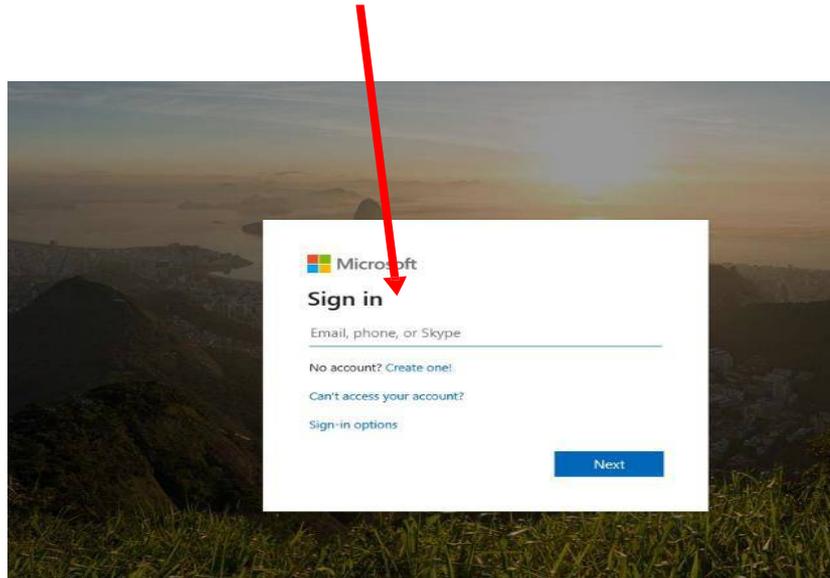


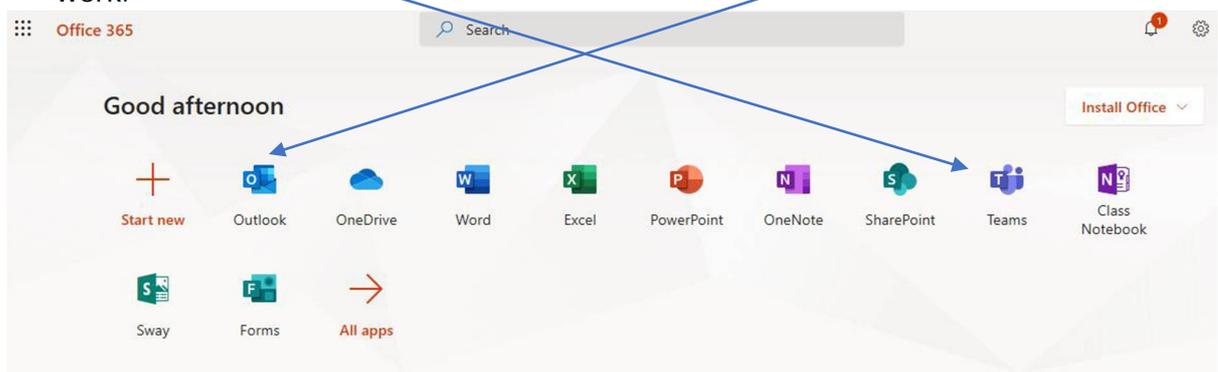
Student Office365 and MS TEAMS Tutorial

This tutorial will explain to students how to log into their office 365 account and how to use MS TEAMS to communicate with teachers. Let's get started:

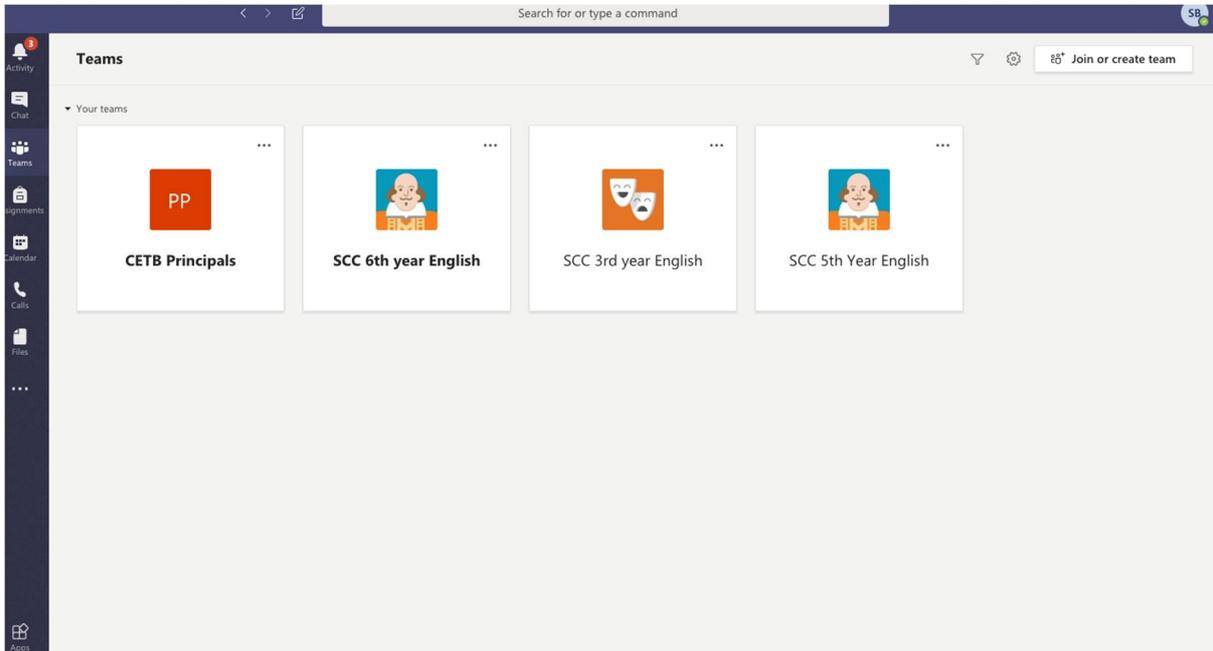
- Log on to the school website at www.schullcommunitycollege.com and select "School Life" and then select "Student Email"
- Sign in here with your email address



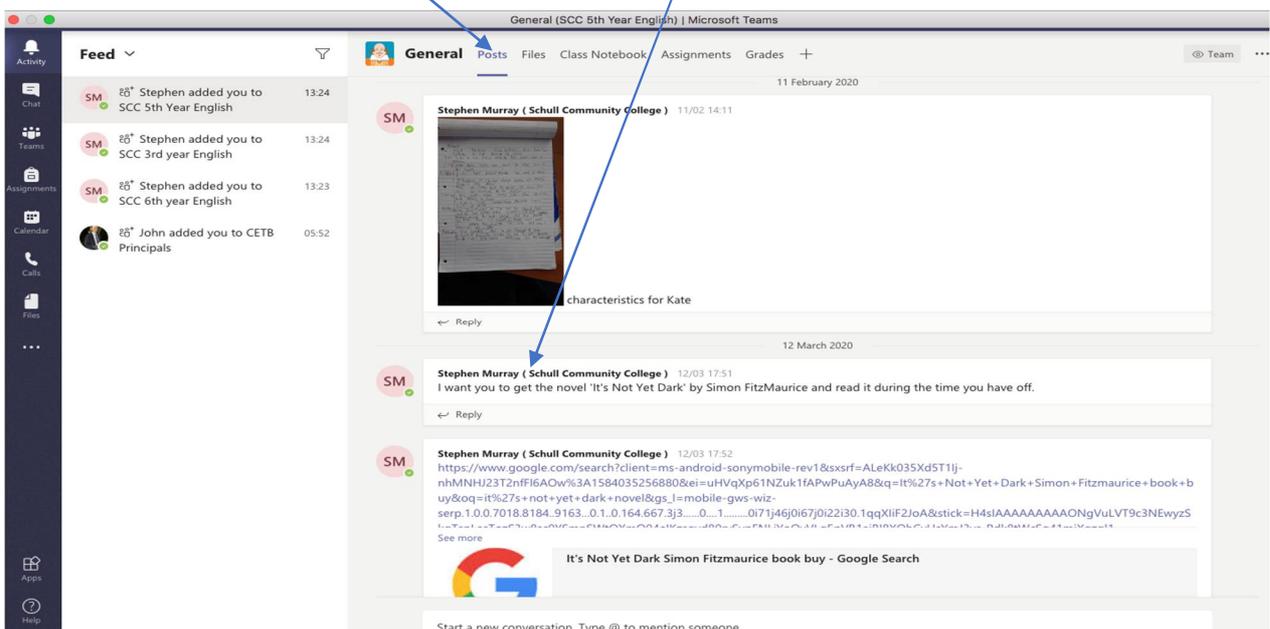
- Enter your password and remember that it is case sensitive. The school supplied all students with a password. If you have lost this, please contact the office. The password will then be sent to you.
- If you changed the password and cannot remember what you changed it to, please contact the office. Your account will have to be reset. This may take a few days.
- Once you have logged in, this is your 365 home page. Your school email app is here, where you may receive notification from teachers of work to be completed. Here is your MS TEAMS app, where some teachers will communicate with you and provide work.



