Microsoft 365

SD61 User Guide

Microsoft 365 is a bundle of digital tools that offers Microsoft's traditional office programs (Word, Excel, and Powerpoint), along with their cloudbased counterparts. This includes a long list of tools to meet various K-12 needs. Microsoft 365 complies with BC's privacy legislation and is FIPPA compliant.

FIPPA

Sign into Microsoft 365
WWW.OFFICE.COM
with your GVSD credentials

Google or Microsoft 365

Microsoft 365 is not replacing Google. Microsoft 365 is tailored towards teams, departments, administration and workflow. Google will still be the primary target in the classroom. It's also important to note that students will not have access to the Microsoft 365 suite or Teams. Microsoft 365 should be used for any business process or when working with personal and/or sensitive information. Microsoft Teams will support staff collaboration and communication with in your school community and throughout the district as a whole.

Google will still be the main communication and learning application student to staff interaction.

Collaborate and stay organized.

The Teams environment allows users to find and review documents and message threads from within the app; no need to juggle multiple apps and services.

- Staff members working on shared documents can have the same file open simultaneously.
- Files can be viewed directly from Teams.
Virtual meetings can be scheduled or started on the fly.
- There are options to invite external participants, including parents and service providers, with no limits on meeting length.
- Microsoft Office documents, PDFs, photos and video files can be securely stored and distributed from within Teams

Welcome to OneDrive!

OneDrive is a cloudbased storage solution with similar functionality to Google Drive. OneDrive provides a secure location to store your files for access from anywhere, at any time.

The Classics are back... in the Cloud.

Word, Excel, and PowerPoint Online open, edit, and save automatically to your OneDrive. For ease of use install the application on your computer. Once files are created they can be accessed from any device, and shared in a silimalr way to Google Docs, Sheets and Slides.

Welcome to the Team.

Microsoft Teams is a communication platform developed by Microsoft, as part of the Microsoft 365 family of products. Teams offers an instant Chat feature, video conferencing, file storage, and app integration. Think of Teams as your new communication hub.

Microsoft Teams is available on all platforms as an app (iOS/ Android/ Windows and Mac) or through the web browser. Access your files, Chat messages and make video calls on the go! Once you have signed in with your district credentials, you're ready to get started.

Chat

Microsoft Teams has an instant messaging function, which allows staff to communicate in real time like a text message. Messages can only be sent between district employees, reducing instances of phishing or other unwanted messages.

Share

Think of OneDrive as your new X: Drive. Your files will automatically save to your personal storage and you can set unique permissions for each file. Files created in Teams are only shared with those specific Teams members. This makes collaborating with others more efficient and file sharing less complex.

Meet

Need to call or video conference with your team? Click the 'Meet' button in the top right of the channel or in a private message to initiate a call.

