



A Guide to Office 365 & Teams

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1. How to Access the 'Web'

Versions of Office 365 & Teams

There are two ways you can access Office 365 and Teams.

You can **open them in your web browser** or you can **download the software to your computer or device**.

Here's how you can **open them in your web browser**:

1 Open Chrome or Edge  
Go to: **portal.office.com**

2 Enter your school email address
Sign in
AbcDef1234@nbss.nbed.nb.ca
<username>@nbss.nbed.nb.ca

3 Enter your computer password
Sign in with your organizational account
abcdef1234@nbss.nbed.nb.ca
Password

4

If using a school computer....

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

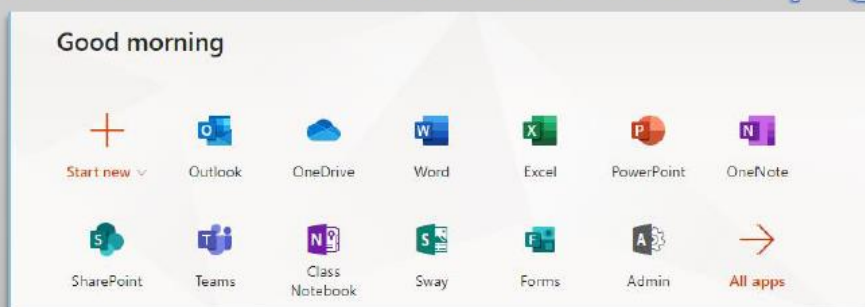
☐ Don't show this again

No Yes

You can click Yes or No.

5

Welcome to the Office 365 home page!



2. How to Install the ‘Desktop’ Version of Office 365

Installing the ‘App’ or ‘Desktop’ versions of Office 365 and Teams is optional. You may choose to access them entirely through your web browser instead ([see the previous section](#)).

However, some people prefer to install the software on their computer or device.

To install the app on a smartphone or tablet, simply go wherever you normally go to get your apps (App Store, Google Play, etc.)

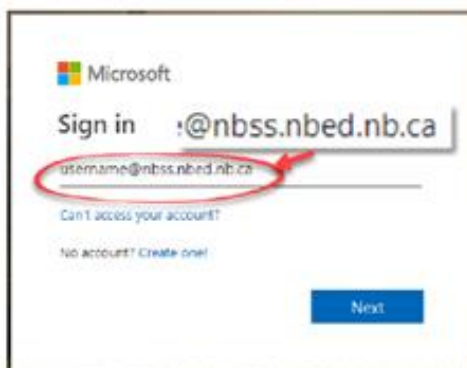
Here’s how you can **install Office 365 on a computer**:

1. Open any Internet browser (except for Internet Explorer)

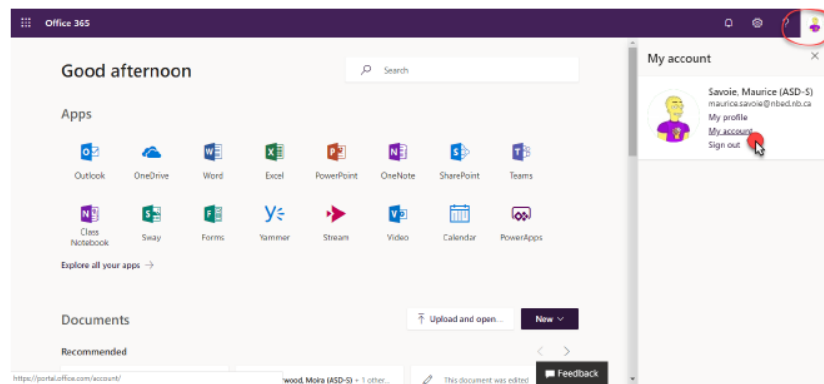


2. In the address bar, type **portal.office.com**

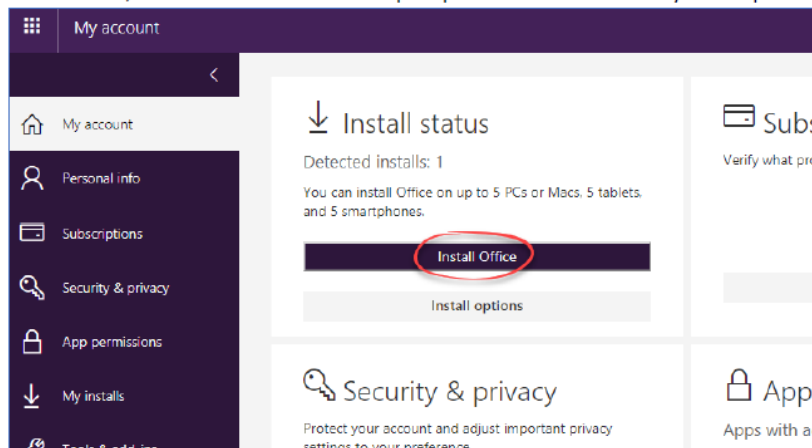
3. Sign in using your school email address and password. If you’re a student, be sure to use this format for your email address: **username@nbss.nbed.nb.ca**



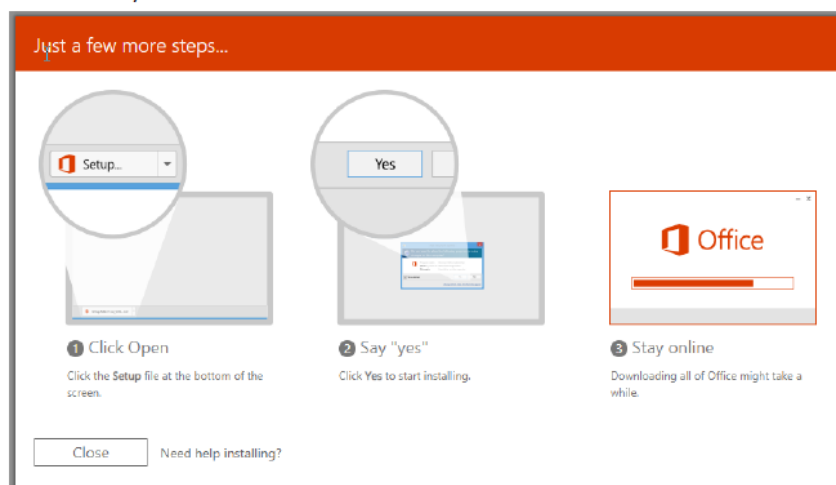
4. The Office 365 homepage will open. Click the icon for your account at the top right of the screen. Then click on **My Account**.



5. On the next screen, click **Install Office**. You will be prompted to save a small file to your computer.



6. **Open the file** that you downloaded and follow the onscreen instructions.



