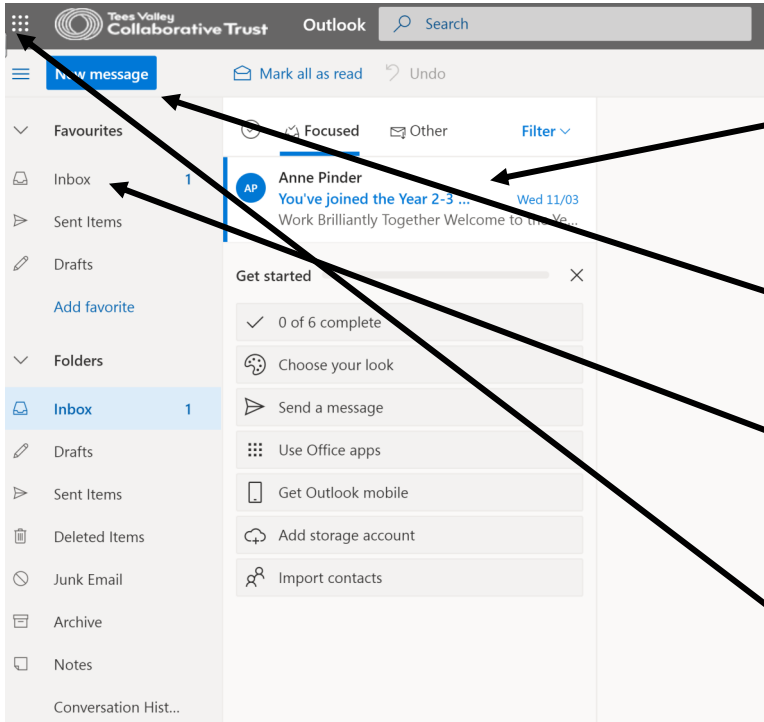


# Using E-Mail with Outlook

Log in to Outlook with your Office 365 log in at:  
<https://outlook.office365.com/>

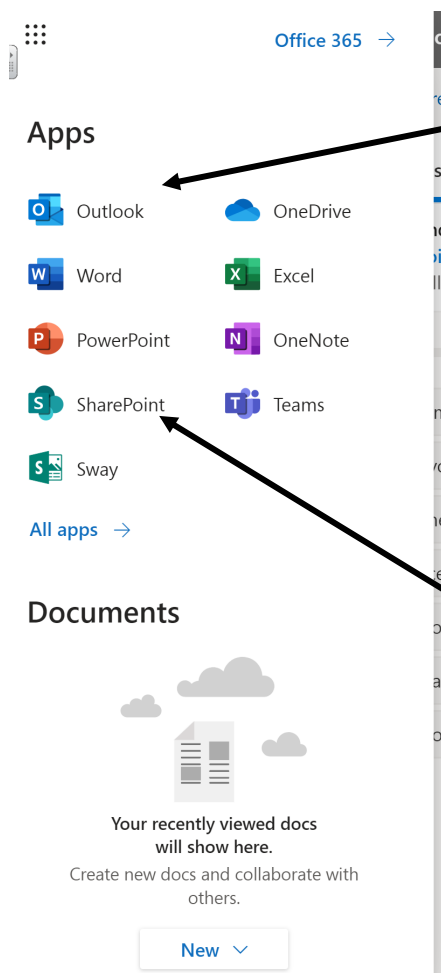


Your emails will appear here. Click on one to see. You can reply to send emails back. You will only be able to send emails to other people at Errington Primary School.

Click here to send a new email.

This is your inbox. You will find the emails that have been sent to you here.

Click here to launch apps and find the year group Share Point. This is where teachers can save work and documents for you to use.



These are the apps you have to use. Some you will have used already in school. These are ones you might use.

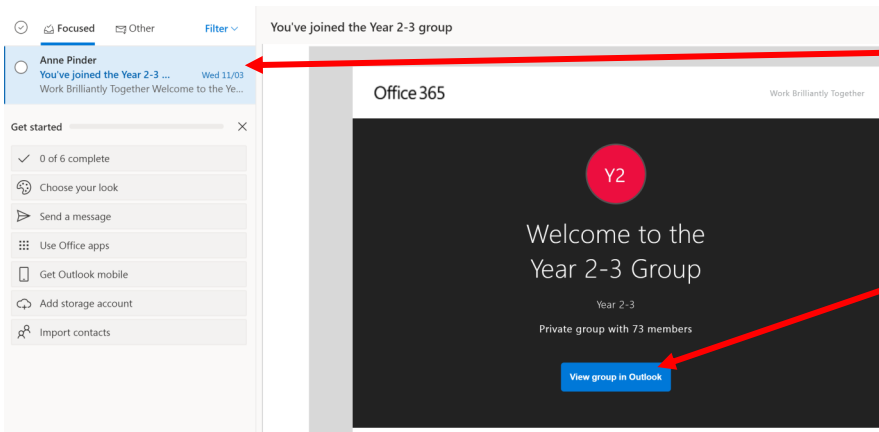
- Outlook- this will take you back to your emails
- Word
- PowerPoint

Share Point is where your teachers can share documents for you to use. You can work with others collaboratively on a project that your teacher sets.

