Office 365 Guide For Parents

During any period of lockdown or shielding your child may be asked to use Office365 to access learning from home. The easiest way to do this it to either go to office.com and click sign in, or go to the St. Edward's website…

At the bottom of the page click on staff log in.

y School, Green Street, Upton Park, London E13 9AX | Tel: 020 8472 4337 | Fax: 020 8470 4522
am.sch.uk | **Staff Login** | **Maintenance log** | **Lexia Core 5** | **Bug Club** | **J2e** | **BusyThings** | **PurpleMash** | **Secure Sites** | **myUSO** | **SchoolPing** | **Cookie Policy**
⌃ back to top

Put in your child's email address and press sign in. Make sure the ending of the email is correct. @st-edwards.newham.sch.uk

Microsoft

Sign in

Email address, phone number or Skype

No account? Create one!

Can't access your account?

Sign-in options

Back   Next

Put in your child's password.

If the password box will not let you type in it you have typed the username in wrong.

LGfL   TRUSTnet

Please confirm your password in order to proceed with Sign In.

Tenant: St Edward's Catholic Primary School (st-edwards.newham.sch.uk)⌄

Username: etaylor100.316

Password: [   ]

Sign In

Press sign in.

Inside the office screen you the 9 dots logo is the menu and can be clicked on any page. This will let you browse between the different apps. Like word or PowerPoint for example. For class chat and video lessons you will need to click on the purple t (this stands for Microsoft Teams)

Menu Button

Microsoft word

Microsoft PowerPoint

Microsoft Outlook (emails) is blocked for your child's safety online.

Microsoft OneNote

Microsoft Teams

Waiting
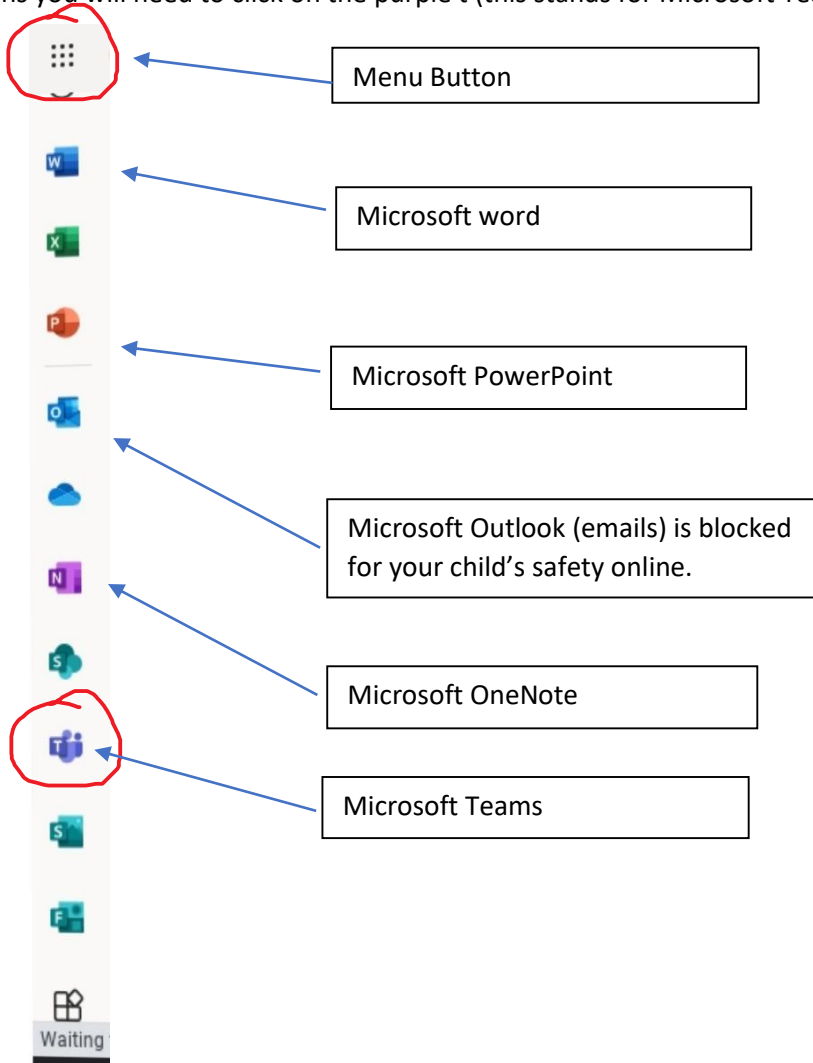
Depending on your child's class different teams will appear. To access the team, click on your child's year group. If you cannot see this screen, click the little teams menu button on the left hand sidebar.

Microsoft Teams

Teams
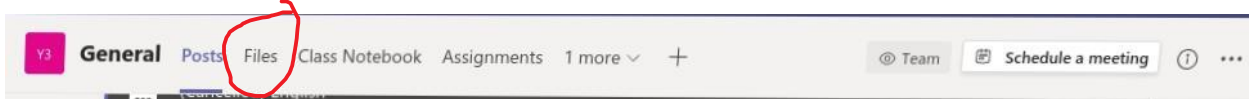
Your teams

St Edwards Staff

Y3

Year 3

KS1
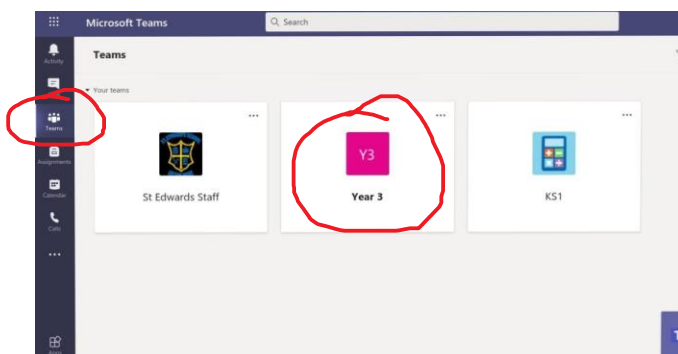
Click on general and you will see the following menu appear along the top of the screen.

Click on Posts to see your child's year group chat, this can be seen by all pupils and teachers and is an area where your child might type a question.
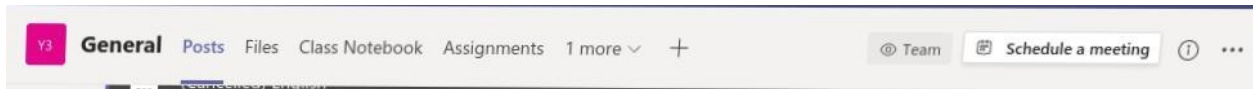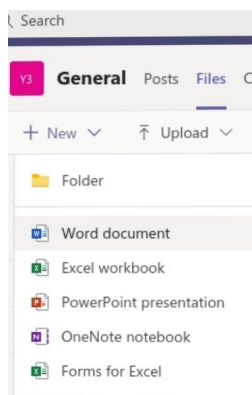

Click on files. Teachers can upload any information they want you child to see into a folder called classroom materials. These can be read by your child but not edited.

For your child to begin their own piece of work click new. They can then choose the type of file they are going to create.
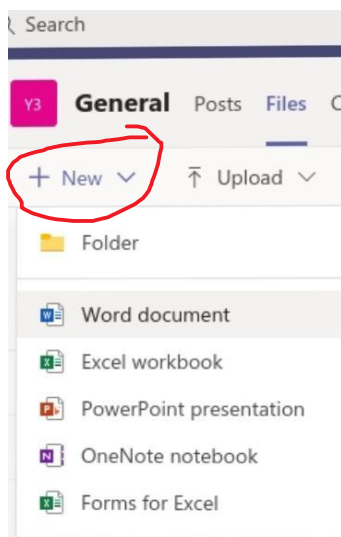

Press Word document

You will be given the option to name the file before it opens. To make this easier for your teachers and your child to find, type in child's name. Eg. Ravi Poem or Cleo maths.
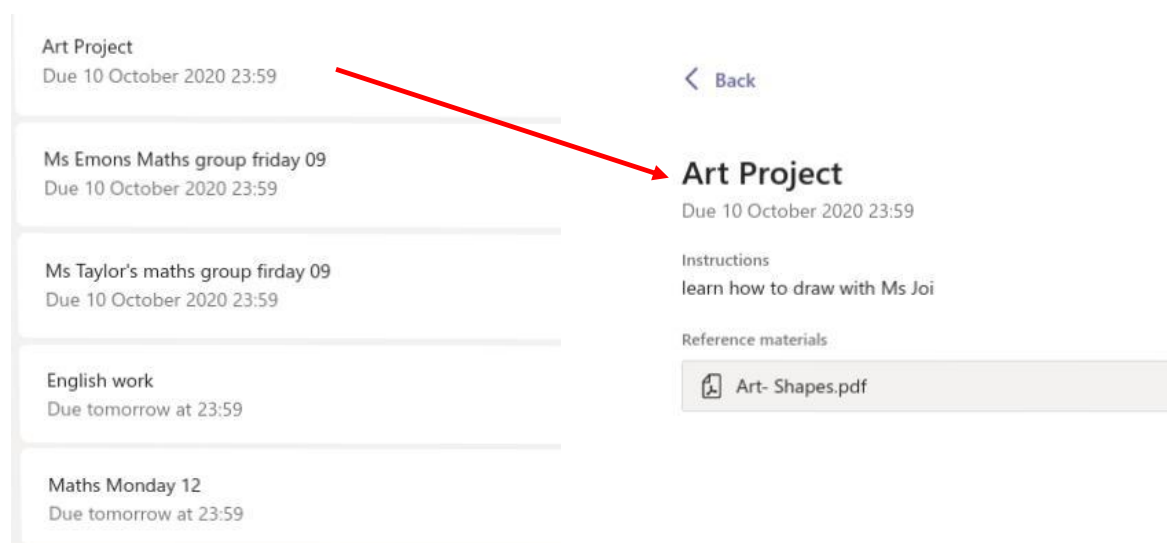
Word document ✕

your child's name   .docx

Create

Press Create. This will then create the file for your child to start working in and it will save the work automatically.

To access assignments please click on assignments. This will show you a list of all the tasks that your child's teacher has set for them to complete. Some of these may have deadlines, or specific instructions for your child to follow.

Y3 **General** Posts Files Class Notebook Assignments 1 more ∨ ＋   ◎ Team   🖷 Schedule a meeting ⓘ ⋯
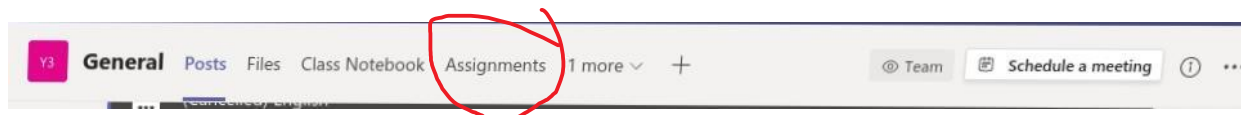
Click on the assignment that you wish to complete. For example, if I click on Art Project it will give me the instructions and a file to look at that shows me how to do the task.

Art Project
Due 10 October 2020 23:59

Ms Emons Maths group friday 09
Due 10 October 2020 23:59

Ms Taylor's maths group firday 09
Due 10 October 2020 23:59

English work
Due tomorrow at 23:59

Maths Monday 12
Due tomorrow at 23:59

‹ Back

Art Project
Due 10 October 2020 23:59

Instructions
learn how to draw with Ms Joi

Reference materials

🗎 Art- Shapes.pdf

We understand this is a new way of working, if we work together we can all try our best to make this work as well as possible for the children. If you can, encourage your child to explore and try their best to experiment with using the new software.

Thank you on behalf of all at St Edward's.