



Reynolds Academy



# MICROSOFT OFFICE AND MICROSOFT TEAMS

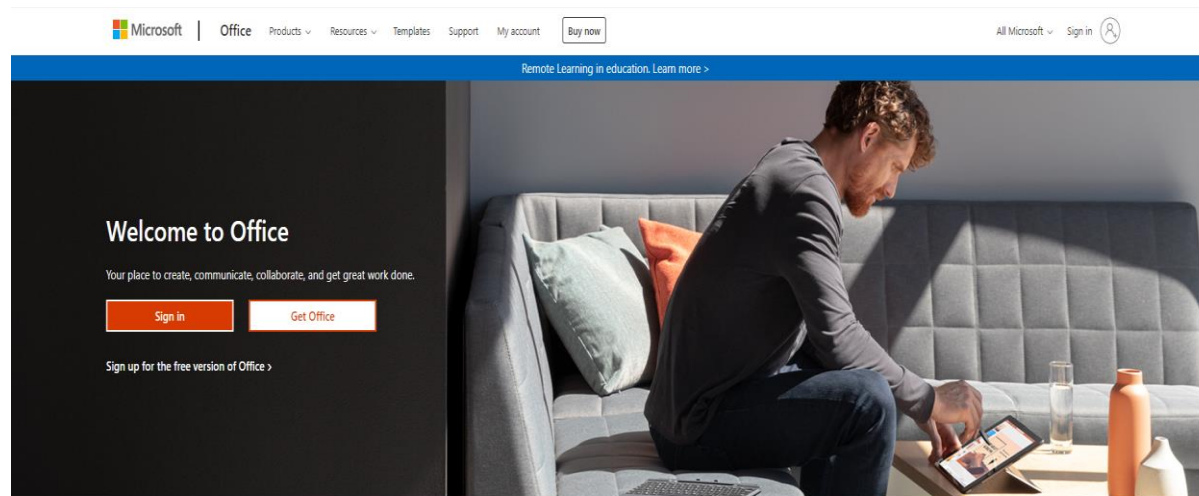
GUIDANCE FOR PARENTS

 Office 365



# HOW DO I ACCESS MICROSOFT TEAMS?

- ▶ Go to [www.office.com](https://www.office.com)
- ▶ Click on 'sign in' which is found on the left of the screen.



Sign in to use your favorite productivity apps from any device



# HOW DO I ACCESS MICROSOFT TEAMS?

- ▶ Sign in using your Reynolds Academy e-mail address e.g. [RA008645@reynoldsacademy.co.uk](mailto:RA008645@reynoldsacademy.co.uk).
- ▶ Then click 'Next'



## Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

A large yellow arrow originates from the top right of the slide and points diagonally down and left towards the "Next" button.

# HOW DO I ACCESS MICROSOFT TEAMS?

- ▶ Your password is the same as your computer logon password in the Academy. Enter it then click 'Sign In'



← ra[REDACTED]@reynoldsacademy.co.uk

Enter password

.....

[Forgot my password](#)

Sign in

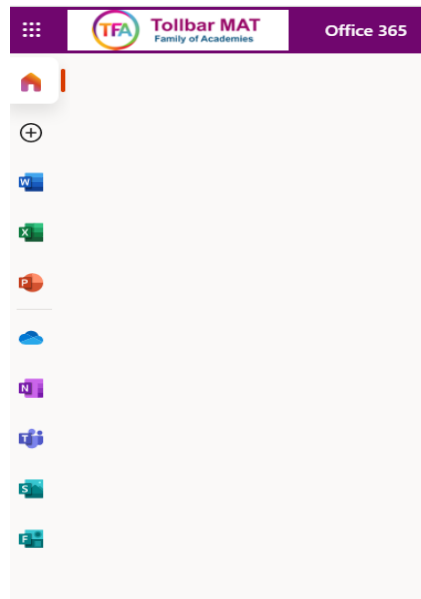
Welcome to Tollbar Multi Academy Trust  
Education Portal.

By using this portal, you are agreeing to the terms of  
use within our acceptable use policy.