If you complete work, you can save it into a hand-in folder for your teacher to see or attach it to an email and send it to them.

Teachers will email from an email account for the page. E.g. yeartwo@errington.tvc.ac.uk

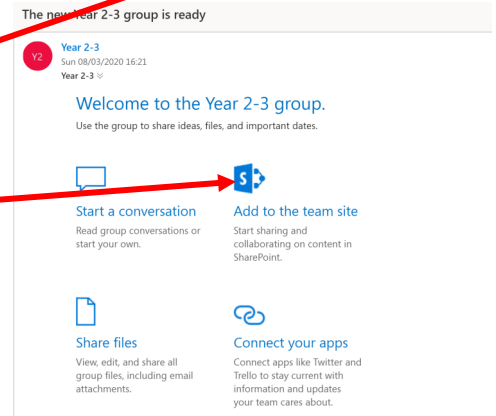
# Accessing the Share Point on a Computer



You will have been sent an email. Click on this. Then click on view in Outlook.

Click here to add the site.

Next time you log in this site will appear on your Share Points and you will be able to use it. Just click on the site. If the site does not appear, you can search for it. Click in the star on the right hand side to follow the site. The site can also be saved onto the favourites of you web browser.

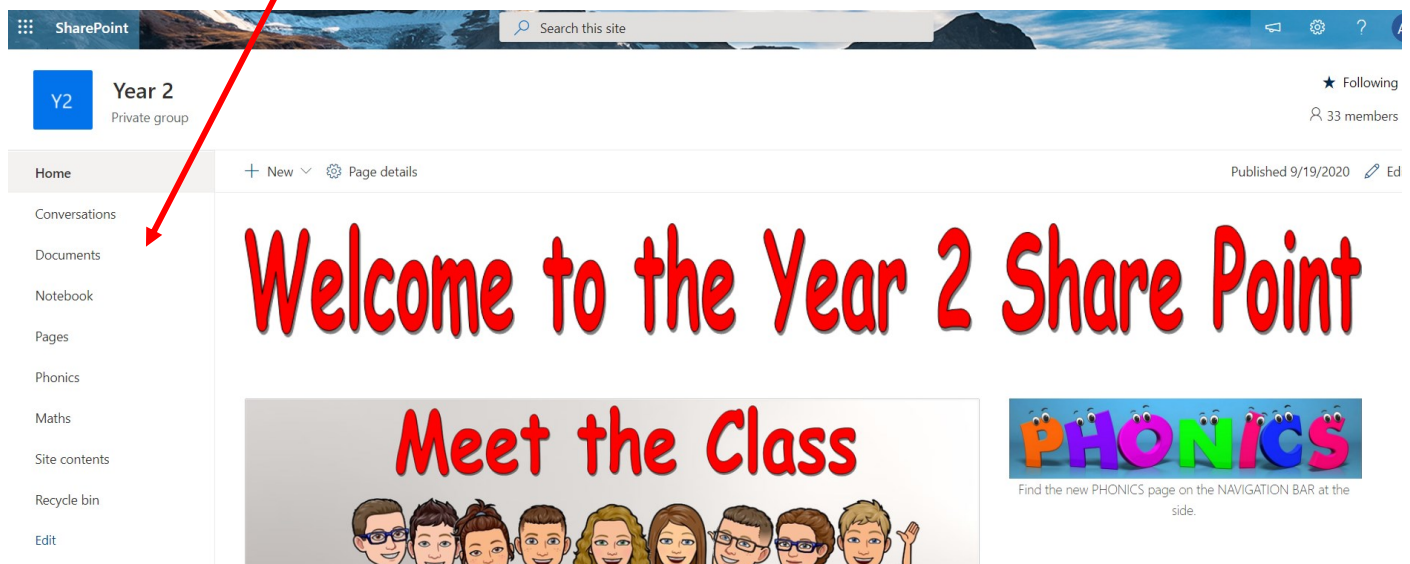
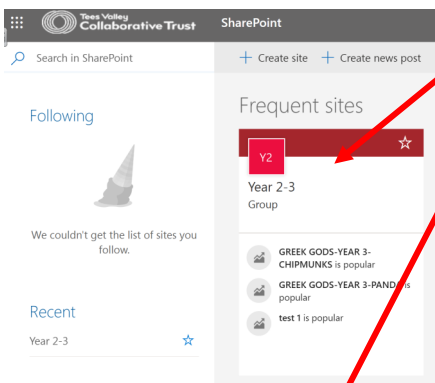


Your Share Point site will look like this.

The navigation bar contains pages that your teachers have created to help with your learning.

There is a News section. Here you will see news posts your teachers have created. They could contain messages, instructions or useful links to websites.

There is also a documents folder. Here you will find resources provided by your teacher. There is also a hand-in folder where you can save your work.



