

## Setting up and Using Microsoft Office 365 and Teams – Student Guide

You can either setup your account using the office.com website or through the desktop Teams app:

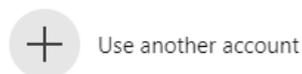
### Website Setup

Go to <http://office.com>

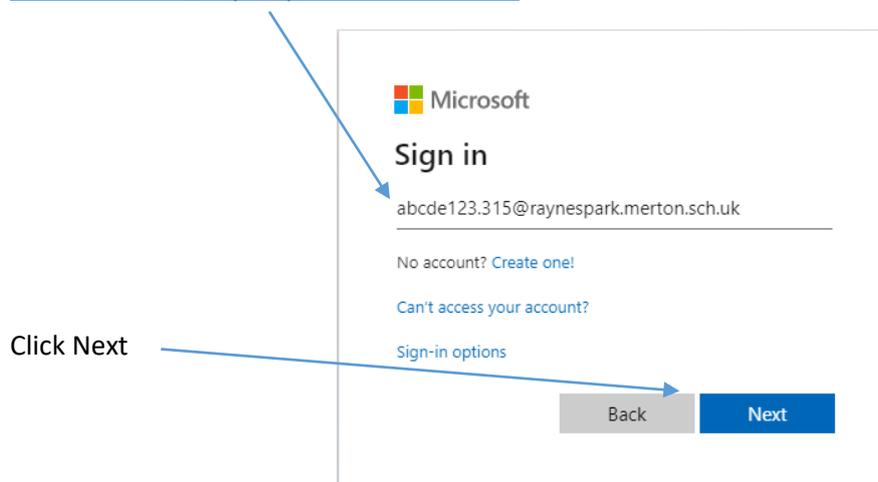
Click 'Sign in'



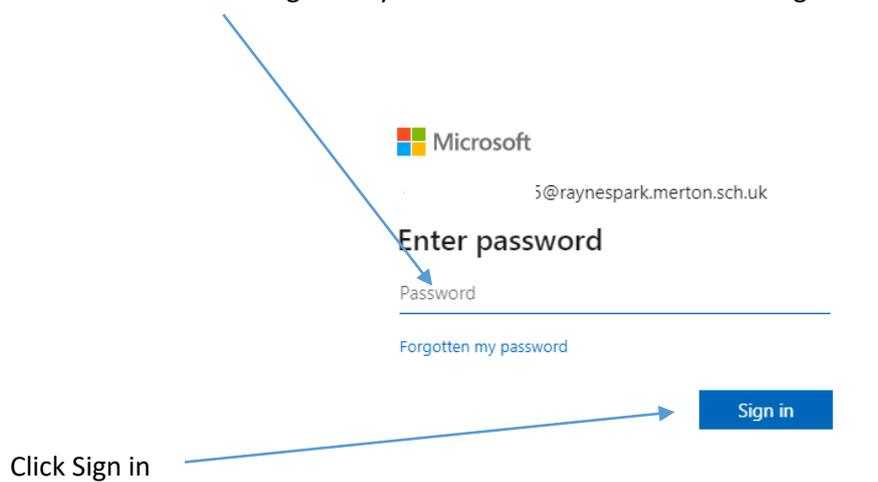
If you see the Pick an Account window click 'Use another account'



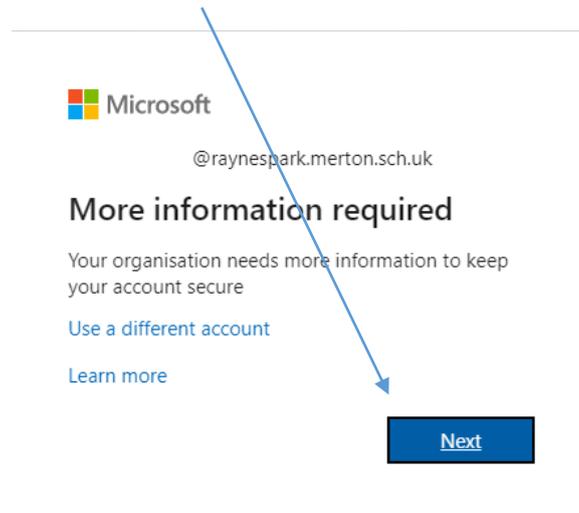
Enter your username from the password sheet you were given. It will be in the format:  
[abcde123.315@raynespark.merton.sch.uk](mailto:abcde123.315@raynespark.merton.sch.uk)



Now enter the password you have been given – your password is similar to your email password but will be 8 characters long so may have one or two #'s at the end e.g. water1##:



Click next on the More information required box



To make sure that you can always reset your password, Microsoft requires you to setup a backup phone number or email address. Either click 'Set it up now' next to authentication phone or authentication email address. You should use your school email address if you choose this option. sbarnard@raynespark.merton.sch.uk

don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you – we'll just use it to make your account more secure. You'll need to set up at least 1 of the options below.

