

## Accessing work during isolation

Whilst you are at home isolating it is important that you are still completing any work set by your teachers. There has been a 'Team' setup for each Year group and your teachers are saving work in the subject areas. Please follow the steps below to access your work.

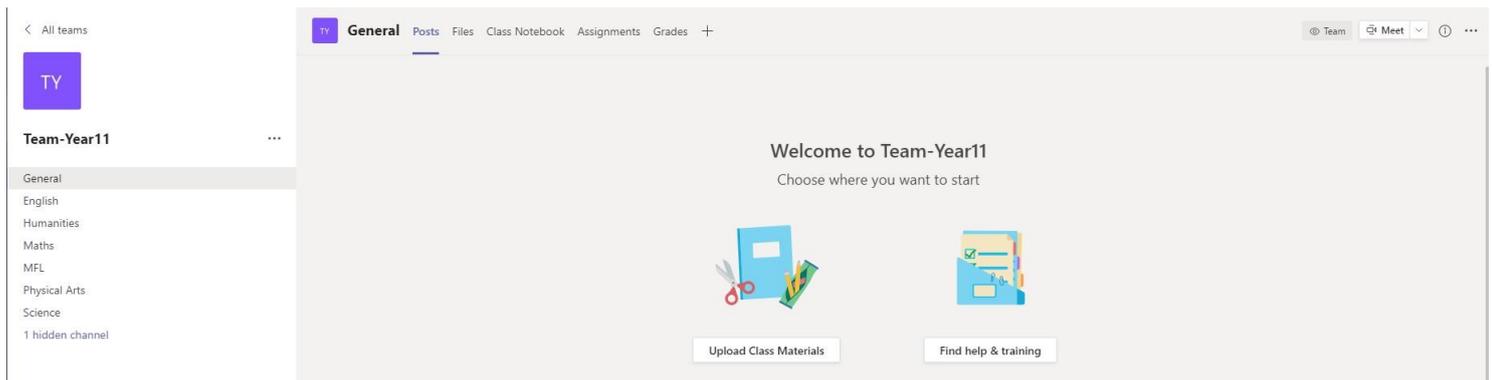
**Important:** You must always be logged in with your school email address to access any work you are set. Please sign out of any other accounts when accessing Office 365.

- 1) Firstly you will need to log into Office 365 <https://portal.office.com> You can also find this link by visiting the Manor Academy website, clicking on quick links in the top right-hand corner, and choosing Office 365.
  - a. Log into Office 365 using your school email address and password you use for the school computers.
    - i. If you do not know this information. Please contact the ICT Technicians via this email: [techs@manor.ttct.co.uk](mailto:techs@manor.ttct.co.uk)

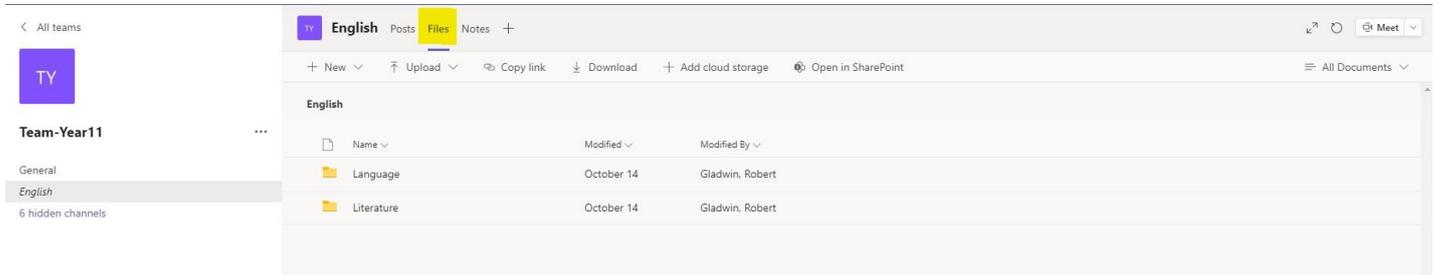


- 2) Click on this icon to access Microsoft Teams.
  - a. Once Teams has loaded you will see a screen displaying all the Teams you are part of. You will need to find the Team for your Year group. For example, for Year 8 the Team is called Team-Year8
- 3) Click on the Team and a screen like the picture below will appear.

