GUIDE TO GETTING STARTED

1. Office365 Logging On

To get logged into Office 365 and access all the different Programmes that are available to you, you need to visit the schools' website:

www.shottonhallacademy.co.uk
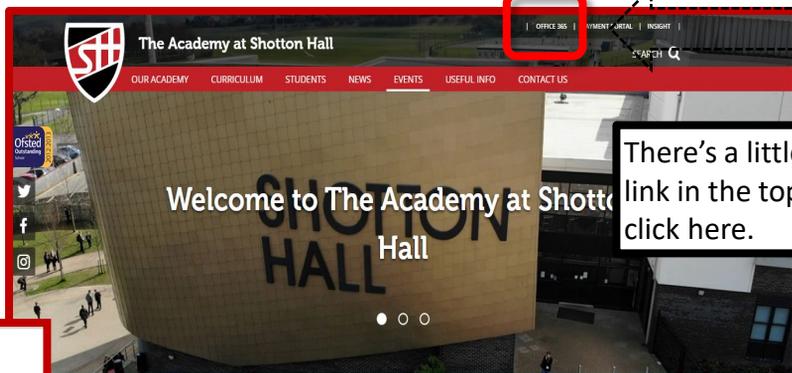
Which looks like this!

There's a little 'Office 365' link in the top right corner – click here.

Enter your school email address ending in @shottonhallacademy.co.uk then click next.

You will the be taken to the Academy at Shotton Hall's sign in page.

Enter your password. Then click next.
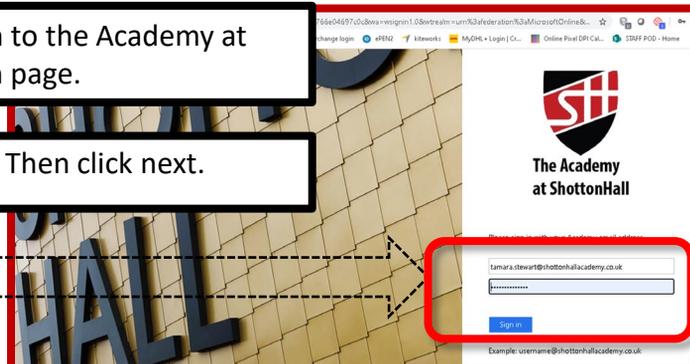
If you are on a private device (one you don't share with anyone), click yes to staying signed in.

2. Office365 Dashboard

Welcome to Office365! Your school account gives you access to the entire Microsoft Office Suite for free! You can use online by clicking the app name, or you can install them onto your device by clicking Install office and selecting Office365 apps.

When you log in, it will look like this!

The apps you are most likely to use straight away are:

Good afternoon | Install Office ∨

Start new | Outlook | OneDrive | Word | Excel | PowerPoint | OneNote | SharePoint | Teams | Class Notebook | Sway

Forms | All apps
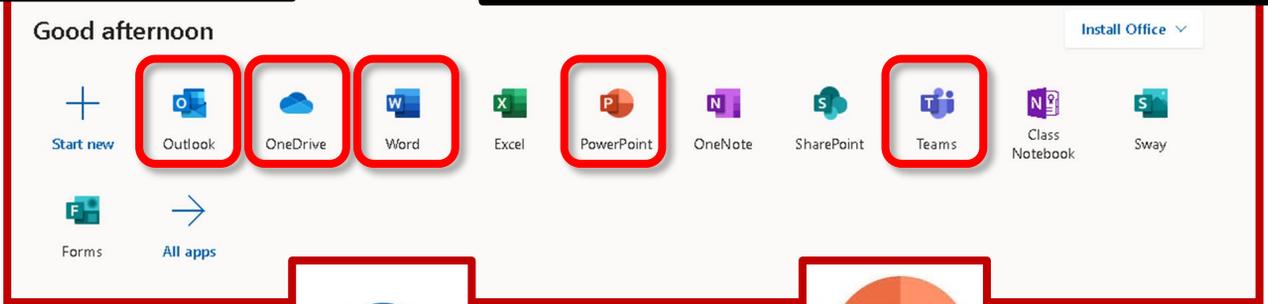
Outlook
Send & receive emails to and from your teachers!