3. How to Install the 'Desktop' Version of Teams

1. Open any Internet browser (except for Internet Explorer)



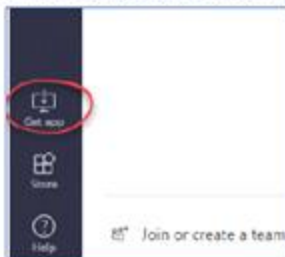
2. In the address bar, type **portal.office.com**

3. Sign in using your school email address and password.

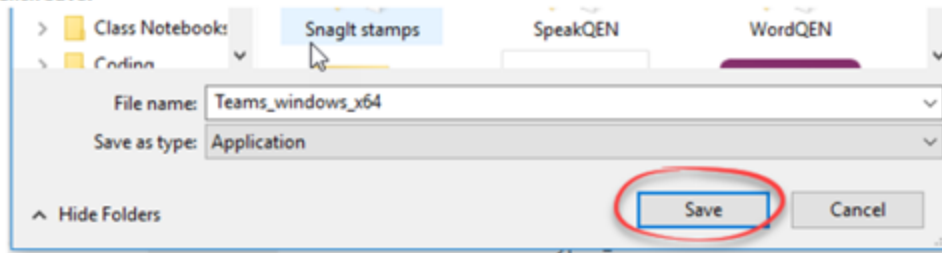
4. Click the Teams icon.



5. On the left side of the screen, near the bottom, click the link for "Download the App"



6. Click Save.



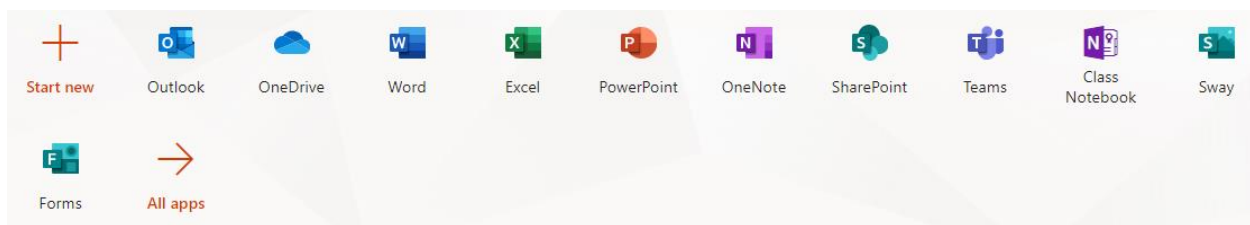
7. At the bottom left of the browser window, click the downloaded file link and agree to any steps that come up.



4. How to Access Office 365

Apps

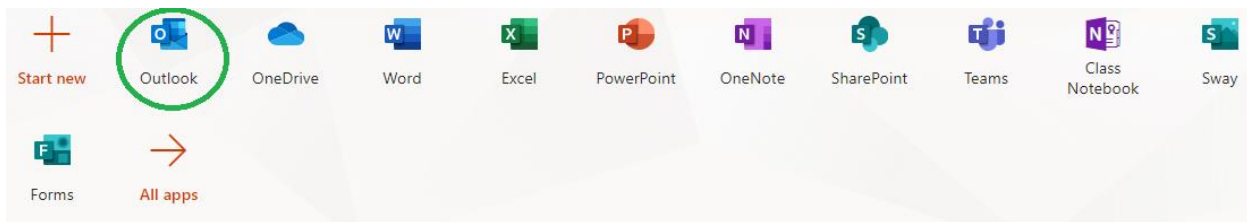
Once you log into Office 365 (either the 'Web' or 'Desktop' version), you will have access to several apps. When you see this, simply click on the app you wish to use.



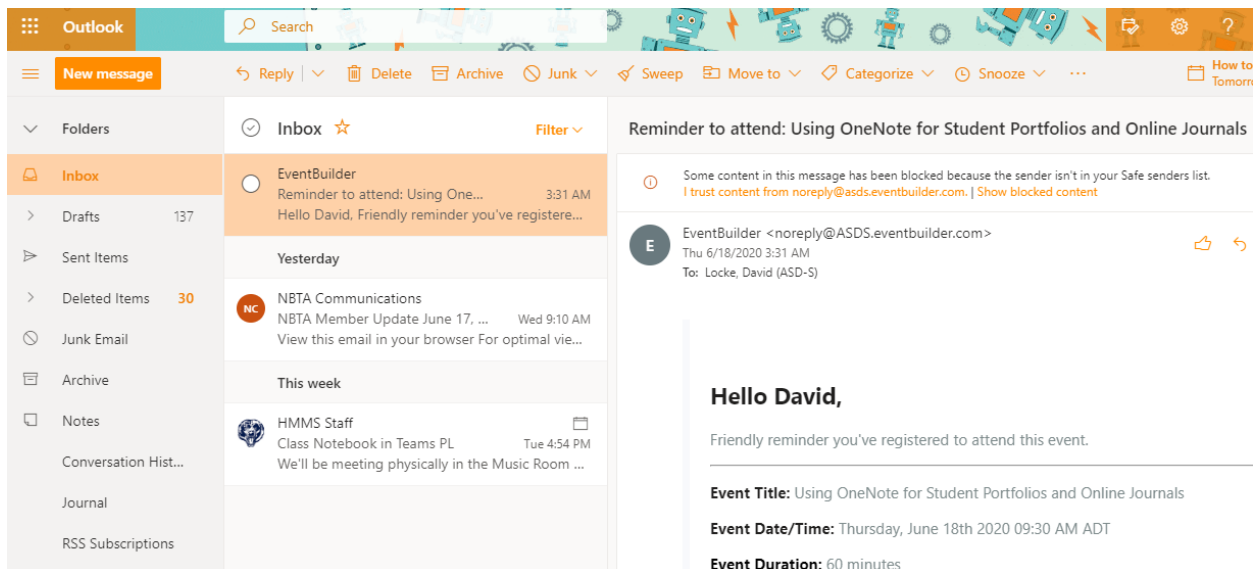
- **Word** is used to create text documents. Of course, we can insert images into these documents as well.
- **PowerPoint** is used to create informative and eye-catching slideshow presentations.
- **Excel** is used to create spreadsheets in which you can organize data and perform calculations.
- **Outlook** is used to send and receive emails.
- **Class Notebook** is used as a digital binder in which teachers and students can place and share their work.
- **Teams** is used as a virtual classroom where teachers can assign work for students to complete and students can submit their work to their teachers. Teams is also a place where teachers and students can meet and share discussion posts.
- **OneDrive** is the place where all of your Office 365 files are stored.

5. How to Check and Send Emails

You can open **Outlook** from the Office 365 app menu:



If you have any emails, they will be in your '**Inbox**'. If you click on one, the full email will open on the right:



To **send an email** to someone, you will need his or her email address.

