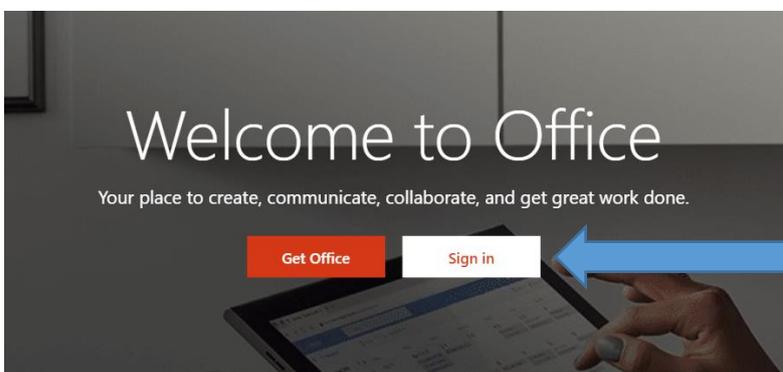


**Logging into Office 365**

1. Go to [www.bishopperowne.co.uk](http://www.bishopperowne.co.uk) (alternatively go straight to [www.office.com](http://www.office.com))
2. Find the Weblinks menu from the navigation bar and click "Office 365".



3. Choose Sign in



4. Type your normal email address as per the example below. The username is the year of entry, surname, and first initial (i.e. [15smithp@students.bishopperowne.co.uk](mailto:15smithp@students.bishopperowne.co.uk))



**Sign in**

username@students.bishopperowne.co.uk

No account? [Create one!](#)

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

[Sign-in options](#)

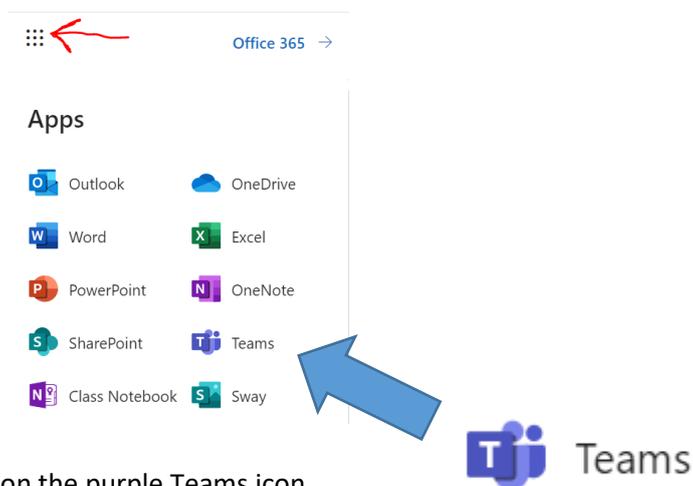


5. Enter your password as you would normally on the school network.
6. This should then give you access to your Apps.

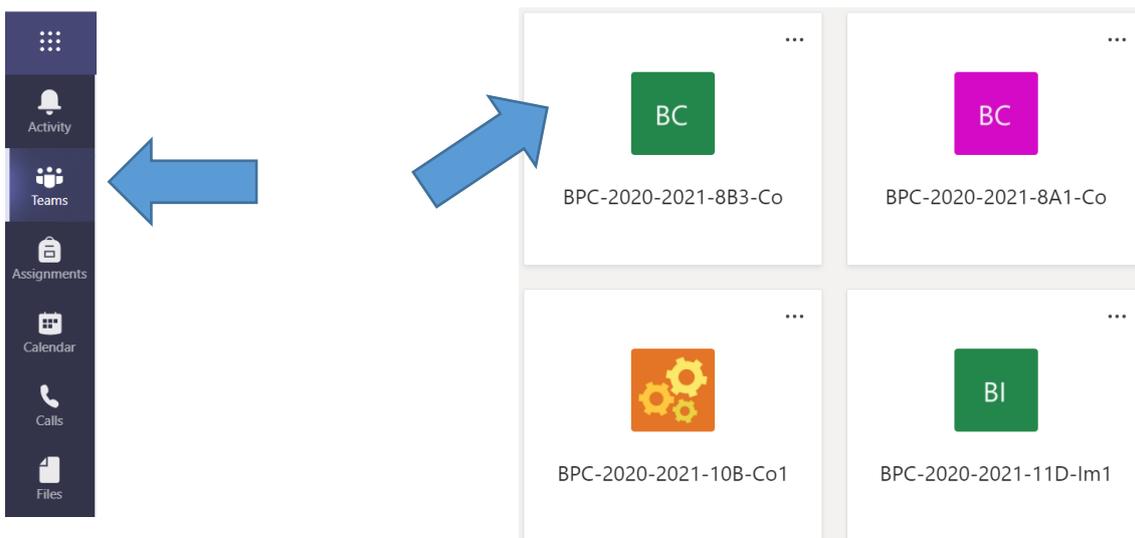
If you have any issues, please email [support@bishopperowne.co.uk](mailto:support@bishopperowne.co.uk) for further support.