[Tollbar Multi Academy Trust](#)

# HOW DO I ACCESS MICROSOFT TEAMS?

- ▶ You will now see your Office365 home page. You have access to the full Microsoft Office suite of applications in the menu on the left-hand side



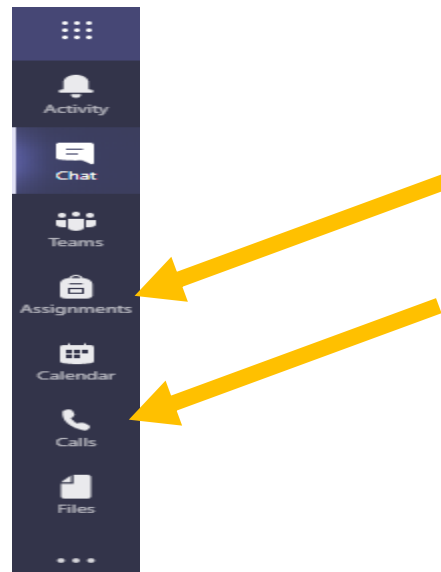
# HOW DO I ACCESS MICROSOFT TEAMS?

- ▶ The Microsoft Teams icon is where most of the teaching will take place. It's clearly recognised by the 'T' Icon



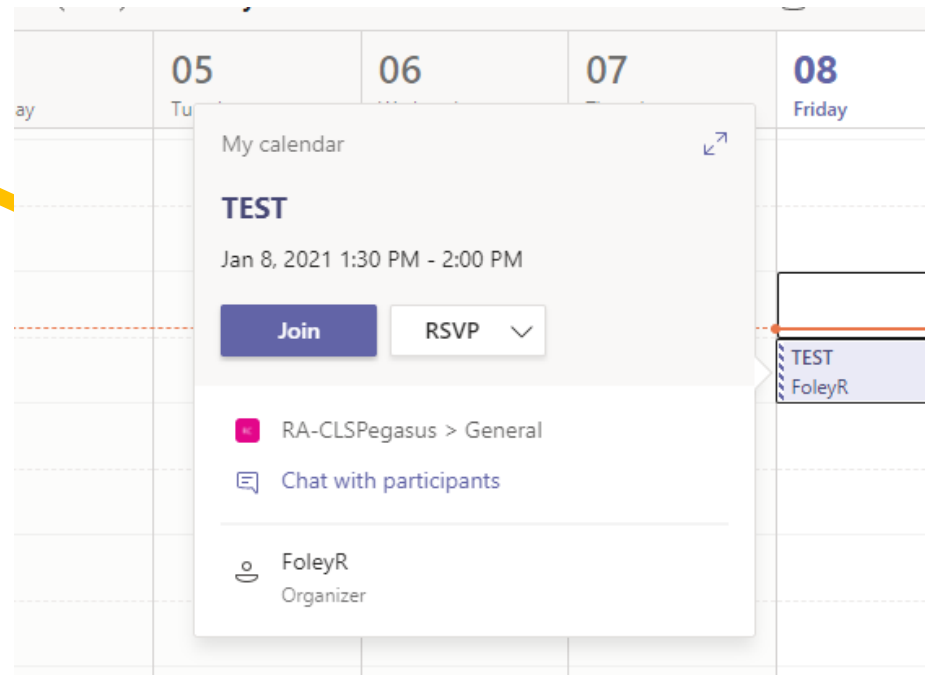
# HOW DO I JOIN A MEETING/LESSON ON MICROSOFT TEAMS?

- ▶ In Teams, your main functions that you will need are the 'Teams' page, which each of your classes have; the 'Assignments' page, which has outstanding assignments set by your teachers, as well as submitted ones with feedback; and the 'Calendar' feature, where you will see an appointment for each of your meetings. These are all accessed using the menu on the left side of your screen.



