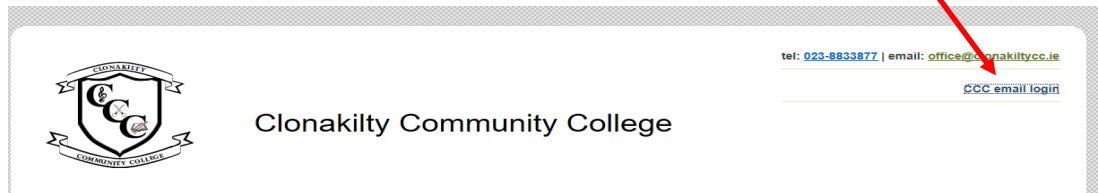


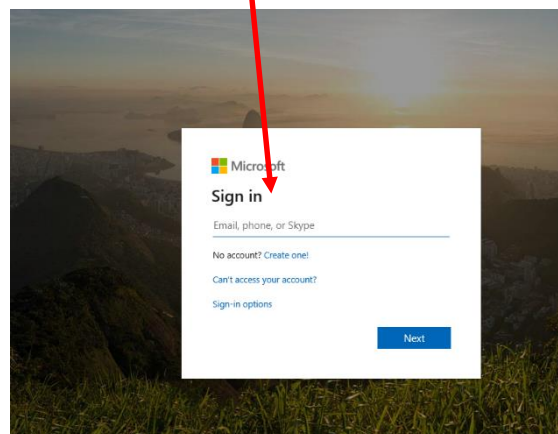
## Student Office365 and MS Teams Tutorial

This tutorial will explain to students how to log into their new Office 365 account and how to use MS Teams to receive and send work to their teachers. Lets get started:

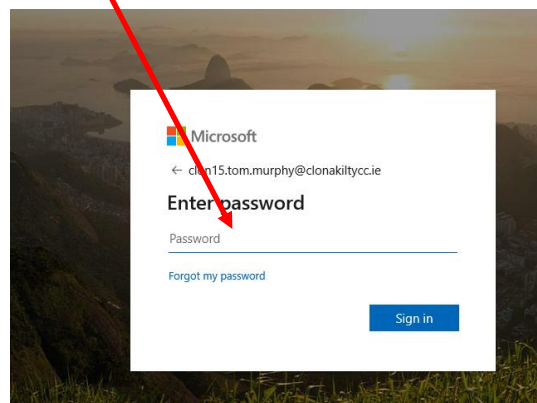
- Log on to the school website at [www.clonakiltycc.ie](http://www.clonakiltycc.ie) and select the **CCC Email Login**



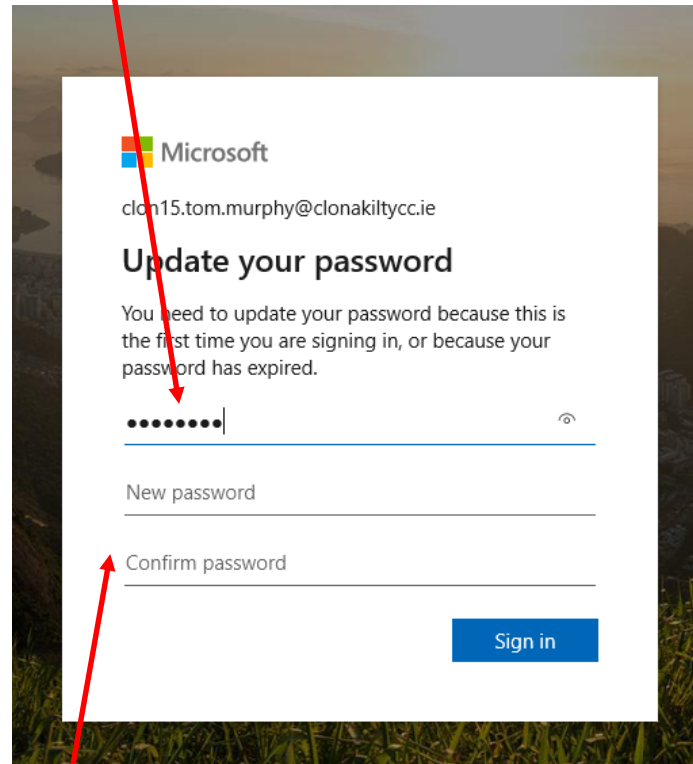
- Sign in here with your new CCC Email Address



- Enter your password here Remember its case sensitive

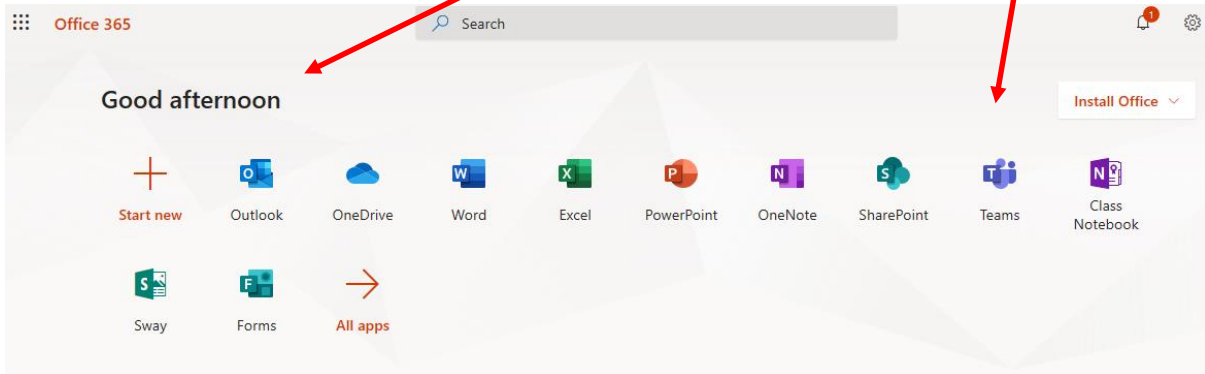


- **For students that received their email and password directly from the college office text system and haven't attended the in-class student tutorial and are logging in for the first time you will have to change the school supplied password to one of your choosing here in the screen below**
- Remember it has to include as capital letter, numbers and be over 8 characters long.
- Enter your school supplied pwd here again

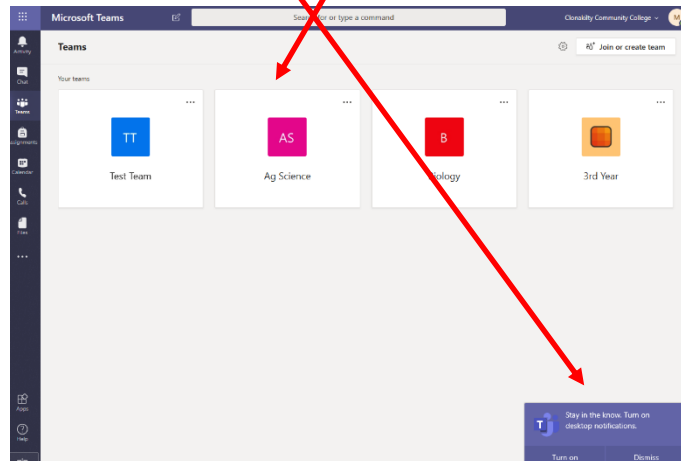


- Create your own PWD here
- **If you are encountering any issues with creating the password, please try an alphanumeric password like for eg Barryroe20 do not put symbols into the Password**

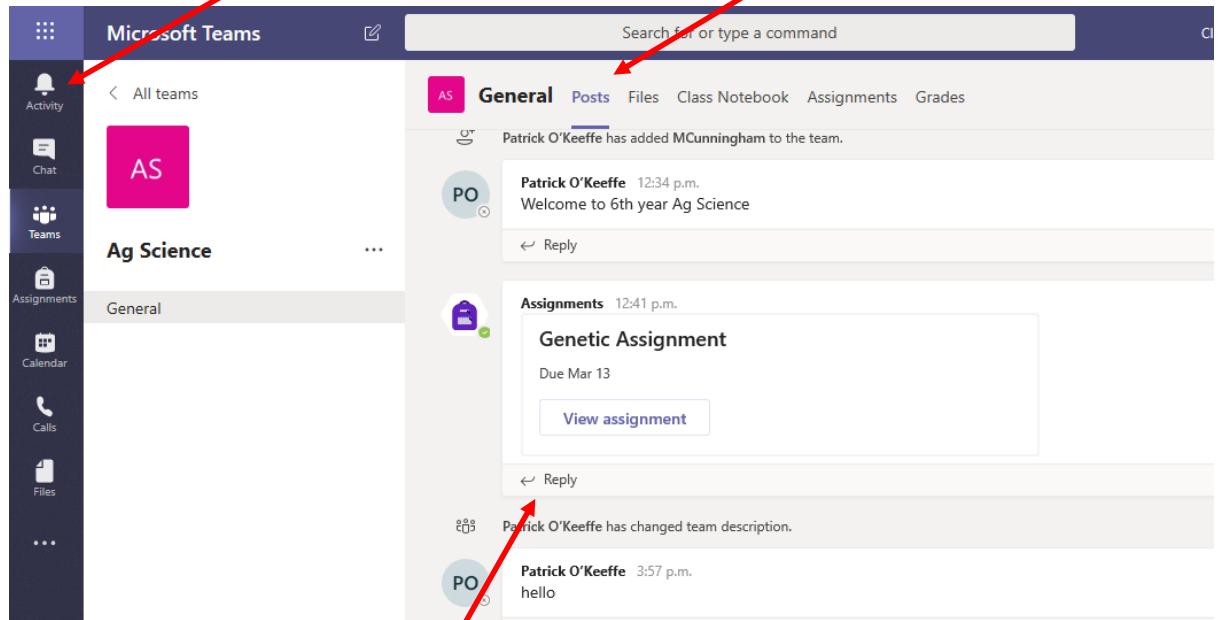
- Once you have logged in, this is your 365 home page. Your school email app is here, where you may receive notifications from teachers of work to be completed. Here is your MS Teams app. Where teachers will communicate with you and provide work



- Lets 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 **notifications** so **Ensure** you do so



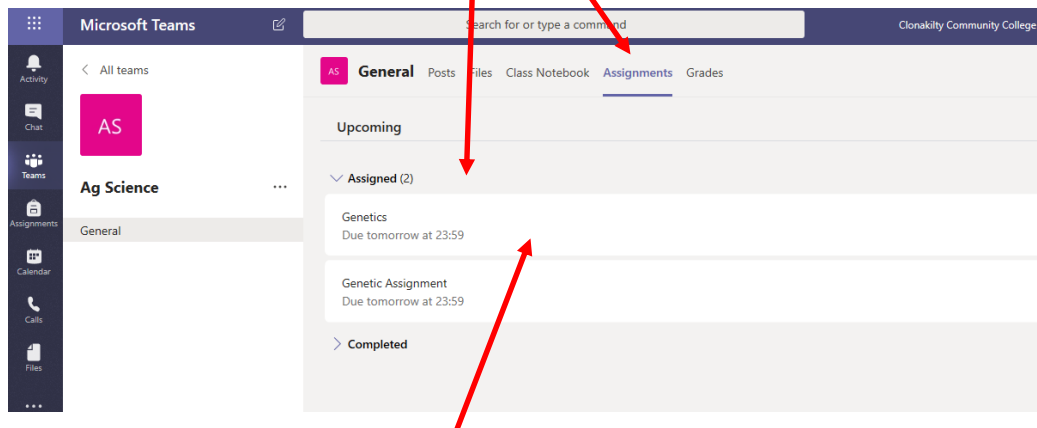
- Any notifications from teachers will appear here as an alert. On the top Menu bar click on the **Post** tab you can see messages sent to the class by the teacher



- You can also reply to messages and ask questions here using 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.**
- **Do not say anything here you wouldn't say in class**

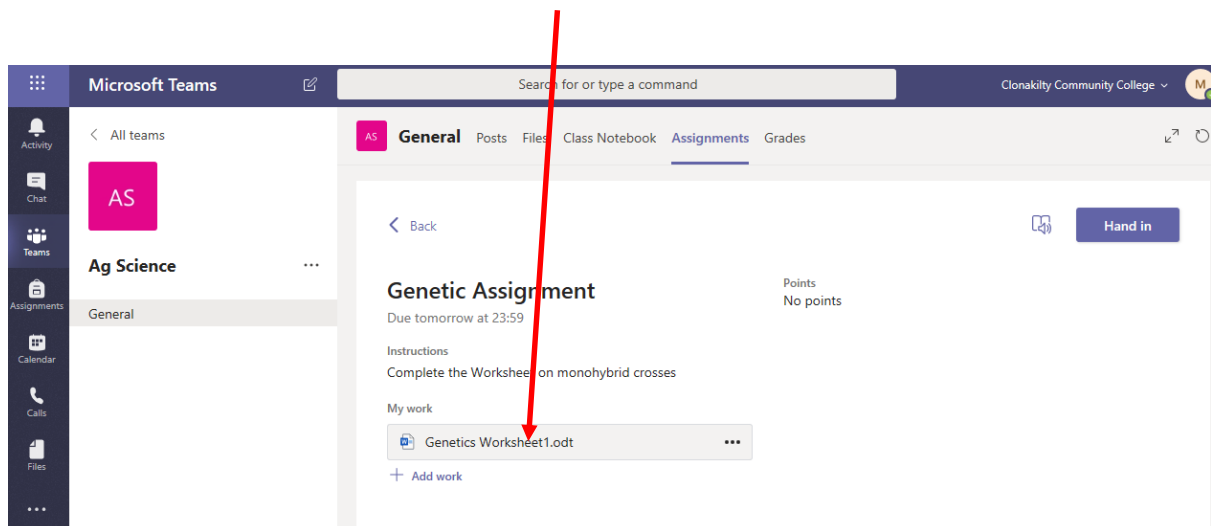


- At different times during the day teachers will set you assignments. Your assignments for the day will be in the Assignments page. See below
- Access the **assignment** you wish to work on by clicking the **Assignments** Tab.

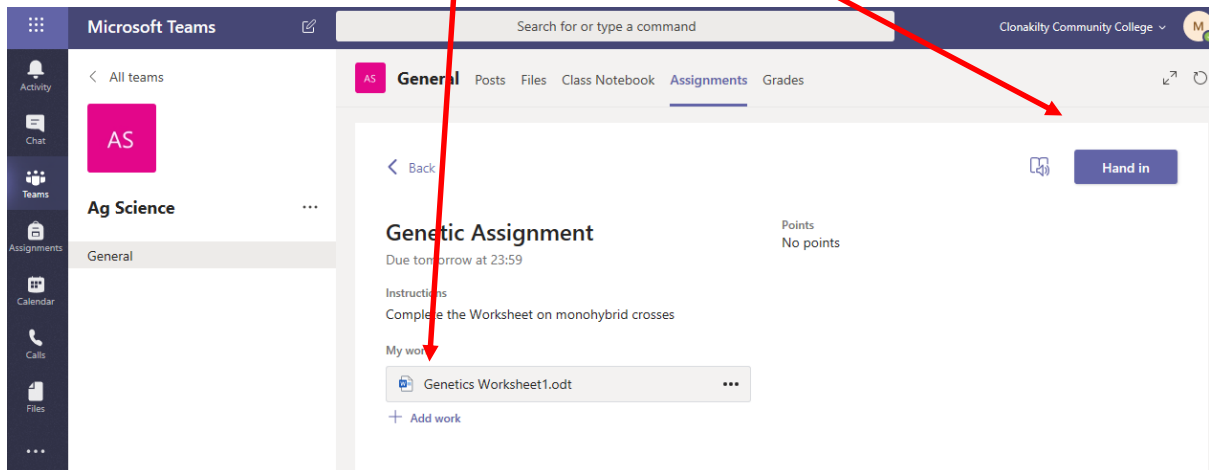


- Choose any assignment and double click on it – make sure you take note of the date and time the work is **due back** to the teacher
- **Take note that assignments are sent directly to your account and so to you and any grades or feedback will be between the teacher and you and not with the class as a whole.**

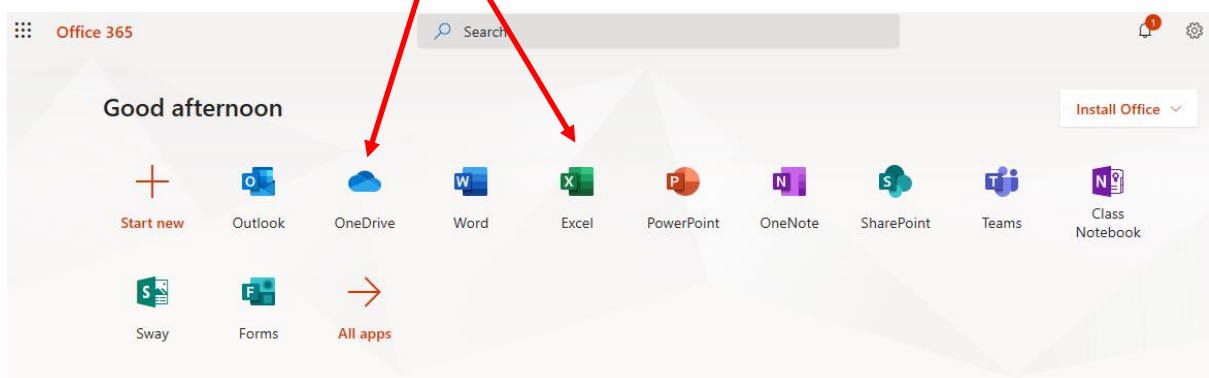
- When you choose an assignment and double click on it the following screen will appear. The work assigned by the teacher can be viewed or downloaded here



- Once you have completed the assignment, you can upload the finished document on your device using the **add work** button below. Once this is uploaded ensure you **turn in** your assignment here. Your teacher wont see it until you **turn it in**.
- **The teacher will also accept a photo of any work done on a copy or a page**
- The teacher will then provide a grade or short feedback to you on this page. It will be **private** feedback directly to the student from their teacher



- **Additional Information** – as the you now have an 365 account. You will have full use of Office apps like Word, Excel and Onedrive online. We would encourage students to become familiar with these apps so they can create and upload work to teachers more easily



For any technical assistance you can contact me [mcunningham@clonakiltycc.ie](mailto:mcunningham@clonakiltycc.ie)

Marc Cunningham

ICT Co-ordinator