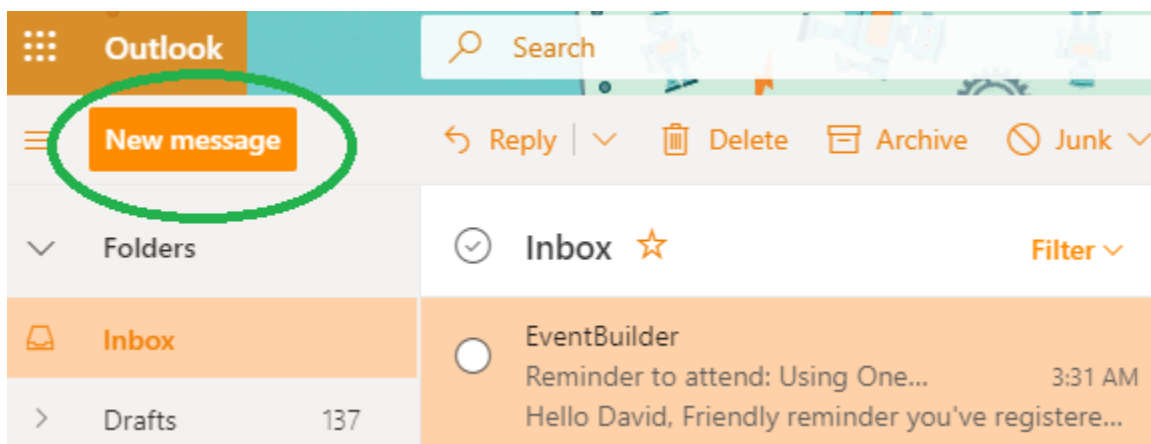
Student email addresses are the person's **school username** followed by **@nbss.nbed.nb.ca**

Example: **johsmi00123@nbss.nbed.nb.ca**

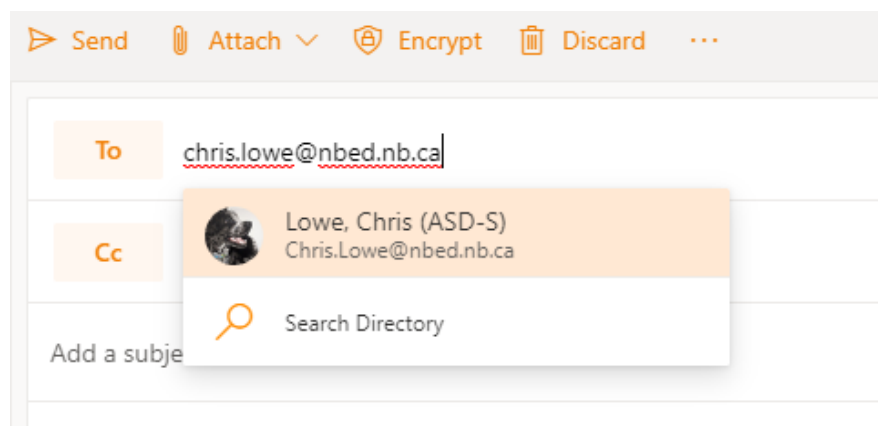
Teacher email addresses are the teacher's **first name**, then a **period**, and then the teacher's **last name**, followed by **@nbed.nb.ca**

Example: **john.smith@nbed.nb.ca**

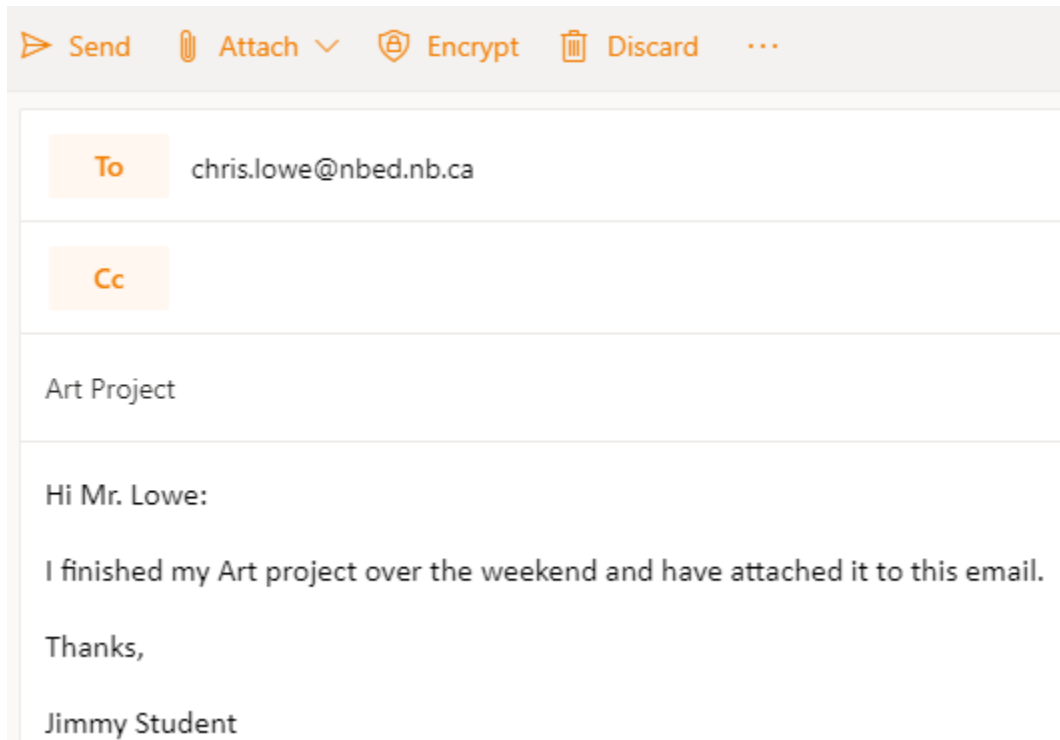
When you're ready to send an email, just click the '**New message**' button in the top-left corner:



Next, type the person's email address in the '**To**' field. As you type the email address, the person's name may pop up and allow you to click it:



Next, add a '**Subject Line**' to your email so that the person you send it to will have an idea of what it is regarding. Then you can type the **body** of your email in the bigger space below:



The screenshot shows an email composition interface. At the top is a toolbar with icons for Send, Attach, Encrypt, Discard, and a menu icon. Below the toolbar are three fields: 'To' with the email address 'chris.lowe@nbed.nb.ca', 'Cc' (empty), and 'Subject' with the text 'Art Project'. The email body contains the following text:

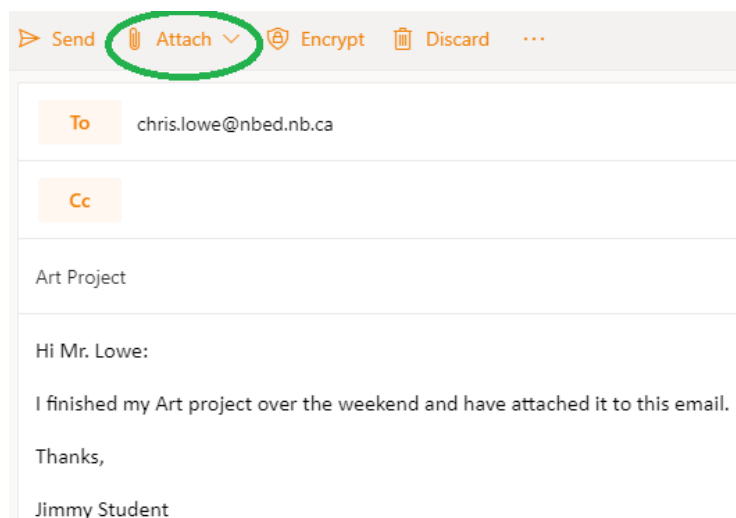
Hi Mr. Lowe:

I finished my Art project over the weekend and have attached it to this email.