### Accessing Assignments in Microsoft Teams

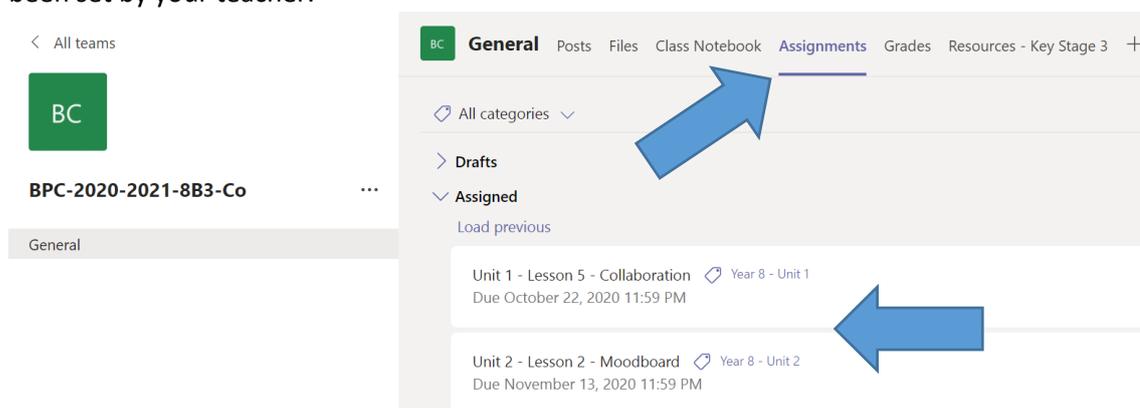
1. Login to your Office 365 Account (as above).
2. Your apps will be accessible via the 9-dot menu in the upper left hand corner.



3. Teams can be accessed by clicking on the purple Teams icon.
4. Once in the Teams app, choose Teams and then the class which you are looking to access.



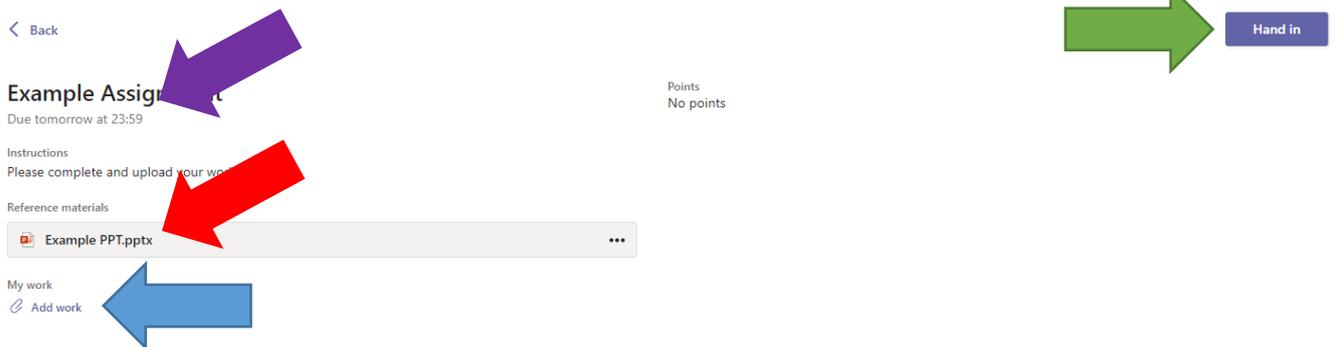
5. In the selected class, select the Assignments tab. Here you will find the list of lessons that have been set by your teacher.