OneDrive
For saving your work

Word
For word processing (written tasks)
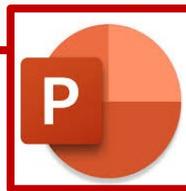
PowerPoint
For making presentations

Teams
For meeting as a class with your teachers for lessons

3. Outlook - Email Basics

Outlook is what we use to send emails. Your teachers will contact you by email, but if you are also stuck or have a question, you can email them too!

Click the Outlook logo on the dashboard to open your email.

Inbox: All the messages you have received from people are here

Sent Items: All the emails you have sent to other people

Deleted Items: All the emails you have deleted

New message   Mark all as read   Undo

Inbox ★   Filter ⌄

Inbox
Drafts
Sent Items
Deleted Items
Junk Email
Add favorite
Folders

Select an item to read
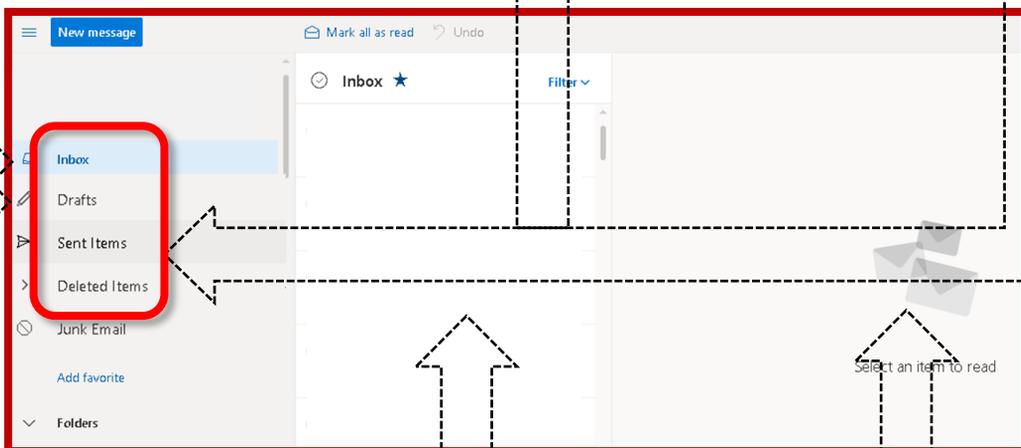
Drafts: Emails you have written, but have not sent yet

This is where your messages will appear

This is where you will be able to read emails you have selected

Sending an Email
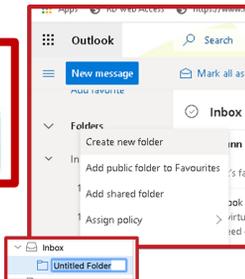
Click 'New message' to start writing a new email.
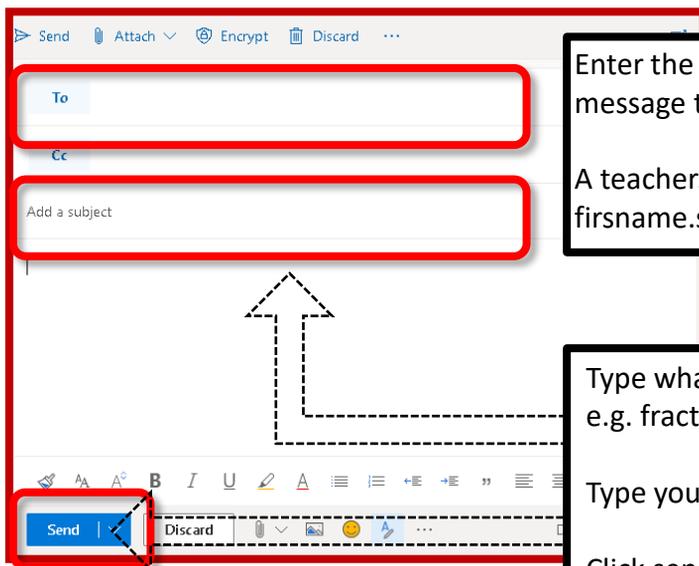
Enter the email address of who you want to send the message to.

A teachers email is: firsname.surname@shottonhallacademy.co.uk

Type what the email is about into the subject line e.g. fractions homework

Type your email into this window.

Click send.

Other things to note:

You reply to an email by clicking: You can delete an email by clicking:

Don't forget to start the email saying 'hello!', and sign off with your name

4. Downloading Teams

Downloading Teams is easy and free. Click the link below and select either download for desktop if using a PC/Laptop or download for mobile is using any other device.