- ! Authentication Phone is not configured. Set it up now
- ! Authentication Email Address is not configured. Set it up now

Finish Cancel

The process for both options will be the same:

Please verify your authentication email address below. Don't use your primary work or school email.

Enter your email address (or mobile number) in the box

Authentication Email Address

Then click email me (or text me)

email me

Back

You will be emailed or text a 6 digit code which you should put in this box:

We've sent a text message containing a verification code to your phone.

verify Try again

Then click verify:

Back

You should now see a green tick next to either Authentication Phone or Authentication Email Address:

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +44 . [Change](#)

! Authentication Email Address is not configured. [Set it up now](#)

**Finish** [Cancel](#)

Click Finish

You can choose whether to stay signed in (only click yes if you are signed into an account on your device that has a password e.g. your school computer account)



You will now be taken to your Office 365 dashboard where you will have access to the Office suite of programs including Microsoft Teams.

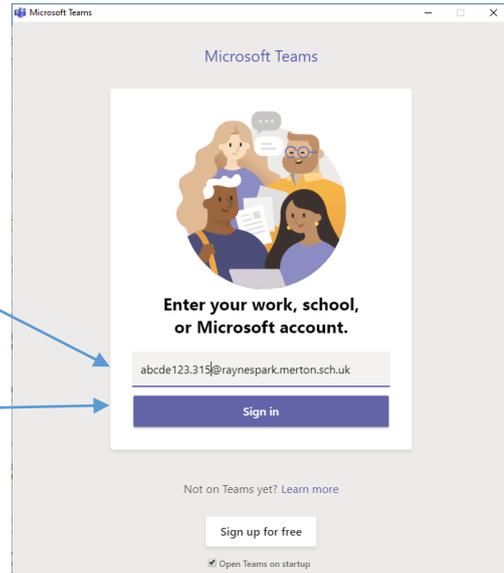
## Desktop App Setup

Open Microsoft Teams

Enter your username from the password sheet you were given. It will be in the format:

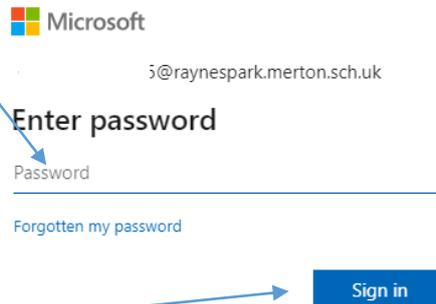
[abcde123.315@raynespark.merton.sch.uk](mailto:abcde123.315@raynespark.merton.sch.uk)

Click Sign in

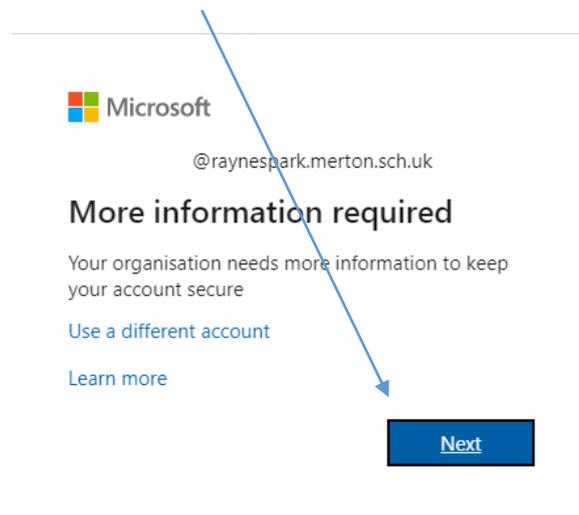


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Finish Cancel

The process for both options will be the same:

Please verify your authentication email address below. Don't use your primary work or school email.

Enter your email address (or mobile number) in the box

Authentication Email Address

example@lgflmail.net

Then click email me (or text me)

email me

Back

You will be emailed or text a 6 digit code which you should put in this box:

We've sent a text message containing a verification code to your phone.