## Accessing the SharePoint of different devices.

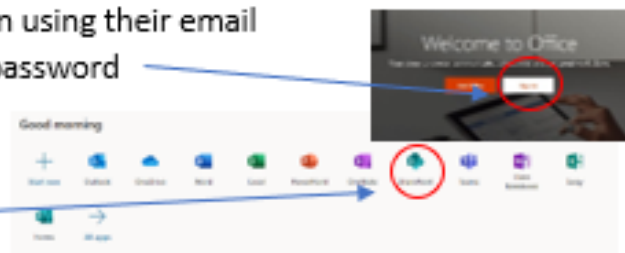
In order to fully access the documents that we intend to send via the internet pupils will need to use their new email addresses and utilise this in order to get onto their year groups SharePoint. This is an online domain to share and edit documents.

### Via a browser:

The simplest way to see and view the documents that your teachers are sending you is to open the web browser in whatever device you are using and search "office 365 login". This will bring up a log in page – pupils should sign in using their email

[Firstnameinitial@errington.tvc.ac.uk](mailto:Firstnameinitial@errington.tvc.ac.uk) and the password usually use for programs such as purple mash.

Once on they can view files using the Share point icon. |

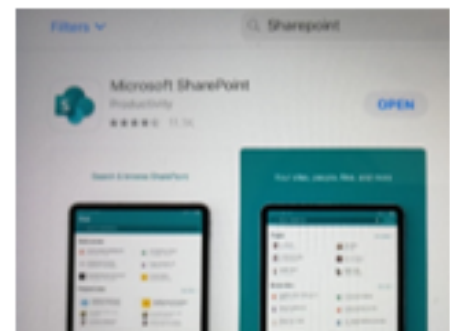


Documents will be opened in the web browser and in most cases can be edited their. However there are certain devices that do not allow editing of the documents online and require you to download office apps. Below is a guide to how these can be accessed and where to find the apps needed.

### Apple Devices:

Via the app store you can download a Share point app and then download to your device.

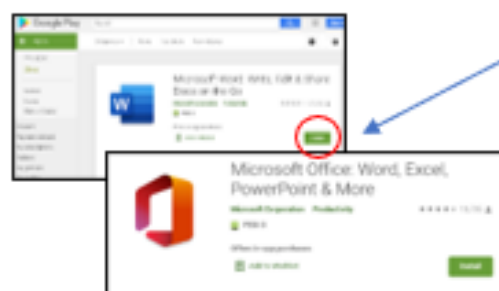
Once opened, pupils log in as above and they have 3 options at the base of the screen... "News" "Find" "Me". If they click on the find icon, this will take them to the documents page where they can find school documents and task set by the teachers.



Documents can then be edited using the the apps built in office tools or downloaded is pupils wish to work on them offline, using downloaded office tools that are available via the app store.

### Andriod Devices:

Via the Play Store you can download a Sharepoint app that mirrors that on the Apple devices. Where the app differs is that it will prompt you to download a free app in order to edit documents, although they can be viewed. This can be done via the Play Store.



### Amazon Devices (Kindles):

Amazon devices do not have a user-friendly sharepoint app and therefore pupils will need to access the sharepoint via the web browser. In order for pupils to edit documents, they will have to download the free office apps via the google play store.



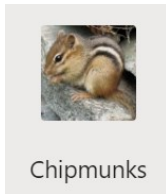
# Using Teams

On-line lessons will be delivered via Microsoft Teams. Lesson invites and reminders will be sent via your child's email account.

Office 365 →

## Apps

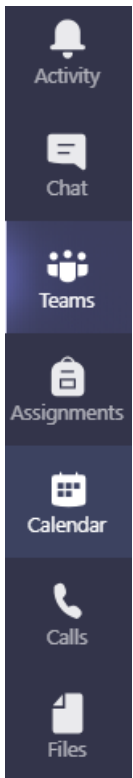
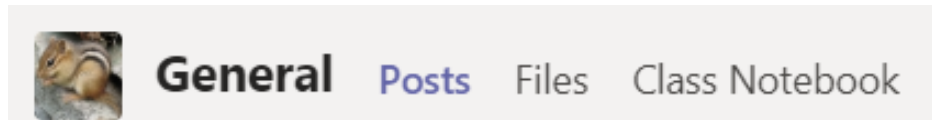
- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams



Within your email or Share Point page, you can download the Teams app. It is better to use the app rather than use Teams within a web browser as it gives you more options and greater flexibility. If you are using a tablet or smartphone, you can search for the app on your device store.

You will find the teams you are a member of here.

On the calendar, you will see the meeting planned for you. You can join a meeting by clicking on the meeting



When you click on your team, you will see the options above.

**Posts** is a chat area where members of the team can talk to each other.

**Files** contains documents produced by your teacher (in a folder called *Class Materials*) and an area where you can upload your own documents for your teacher to see.

**Class Notebook** is an area where you can work collaboratively with other pupils. It also contains a personal workbook area where you can complete your work for your teacher to see.

## On-line Meetings

When the class has an online meeting you will be able to see your teacher and friends. You are able to turn on your microphone when you want to talk to the teacher. If you want to speak, you can put up your virtual hand. The speech bubble allows you to open a chat so you can type a message or question. The three dots give you extra settings such as adding a background.

**You should only enter the meeting at the given time. You should not stay in a meeting if your teacher is not there.**