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

Download for mobile
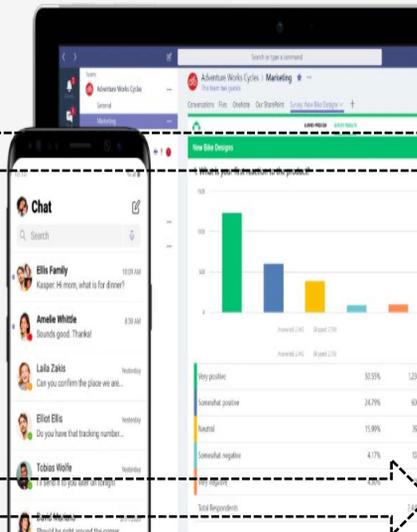
Download Teams for work on your desktop

Download Teams

Get the Teams mobile app

Enter your email address and we'll send a download link.

Send now

How your email address is used. ⓘ

Remember to use your school email address.

VIRTUAL SCHOOL

The Basics

Activity: This will show any messages that have been posted in the Teams you are part of.

Search: Can't find your class? Type in the code here.

Teams: Click this icon to return you to this dashboard and see all of the teams you are part of.

Assignments: Your teacher will set work and registers as assignments. You can jump straight to a list of the ones you have due by clicking here.

Dashboard: Your teams dashboard will look something like this. All of the teams you are part of will be here. You can get back to this page at any time by clicking the Teams icon on the left.
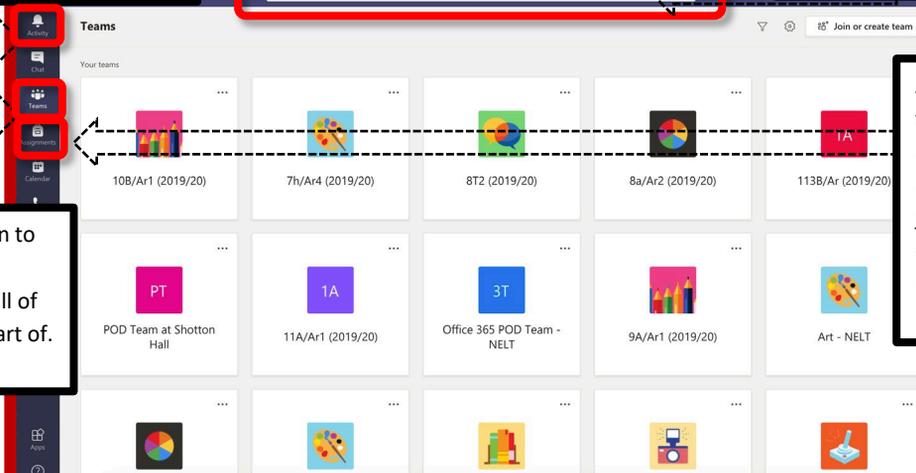
Accessing Assignments

Assignment: Click on 'Assignment' on the left hand side.

Select your class: From the drop down menu. Click next.

Turn it in: Follow the instructions from your teacher. Then click 'Turn in'

Activity: Another way to access your assignments is to click 'Activity'.

Assignments that have been set also appear here. Click on it and follow the rest of the steps in the same way as before.

Watch the EStream help video **here**.

Uploading work to Assignments

Assignment: Select the assignment you want to submit work for.

Assignment: Open the assignment by clicking on it.

Edit: An uploaded document by clicking the ellipsis **(…)**

Turn it in: Hand in your assignment!

Upload: A document you have already created by clicking **+ Add work,** then select your document from your files.