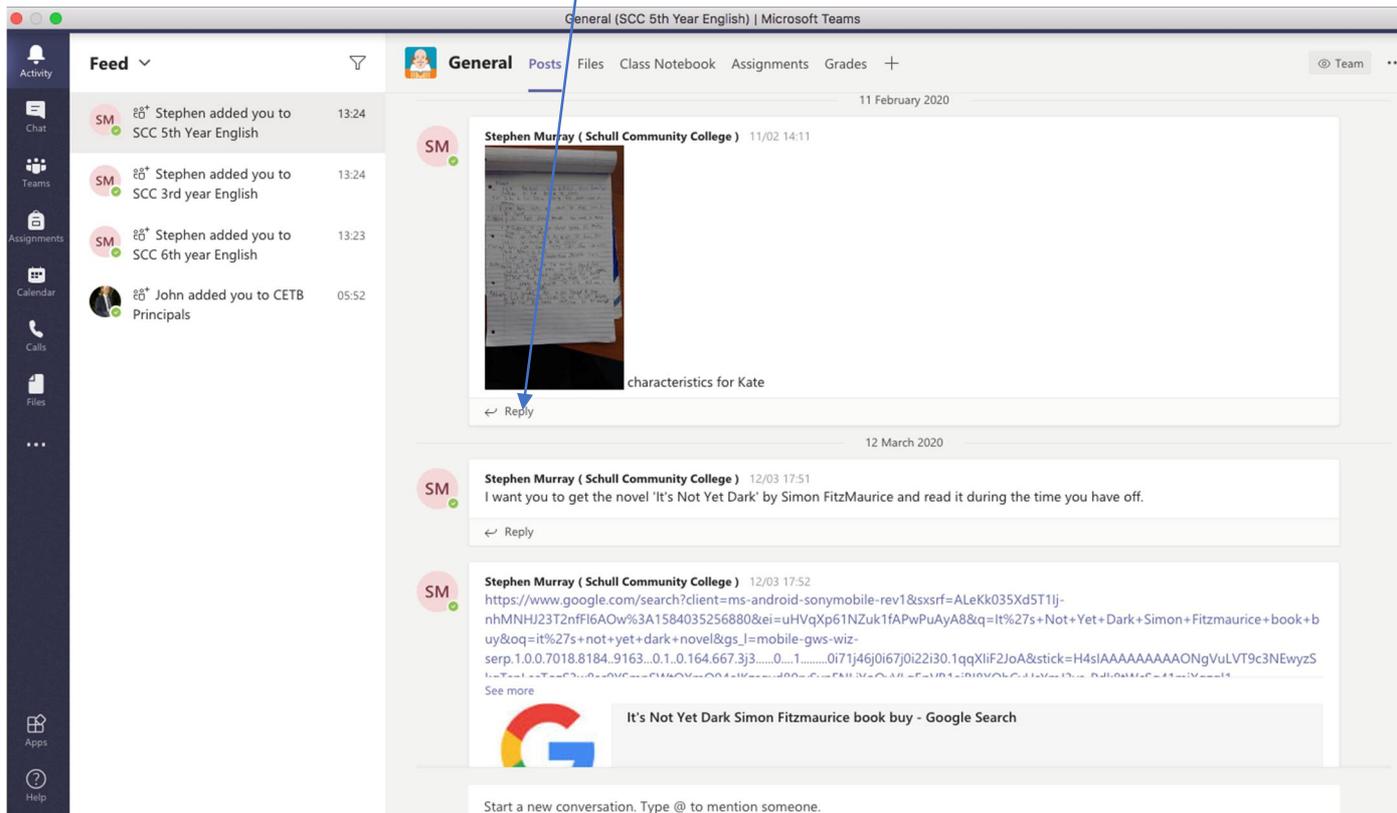
- Let's click on MS TEAMS. Below is an example of your TEAMS page, your teacher will create all your classes for you and they will appear as tiles here.



- Click on any class. You will be reminded to turn on notifications and make sure you do so!
- Any notifications from teachers will appear here as an alert. On the top Menu bar click on the Post tab and you can see messages sent to the class by the teacher.



You can also reply to messages and ask questions here using the reply function or the conversation box at bottom of the page.



- Teachers may place class work in here for you to download and work on and send you and your class study tips here.
- **Remember this is an open conversation and everyone in the class can see it so don't say anything here that you wouldn't say in class!**

Finally, as you now have a 365 account, you will have full use of Office apps like Word, Excel and Onedrive online.