

Sign in to Office 365

The image shows a web browser window with the address bar containing "office.com". A yellow highlight box is placed over the address bar with the text "Enter office.com in the address bar of your browser". Below the address bar, a search dropdown menu is open, displaying several search results for "office.com". The results include "office.com - Bing Search", "office.com login", "office.com setup", "office.com/setup 2021", "https://www.office.com - office.com/?auth=2", "Sign in to your account - office.com/login?es=Click&ru=%2F&login_hint=anne.blower%40mybluequills.ca", "Education Training - support.microsoft.com/en-us/office/education-training-1816984b-9728-4334-b6ed-ed1c299e2026", "SharePoint video training - support.microsoft.com/en-us/office/sharepoint-video-training-cb8ef501-84db-4427-ac77-ec2009fb8e23", and "Search mybluequills.ca for 'office.com'". The browser's address bar also shows "Office 365 Login | Microsoft Office - office.com". The page content includes a "Sign in" button and a "Yes" button. The footer of the browser shows "Canada", "Advertising", "Business", "How Search works", "Privacy", "Terms", "Settings", and a gear icon.

office.com

Office 365 Login | Microsoft Office - office.com

office.com - Bing Search

office.com login

office.com setup

office.com/setup 2021

https://www.office.com - office.com/?auth=2

Sign in to your account - office.com/login?es=Click&ru=%2F&login_hint=anne.blower%40mybluequills.ca

Education Training - support.microsoft.com/en-us/office/education-training-1816984b-9728-4334-b6ed-ed1c299e2026

SharePoint video training - support.microsoft.com/en-us/office/sharepoint-video-training-cb8ef501-84db-4427-ac77-ec2009fb8e23

Search mybluequills.ca for "office.com"

Sign in

Yes

Canada

Advertising Business How Search works Privacy Terms Settings

Sign in to Office 365

The image shows the Microsoft 365 sign-in page. At the top, there is a navigation bar with the Microsoft logo, 'Microsoft 365', and various links like 'Products', 'Resources', 'Templates', 'Support', 'My account', and 'Buy now'. On the right, there are links for 'All Microsoft' and 'Sign in' with a user icon. Below the navigation bar is an orange banner that reads 'Introducing Microsoft 365 Copilot—your copilot for work. Learn more >'. The main content area features the Microsoft 365 logo and the text 'Office is now Microsoft 365'. Below this, it says 'The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps'. There are two buttons: 'Sign in' and 'Get Microsoft 365'. At the bottom left, there is a link 'Sign up for the free version of Microsoft 365'. On the right side, there is a large, stylized image of a tablet displaying the Microsoft 365 interface, which includes a 'Good afternoon, Kat' greeting, a meeting recording by Cameron Evans, a chart by Elvia Atkins, and various content cards like 'Bring your ideas to life', 'Collective Experience', and 'The team.'. A yellow text box is overlaid on the bottom right of the page, containing instructions for first-time sign-in.

Microsoft | Microsoft 365 Products Resources Templates Support My account Buy now All Microsoft Sign in

Introducing Microsoft 365 Copilot—your copilot for work. Learn more >

Office is now Microsoft 365

The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps

Sign in Get Microsoft 365

Sign up for the free version of Microsoft 365

Good afternoon, Kat

Cameron Evans recorded a meeting

Elvia Atkins - 6 others made changes

Bring your ideas to life

Collective Experience

The team.

We are VanArsdel.

First time sign in click on Sign in button and enter your unbq.ca email address and password Earth01\$

You will be prompted to create a new password and will also need to authenticate your account

Sign in to Office 365



Microsoft 365

Products

Resources

Templates

Support

My account

Buy now

All Microsoft

Sign in

Introducing Microsoft 365 Copilot—your copilot for work. [Learn more](#)



Hello, Demo.
Welcome back.

