

# How to use Office 365 and Microsoft Teams

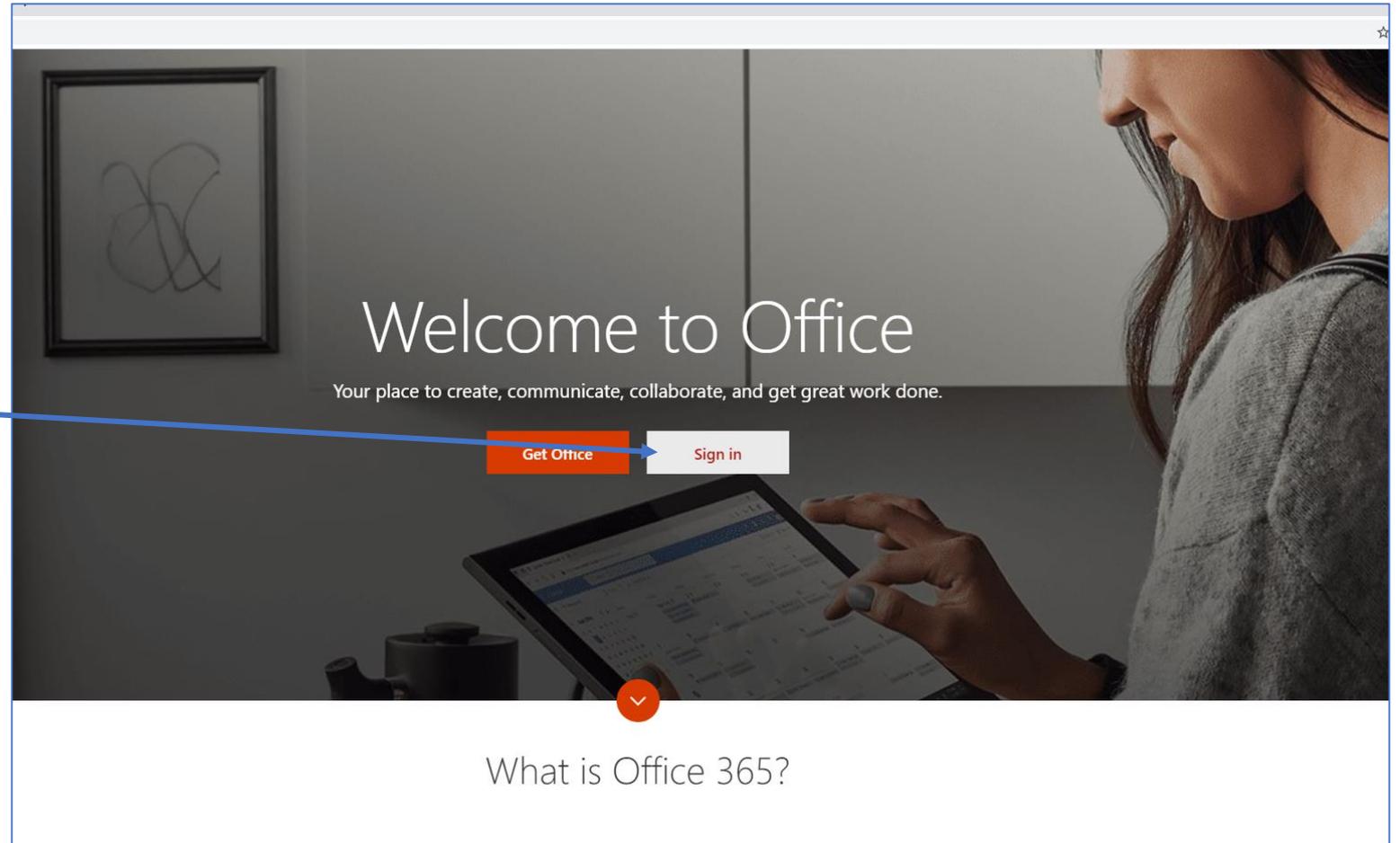
A quick guide to getting started...