**NOTE:** If you do not see your subjects on the left-hand side, they may be showing as hidden for you. Please click where it says hidden channels and each subject will appear.

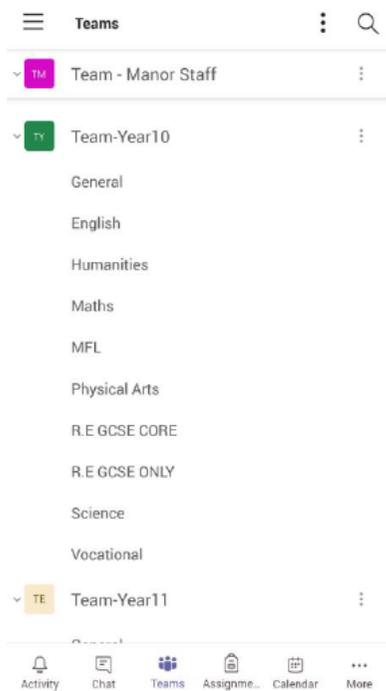


- 4) Once you have clicked on your subject you will need to click on files at the top. Shown in the example for English below. From this view you can navigate through the folders finding the work you are required to complete.

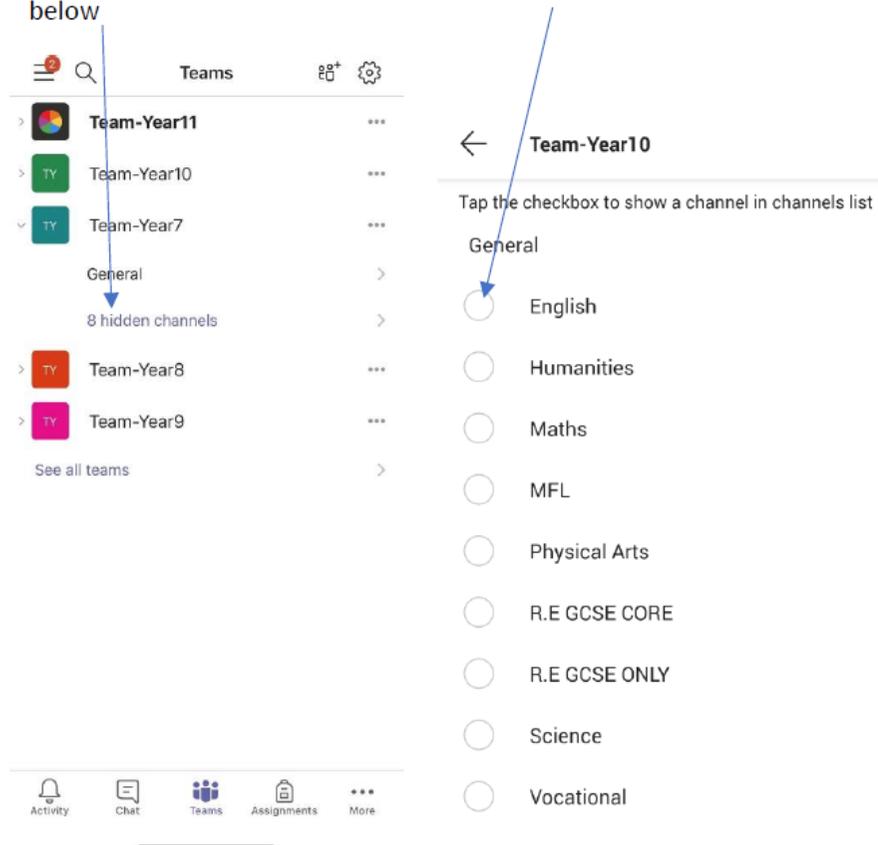


## Accessing work on a mobile device

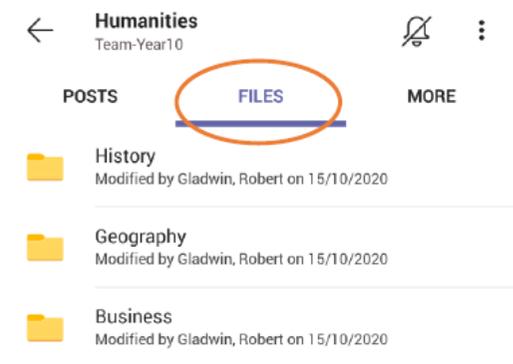
Firstly, you will need to download the Teams app from the App store on your device and sign in. Tap on Teams across the bottom and you will see the screen, shown below.



You may find that the subjects are hidden. If this is the case, tap on where it shows hidden channels and then tick each subject. This will make them visible for you. Alternatively, you can just tap on the subject from this view to open the channel shown in the pictures below



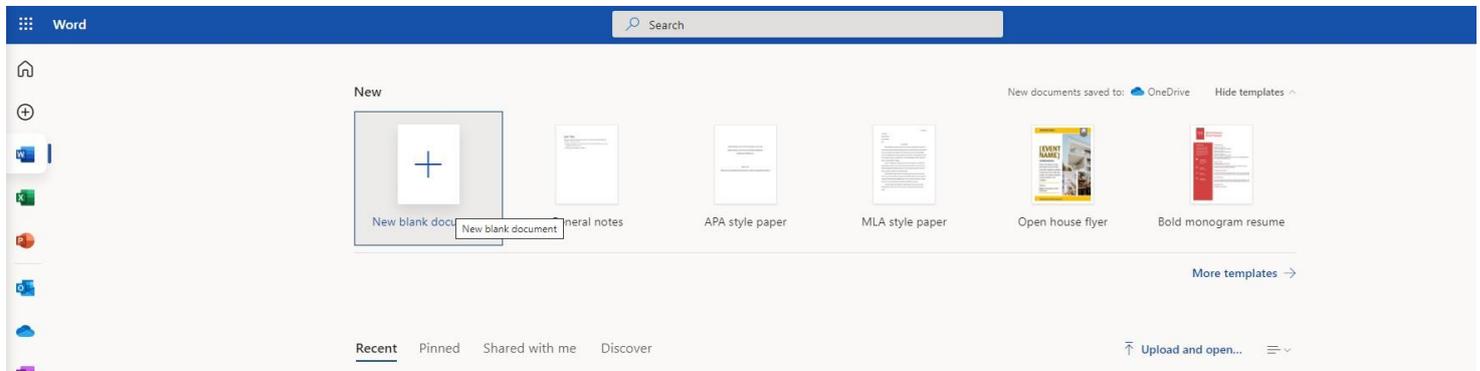
Once you are in your chosen subject, tap on files and then navigate through the folders to access the worksheets provided by your teachers.



## Completing your work online

If you have the capability at home to use a device to complete your work online, you can do so by using Word or PowerPoint through Office 365. The steps below show you the process of creating Word or PowerPoint documents.

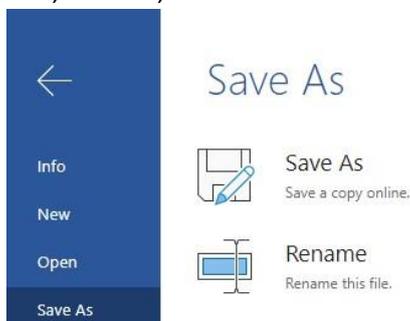
- 1) As you are already logged into Office, if you look in the top right corner you will see this button . Click on this button and you will see all your apps such as, Outlook (emails), Word, PowerPoint, Excel and OneDrive. This example will show you creating a Word document.
- 2) Click on Word and this will load the Word app online. From here you can click on 'New blank document'.



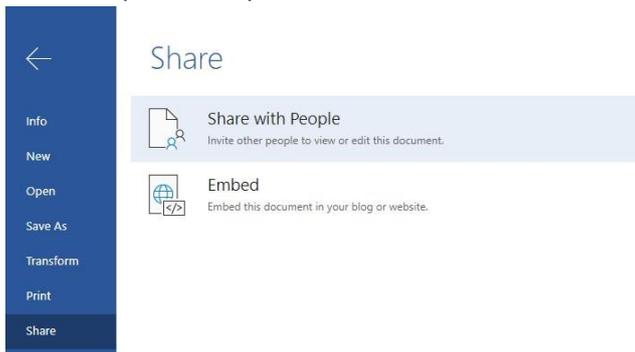
- 3) You can now start typing and completing your work. You may notice in the top left it is already saving your work. This is saving your work in your OneDrive.



- 4) When saving your work online, you just need to rename the file you are working on. Go to File, Save As, Rename.



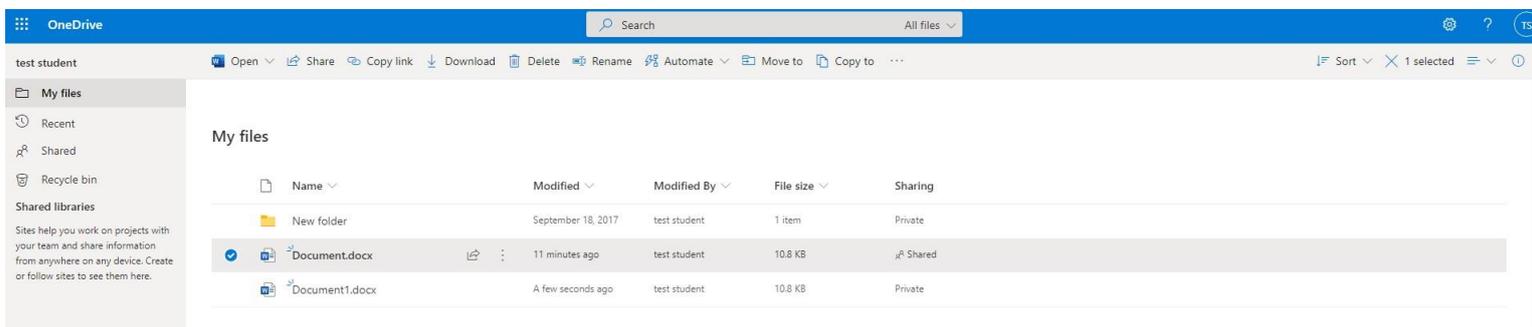
- 5) From the file tab, you can also share your work with your teachers. Go to File, Share, Share with People. Enter your teacher's name and click send.



- 6) Once you have finished with the work you can always come back to it if needed by going to

OneDrive. Click on this button  and then choose OneDrive.

- 7) From here you can click on your work and carry on from where you left off. You can also share your work with another teacher if needed. Just right click on your document, click share, type your teacher's name, and click on send.



## Install Office 365 on your device

As a student at the Academy, you can install Word, PowerPoint, Excel, and the other Office 365 apps for free instead of using the online version. The steps below, show you how to do this.

- 1) Log into Office 365

- 2) On the homepage, look to your right and you will see install Office.



- 3) Click on Office 365 Apps and then follow the instructions on your laptop to complete your install. Whenever it asks you to sign in, you should use your school email address and password as this will licence your applications on your device.
- 4) Once the install has completed, got to your applications on your device and you will see that Word, PowerPoint and the other Office 365 apps have been installed.

Mobile Device: Download Word from the App Store on your device and then sign in with your school details.

Please note, if you are saving your work on your device you should upload your work to OneDrive so that you can always access the work when you come back to school.

If you are unable to log into Office 365. Please ensure you are typing your school email address and password correctly. Remember the password is the same one you use to log onto school computers.