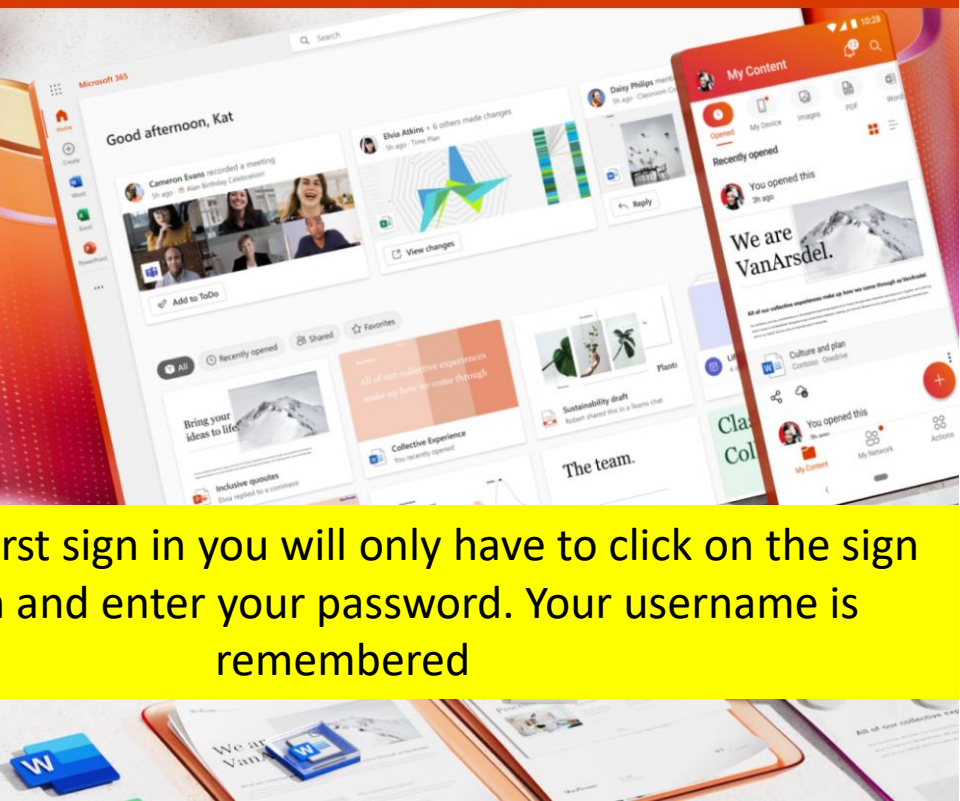
Sign in as demo.student@unbq.ca

Sign in

Switch to a different account

Not Demo? Forget this account

After your first sign in you will only have to click on the sign in button and enter your password. Your username is remembered



Sign in to Office 365



Microsoft 365

Products

Resources

Templates

Support

My account

Buy now

All Microsoft

Sign in



Introducing Microsoft 365 Copilot—your copilot for work. [Learn more](#)



Hello, Demo.
Welcome back.