Go to Google and search for 'Office 365 Login'

You can download this as an app for free if you prefer (for use at home)

The screenshot shows a Google search page for the query "office 365 log in". The search results are filtered with SafeSearch. The top result is from "www.office.com" and is titled "Office 365 Login | Microsoft Office". The description for this result reads: "Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, in ...". Below the title and description, there are several links to Microsoft Office products: "Microsoft 365", "Microsoft's Office 365", "Microsoft Office office.com", "Office for Android™ tablet", "Microsoft Outlook", and "Compare All Microsoft Office ...". The second result is from "go.microsoft.com" and is titled "Office 365 - Microsoft", with a description stating "No information is available for this page. Learn why". The third result is from "outlook.office365.com" and is titled "Outlook for Mobile Web - Outlook/Office 365". The address bar at the bottom shows "https://www.office.com".

Click on 'Sign In'



Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

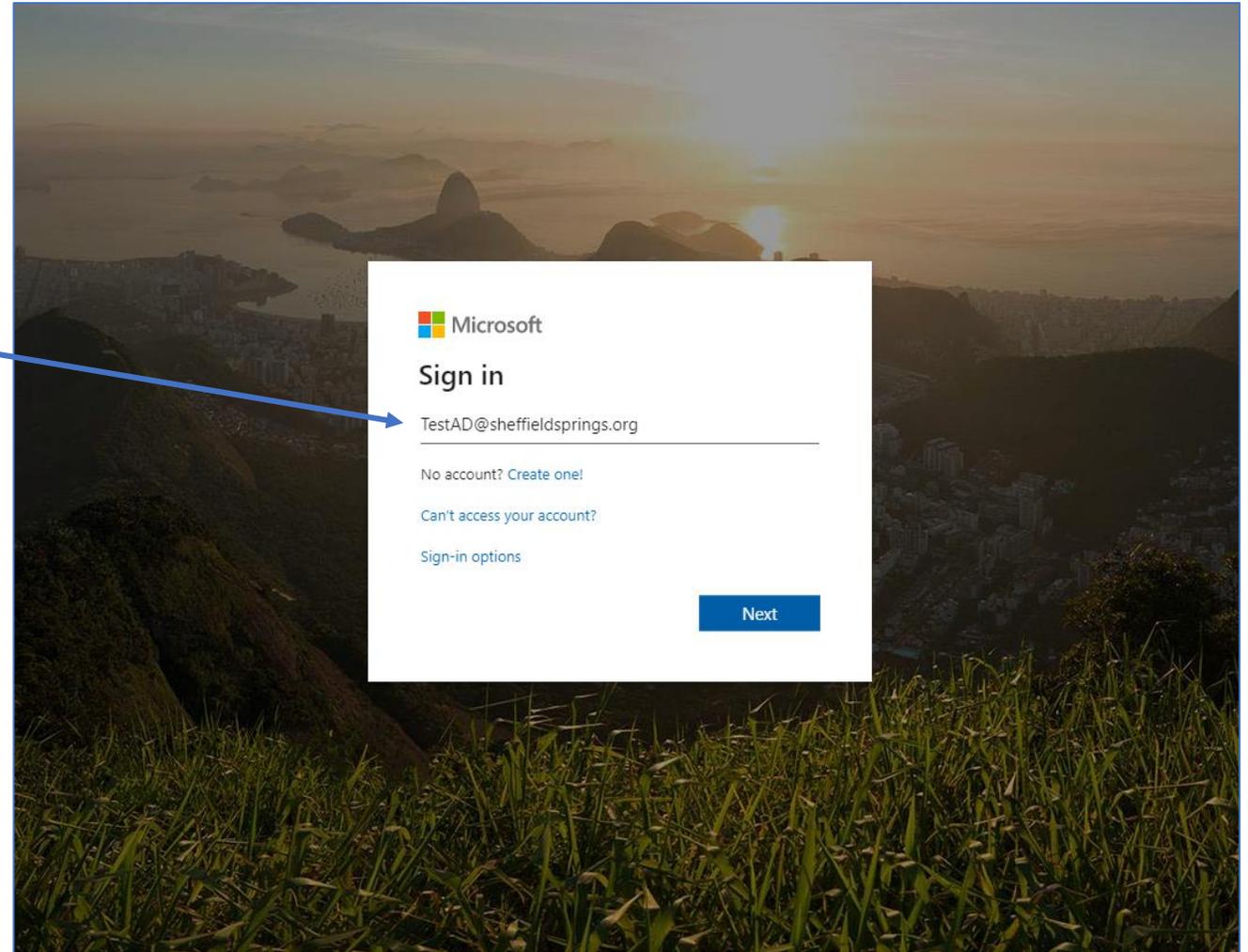
[Get Office](#) [Sign in](#)

What is Office 365?

