

Accessing schoolwork from home

If you are at home, you will be accessing school work from a service called Microsoft Teams. Microsoft Teams will allow you access your school work and communicate with your teachers and classmates. Microsoft Teams is part of the Office 365 service that you have access to through your school account.

During each of your timetabled lessons, you will need to be in your 'team' for that class.

You will see how to do this later on in this guide.

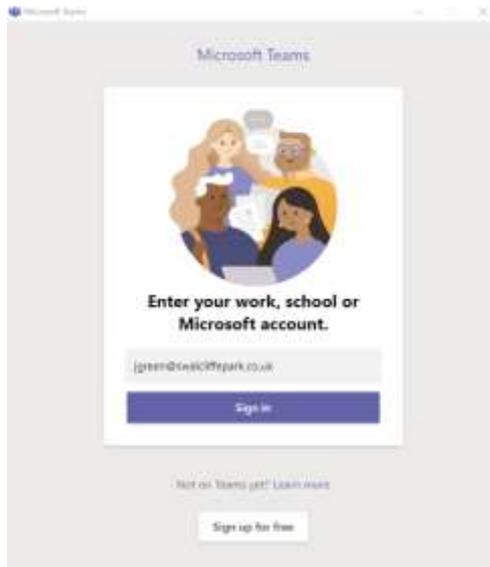
Microsoft Teams.

It is recommended that you access Microsoft Teams through the downloadable application which is available on all devices (Windows, Mac, Linux, iOS and Android). You will find the link to download Microsoft Teams below

<https://teams.microsoft.com/downloads>

You can also access Microsoft Teams via a web browser. You will see how to this later in this guide.

Signing into your account



On the sign in page enter your email address. This is your school username (the one you use to access a computer in school) followed by @swalcliffepark.co.uk.

Your school username is usually the first initial of your first name, then your surname.

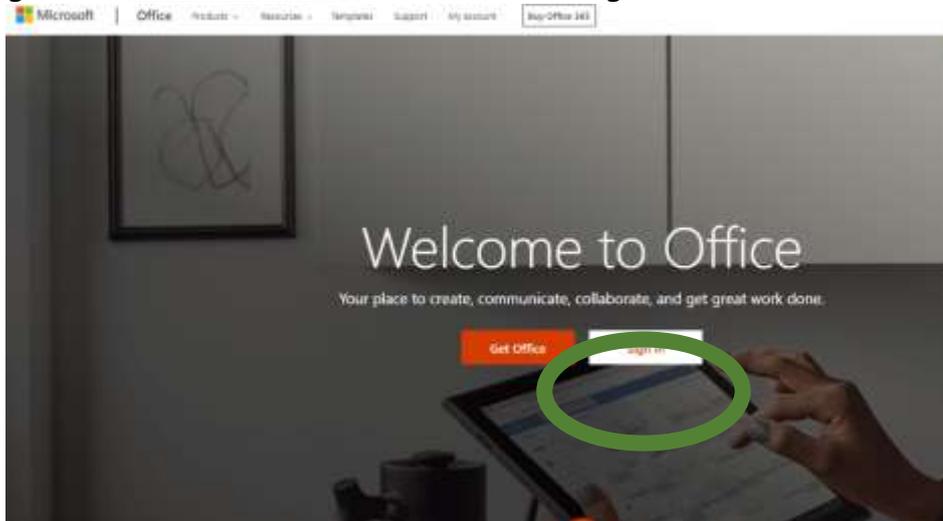
For example, James Green's email address would be jgreen@swalcliffepark.co.uk

When prompted to input your password use the password that you use at school to log into a computer. It is the same password to log into a computer in school and to access any Microsoft 365 application.

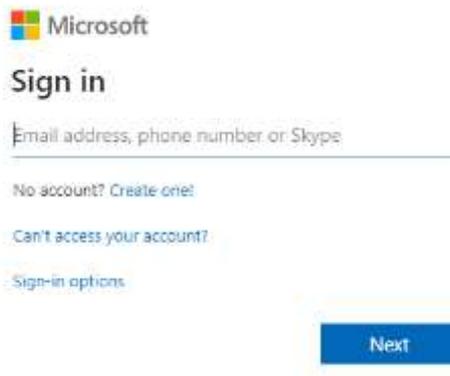
Accessing your Office 365 account from home

1) On your computer, mobile phone or tablet, open an internet browser.

2) Navigate to www.office.com and click the 'Sign in' button.



(This is a screenshot from a computer, it may look slightly different from a phone or tablet)

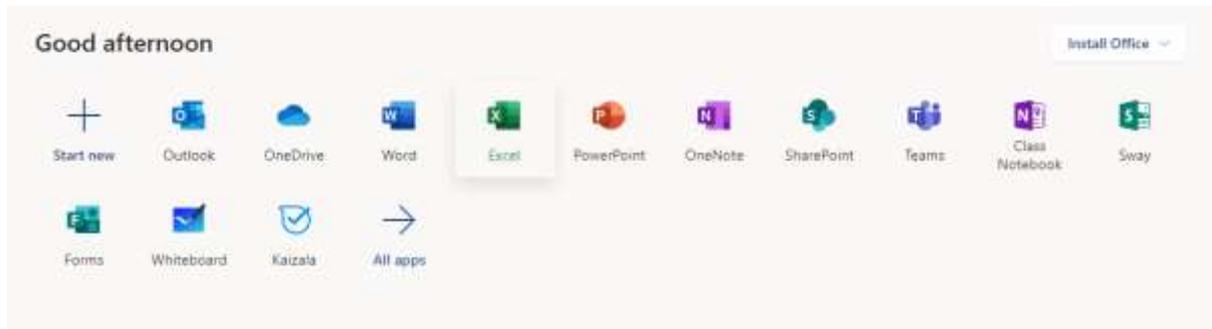


3) On the sign in page enter your email address. This is your school username (the one you use to access a computer in school) followed by @swalcliffepark.co.uk. Your school username is usually the first initial of your first name, then your surname.

For example, James Green's email address would be jgreen@swalcliffepark.co.uk

4) Click 'Next'. When prompted to input your password, please use the password that you use at school to log into a computer. It is the same password to log into a computer in school and to access any Microsoft 365 application.

5) Once logged in, you will see all of your Office365 applications. Clicking 'Outlook' will take you to your emails, 'Teams' will take you to your online classrooms. 'OneDrive' will show you your online drive where you can access your OneDrive files. Word, Excel and Powerpoint will create new documents that will be saved in your OneDrive.



(This is a screenshot from a computer, it may look slightly different from a phone or tablet)

Attending a lesson from home



Open Microsoft Teams, either via the downloaded app or a web browser and click or tap on 'Teams'. On a computer this is found on the left hand side of the screen (an example is on the left), on a mobile or tablet this is found at the bottom. From here you will see your Teams, your team is your tutor group. Click on your tutor group to enter your online classroom.



Support

Once you have installed and logged into Microsoft Teams, you will be supported by staff to use the application and complete your work.

You can email Dean Moulder (dmoulder@swalcliffepark.co.uk) for support with accessing Microsoft Teams.