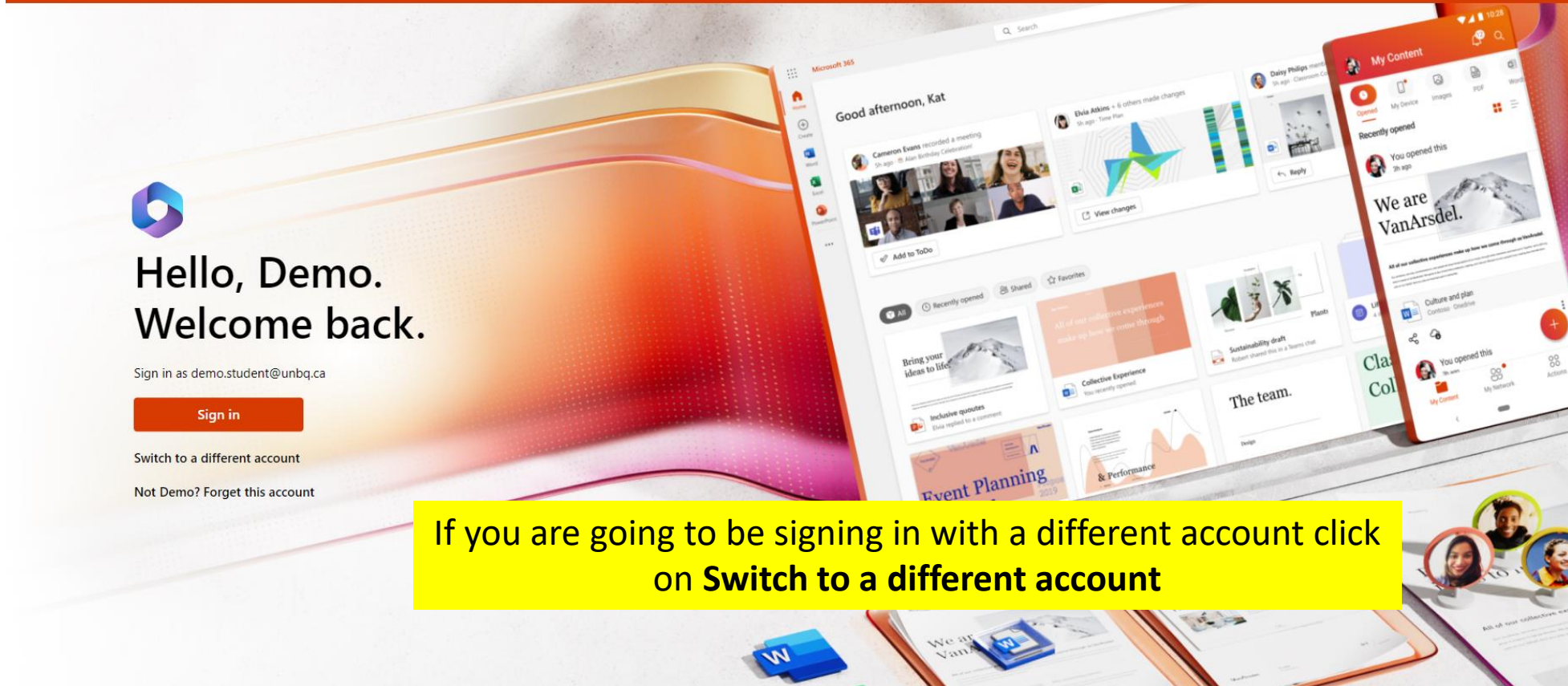
Sign in as demo.student@unbq.ca

Sign in

[Switch to a different account](#)

[Not Demo? Forget this account](#)

If you are going to be signing in with a different account click on **Switch to a different account**



Sign in to Office 365



Microsoft 365

Products

Resources

Templates

Support

My account

Buy now

All Microsoft

Sign in



Introducing Microsoft 365 Copilot—your copilot for work. [Learn more >](#)



Hello, Demo.
Welcome back.