123456

Then click verify:

verify Try again

Back

You should now see a green tick next to either Authentication Phone or Authentication Email Address:

## don't lose access to your account!

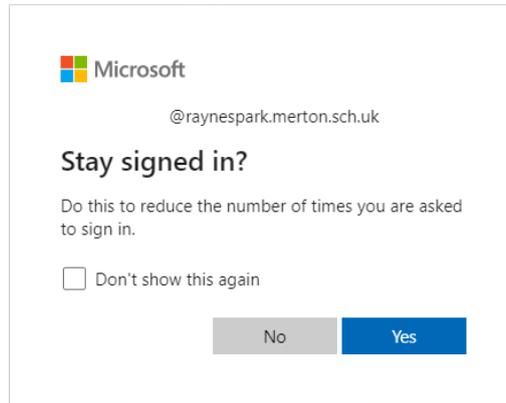
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

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Finish Cancel

Click Finish

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## Using Microsoft Teams

There are a number of ways of opening Microsoft Teams:

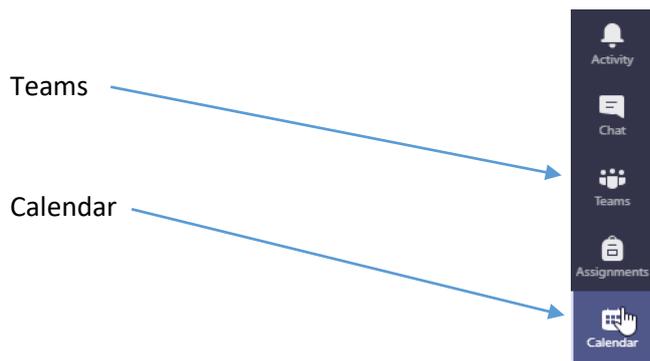


- Log into Office.com and click the Teams icon on the left
- Download the desktop version of Teams from <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- Download the app onto your phone or tablet from the Google Play or Apple App Store

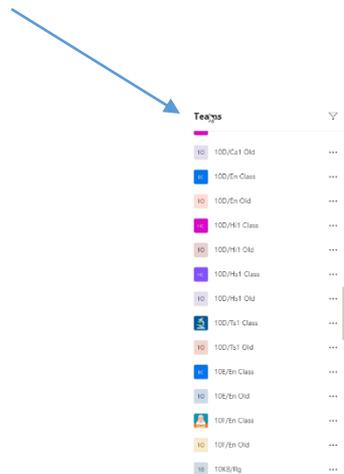
For this example we will be using the desktop version of Teams, each version will be slightly different but should follow the same steps. You should find the icon for Teams on your school desktop.

Open Teams and log in using the username and password you have been issued.

On the left you will see a number of icons including:



When you click on Teams you will see a list of the classes you are in (please note, these classes will appear on your list as they are required). If you click on a class you will be able to see any messages that your teacher has left; this could include reminders, instructions or ideas to help you with your work.

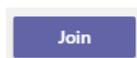


When you click on the calendar icon you will see your school timetable (as you classes become active).

	22 Monday	23 Tuesday	24 Wednesday	25 Thursday	26 Friday
10 AM					
11 AM					
12 PM					
1 PM			Applied Maths Taster Session 1 Claire Henderson		
2 PM		Y11 Further Maths Transition Tracy Sterlino		Y11 Further Maths Transition Tracy Sterlino	
3 PM					

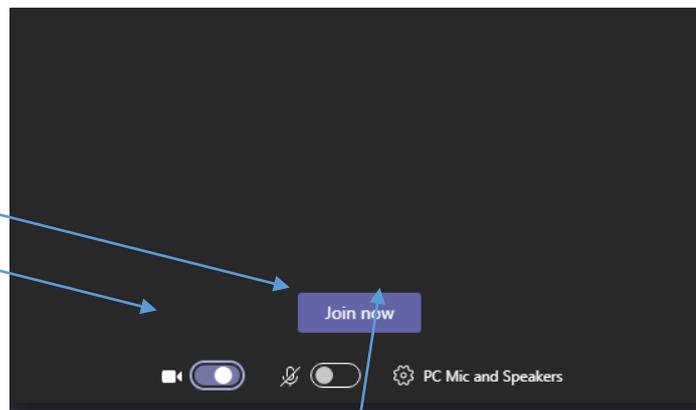
If you are told that your class is going to be taught remotely you should click on the lesson 5 minutes before it is due to start.

Then click Join in the top right hand corner:



You will now be presented with a screen to choose your audio and video settings for your lesson.

You should always start with your camera on and microphone set to off and then turn them on in the meeting when your teacher asks you to.



Once you are happy with the settings click Join now

Please ensure you have read the online lesson protocols before you join your lesson.

If you have any problems logging in or finding your classes email [help@raynespark.merton.sch.uk](mailto:help@raynespark.merton.sch.uk) or ask your Form Tutor to contact IT Support.