Select: How you want to open the document.
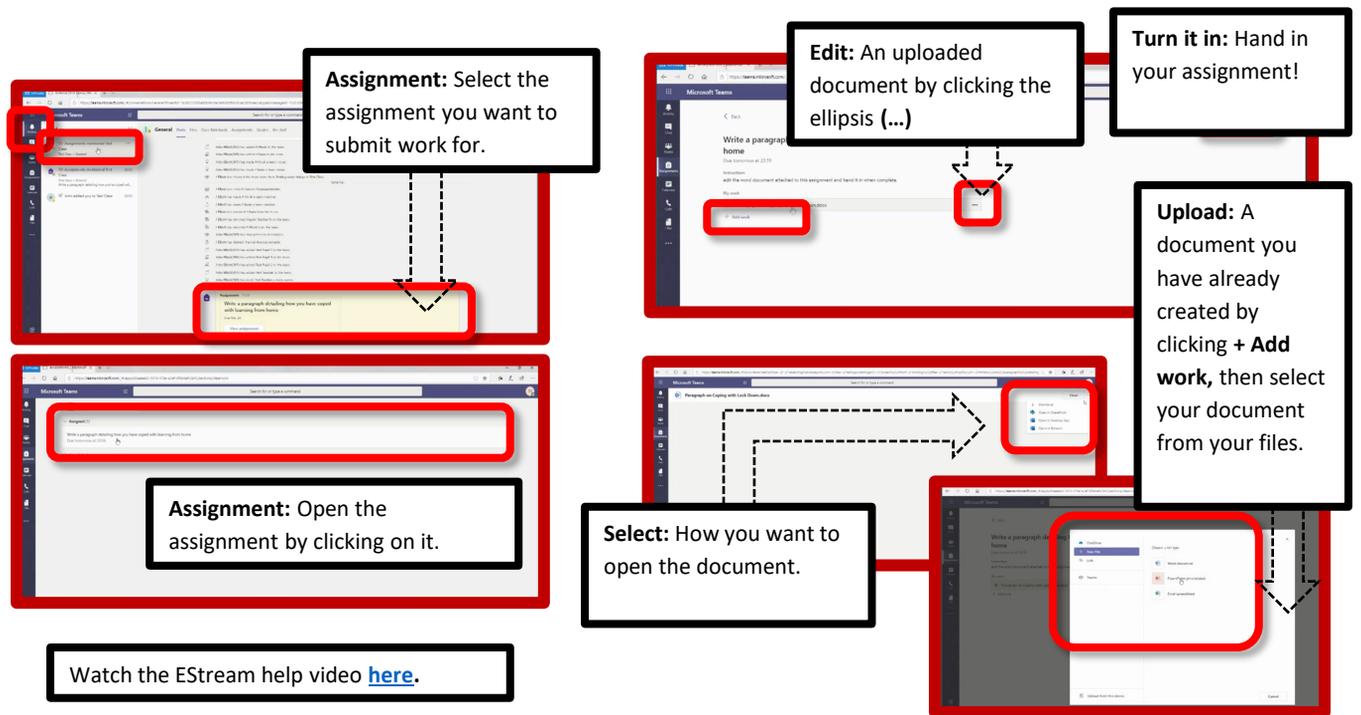
Watch the EStream help video **here.**

5. OneDrive - Creating Folders

Organising and naming documents within your OneDrive will allow you to work more efficiently.
Here is a step by step guide how to do this.

1
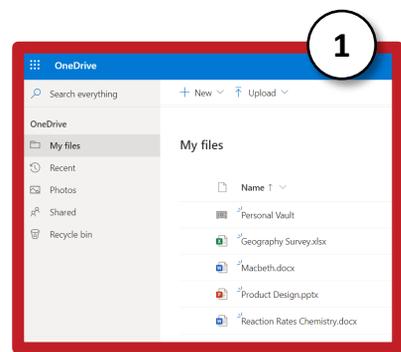
By now your OneDrive will be filling up with work.

2
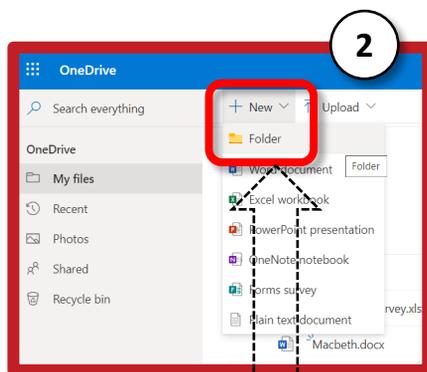
Create a folder: Click new and select folder

3
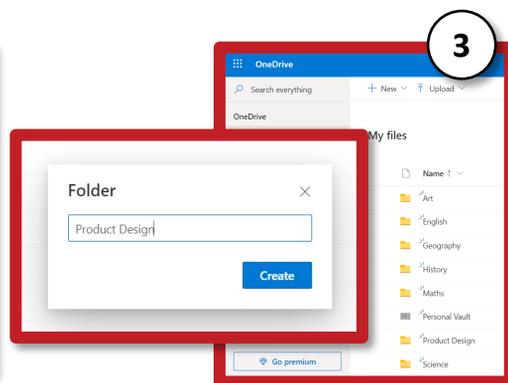
Name your folder: Press create. Make folders for all subjects

Moving Documents

Sometimes your documents aren't quite where you want them…
Here's a guide on how to move them!