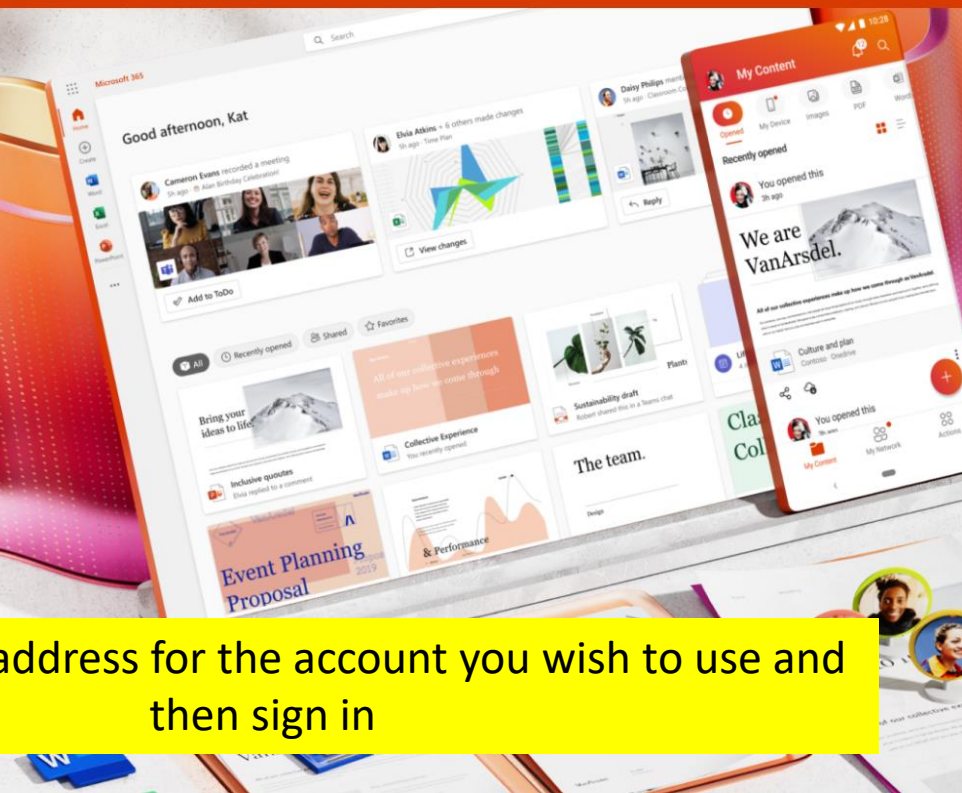
Sign in as demo.student@unbq.ca

Sign in

Switch to a different account

Not Demo? Forget this account

Enter the email address for the account you wish to use and then sign in



Office 365 Home Screen

The image shows a screenshot of the Microsoft 365 Home Screen. At the top left, there is a navigation pane with icons for Home, Create, My Content, Feed, Apps, Outlook, Teams, Word, Excel, PowerPoint, and OneNote. The main area features a search bar, a welcome message "Welcome to Microsoft 365, Demo", and an "Install apps" button. Below this is a "Recommended" section with "Quick access" tabs for All, Recently opened, Shared, and Favorites. The central content area displays an illustration of a person working at a laptop with the text "No recent content" and "Create a new document or upload one to get started." A yellow callout box is overlaid on the right side of the screen, containing the text: "Click on the **Install apps** button to install the Office 365 apps (Word, PowerPoint, etc.) to your computer. This allows you to work on assignments, projects, etc. without being on the Internet."

Microsoft 365

Search

Home

Create

My Content

Feed

Apps

Outlook

Teams

Word

Excel

PowerPoint

OneNote

Welcome to Microsoft 365, Demo

Install apps

Recommended

Quick access

All Recently opened Shared Favorites

No recent content

Create a new document or upload one to get started.

See all My Content →

Click on the **Install apps** button to install the Office 365 apps (Word, PowerPoint, etc.) to your computer. This allows you to work on assignments, projects, etc. without being on the Internet.

Office 365 Home Screen

The screenshot shows the Microsoft 365 Home Screen. At the top, there is a search bar and navigation icons. The main area features a large banner with the text "Welcome to Microsoft 365, Demo" and an "Install apps" button. Below the banner, there are sections for "Recommended" and "Quick access". The "Quick access" section includes buttons for "All", "Recently opened", "Shared", and "Favorites". A yellow callout box highlights the "Teams" button in the left-hand navigation pane with the text "Click on the Teams button to go to Teams". The main content area displays an illustration of a person working at a laptop with the text "No recent content" and "Create a new document or upload one to get started." A "See all My Content" link is located at the bottom right.