# HOW DO I JOIN A MEETING/LESSON ON MICROSOFT TEAMS?

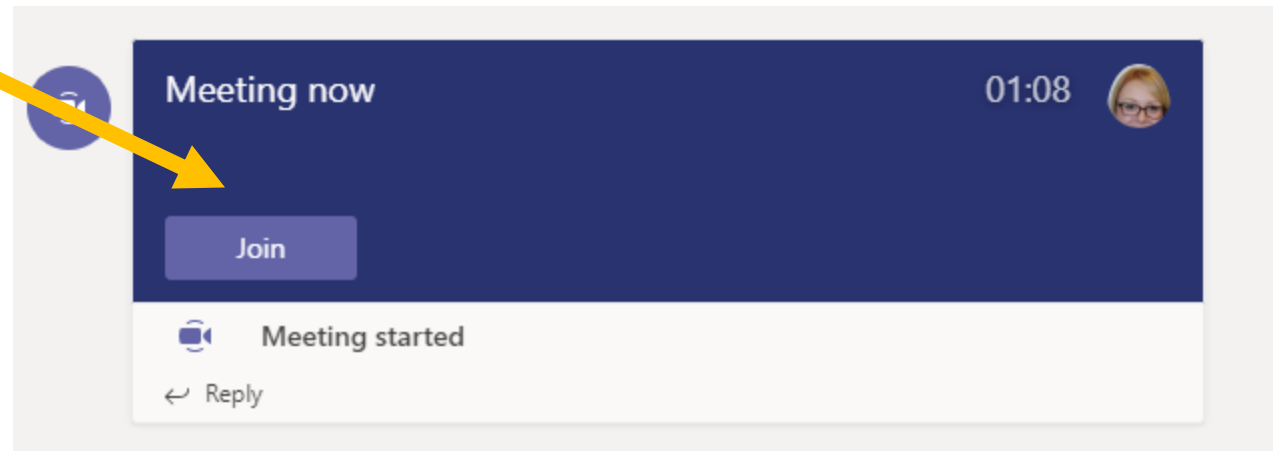
- ▶ When you click on an appointment in your calendar for each lesson, it shows you the **Join** button which you will click to attend the lesson virtually at the time the lesson begins





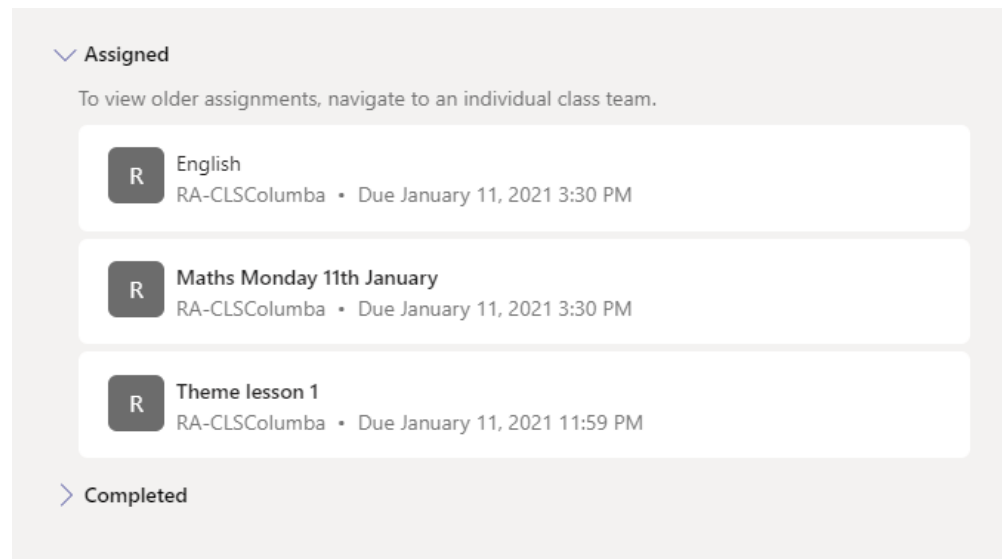
# HOW DO I JOIN A MEETING/LESSON ON MICROSOFT TEAMS?

