



St. Joseph's Catholic
School and Sixth
Form Centre



Using Teams and Office 365

Start



To use MS Office365 you will need you HWB logon details.

Year 7 students have written this in their Planner, if you cannot find it please email the school at stjoescomp@hwbmail.net.

Your username will be in the format surnameinitialnumber@hwbcymru.net
You must put the '@hwbcymru.net'

OK



Please click on an option below



Click Home on
any page to
return here

[How to Log on](#)

[**MS Teams Help**](#)

[How to open Office 365](#)

[Overview of Teams](#)

[Using OneDrive](#)

[Viewing Posts/messages](#)

[Using Emails](#)

[Viewing Files/resources](#)

[Using Word](#)

[Accessing Assignments](#)

[Using PowerPoint](#)

[Viewing your mark for an assignment](#)



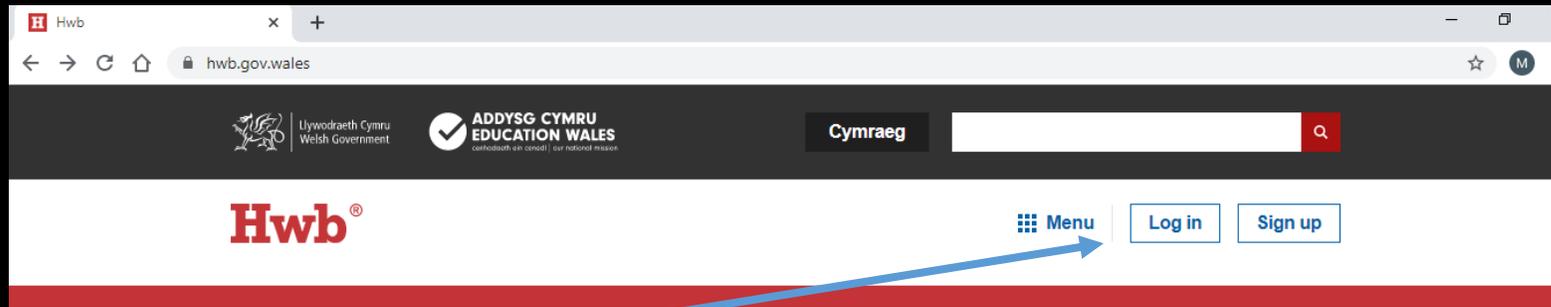


Log on to HWB



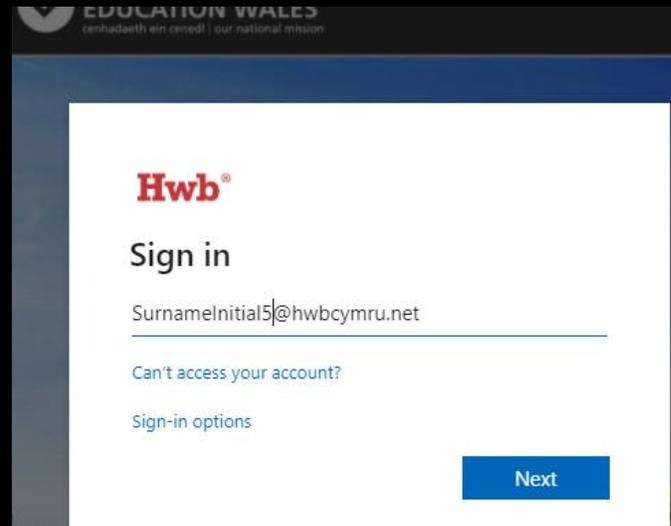
Open <https://hwb.gov.wales/>

You can use any internet enabled device but a laptop or PC is best for doing work.



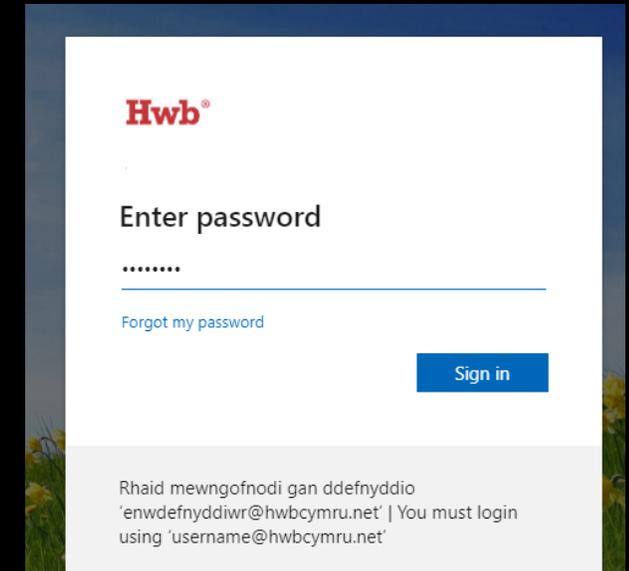
Click on Log In

Enter your username
And click Next



Enter your Password
(this is case sensitive)

And click Next

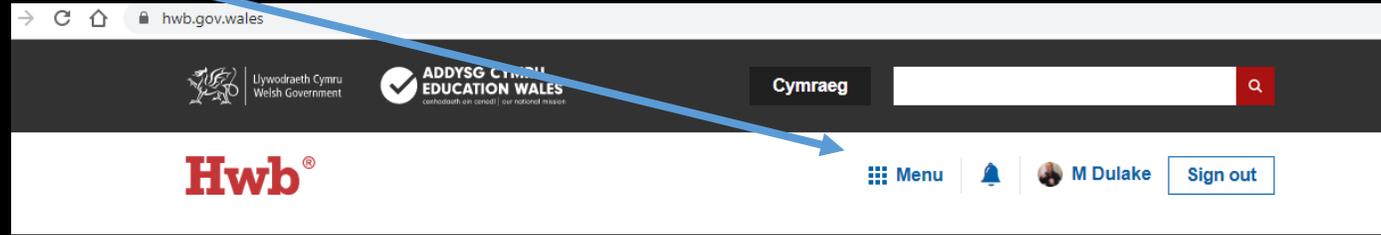




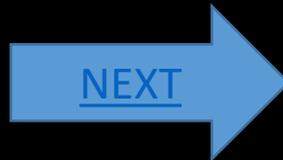
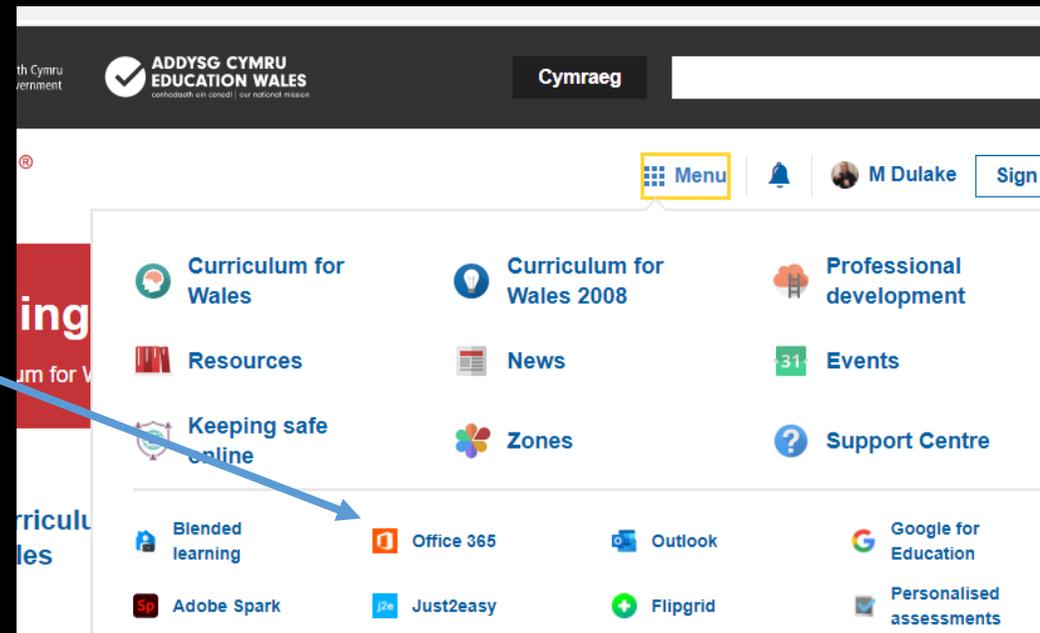
Accessing Office 365