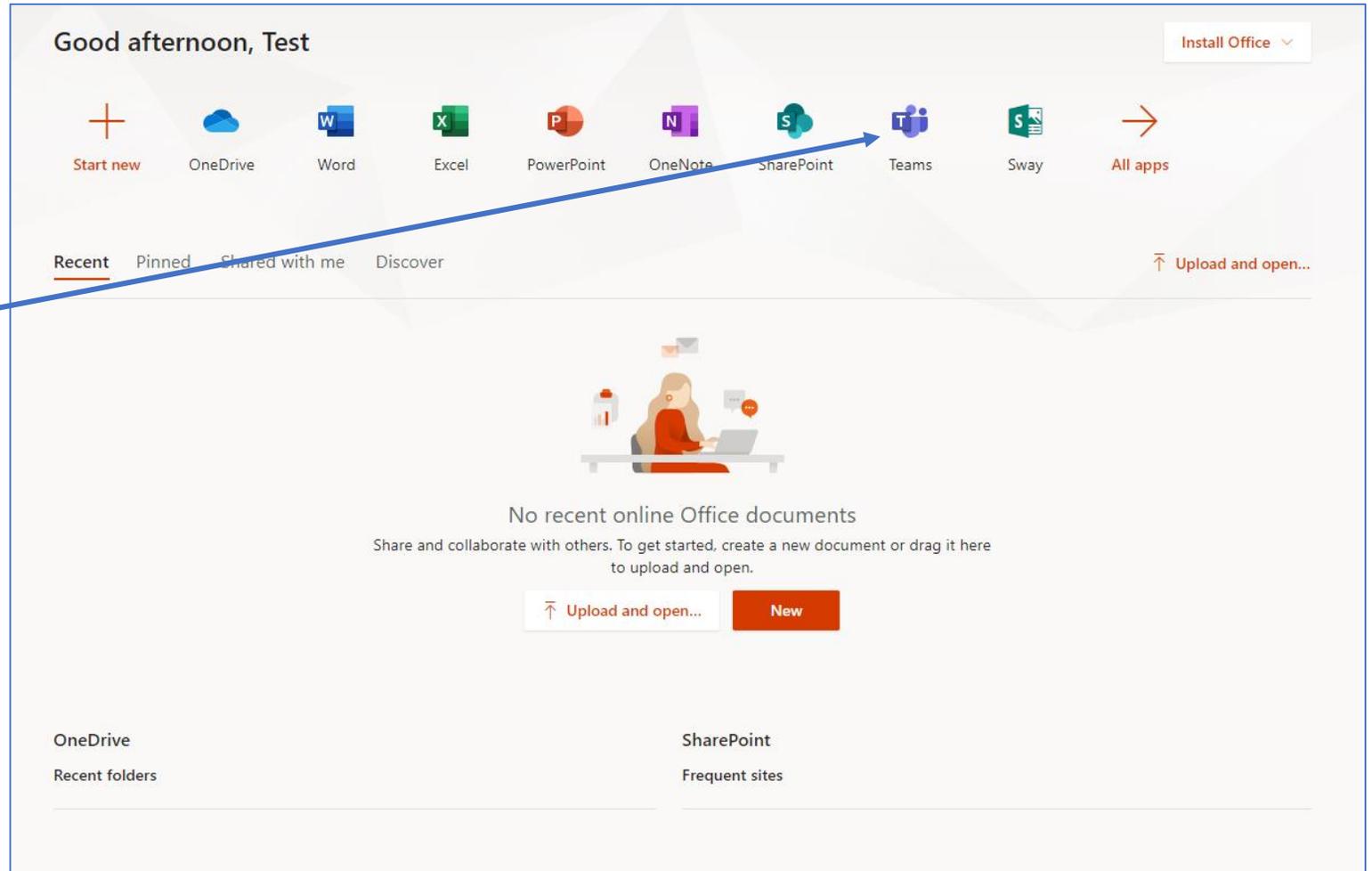
The image shows a browser window displaying the Office 365 welcome page. The background features a woman in profile using a tablet. The text 'Welcome to Office' is centered, with the tagline 'Your place to create, communicate, collaborate, and get great work done.' below it. Two buttons are visible: 'Get Office' in orange and 'Sign in' in white. A blue arrow originates from the text 'Click on 'Sign In'' on the left and points to the 'Sign in' button. Below the buttons is a small orange circle with a white downward-pointing chevron. At the bottom of the page, the text 'What is Office 365?' is displayed.