- ▶ You can also be 'called' in order to join a lesson, if this happens just click 'Join' in order to join the virtual lesson



# HOW DO I COMPLETE ASSIGNMENTS?

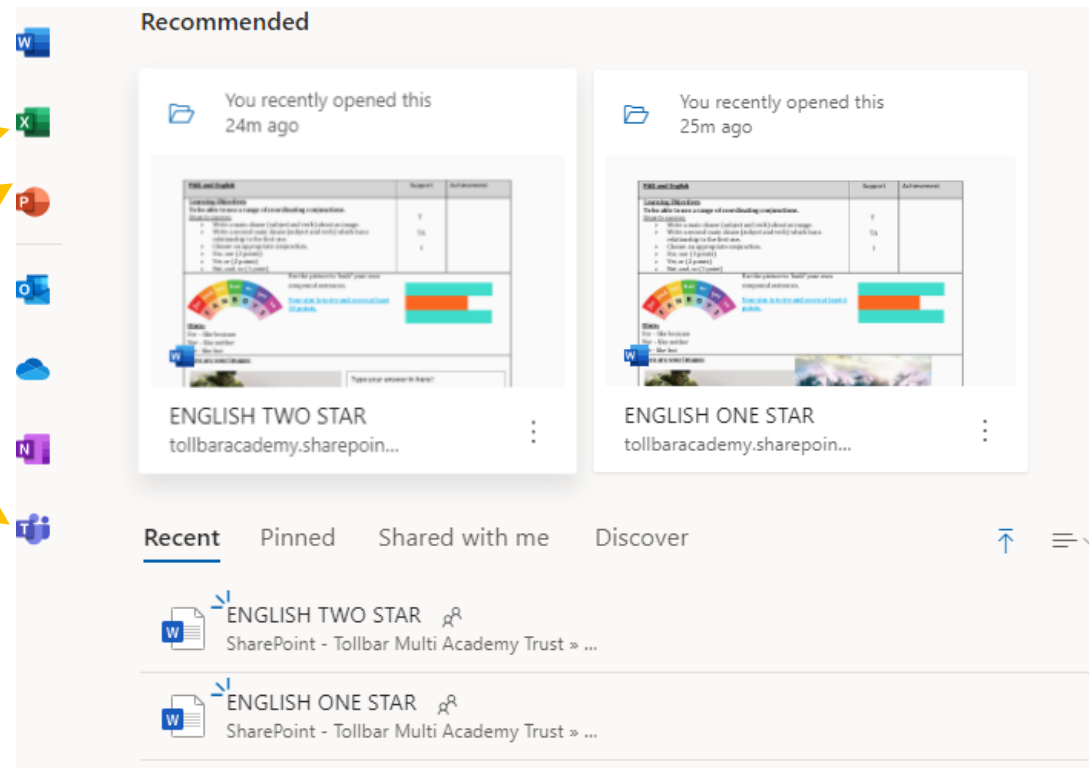
- ▶ Go to the Assignments Tab on the left of the screen and this will open all the Assignments you have been sent by staff.
- ▶ To open an assignment simply click on it.



- ▶ This will pull up the assignments screen.
- ▶ To complete work on this, you just need to click on the **'Add Work'** section
- ▶ Sometimes the staff will have uploaded a document you can work on without needing to add your own document - This will appear here under the **'Student Work'** Tab - both are shown below.

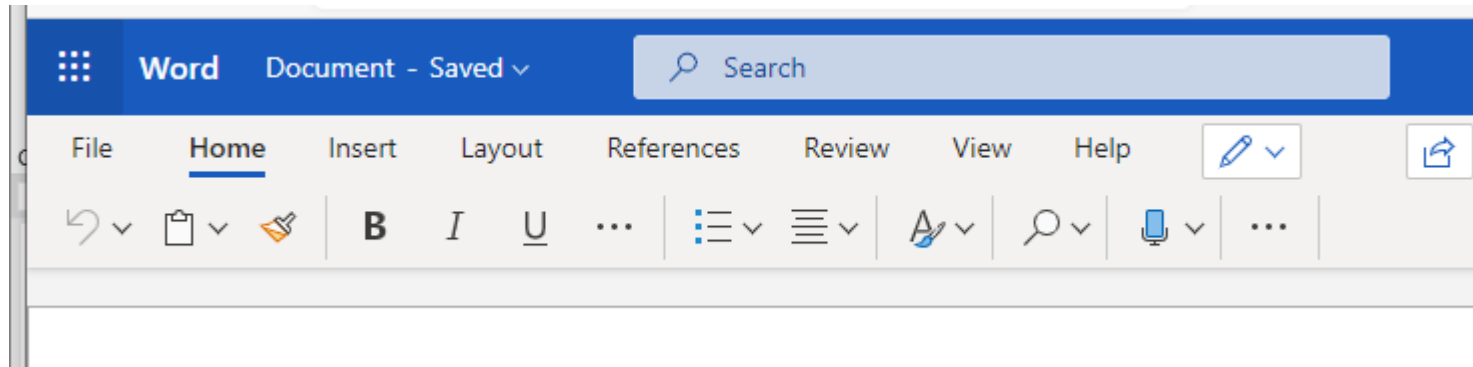
# HOW CAN I USE WORD, POWERPOINT OR EXCEL IN OFFICE?