Once you have logged in to Hwb
Click on the Menu button



Then click on office 365





You will arrive at the Office 365 landing page where you can select an application.

Word

Excel

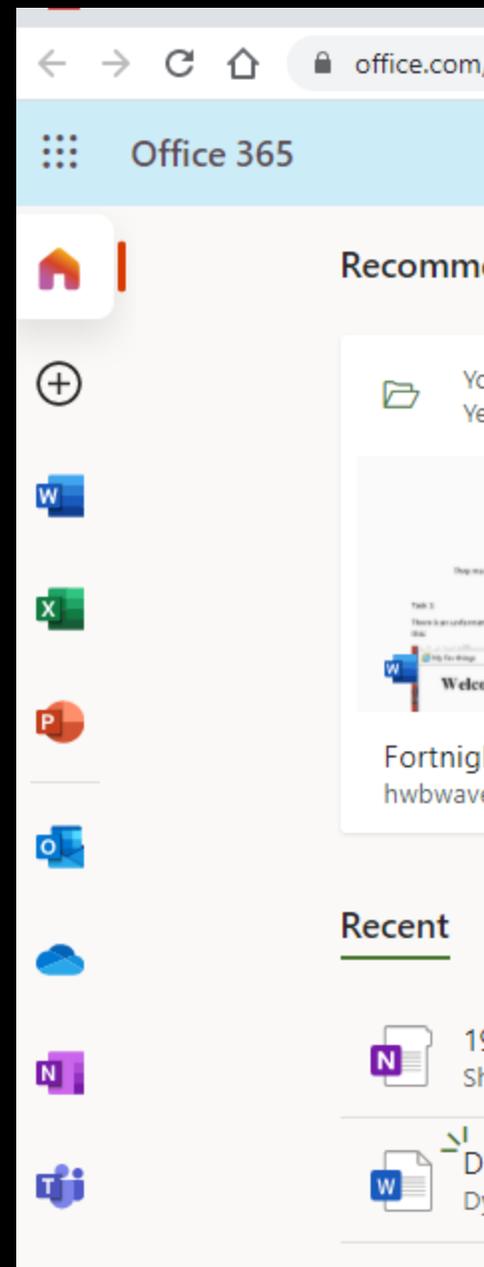
PowerPoint

Outlook (your email program)

OneDrive (Your online storage area)

Teams

Teams is where teachers will be setting you work to do at home if you are isolating





OneDrive is your online storage area.

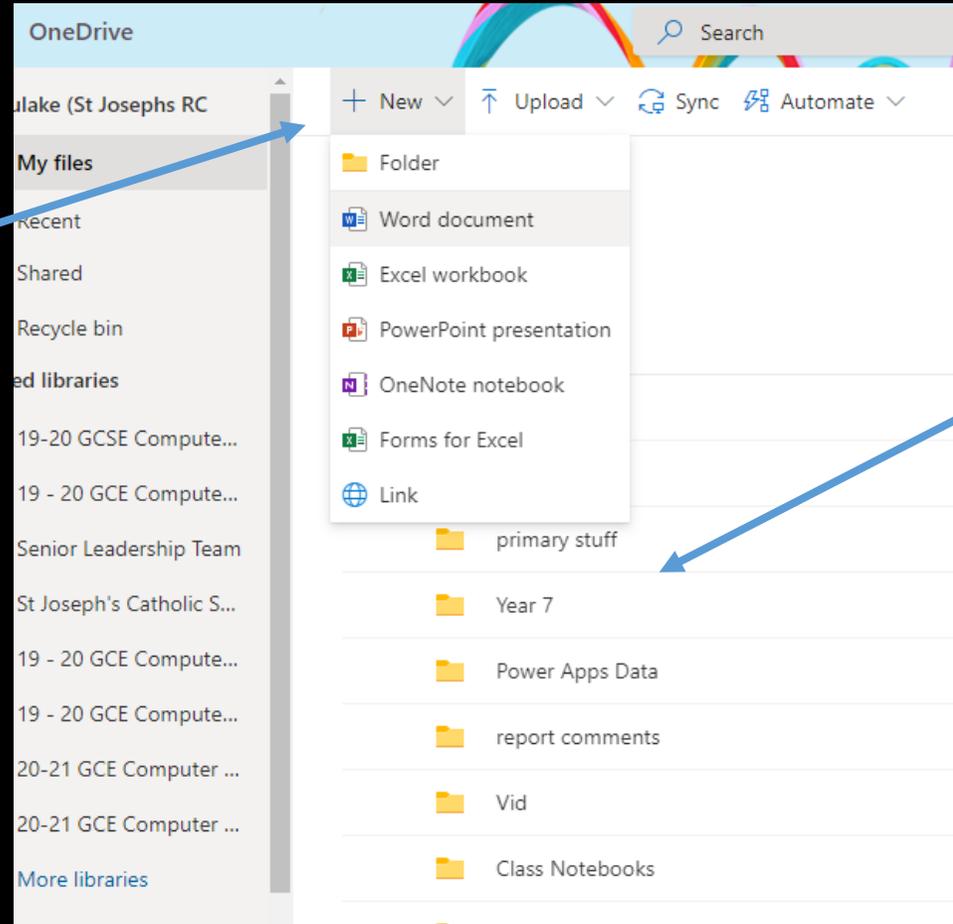
You have 1TB of storage available.

You will use this to store all files throughout your time in school.

You can click 'New' To make a new folder, word document etc.

It is important to name files sensibly and save them in folders, or you will not be able to easily find files in the future.

You have probably made folder for each subject you study.