Thanks,

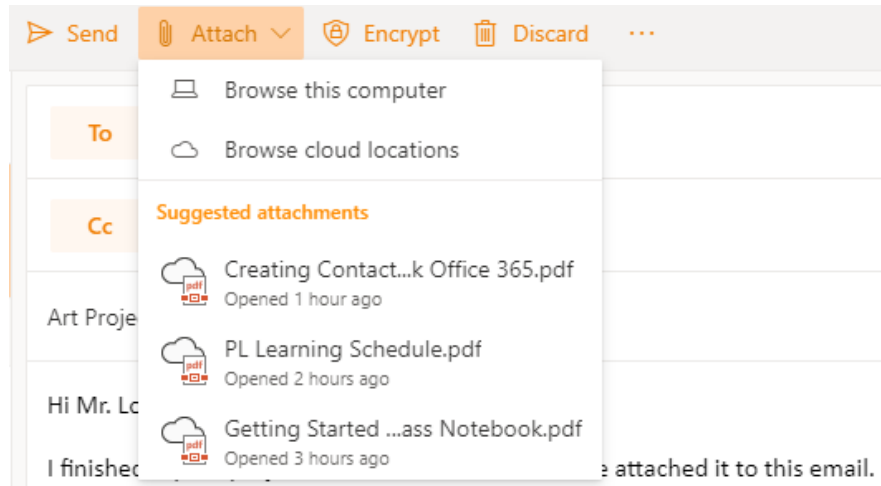
Jimmy Student

If you want to attach a file to your email (as we do in the example above), just click the '**Attach**' button:

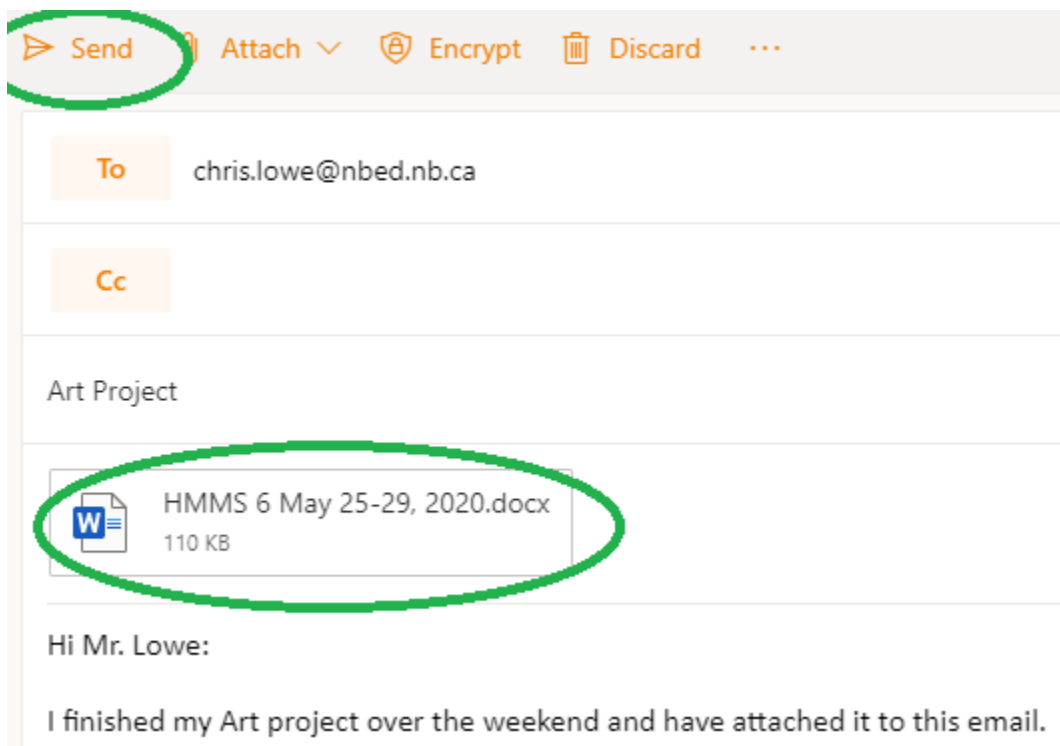


This screenshot is identical to the one above, but with a green circle highlighting the 'Attach' button in the top toolbar. The email body text is the same as in the previous image.

Then you can browse your computer files to find the one that you want to attach. Or, if your file is saved to Office 365/OneDrive, you can click **‘Browse cloud locations’** instead and find it that way.

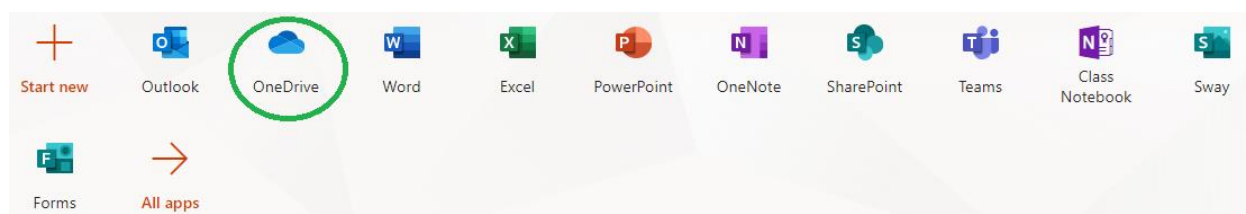


Now that your file has been attached to the email, you can just click the **‘Send’** button and your email will be sent:



6. How to Create and Organize Files in OneDrive

You can open **OneDrive** from the Office 365 app menu:



OneDrive is where all your Office 365 files are stored. No matter which teacher you're making a file for or which type of file it is (Word, PowerPoint, etc.), it will be stored in OneDrive.

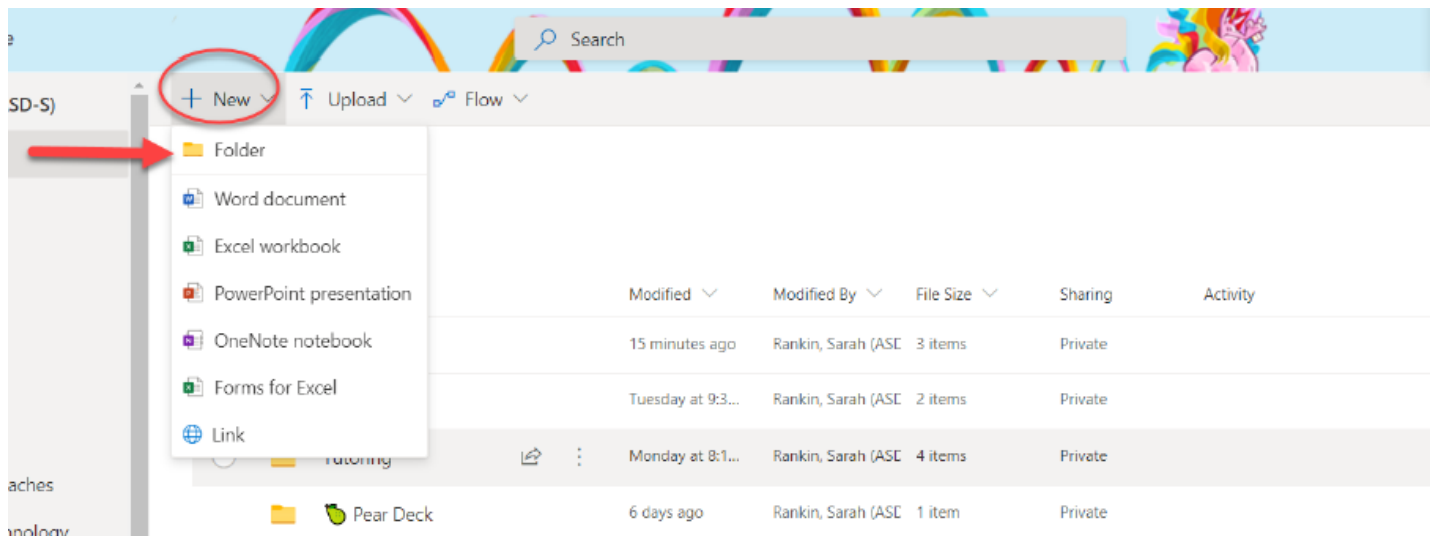
It's a good idea to take the time to organize your OneDrive. You can create folders for each of your classes ("English", "Math", "Science", etc.). This will help keep your work organized and easy to find.

You should also get into the habit of giving each of your files a descriptive name. Always avoid calling a file something like "Document 1" or "Presentation 2". Office 365 will automatically generate names like these at first, but you should always change them to something better. This will make it easier for you to find your files again later.

You can access your OneDrive files from any location in the world, as long as you have a computer and Internet access. Also, your work will be automatically saved whenever you make a change.

How to Create New Folders and Files in OneDrive

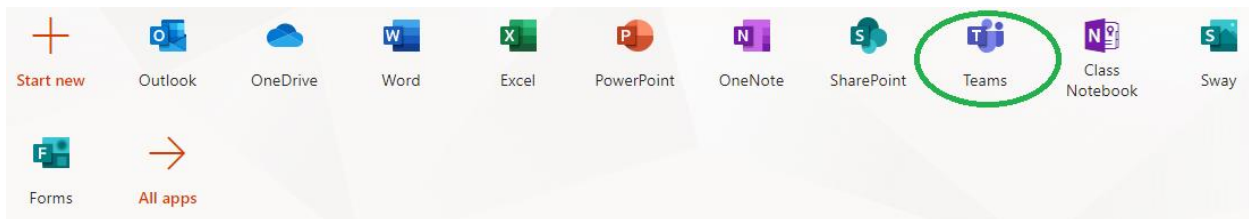
Click '**New**' at the top of the page. You will then see the options for creating new folders, as well as various types of files:



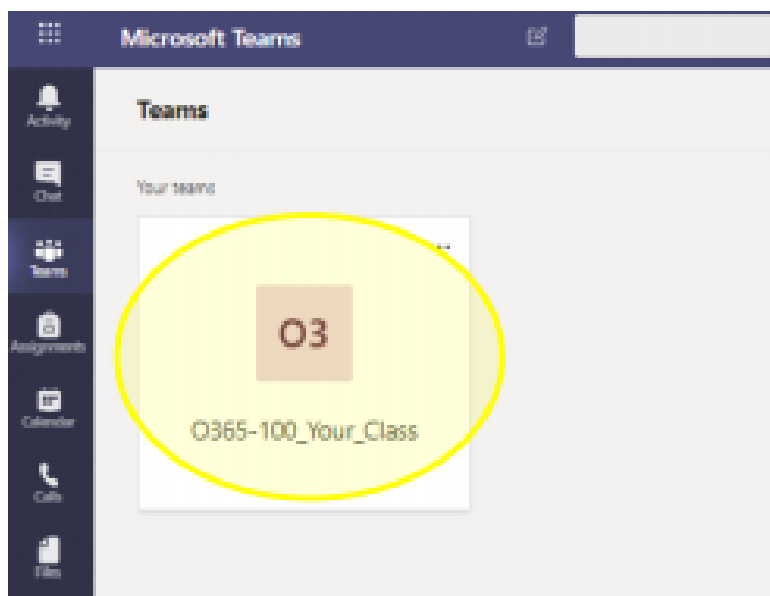
When you click on one of the file types, it will automatically open. Then, as you work on it, the file will auto-save to the folder you selected in OneDrive.

7. How to Navigate in Teams

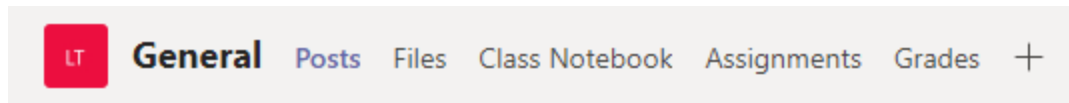
You can open **Teams** from the Office 365 app menu:



When you first open Teams, you will see a list of your classes and you will have to click on the class that you want to enter:

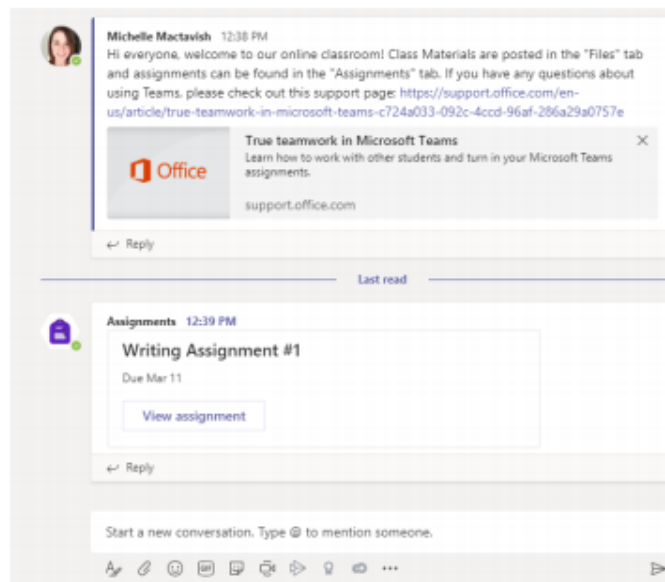


Once you have opened a class, the menu bar at the **top** will present you with several options:



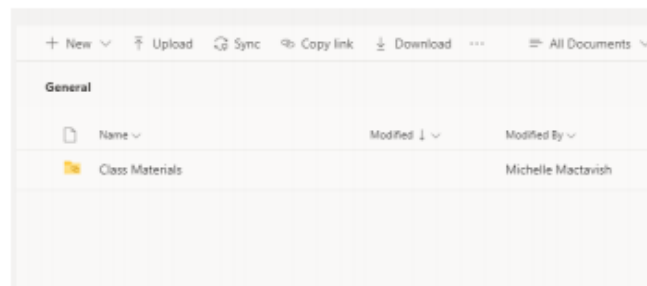
Posts

- A conversation space – like social media, you can make posts, reply to others, and @ mention someone to get their attention
- Assignment information is posted on the Posts tab on the General channel
- Each additional channel has its own Posts tab
- Your teacher may turn on/off your ability to post.



Files

- Shared file storage for the Team.
- Everyone in the team can see and edit anything uploaded to the Files tab.
- DO NOT POST YOUR ASSIGNMENTS HERE.
- Class Materials folder in the Files tab is "Read-Only". This means your teacher can post notes and information here that you can read but not edit.

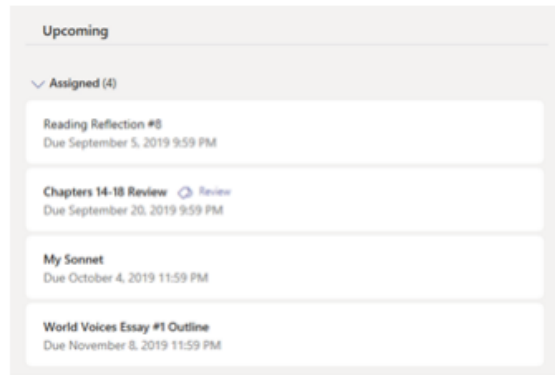


Class Notebook (Optional)

- a OneNote Class Notebook for your Team.
- Your teacher may or may not use this tool, so check with your teacher to find out.

Assignments

- This is where you will access assignment details and turn in your completed work for the Class Team you are currently viewing.
- Assignments will appear as “cards”
 - click on one to open the assignment details.
- You can view the assignments for all your courses by clicking the “Assignments” button in the left-side Teams Apps list.
- Assignments are grouped as Assigned (upcoming) and Completed
- Click on an assignment in the Completed section to view feedback and scores.



Grades

- Click on the Grades tab to view your scores on all your assignments for the Team you are currently viewing.

 Garcia, Emma 2 parents/guardians receive weekly summary. View			
Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

There are also useful menu options on the **left side** of Teams:

< >

Activity

Teams

Assignments

Calendar

Files

...

Teams App Menu

- **Activity:** notifications for recent activity in your Teams can be found here. A red dot will appear over the bell icon when a new activity occurs.
- **Teams:** access to main Teams page to view all your Teams.
- **Assignments:** quick access to assignments posted in all your Teams.
- **Calendar:** displays assignment due dates and activities for all your Teams.
- **Files:** quick access to the files posted in each of your Teams, as well as your own OneDrive storage.

< All teams

OY

0365-100_Your_Class

...

General

Q and A

Unit 1

Unit 2

Team Navigation

Your Class Team may be organized by topics, unit, or activity types.

You can access different course content by clicking on the different “Channels” listed in the Team Navigation column.

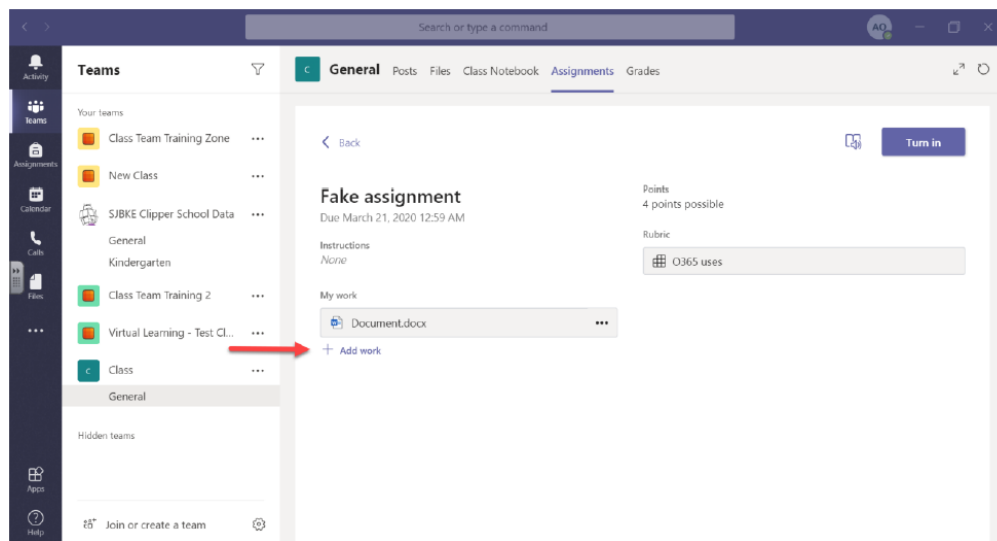
Each “Channel” will have its own “Posts” and “Files” tab.

Assignments are only posted to the “General” channel.

