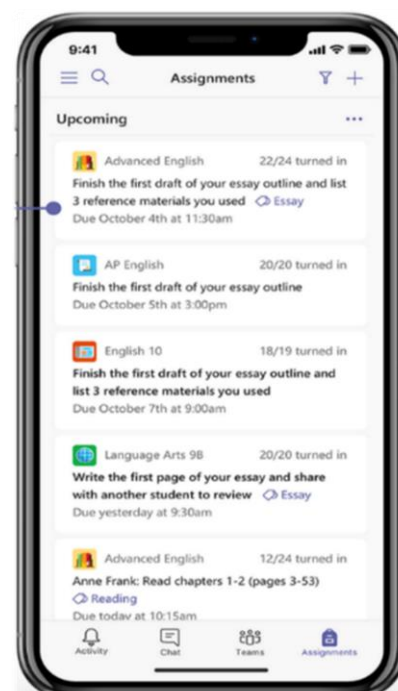
Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics

Start a new chat
Launch a private one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Navigate Microsoft Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

View and organize teams
Click to see your teams. Drag team tiles around to reorder them.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

Find personal apps
Click to find and manage your personal apps.

View your team
Click to open your class or staff team.

Add apps
Launch Apps to browse or search apps you can add to Teams.

What is a team?
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

Teams tiles: Physical Science, Health Research, Pineview School Staff, Pineview School Science Teachers, Algebra

Class teams

Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team
You can change team settings, add members to the class team and add channels .

Open Assignments and Grades
Assignments allows educators to create and distribute assignments. Students can complete and turn their assignments in without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Add tabs
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Every team has channels
Click one to see the files and conversations about that topic, class unit or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Share files
Let class members view a file or work on it together.

Cara Coleman 1/31 6:01 AM
Go Fly a kite!
Check out the new group lab assignment. Work in your teams to design, build, and fly a kite!
Introduction to Kites.docx

Why use Microsoft's OneDrive and Teams' SharePoint Online Storage?

Students should use Microsoft's OneDrive and Microsoft Office 365 Teams' online storage instead of USB pen drives. USB Pen drives are fragile, easily broken and do not have any secure document history, if lost or broken.

- **OneDrive** is your personal *'My Files'* online storage service, integrated into Windows 10 and available as one of Microsoft Office 365's suite of apps. Since it acts as a 1 TB (1,00GB) online storage/Hard Drive, OneDrive makes it simple to access your personal school files at home and in school.
- **SharePoint** is simply a *'Shared Libraries'* variation of OneDrive, used for sharing groups such as Class Teams.

OneDrive online will display, for access, both a student's *OneDrive's 'My Files'* and *SharePoint's 'Shared Libraries'*.

- When Office file changes are made on one device, within any of your usual Microsoft Office programs (Word, Excel, PowerPoint, OneNote), the updates to your files are available (*synced*) on your other personal or school devices, including the file history of any changes to date.
- Your Office 365 can even sync to your personal devices e.g. your PC, laptop, phone, Xbox via the '*OneDrive app*', available for Windows, Android and IOS.
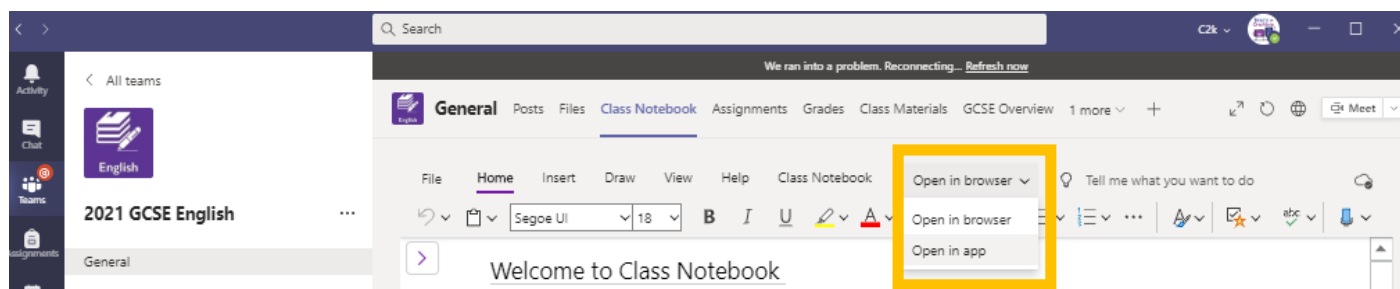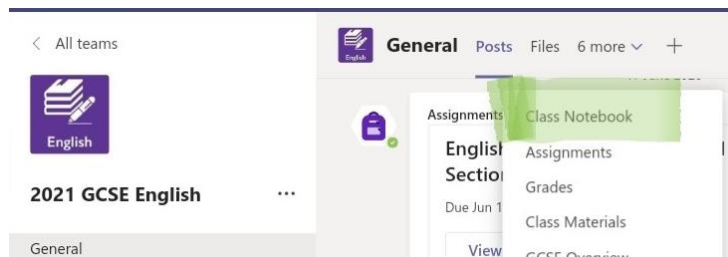
Class Team Notebook

Desktop Class Notebook View
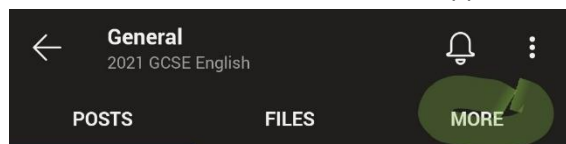
Click the Tab to the right of **'Files'**

You will be able from here to **'Open in browser'** or **'Open in app' (preferred)**

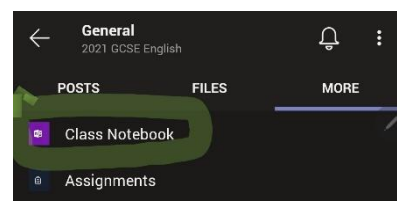*Note: The App will sync to your device, so you still have access to notebooks, even without internet.*

On Mobile: How to View the Team's Notebook:

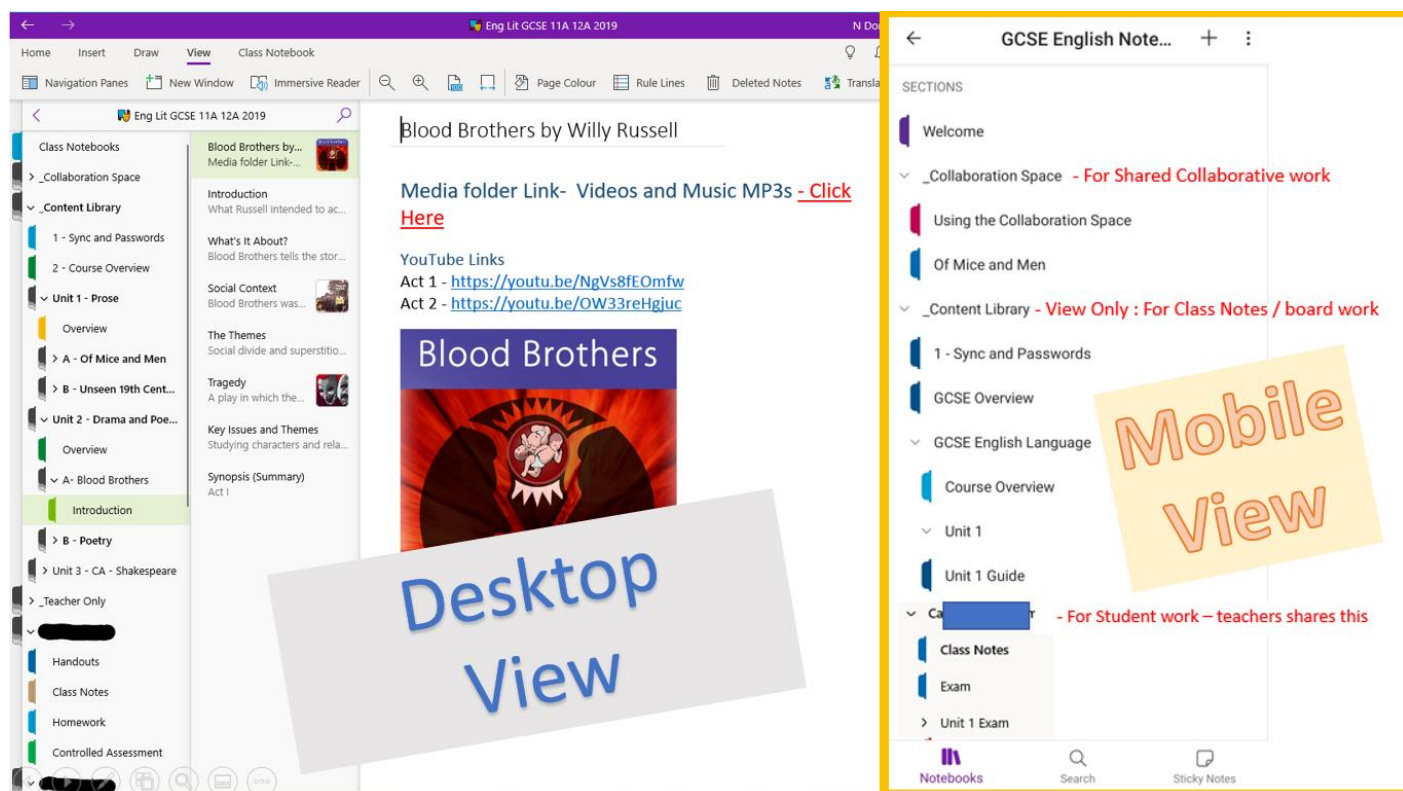Download the Teams and OneNote Apps and sign into both using your **username@c2ken.net** login details

In your Team, Click **'More'** from the top Tabs

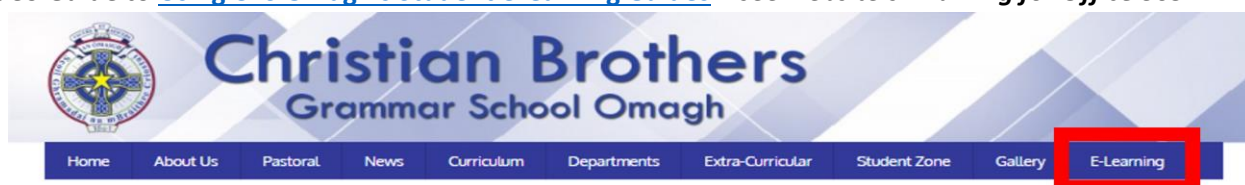Then click **'Class Notebook'** - this will open and sync to the **OneNote App**

Your Class Notebook Layout – Desktop and Mobile views

➕ The Class Notebook will have a **'Where are We Now?'** section - with links to current work / schedules / help

➕ Students have their own sections, including **'Assessments'** – for copies of their Assessments / remediation

Training in Office 365 on our Website eLearning Page: http://cbsomagh.org/e-learning

➢ **Video Guide to Using CBS Omagh's Student eLearning Guides** – see website's '*Training for Office 365*' link

Our eLearning website page includes easy guides. This **'Introduction to Office 365'** is the first link. Why not then click to open our **'Training for Office 365'** - a Notebook with sections/tabs for training in each Microsoft Office 365 App.

- This is laid out online in a folder style, with tabbed sections for each of the main Apps, as illustrated below.
- It includes screen capture & video tutorial – just use OneNote's 🔍 search icon to find any topic's page.
- Click **'Open in App'** to sync this training guide locally to your smartphone, tablet and PC for easy navigation.