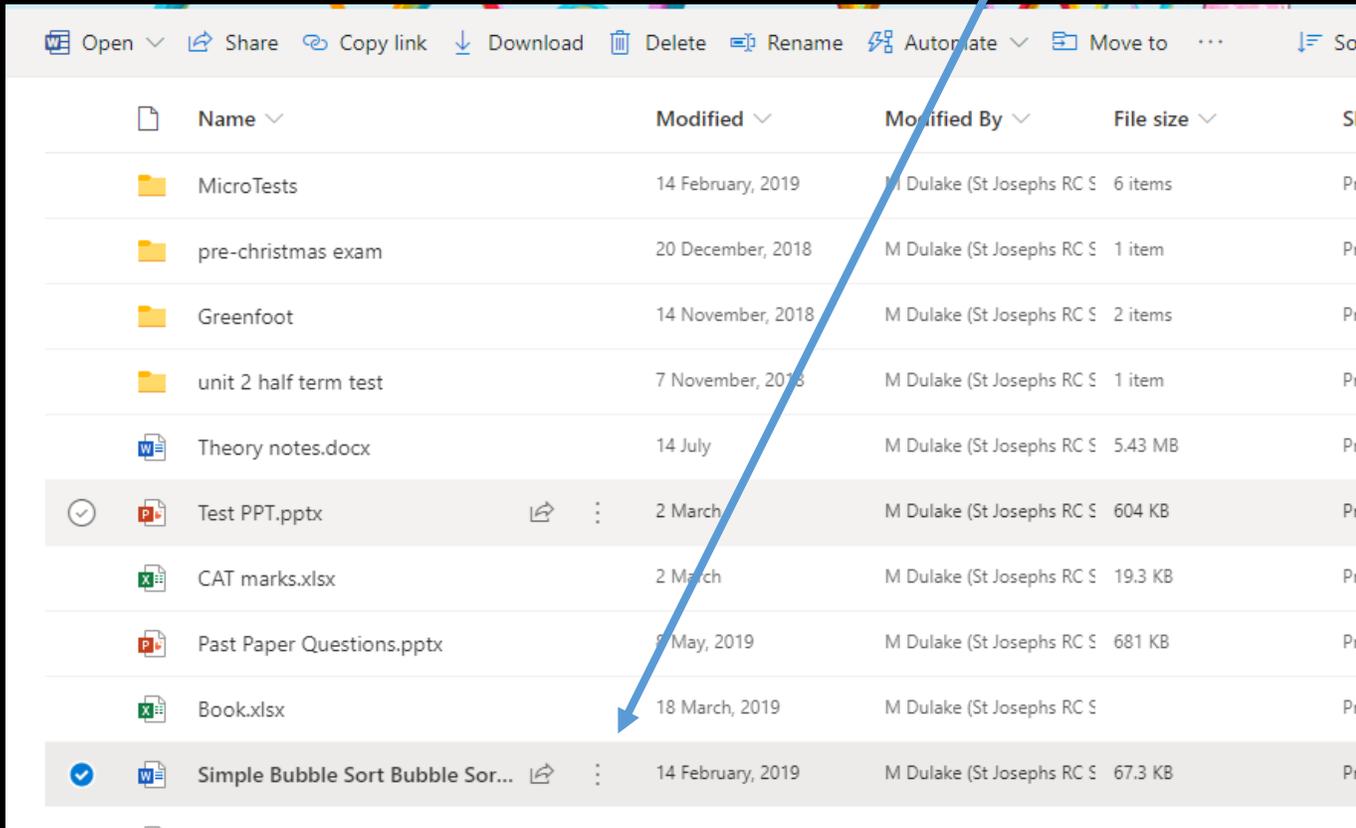


Click once on a folder to see what is inside



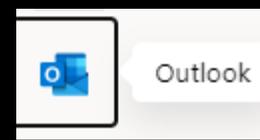


You can click on the three dots next to a file to open a series of options

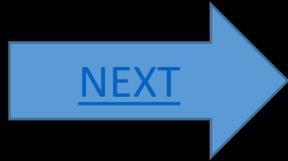


These options will let you rename, move, delete or restore previous versions of the file.

- Open
- Preview
- Share
- Copy link
- Manage access
- Download
- Delete
- Move to
- Copy to
- Rename
- Automate
- Version history

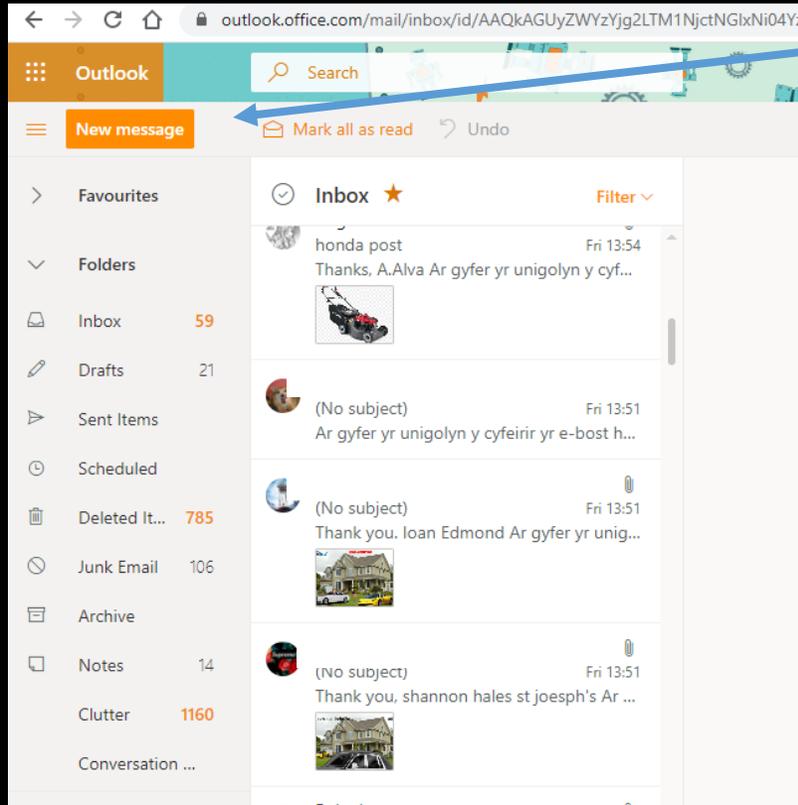


Email



When you select Outlook you will see any emails that have been sent to you, these will include emails sent from Teams to notify you that work has been set by your teacher.

You can see there are other folders along the side.

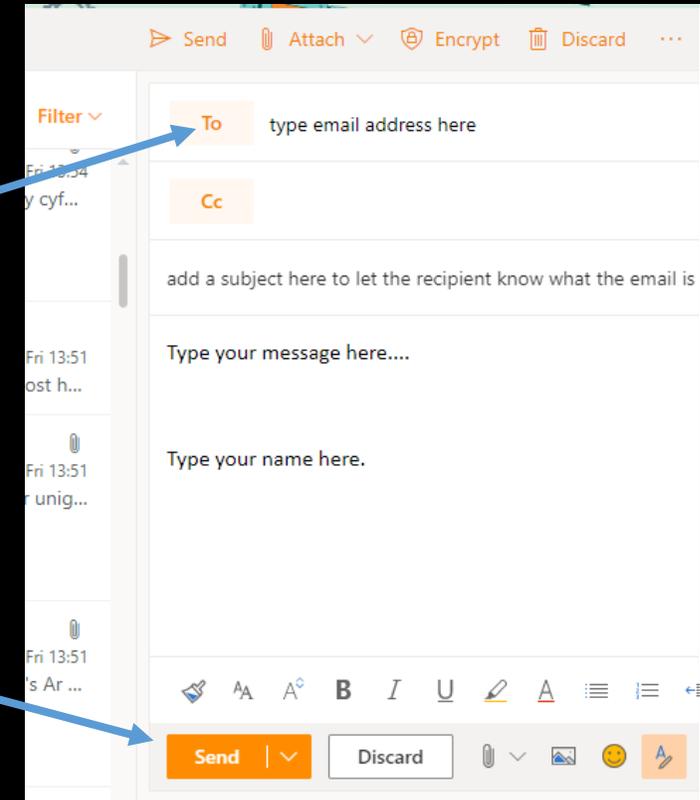


To send an email click 'New Message'

A New Message will appear. Fill in the email address you want to send the email to here

Remember to try and spell correctly and be polite.