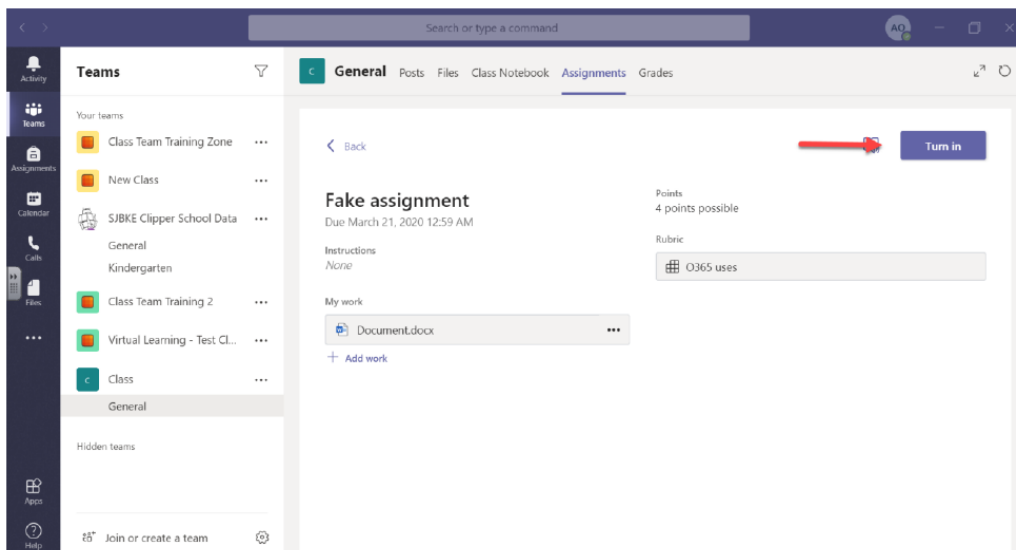
8. How to 'Turn In'

Assignments

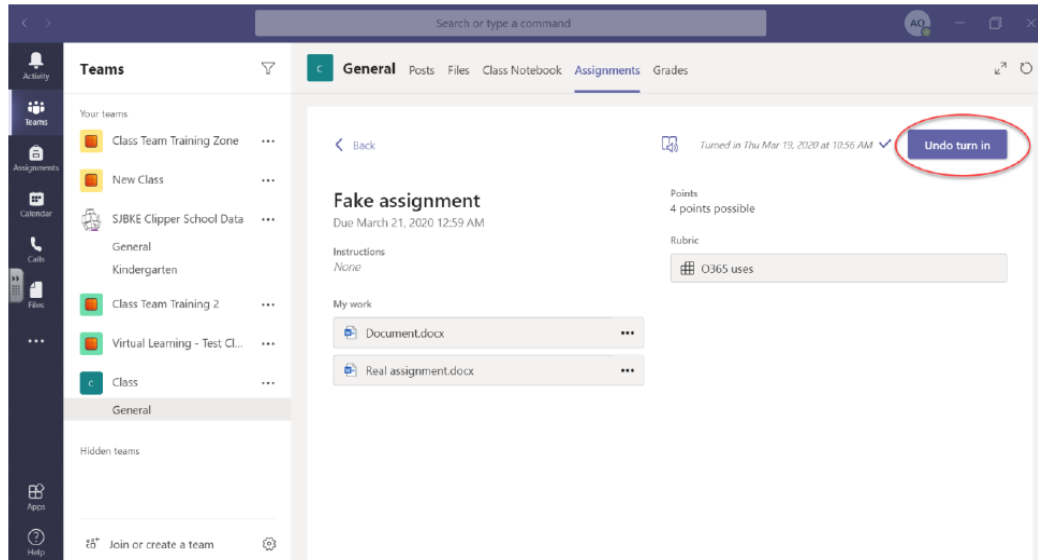
When you view an assignment in Teams (see page 16), you will see the option for uploading your finished work:



Once your work has been attached, simply click the 'Turn in' button to send the work to your teacher:

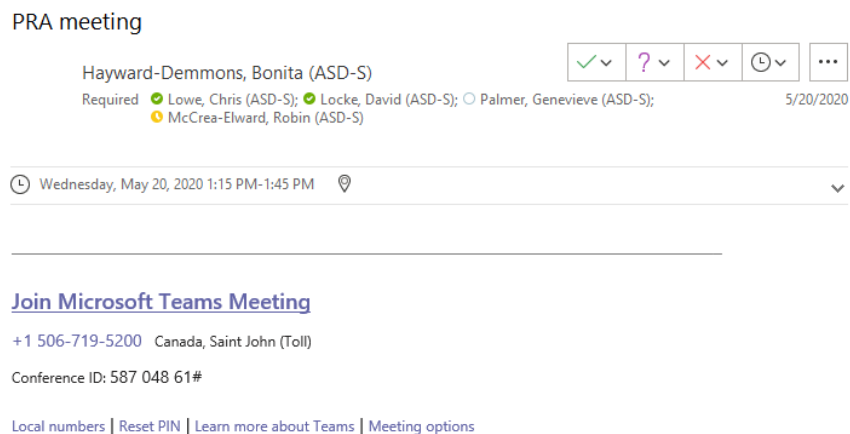


If you later realize that you have made a mistake or attached the wrong file, you can always **undo a turn in**. Just go into your assignment and you'll see that the 'Turn in' button has been changed to '**Undo turn in**':

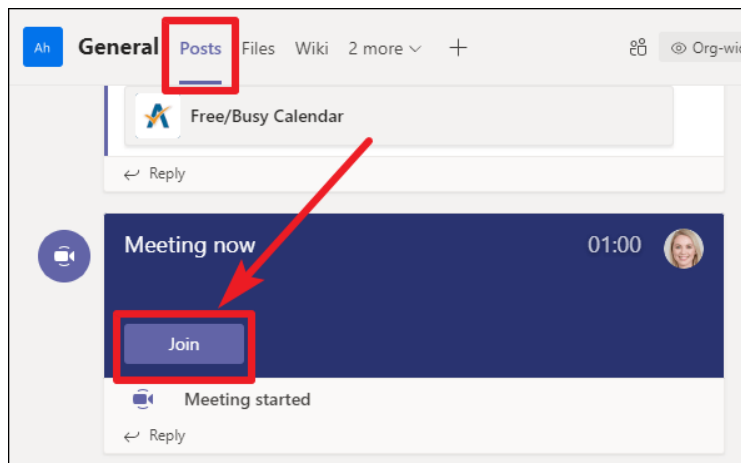


9. How to Join Class Meetings in Teams

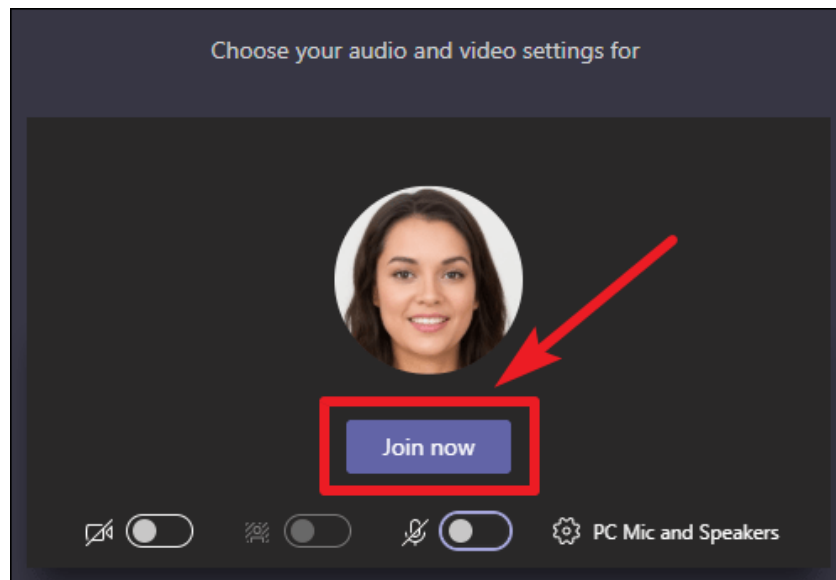
When one of your classes has a meeting scheduled, you should receive an email invitation. Simply check your email and then click the link to join the meeting. Email invitations look like this:



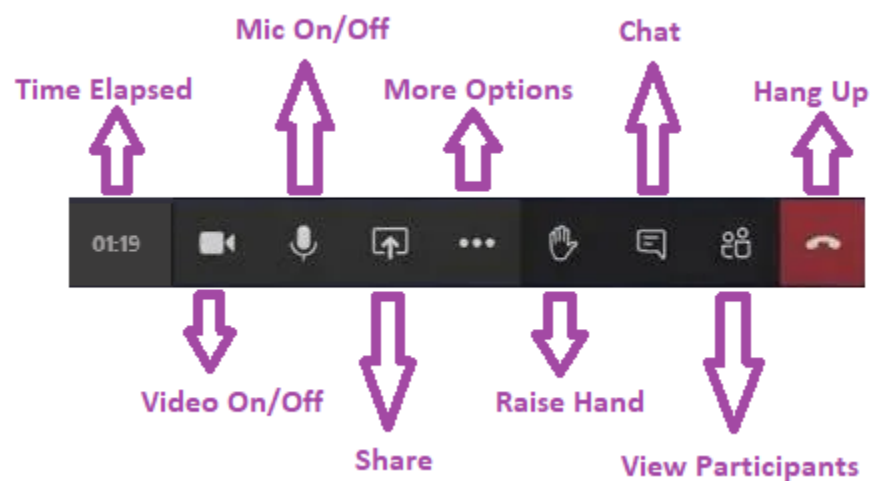
If there is a class meeting currently in progress, you can also get to it from your **Posts** tab:



Next, choose whether you want your **audio/video** to be on and then click '**Join now**':

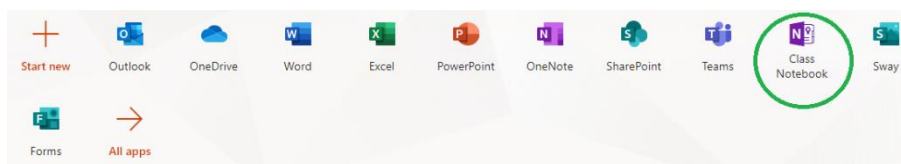


Once you are in a class meeting, you will have access to the following toolbar options:

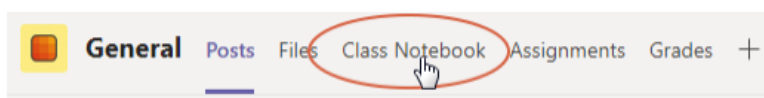


10. How to Use Class Notebook

You can access **Class Notebook** from the main Office 365 menu:



You can also access it from the menu bar within Teams:



When a teacher sets up a Class Notebook, it will consist of these three sections:

1. **Student Notebooks** — a private space shared between the teacher and each individual student. Teachers can access every student notebook while students can only see their own.
2. **Content Library** — a read-only space where teachers can share handouts with students.
3. **Collaboration Space** — a space where everyone in your class can share, organize, and collaborate.



Collaboration Space

The Collaboration Space is open to everyone in a class, and all class members can read or write on anything in this part of the notebook. Teachers and students can also create new sections and pages in ways that work best for them.

Content Library

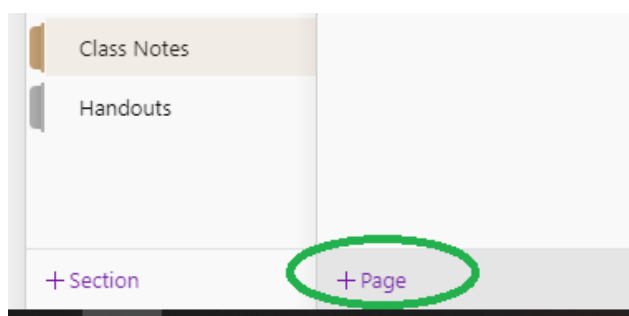
The Content Library is a place for materials such as readings or worksheets. Think of it as the big filing cabinet for your classroom documents. Only a teacher can put materials into the Content Library. Students can read or copy anything in the Content Library to their own notebooks, but can't modify or delete that content.

Student Notebooks

Each student has their own notebook and this is where they can post their own class notes, copies of handouts, assigned homework, responses to questions, etc. Each student can only see his or her own notebook, but the teacher can see them all.

Putting Things into Class Notebook

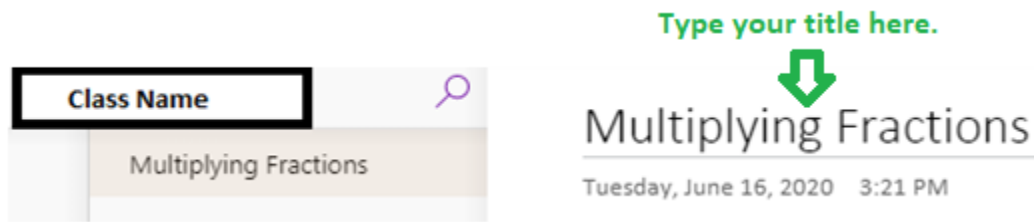
To create a **new page** in Class Notebook, just click the section that you want the new page to be placed in. Then click the **'+Page'** button. In the example below, we are creating a new page in the 'Class Notes' section:



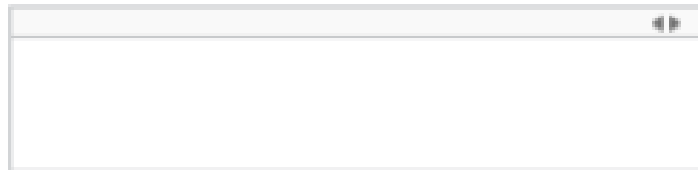
Of course, you can also make a **new section** if you wish (by clicking the **'+Section'** button above).

If you're confused about the difference between **sections** and **pages**, just think of the sections as **divider tabs** that you would use in a three-ring binder and then the pages are just pages within those sections.

When you create a new page, you will need to give it a title:



It's really that simple. Now that you have created a new page, you can type, paste or insert anything you want. Just click an empty spot and a **content box** will appear:



You can then type or paste anything into one of these content boxes. Also, the content boxes can easily be moved and resized; if you want to resize it, just click the two little arrows in the top-right corner of the box.

You can also add different types of things from the **insert** menu (like pictures and tables):