Type in your school email address (form tutors can help with these)

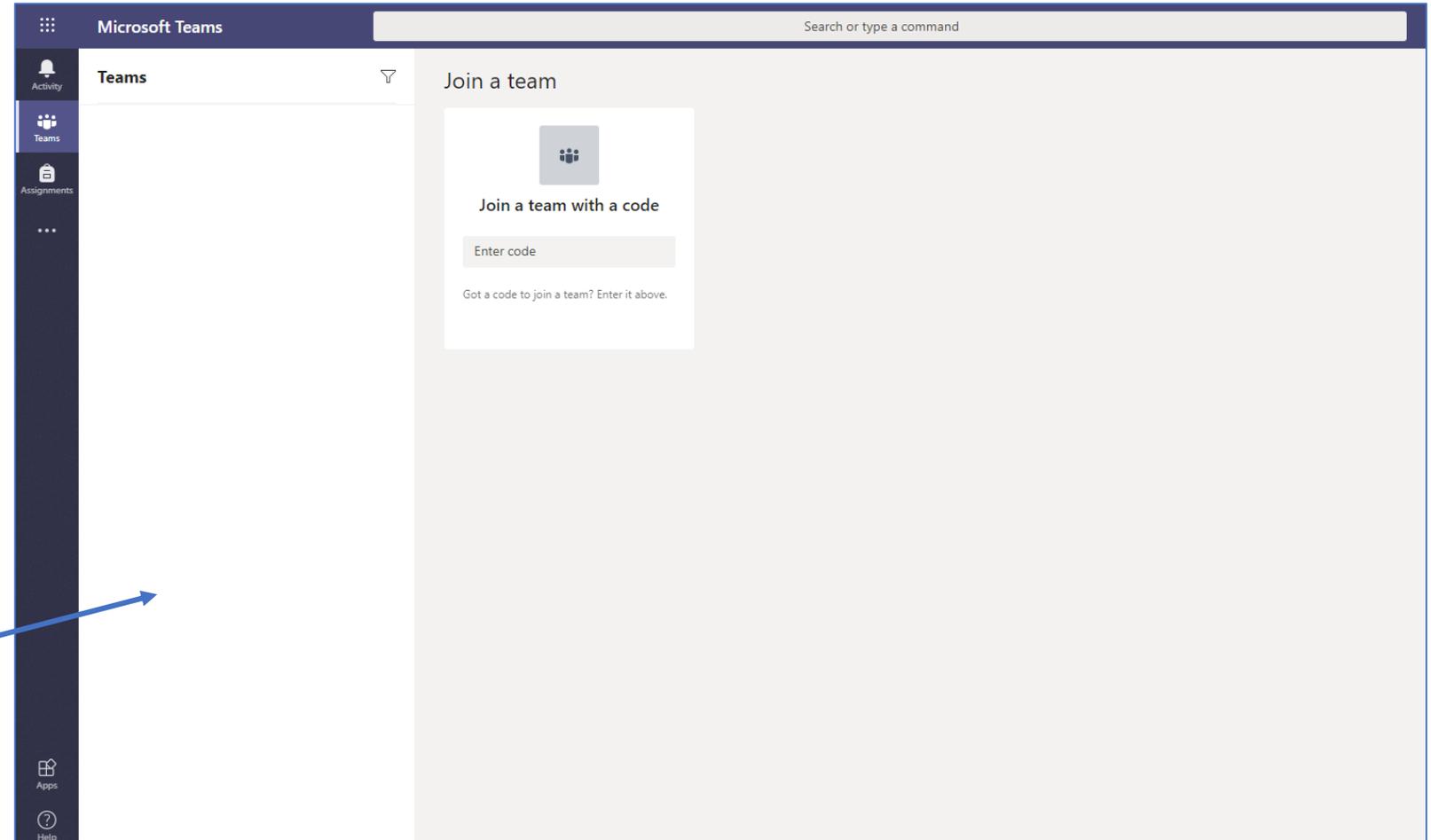
If you are asked for your password then re-enter your normal school password that you use to log-in