Click 'Send' when you want to send the message





It is a good idea to download Outlook (email client) on your phone.

Then you can view email and notification on your phone.

How to add Outlook mail, calendar, contacts to your iPhone or iPad's Mail app

1. Launch the Settings app on your **iPhone** or iPad.
2. Tap on Mail, Contacts, Calendars.
3. Tap on Add Account.
4. Tap on **Outlook.com**.
5. Enter your **Hwb**[®] username and password and then tap Next in the upper right hand corner.

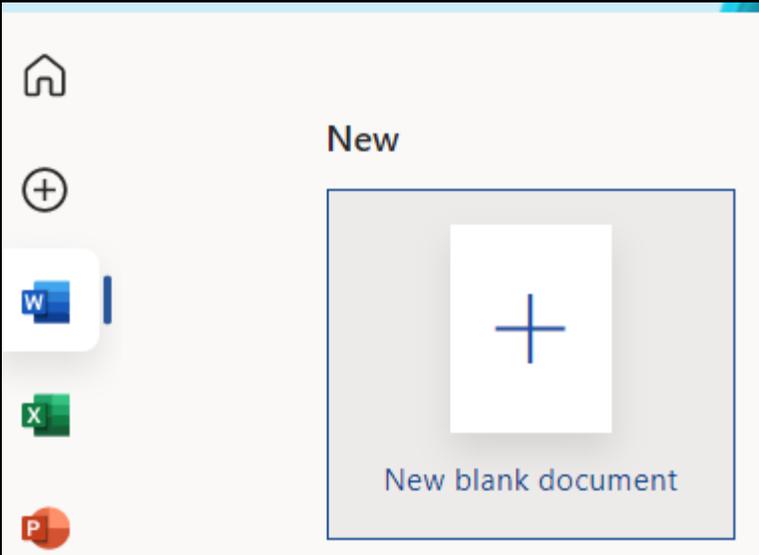
This is almost identical on an Android phone.

You can also download the OneDrive and Teams Apps for free to make accessing your work easier.



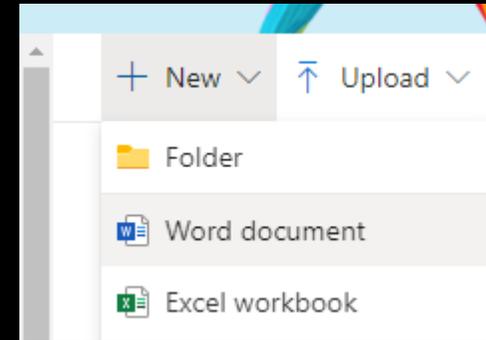
Word is perfect for completing homework, writing stories, letters etc.

You can make a new Word document either by clicking on the Office 365 landing page:



Using this method you will need to select File> Save as and select where to save the document In your onedrive.

or you can select New> Word document in your one drive



Using this method it will automatically save into the folder you are currently using in your OneDrive, but you will need to rename the file, as it will be called document1, document 2 etc.

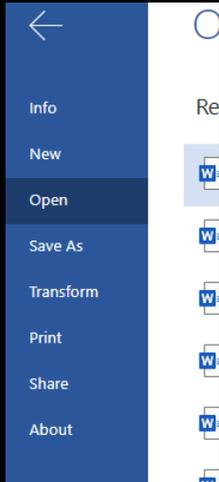
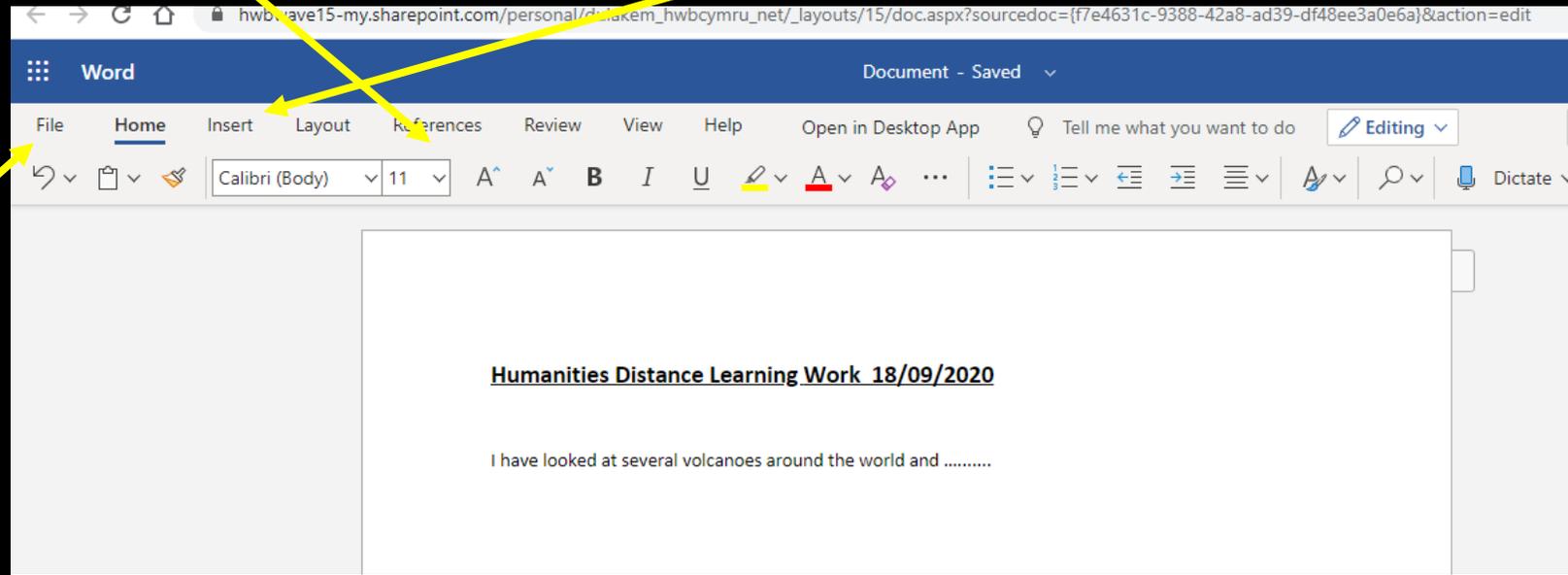
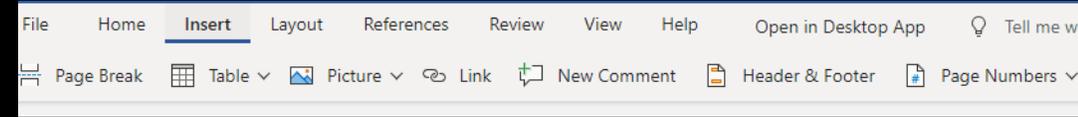




The home tab allows you to format fonts with colours, bold, underline etc. You can add bullet points and select how text is justified (right, centre etc.)