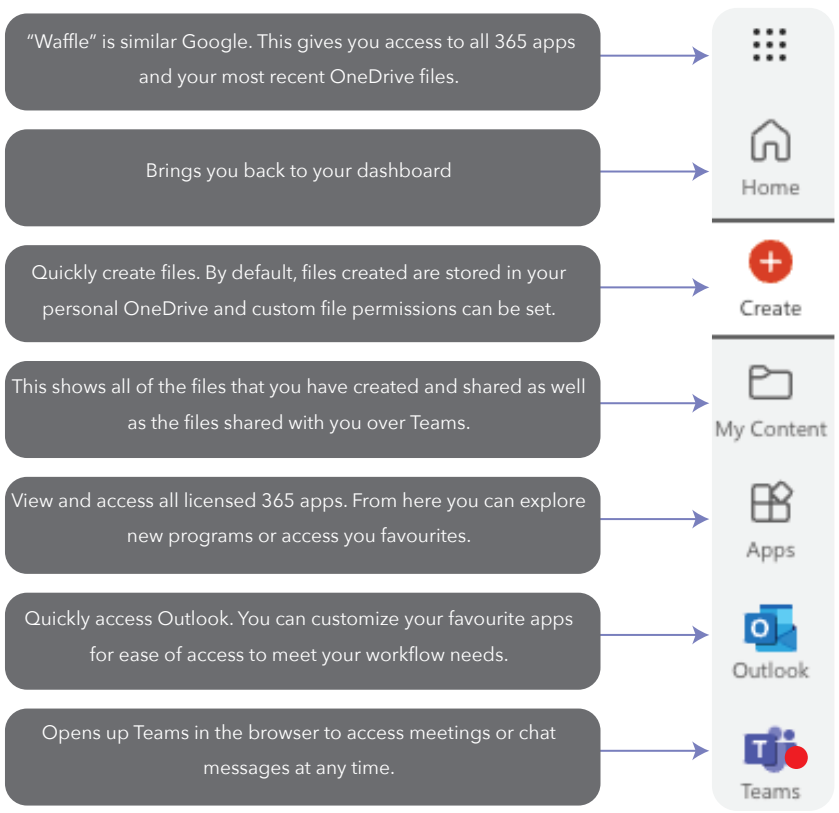
Accessing 365

1. Visit **www.office.com** and sign in with your district credentials

2. The browser will display your customizable 365 dashboard. You will notice a vertical strip along the left side displaying pinned apps and other quick options.

Navigation - 365

You will notice a navigation bar along the left side. Lets explore...



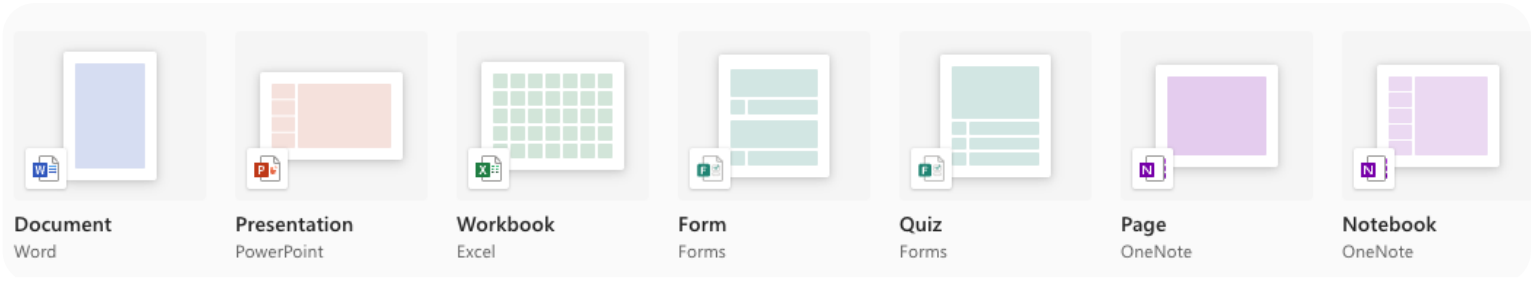
*Any new activity in Teams or Outlook will result in a red notification dot beside each app.

Navigation - Teams

Teams also has a similar navigation bar along the left side. Lets explore...

Creating Files

Creating a file in Microsoft 365 is as easy as clicking the "Create" button and selecting your file type. Don't see your file type? The 365 platform offers a wide variety of programs and works with all file types. Most applications also have many formats that you can export, or save as. All Google workspace files will be compatible to continue working where you last left off. To create a file, visit: www.office.com/create



Quick Tips

Notifications

Microsoft Teams offers different ways to access, receive, and manage notifications. These settings include how, when, and where your notifications appear, custom settings for channels and chat, appearance and sounds, turning off specific messages, and so on.
For assistance with notifications on all platforms, visit http://bit.ly/3GTHQur

Download Apps

After you've signed into Microsoft 365, you can install the Office apps.

At the top right of your main dashboard screen you will see an 'Install Apps" dropdown. Select the appropriate option.

You will have the option to install individual apps for offline use.

Bookmark 365

On your computer, open Google Chrome. Go to the site you want to visit again in the future. To add the bookmark , click the star ★ to the right of the address bar.
You can then save to the bookmark bar, or into a folder that lives on the bookmark bar.
Learn more about bookmarks by visiting: http://bit.ly/3D3bf4e