Click on the 'Teams' icon along the top of the screen



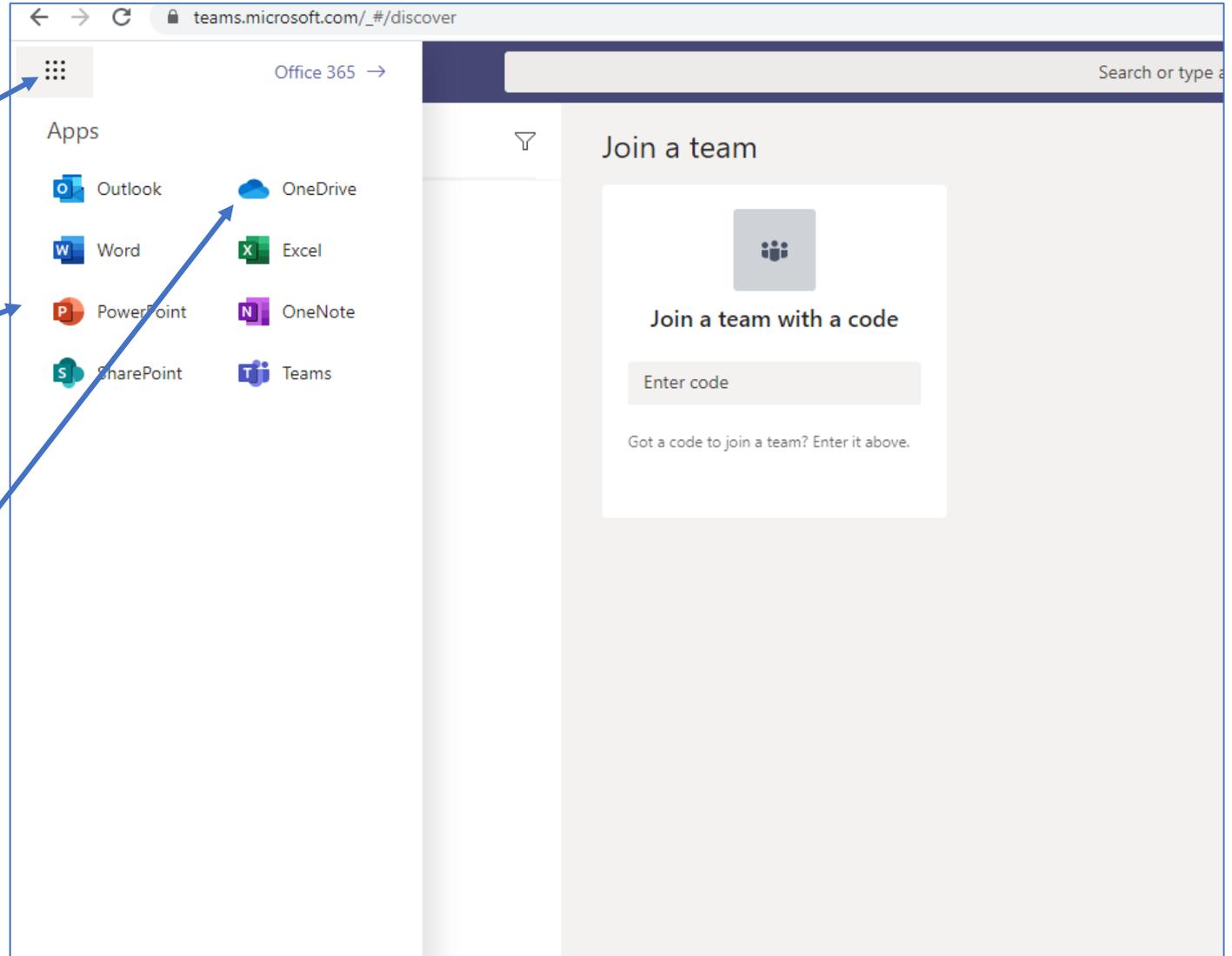
The Teams area will look like this →



You will have access to a Form Group Team in this box (if it isn't there while school is still open, don't panic) →

The icon with the 9 dots in the top left corner is really useful, click on it to see all the Office 365 Apps

OneDrive will allow you to access your school documents



When you have completed a piece of work you can use Office 365 to share it with your teacher

Click 'file' then 'share' then type the teacher's name

Click send and your teacher will receive a link to your work