The insert tab allows you to add pictures, tables, hyperlinks etc

The file menu will allow you to save with a specific name and choose where to save the file



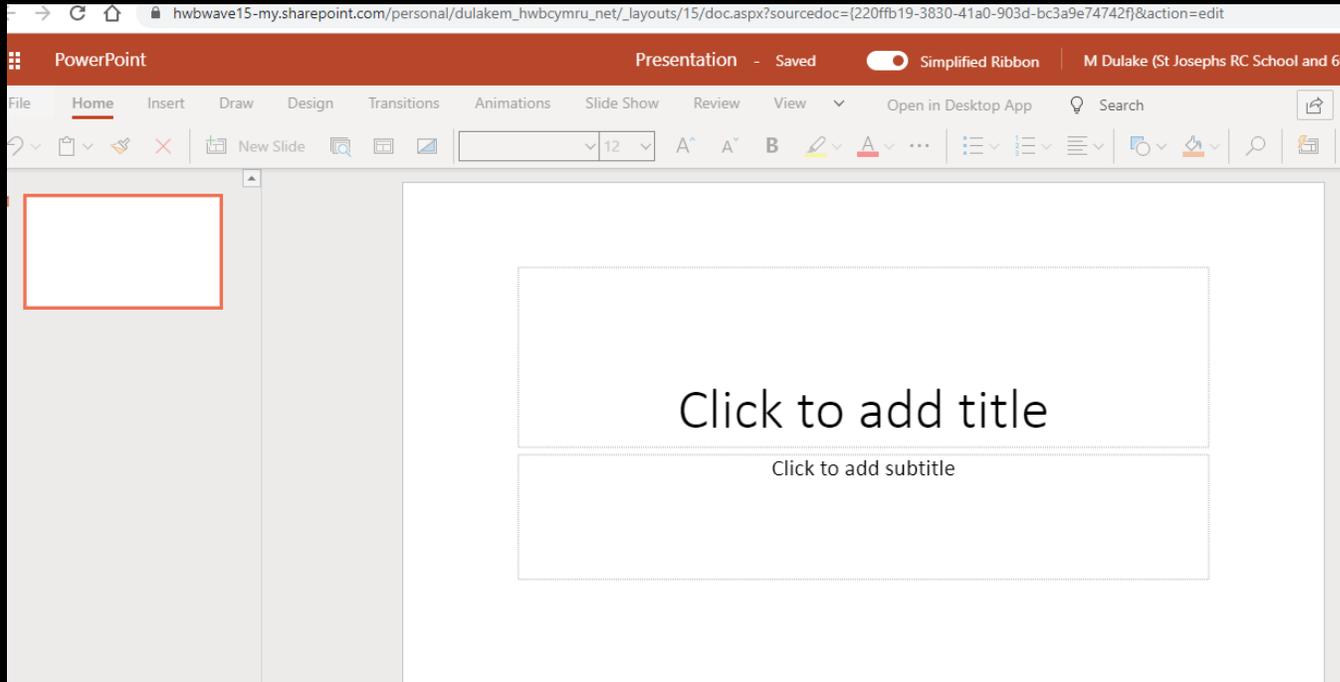
Keep font sizes to around 12-14 (headings can be a little bigger). Choose a font that is easy to read and is appropriate for the type of document you are making.



PowerPoint can be opened from Office 365 landing page or from inside OneDrive.

It is really good for informing other about subjects and is often used in school, this document is made in PowerPoint

PowerPoint will open looking like this:

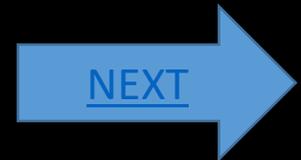


PowerPoint



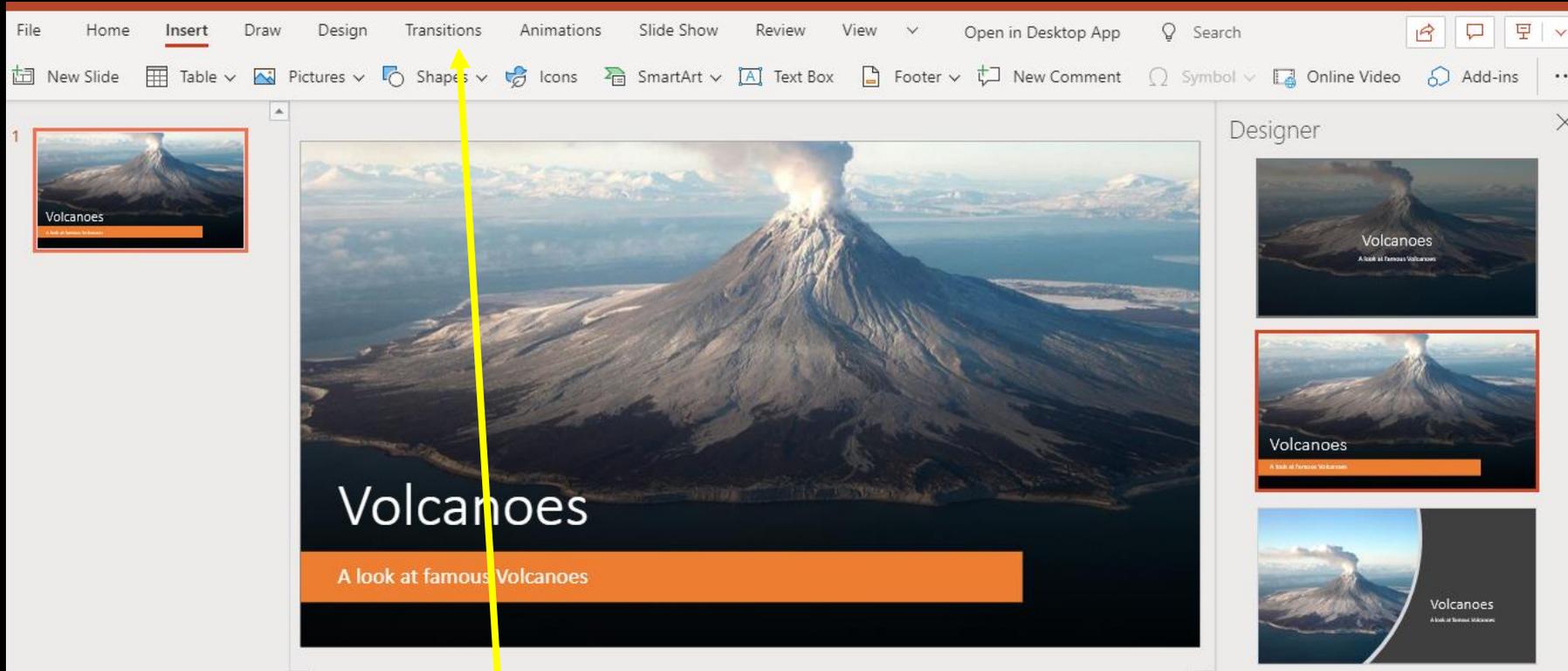
Simple Tips to Design Your PowerPoint Presentation Better

1. Keep Your Slides Simple. ...
2. Limit Words on Your Slides. ...
3. Use High-Quality Photos and Graphics. ...
4. Use Accurate and Relevant Charts and Graphs. ...
5. Use High-Quality, Fresh Templates. ...
6. Choose Appropriate Fonts. ...
7. Choose Color Well. ...