Moving Documents – Option 1
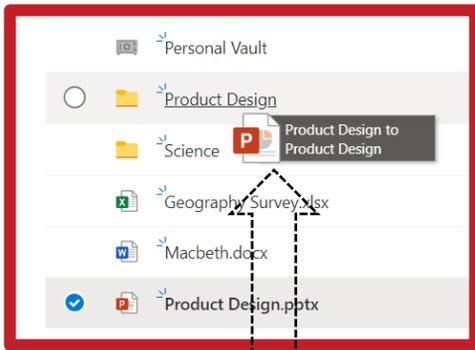
Select and drag to a subject folder: Select document, hold down left mouse button and drag to folder

Moving Documents – Option 2
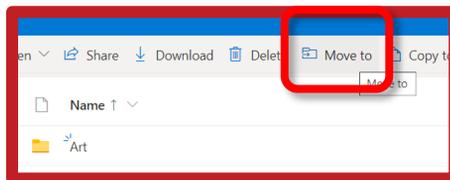
You can also select documents and press the move button on the top bar. Select the folder to move the document to and press move

TOP TIP: Move all documents into folders – keep OneDrive tidy!
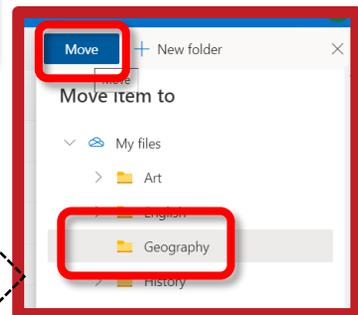
Shared Documents

Had some files shared with you? Want them in a folder?
Here's a guide on how to move them!
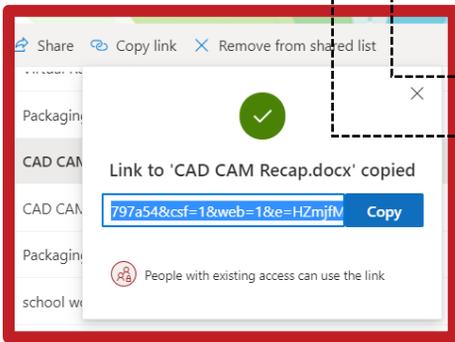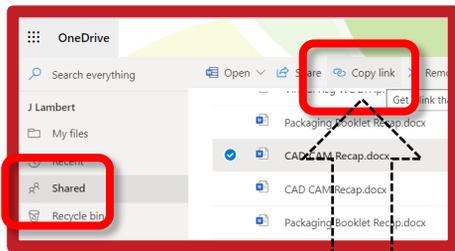
If you go to your shared area in OneDrive you will find files from teachers.

You may wish to organise these documents into folders within your OneDrive

1. Select document
2. Go to copy link on the top bar
3. Copy the link
4. Go to "My Files"
5. Select folder you wish link to be in
6. Click new, link
7. Paste in copied link
8. Create
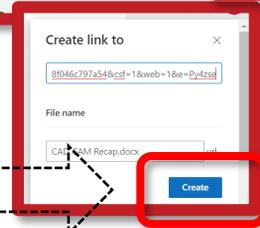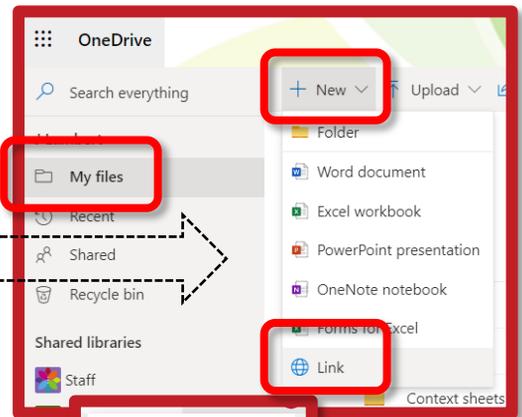
Naming & Renaming Documents

