

Parental Guide to Online Learning in Office 365



What is Office 365?

Office 365 is Microsoft's suite of apps and services designed to facilitate online working. It is widely used in industry and in education to allow individuals to collaborate and learn remotely. It can be accessed from laptops, phones, tablets and a range of other internet enabled devices through downloadable apps or through an internet browser. All students have their own Office 365 account that they have had access to and should have been using since they

How does my child access Office 365?

Office 365 can be found at office.com. Follow the link and sign in using your child's school email address and password

School email address

Each student has a school email address that they can use to access Office 365. The email address takes the format - first.name1234567XX@alun.flinshire.sch.uk - where 1234567 is their 7 digit admission number and XX is their intake year. Students should have this recorded in their school planner. If your child has lost or forgotten their school email address, email 365admin@alun.flintshire.sch.uk to request an email address reminder. An email address reminder will then be sent to the parental email address we have on file.

Password

Students set up their own password, if your child has lost or forgotten their password either follow "Sign In", "Can't access your account" then type in your email address in the User ID box or email 365admin@alun.flintshire.sch.uk to request a password reset. A new password will then be sent to the parental email address we have on file.

What is in Office 365?

Office 365 contains a large number of apps including online versions of the standard Office software (Word, Excel, PowerPoint), Outlook, OneDrive and Teams.

How will the work be set in Office 365?

Teams and Outlook are the two places to look for work. For the majority of lessons a teacher will send an invite to a lesson Outlook, when that invite has been accepted, it will appear in their calendar in Teams.

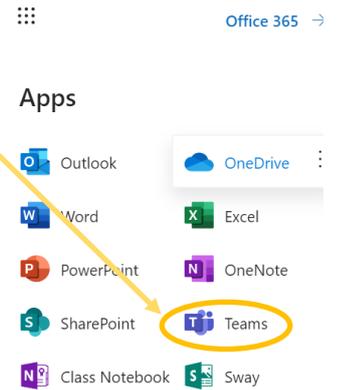
1. Teams

Teams is an online collaboration tool that allows teachers to work more interactively with the students. During the next week teachers will be online during the normal lesson time to interact with the students. Some teachers will run the entire lesson through teams, other teachers will email work for the student to complete and be available in teams for the students to interact with if they are unsure.

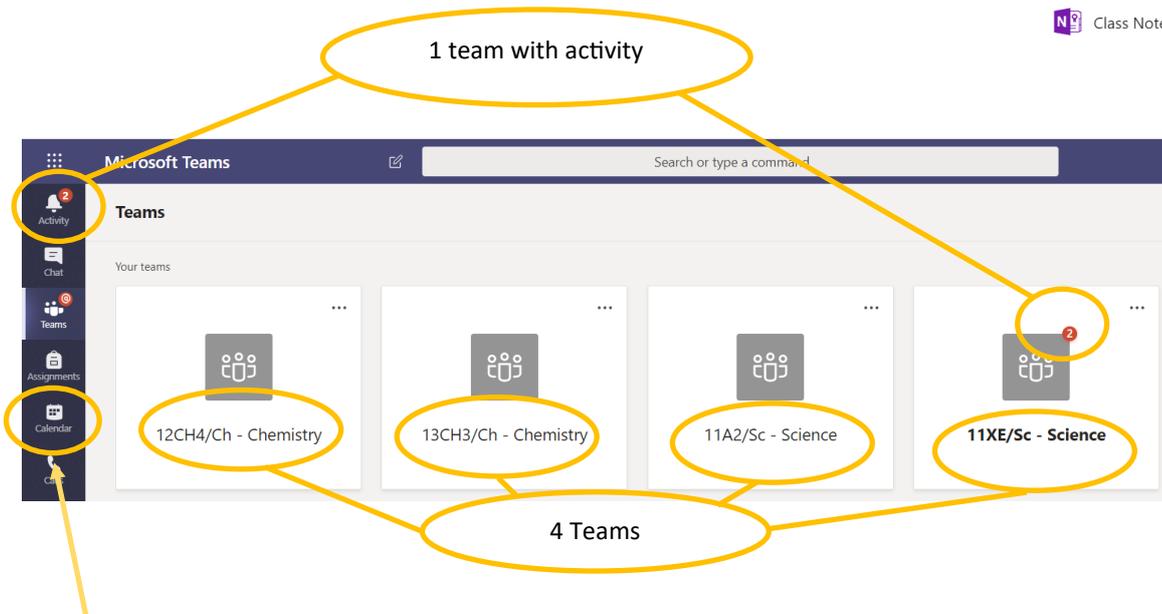
To access Teams click on the waffle in the top left hand corner from any page in Office 365.



Select Teams from the menu that appears.



You will then have a list of all the Teams of which your child is a member. When there is any activity in a team (such as work set) a notification will appear in the top right corner of the page and in the corner of the team icon

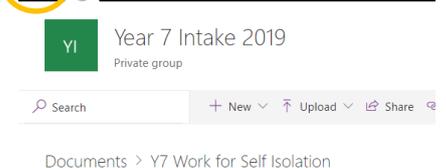


Alternatively, if your child has accepted the invite to the lesson from Outlook, the lesson will appear in their Calendar. They can then join the lesson from the Calendar and interact with the teacher.

2. Outlook

Outlook is Office 365's email service. Teachers may use this to notify students that there is work available in Teams or to email work to them.

Outlook can be accessed by clicking on the waffle in the top left hand corner from any page in Office 365 and then select Outlook from the menu that appears.



What do I do if I am having problems accessing work in Office 365?

If you are having problems logging in email - 365admin@alun.flintshire.sch.uk

If you are having problems with the work in Teams or Outlook within Office 365 email - 365work@alun.flintshire.sch.uk