The File, Home and Insert tabs are very similar to the Word ones, you can change fonts, add pictures etc.



It is worth trying out the Transitions tab, where you can change the way one slide opens over the previous one.





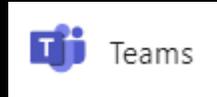
Teams



Teams is where your teachers will set you work to do if you are isolating at home.

To get to teams log onto HWB ([click for how to do this](#)) then open Office 365 ([click for how to do this](#)).

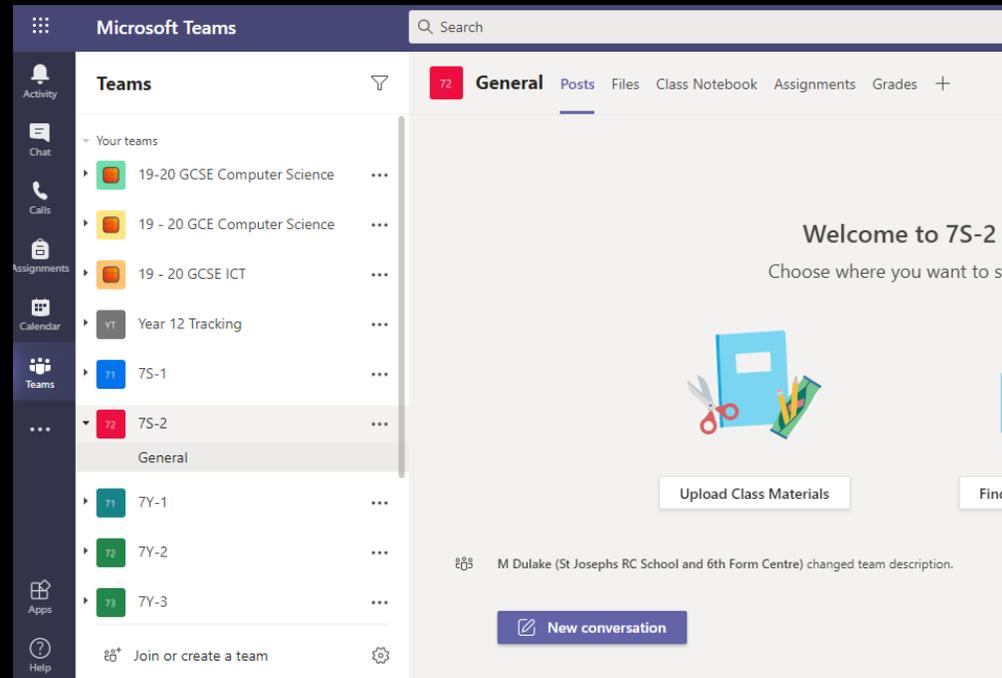
Once you are on the Office 365 Landing page click on the Teams icon :



or



You will see a page that looks like this:





Lets have a closer look.

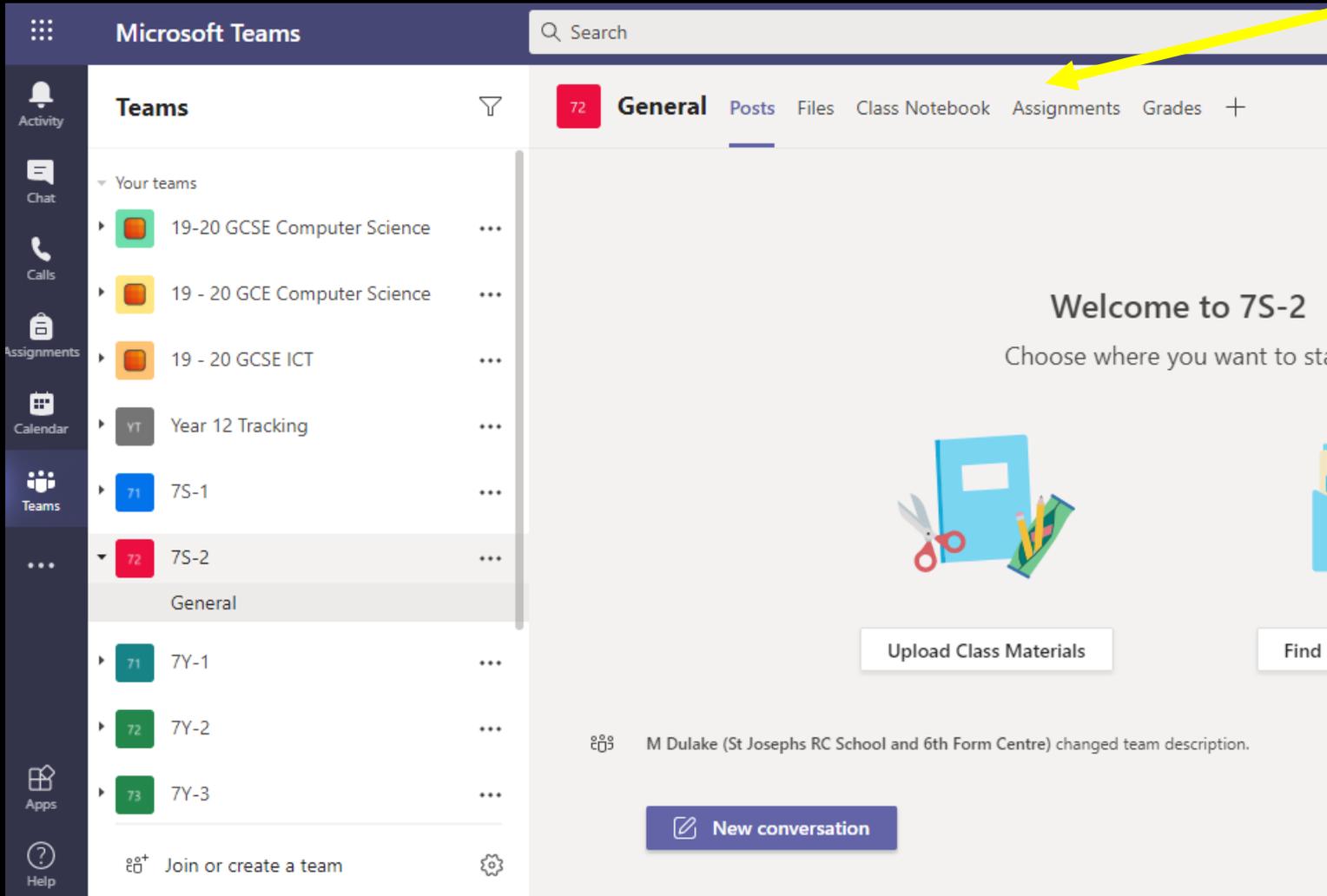


You can select different options here.

You can view Assignment set.

And view your calendar.

You can view your teams (you will have one per subject)



In each team you can use these links to see:

Posts: This may contain messages from you teachers, you may be able to message your class here also.

Files: This may contain resources for work you have been set.

Assignments: This may contain set work and allow feedback to be received.



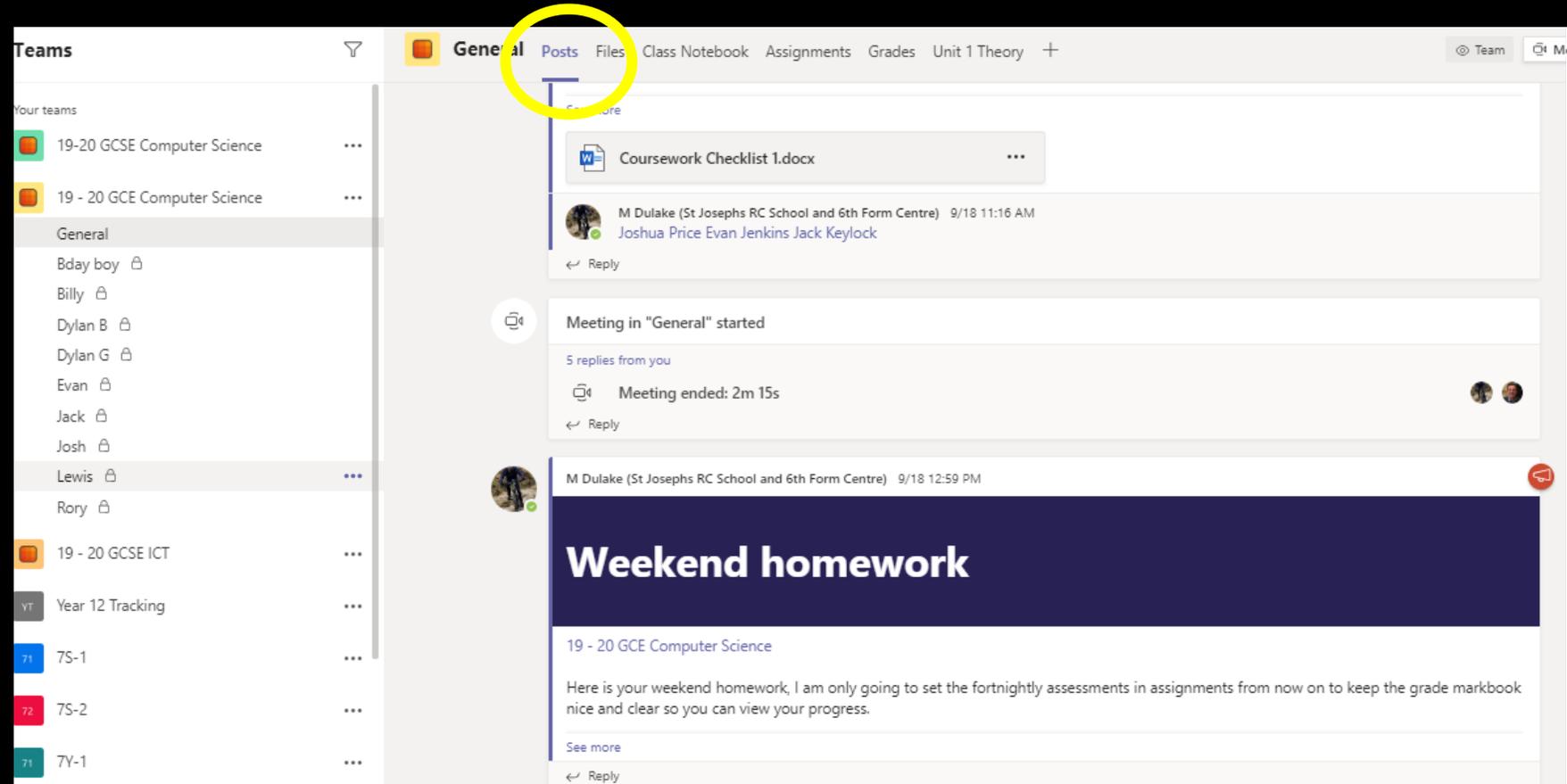


Teams Posts

If you click on Posts, you will be able to see messages that are intended for the whole class. In this example there are details of a Weekend homework for a class.

Students may be able to send messages, depending on the setting applied by the teacher.

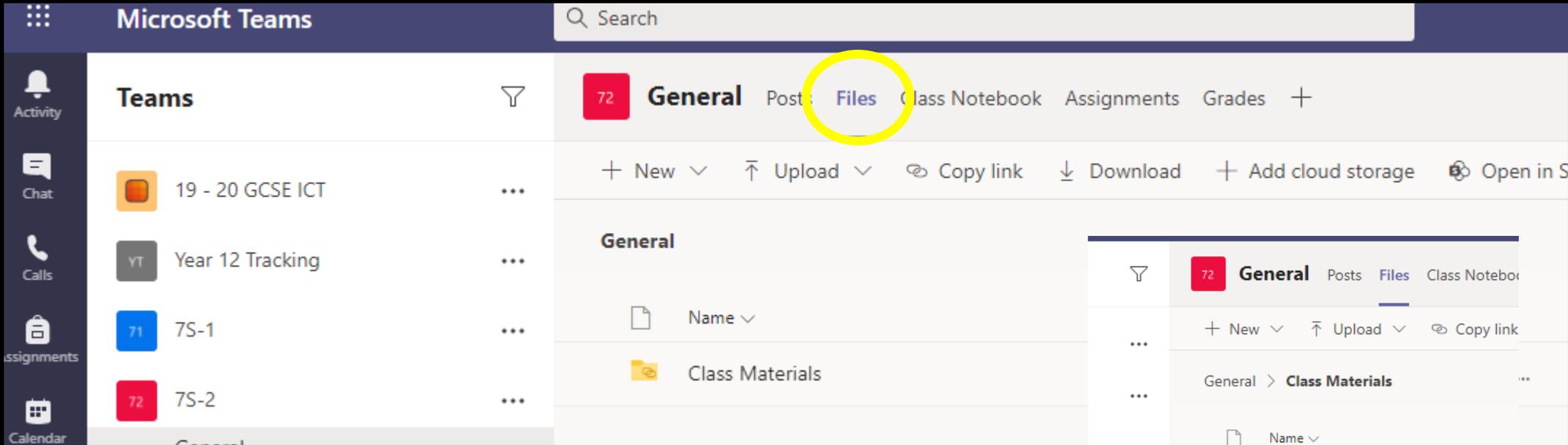
If you can send a message you can notify someone that you have left a message by tagging them with an '@@' followed by their name





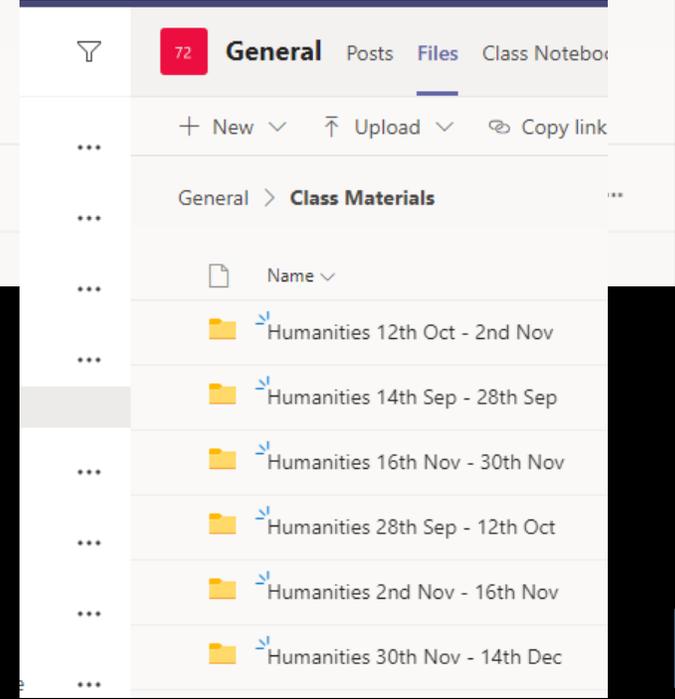
Files is where teachers will put resources, worksheets and a timetable of work set for each class.