If you have any issues, please email [support@bishopperowne.co.uk](mailto:support@bishopperowne.co.uk) for further support.

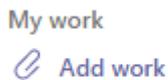
### Uploading Work to an Assignment

1. Select the Assignment using the steps above.
2. If you are using the Teams app on a mobile device, the steps are very similar.
3. Once you have clicked into the assignment, you will have several options.
  - a. View lesson resources (red arrow)
  - b. Date due (purple arrow)
  - c. Add work (blue arrow)
  - d. Hand in work (green arrow)

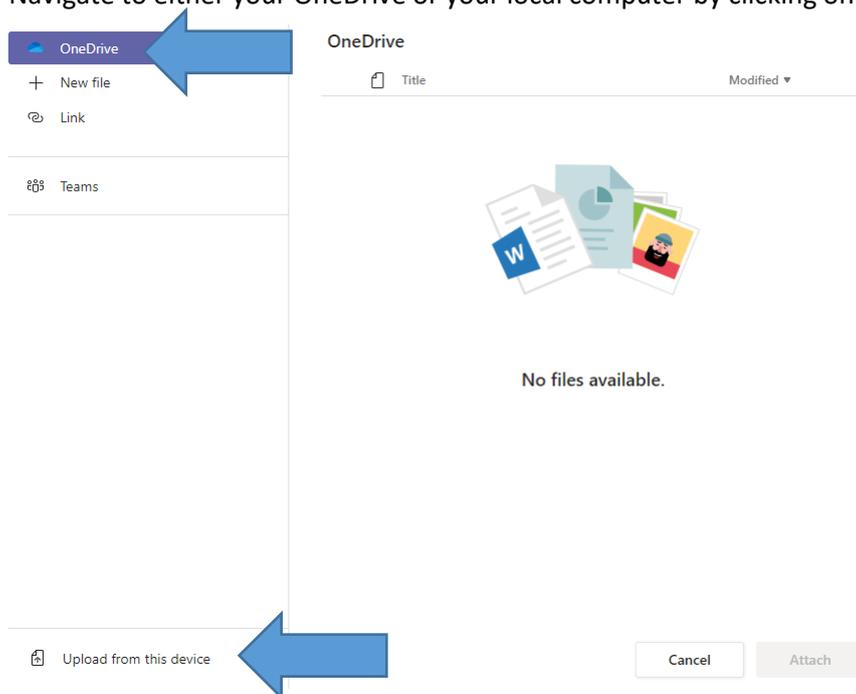


4. After you have completed all of your assigned work, you need to Add the file to your assignment and Hand in.

5. Start this process by clicking "Add work".

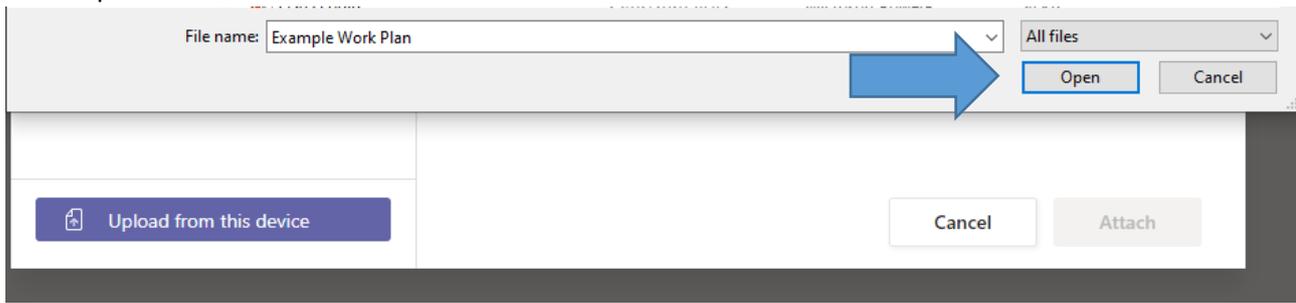


6. Navigate to either your OneDrive or your local computer by clicking on "Upload from this device".

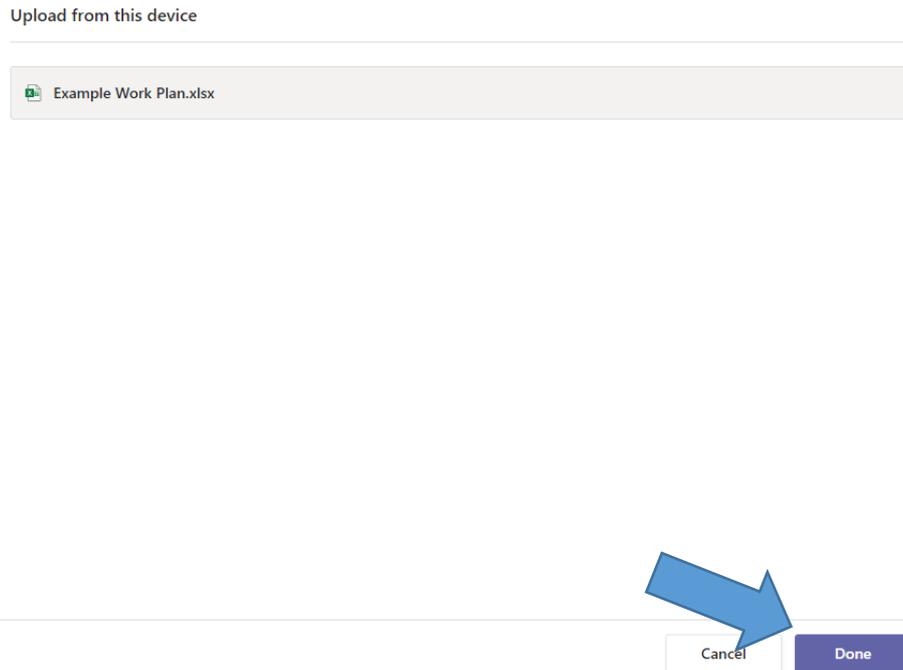


If you have any issues, please email [support@bishopperowne.co.uk](mailto:support@bishopperowne.co.uk) for further support.

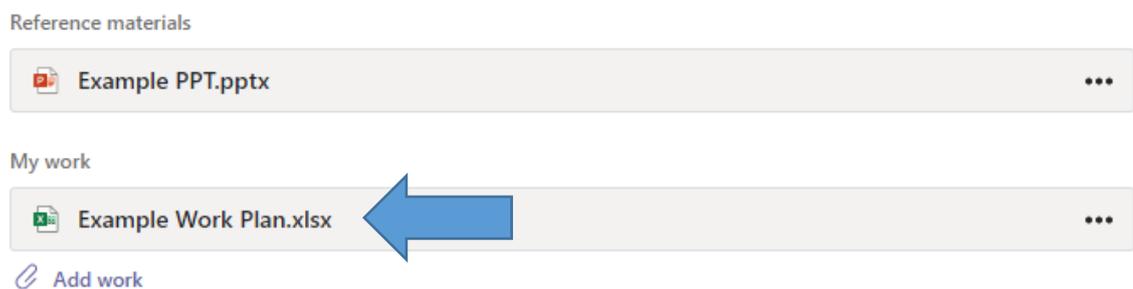
7. If you have chosen "Upload from this device", navigate to the correct file on your computer and click "Open".



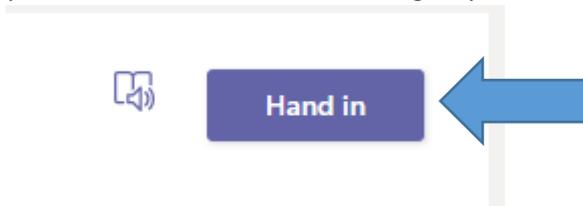
8. The file will be uploaded and you will get the option to click "Done".



9. You should now find that the file is uploaded to the assignment. Repeat these steps, as required.



10. When you have finished uploading all of the work, click "Hand in". This will send your work to your teacher in order for them to give you feedback.

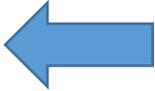


If you have any issues, please email [support@bishopperowne.co.uk](mailto:support@bishopperowne.co.uk) for further support.

11. If you've gone wrong, you can always "Undo the Hand in" and edit or change the file as necessary.

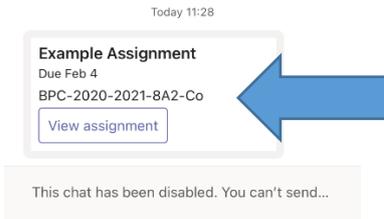
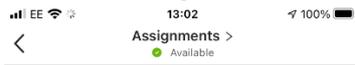
Handed in Wed 3 Feb 2021 at 11:55 ✓

Undo hand-in

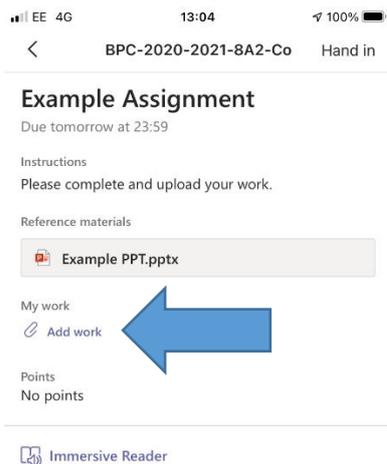


### Uploading Work to an Assignment – from a Mobile Device

1. The steps above apply to mobile devices as well although the screen will look slightly different.
2. Select the Assignment

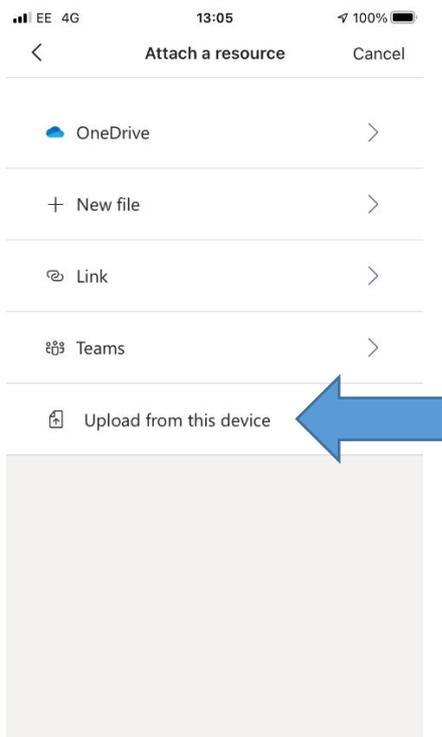


3. Click on "Add work".

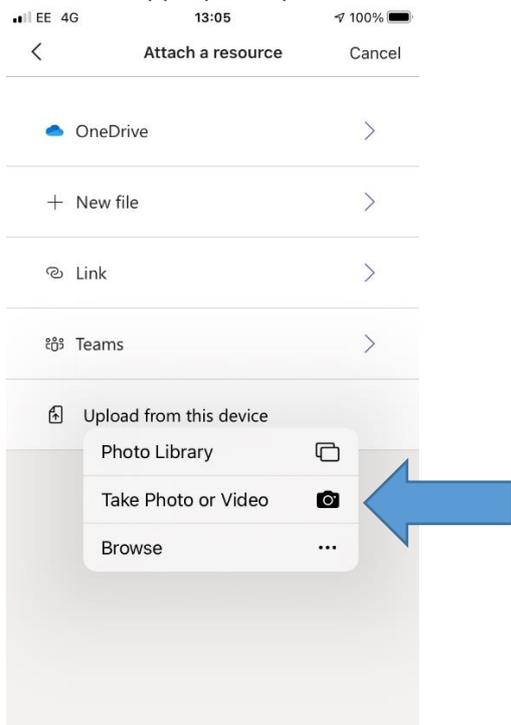


## Students Office 365 Helpsheet

4. Choose where you want to upload the work from. For a photo, choose "Upload from this device".

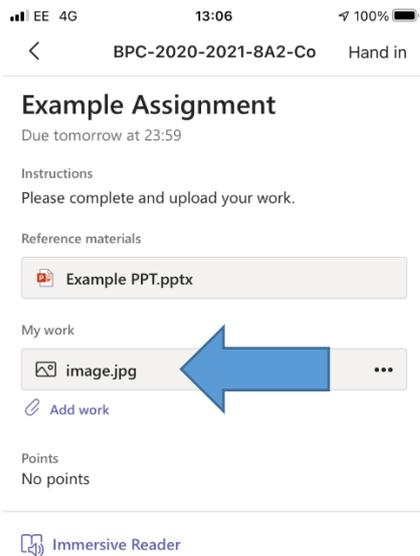


5. Select the appropriate photo choice OR Browse for a file.

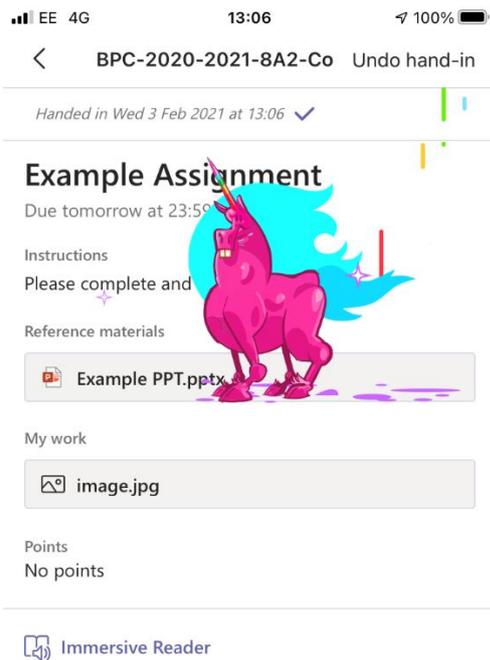


If you have any issues, please email [support@bishopperowne.co.uk](mailto:support@bishopperowne.co.uk) for further support.

6. You should now see that the image/file has been uploaded.

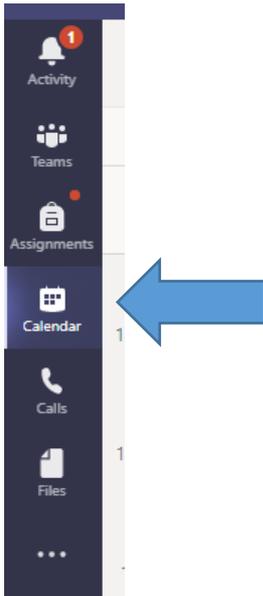


7. Don't forget to click "Hand in" at the end of the process.

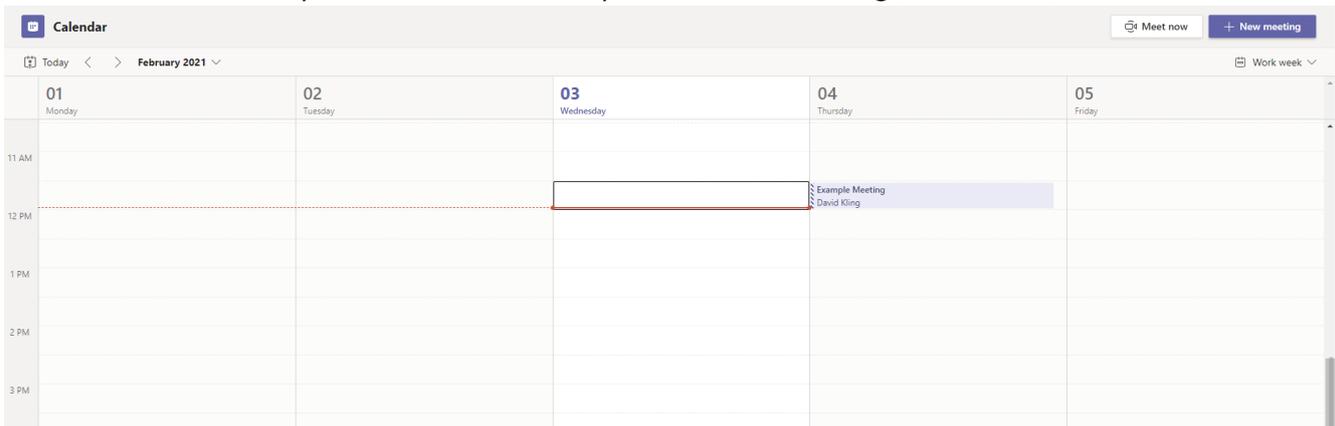


### Joining a Teams Live Lesson

1. While in Teams, using steps above, click on the Calendar menu item on the left of your screen.

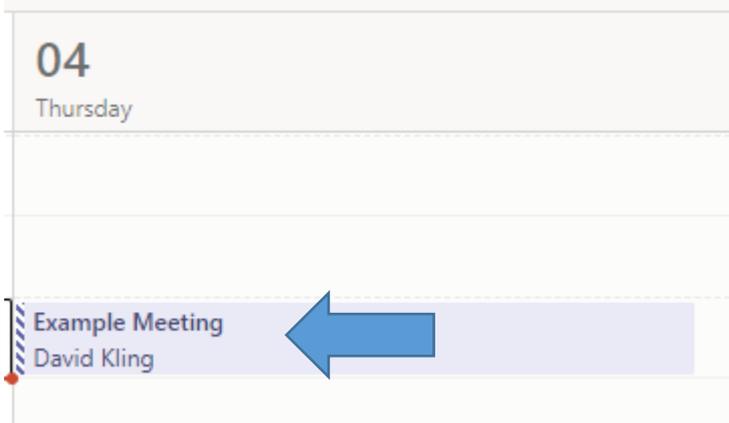


2. Calendar view will show you an overview of all of your scheduled meetings/live lessons, as below.

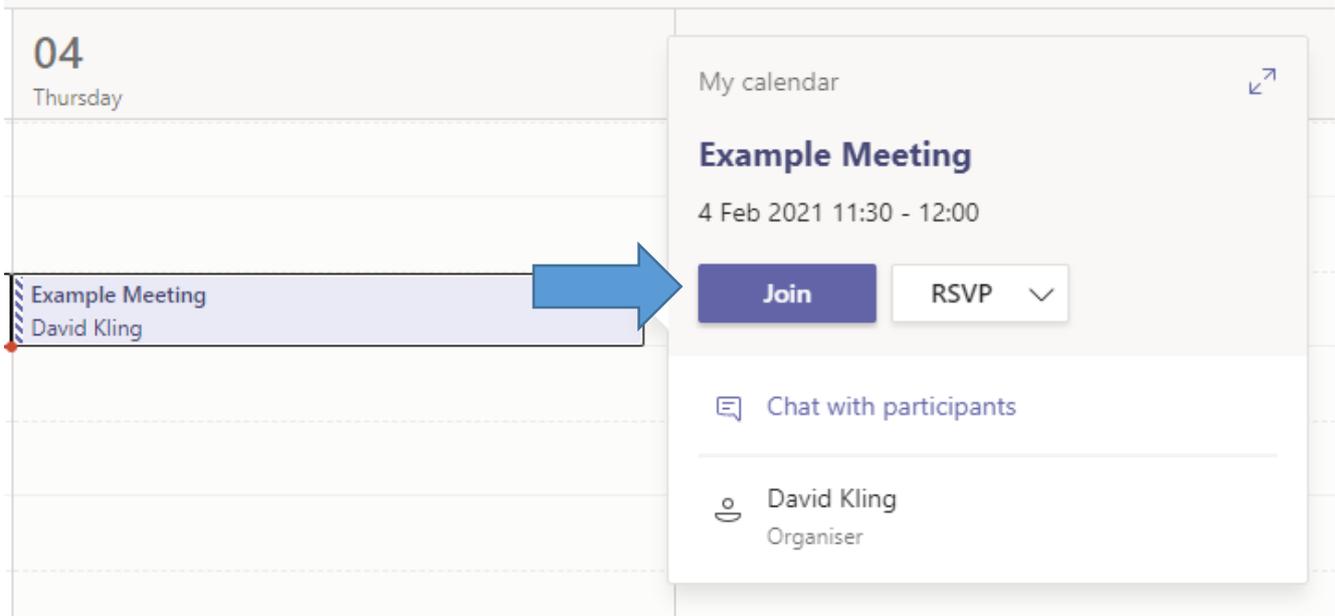


3. In order to join a lesson, start by clicking on the scheduled lesson. You should only do this a couple minutes before the lesson starts.

If you have any issues, please email [support@bishopperowne.co.uk](mailto:support@bishopperowne.co.uk) for further support.

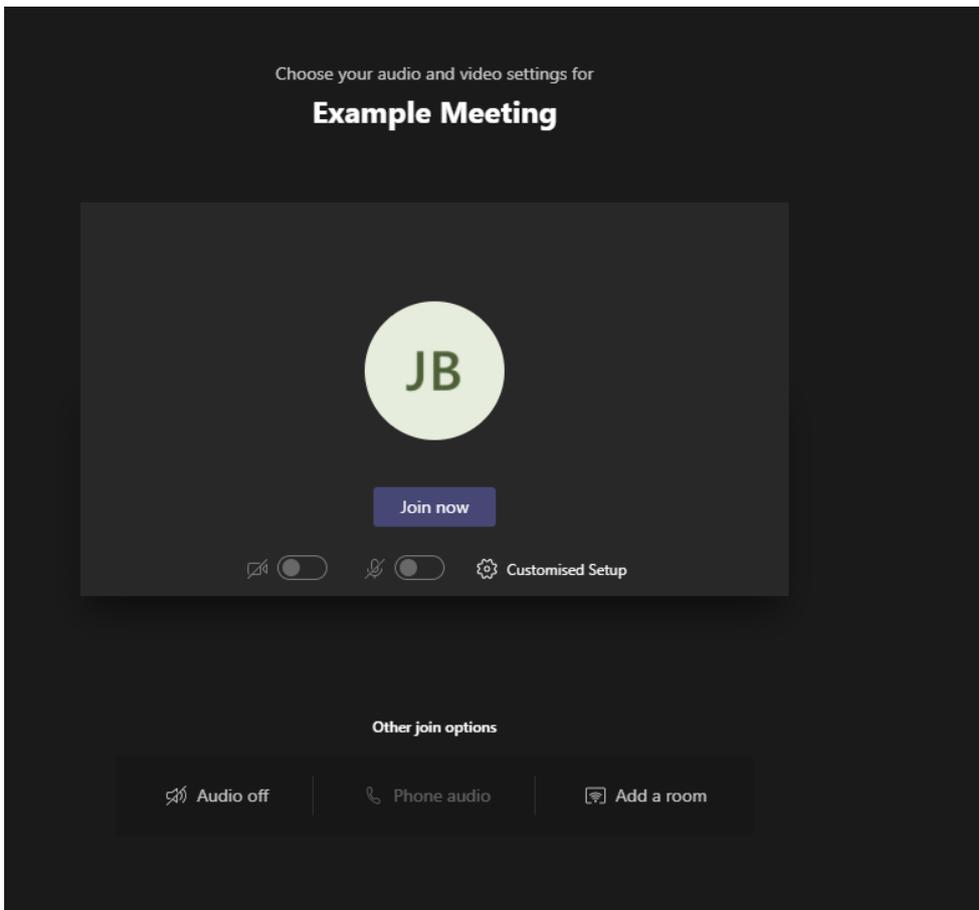


4. Clicking on the lesson will bring up a new menu allowing you to Join or RSVP. You can RSVP at any time which will indicate that you have seen the scheduled lesson and that you intend to attend.



5. Clicking "Join now" will enable you to enter the lobby of the meeting where the teacher will allow you into the lesson just before they are due to begin. Don't panic if you aren't let in straightaway. Use this time to ensure your system settings are correct and that your sound is turned up, ready to start.

If you have any issues, please email [support@bishopperowne.co.uk](mailto:support@bishopperowne.co.uk) for further support.



If you have any issues, please email [support@bishopperowne.co.uk](mailto:support@bishopperowne.co.uk) for further support.