- ▶ When you first log onto Office365 there are a number of programmes you can use as well as Teams
- ▶ As part of the Microsoft Office package students will now have access to all of these programmes on any Windows or Mac PC, phones, tablets and even an x-box or play station
- ▶ Microsoft Word
- ▶ Microsoft Excel
- ▶ Microsoft PowerPoint
- ▶ Microsoft Teams

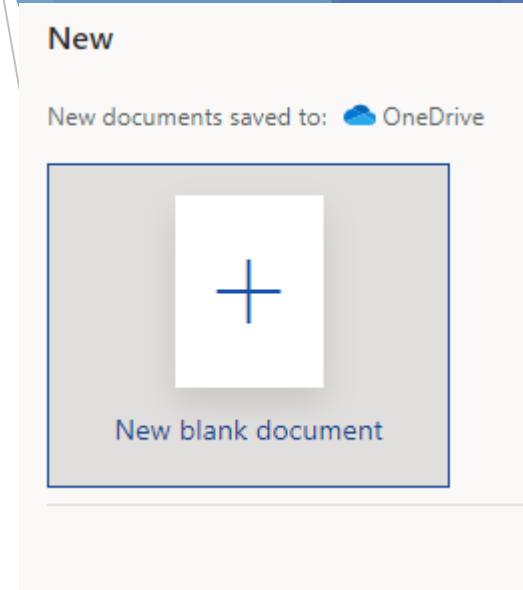


# HOW CAN I USE WORD, POWERPOINT OR EXCEL IN OFFICE?

- ▶ When you open one of these programmes you can create a new document or you can edit one you have already been working on.
- ▶ When you select 'New blank document' it will open a fresh page for you to work on.
- ▶ You can then work on this document, **it will save automatically** so you don't need to keep saving this either.

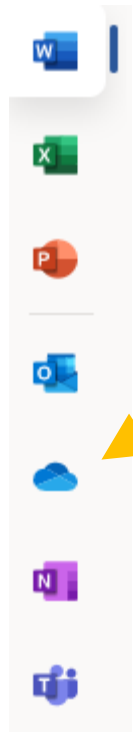


- ▶ When you have finished with the document simply close it by clicking the X and then it will be saved for you and ready to upload to an assignment or worked on later.



# HOW CAN I USE WORD, POWERPOINT OR EXCEL IN OFFICE?

- ▶ If you want to access a file you have been working on you can select the OneDrive button from the Office homepage



This is OneDrive where all your files on Office are saved.

New






New documents saved to:  OneDrive



New blank document

# HOW CAN I USE WORD, POWERPOINT OR EXCEL IN OFFICE?

- ▶ You can then select any files you have made in the past and can work on these. They will automatically be set to Private meaning only you have access to these unless you choose to share them with others.

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Document.docx	Sunday at 9:11 PM		15.7 KB	Private
 Document1.docx	3 minutes ago		10.8 KB	Private

# Expectations for use of Office and Teams

- ▶ All students should be aware that the Office Platform is an extension of Tollbar MAT and Reynolds Academy. Students are expected to behave on this platform as they would in school. Any instances of offensive or inappropriate use of this Office Platform will be dealt with by the individual academies.
- ▶ Students should report any instances of misuse to their teachers and/or the designated safeguarding lead.