Teams Files



If you click on the 'Class Materials' folder you will see* a set of folders, with resources, worksheets etc. for each two week cycle. This may well be resources referred to in assignments set.

**Your teacher may be using a different system e.g. Google classroom but only if they are previously used this with you, so you will know how it works already.*



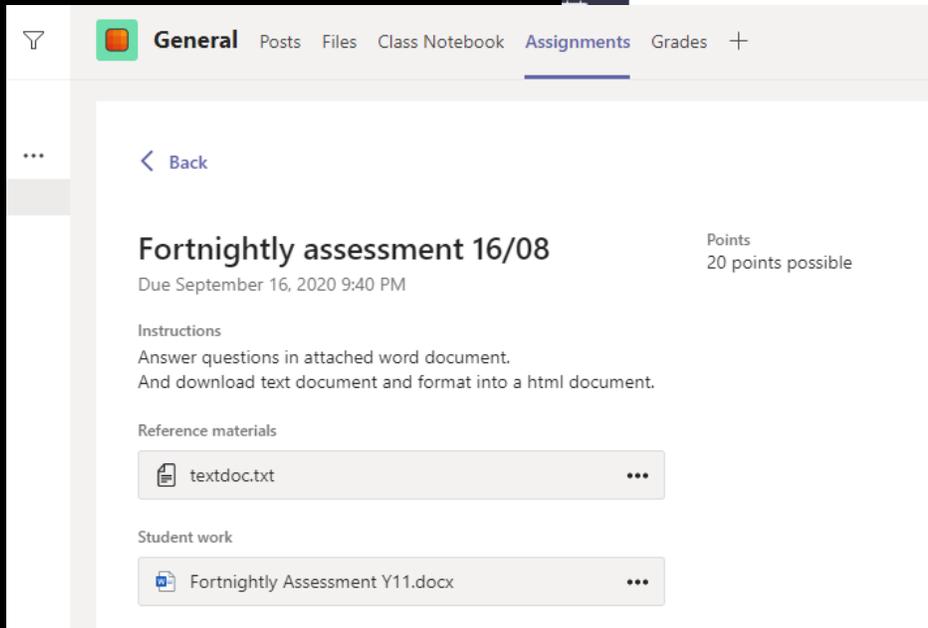
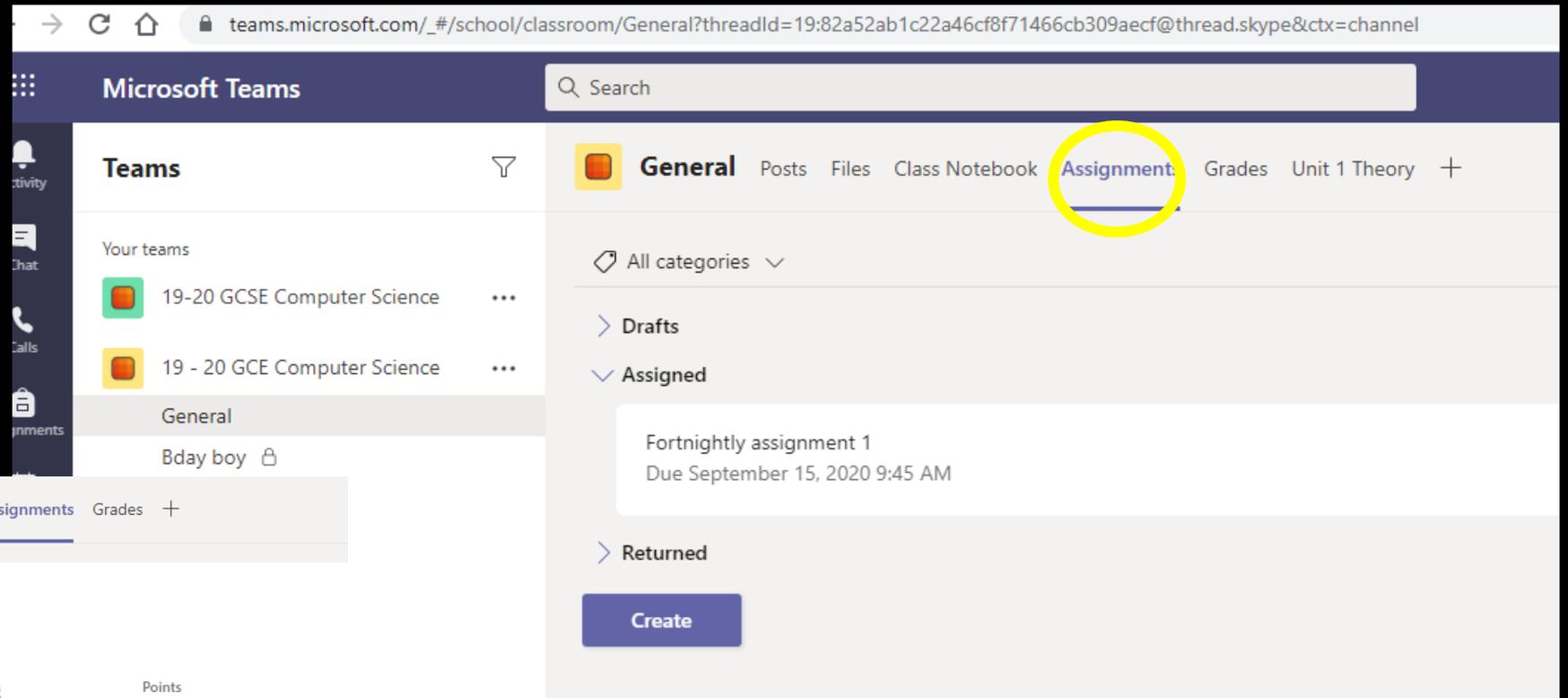


Assignments is where most teachers are going to set you work.

You will be able to see a list of assignments set for the particular lesson.

If you click on an assignment it will show you details, including resources attached.

Teams Assignments



You may need to upload work using the upload files button and then..... you must remember to click the turn in/hand in button.





Teams Assignments Feedback and Marks

You can get marks or feedback to handed in work in two ways

1. Click on the Grades link and you will see 'your grades' for all assignments handed in for the team you are currently in.

2.

| Fortnightly assessment 16/08 | |
|------------------------------|----|
| Sep 16 · 20 points | |
| no | 10 |
| | 15 |
| on | 12 |
| drew | 11 |
| Dian | 0 |
| | 17 |
| | 2 |

you won't see other students grades.

2. In the assignments section click on previously handed in work and you will be able to see your work along with the mark awarded and written feedback.

You can 'un-turn in' work to act on the feedback and improve it, then turn it in again.



