Want to give your document a name? Called it something else and want to change it?
Here's a guide on how to do that!
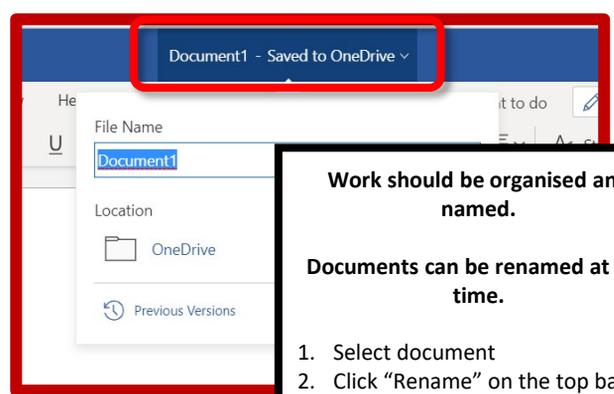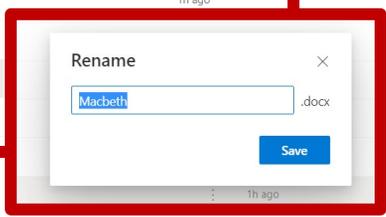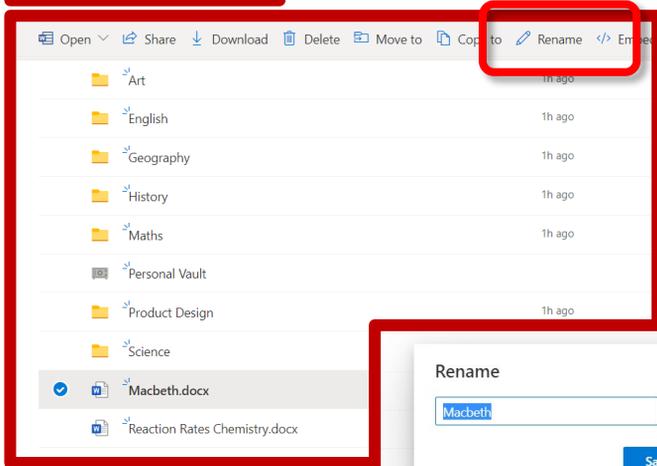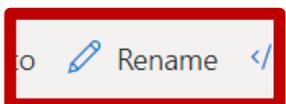
Work should be organised and named.

Documents can be renamed at any time.

1. Select document
2. Click "Rename" on the top bar
3. Enter name
4. Save

Or

1. Open document
2. Click into top title bar
3. Rename
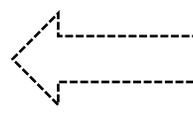
6. Student POD

To get logged into Student POD and access all the different resources that are available to you, you need to visit the schools' website and log into Office 365:

www.shottonhallacademy.co.uk
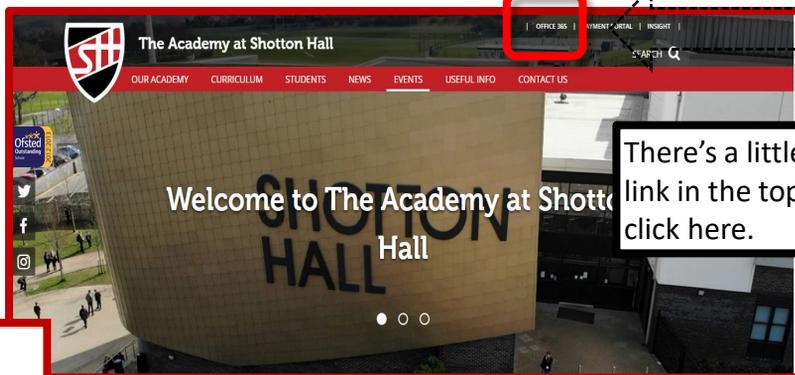
Which looks like this!

There's a little 'Office 365' link in the top right corner – click here.

Enter your school email address ending in @shottonhallacademy.co.uk then click next.

You will the be taken to the Academy at Shotton Hall's sign in page.

Enter your password. Then click next.

If you are on a private device (one you don't share with anyone), click yes to staying signed in.

6. Student POD

POD can be used by students only (parents do not have their own accounts) to access information such as:

. Revision tools   . Topic resources   . Knowledge organisers
. School calendar   . Assessment resources   . And more…

1. Click on the SharePoint app from the waffle menu in the top left corner.
2. Search for 'Student POD'. Once you have found it click 'Follow' in the top right-hand corner for easy access in future. You should see the screen below: