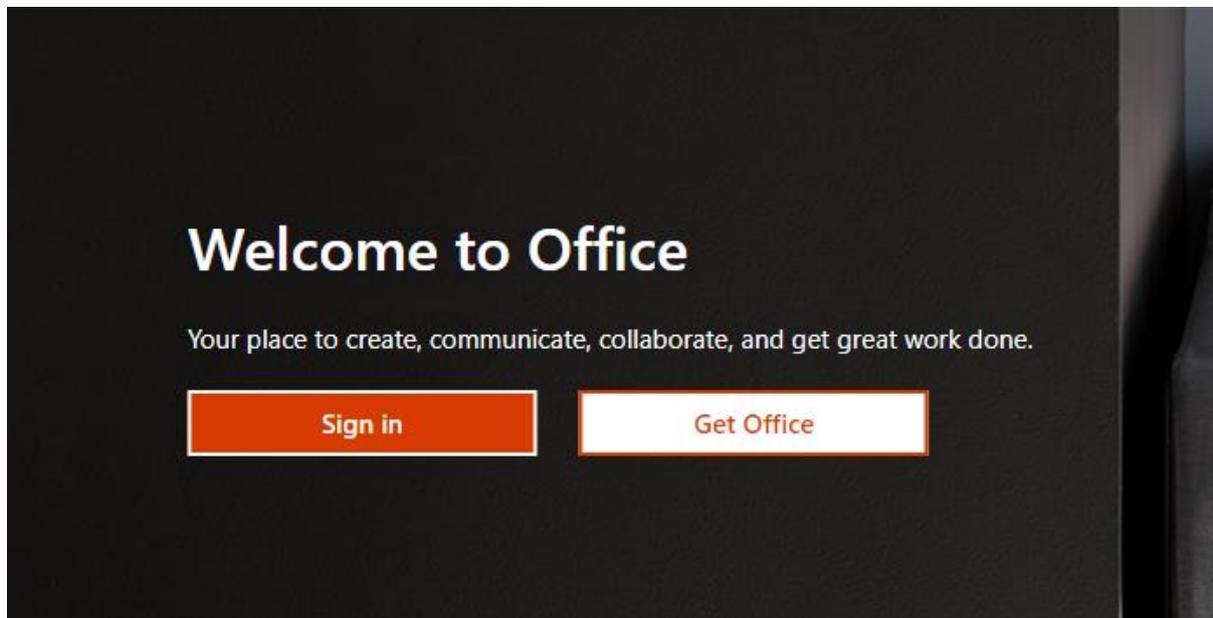




Signing into Office 365

1. Open a web browser and navigate to www.office.com
2. Click Sign in



3. Enter your school email address (this is your school computer logon username with @bluecoatmeres.co.uk at the end e.g. STH16GName@bluecoatmeres.co.uk) then click next.

 Microsoft

Sign in

@bluecoatmeres.co.uk

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

[Next](#)



Bluecoat Meres
Academy
believe in yourself, in others, in God

4. Enter Your Password (this is the same as your school computer logon password) and click sign in. If you do not know your password for this you will need to contact the School office and we will arrange for your password to be reset, these details will be emailed to an email address we have on record. If you have been using Showbie, office 365 will use the same email address and password used to access this.



← @bluecoatmeres.co.uk

Enter password

.....

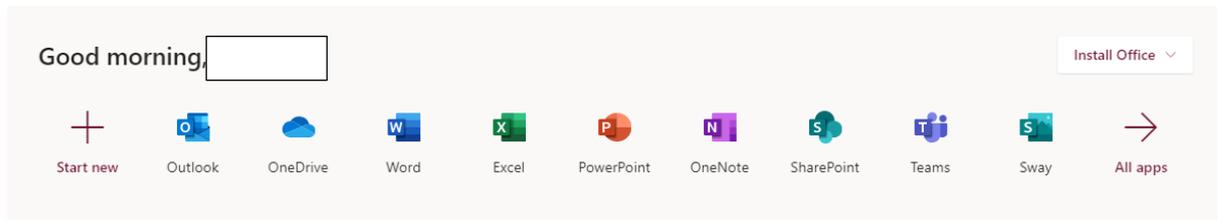
[Forgotten my password](#)

Sign in

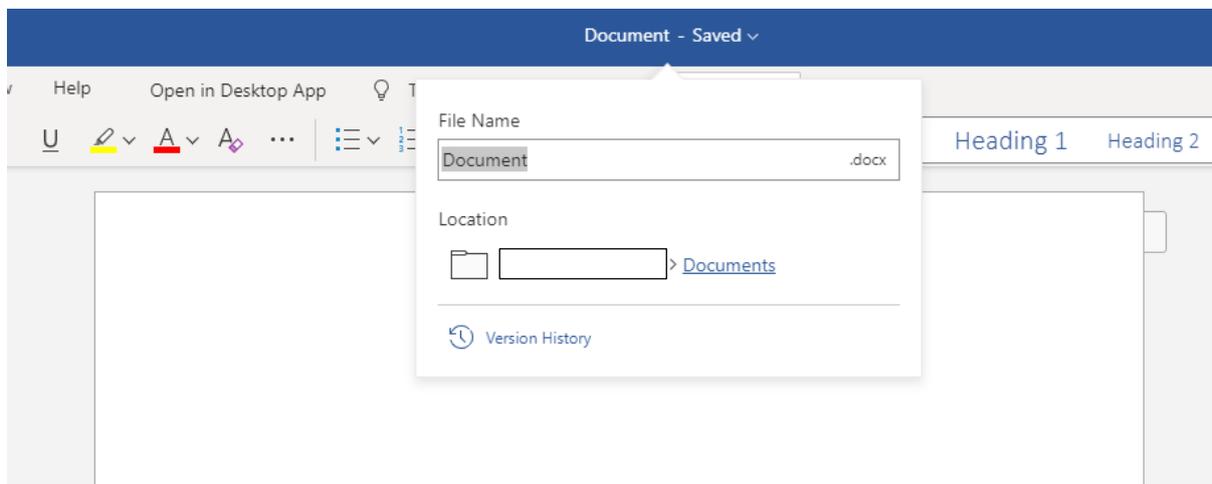


Office 365 Apps

1. After signing in you will be taken to the office 365 home page, this will list all the applications you have access to. Any Assignments/Class work you are asked to do can be done using these apps.



2. When using the Word, Excel and PowerPoint Apps the documents will automatically save into your OneDrive as you are working on them. You will need to rename the documents you are working on by clicking the document title at the top of the screen then entering a new file name.





Microsoft Teams

1. Microsoft Teams can be accessed in different ways, On the Office 365 Web Page, iOS App, Android App and as a Windows Program.
 - Office 365 webpage – www.office.com
 - iOS App - <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>
 - Android App - https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB
 - Windows - <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
2. To install the Microsoft Teams program on a Windows Computer click the link above and select Download for Desktop

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

[Download for desktop](#) [Download for mobile](#)

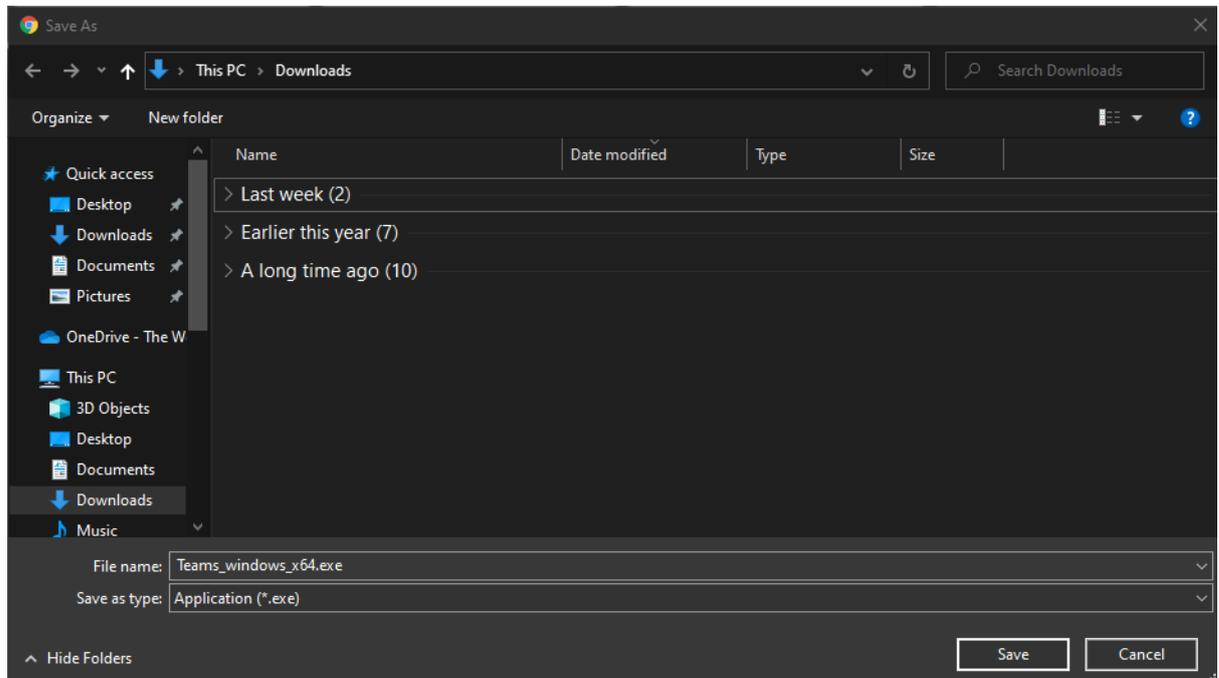
3. After selecting download for desktop, click download teams.

Download Teams for work on your desktop

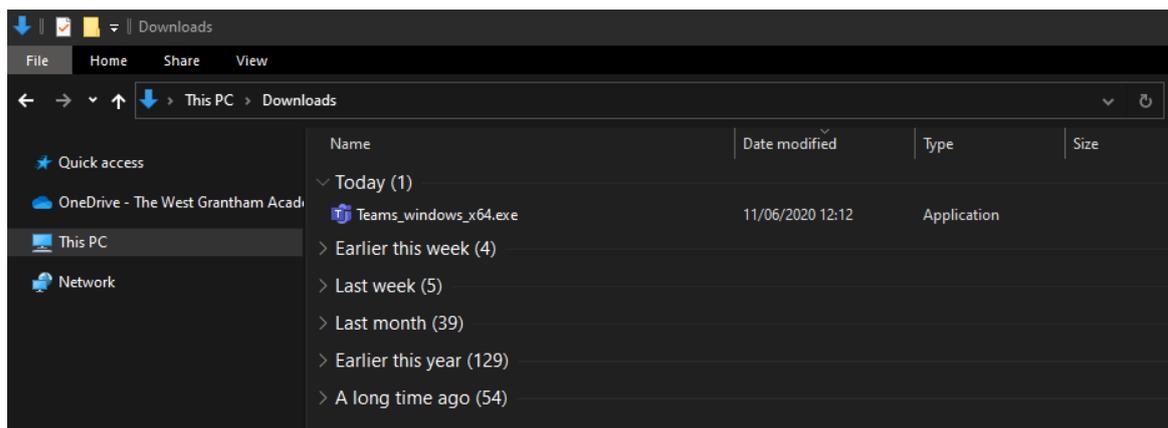


[Download Teams](#)

4. When Clicking Download Teams a Popup Box will appear asking you to select a save location for the installer, select a folder and click save.



5. When the file has finished downloading, navigate to the folder where you saved this and double click the installer.





6. After running the installer, a new window will appear as Microsoft Teams installs.



Installing Microsoft Teams . . .

5. When the install is complete, Microsoft Teams will automatically open and you will be asked to sign in. Enter your school email address (this is your school computer logon username with @bluecoatmeres.co.uk at the end e.g. STH16GName@bluecoatmeres.co.uk) then click Sign in.

Microsoft Teams



**Enter your work, school,
or Microsoft account.**

Sign-in address

Sign in

Not on Teams yet? [Learn more](#)

Sign up for free



6. Enter Your Password (this is the same as your school computer logon password) and click sign in. If you do not know your password for this you will need to contact the School office and we will arrange for your password to be reset, these details will be emailed to an email address we have on record. If you have been using Showbie, office 365 will use the same email address and password used to access this.



← @bluecoatmeres.co.uk

Enter password

.....

[Forgotten my password](#)

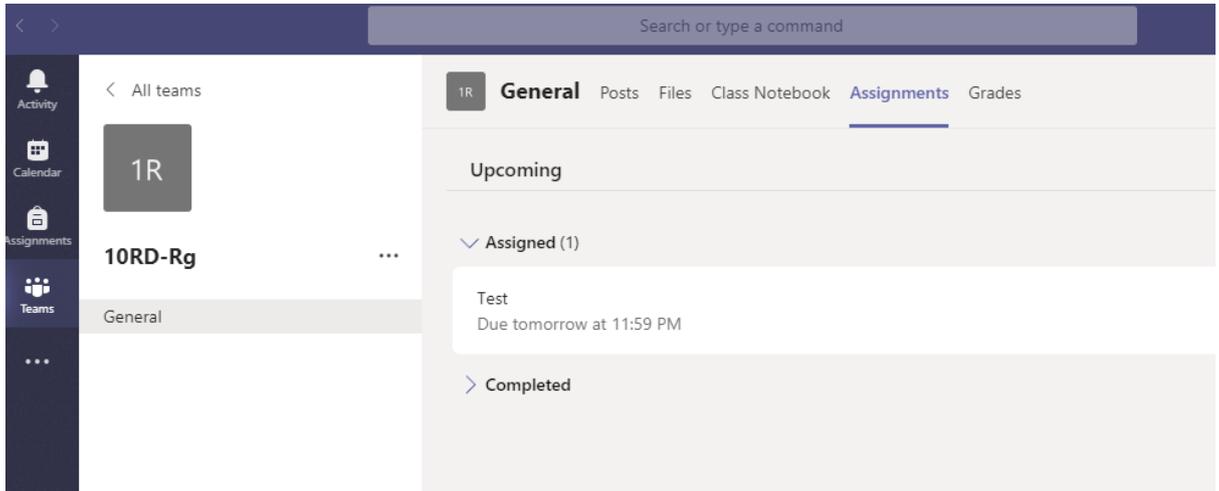
Sign in

7. When you sign into teams, you will have access to each class on your school timetable, each class will have its own Team.

View and navigate your assignments

View and sort assignments within one class

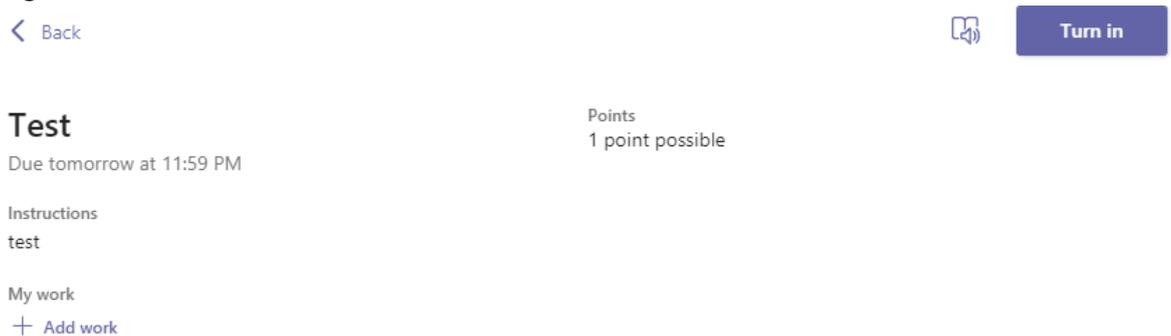
Select the Teams icon on the left hand side and navigate to the General channel in your class, then select Assignments.



Upcoming assignments

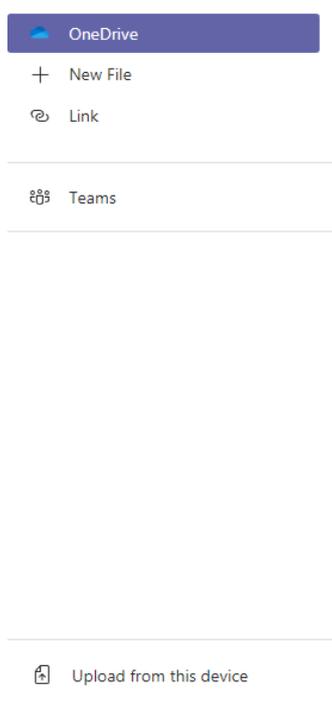
By default, your upcoming assignments will display by order of due date under the Assigned arrow. Assignments you haven't opened yet will have a bold title. Late assignments will include a Past due warning.

Select an upcoming assignment and click the Add work button to upload your work to the assignment.



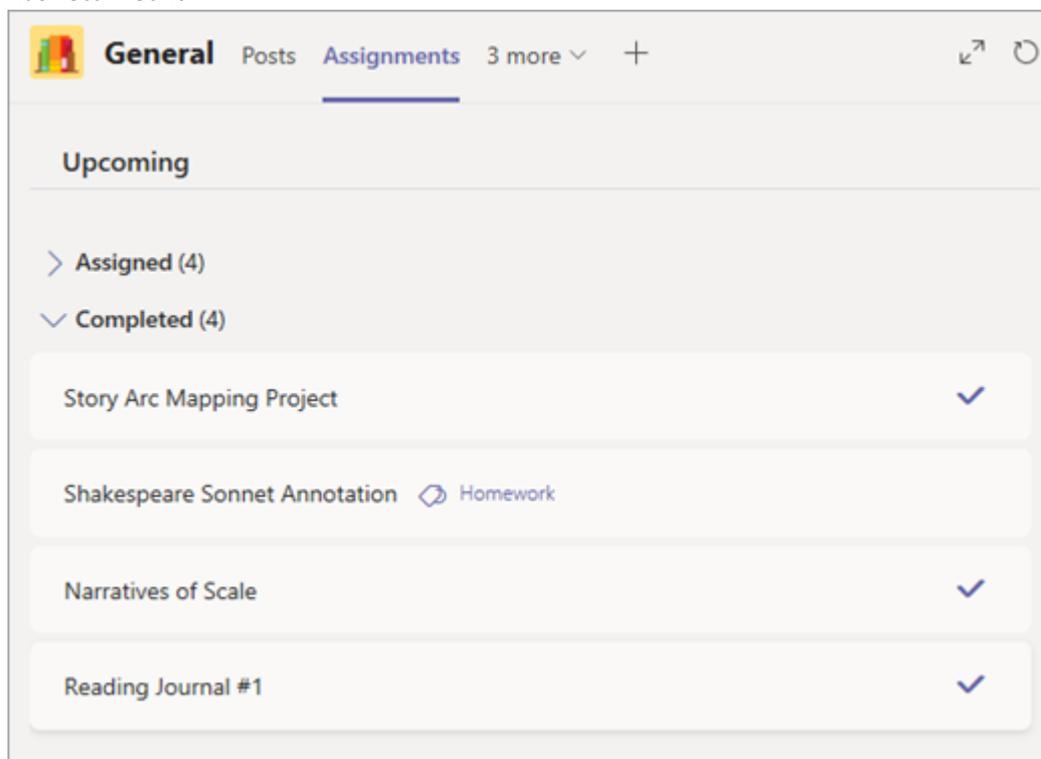


Files can be uploaded from your OneDrive or a Document saved on your local computer.
After uploading your work, select turn in.



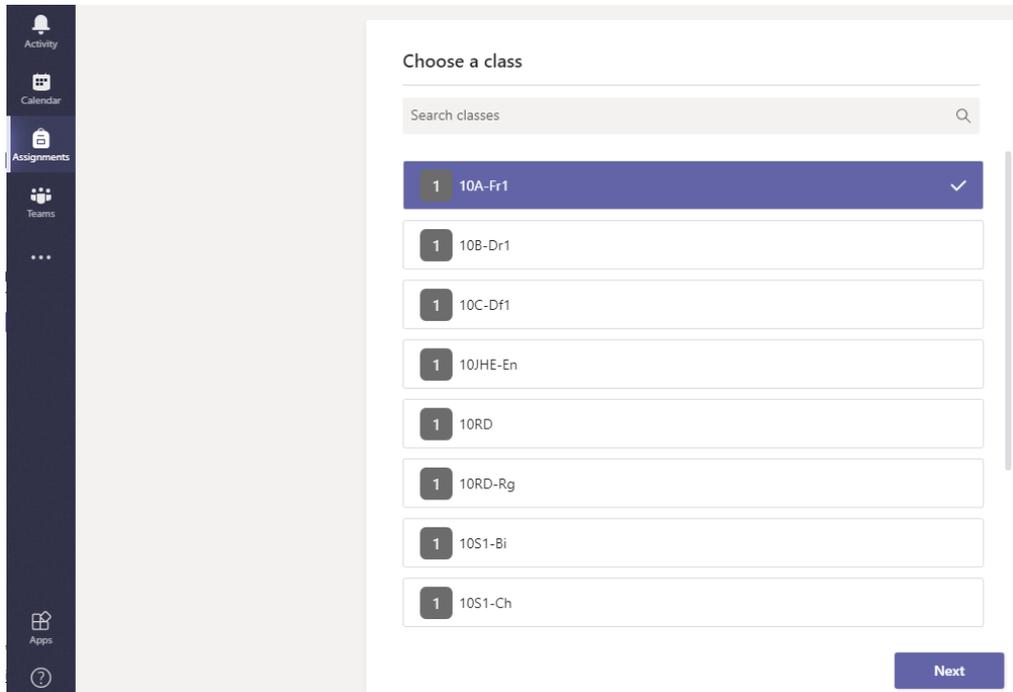
View turned in and returned assignments

Select the dropdown arrow to view your Completed assignments. Assignments you've turned in will have a checkmark. Open one to view feedback and scores after your teacher has returned it.

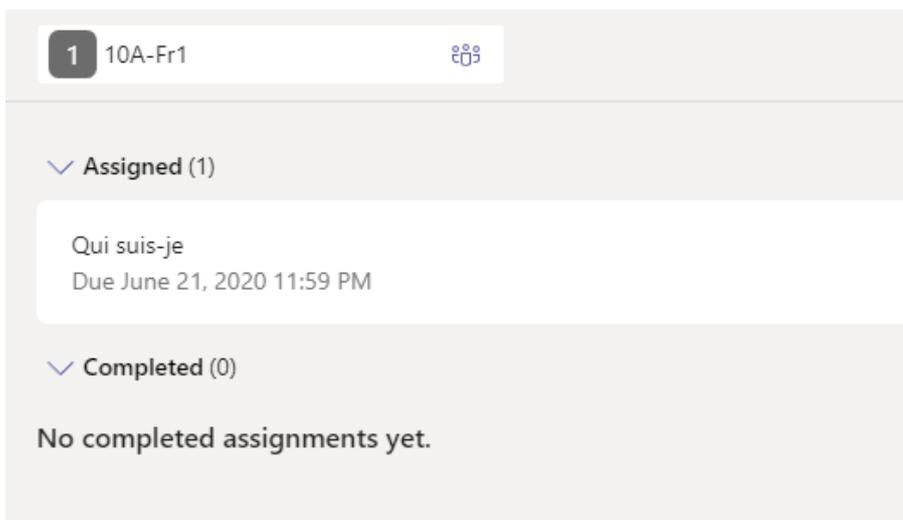


View assignments across classes

To view assignments across all your classes, select Assignments from your app bar on the left hand side. Then, choose a class and select next.



After selecting a class, all assignments for that subject will be listed.



If you have any questions please get in touch with the school office.

Thank you

IT Support