Microsoft 365

Search

Home

Create

My Content

Feed

Apps

Outlook

Teams

Word

Excel

PowerPoint

OneNote

Welcome to Microsoft 365, Demo

Install apps

Recommended

Quick access

All

Recently opened

Shared

Favorites

Upload

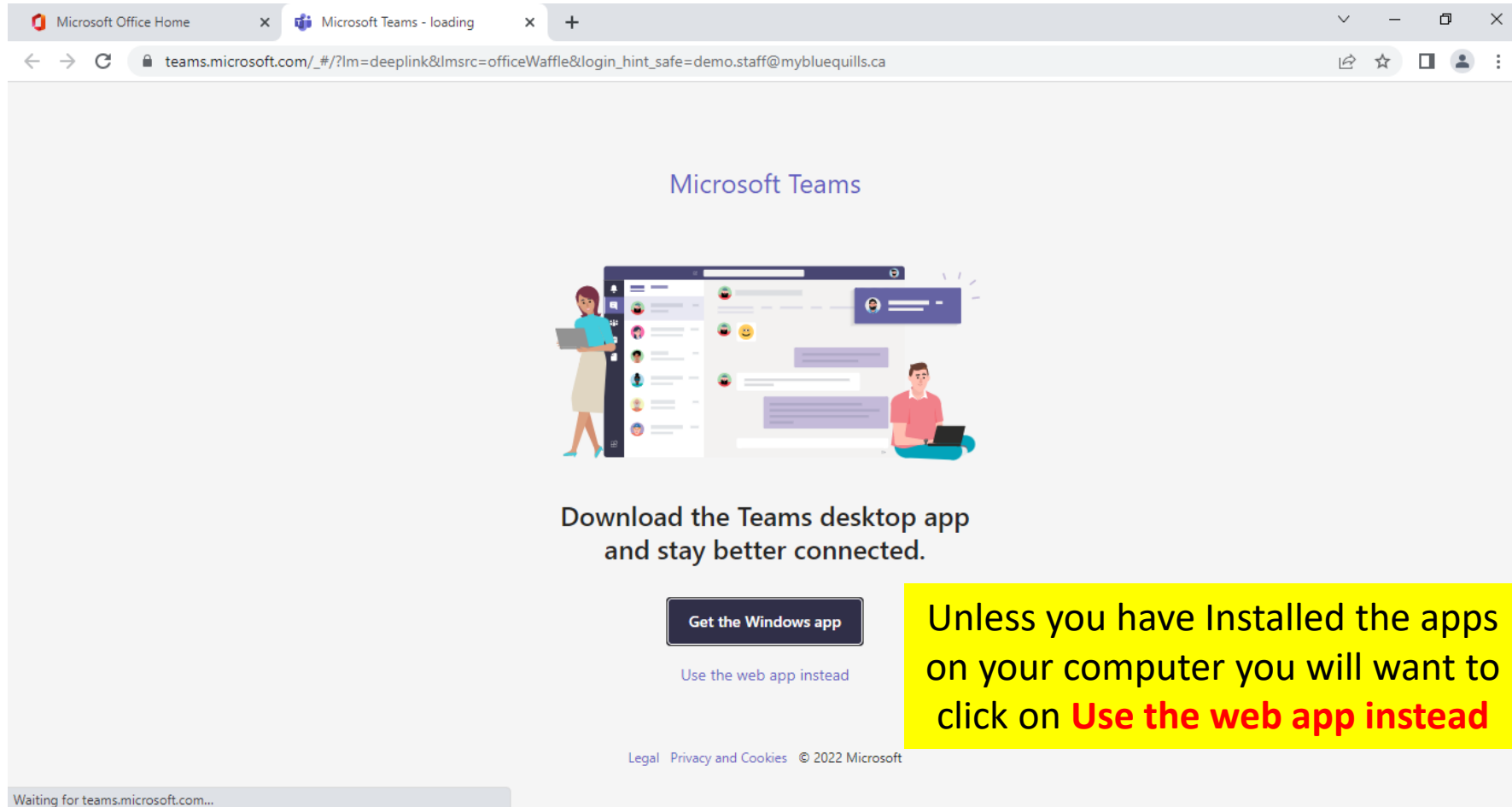
See all My Content

Click on the Teams button to go to Teams

No recent content

Create a new document or upload one to get started.

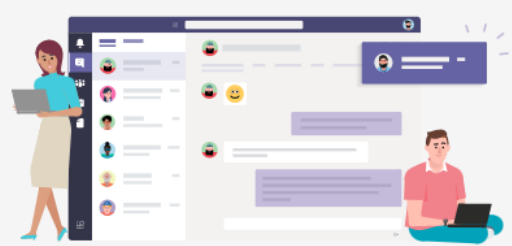
Choose How You Want to Use Teams



Microsoft Office Home x Microsoft Teams - loading x +

teams.microsoft.com/_#/?lm=deeplink&lmsrc=officeWaffle&login_hint_safe=demo.staff@mybluequills.ca

Microsoft Teams



Download the Teams desktop app
and stay better connected.

[Get the Windows app](#)

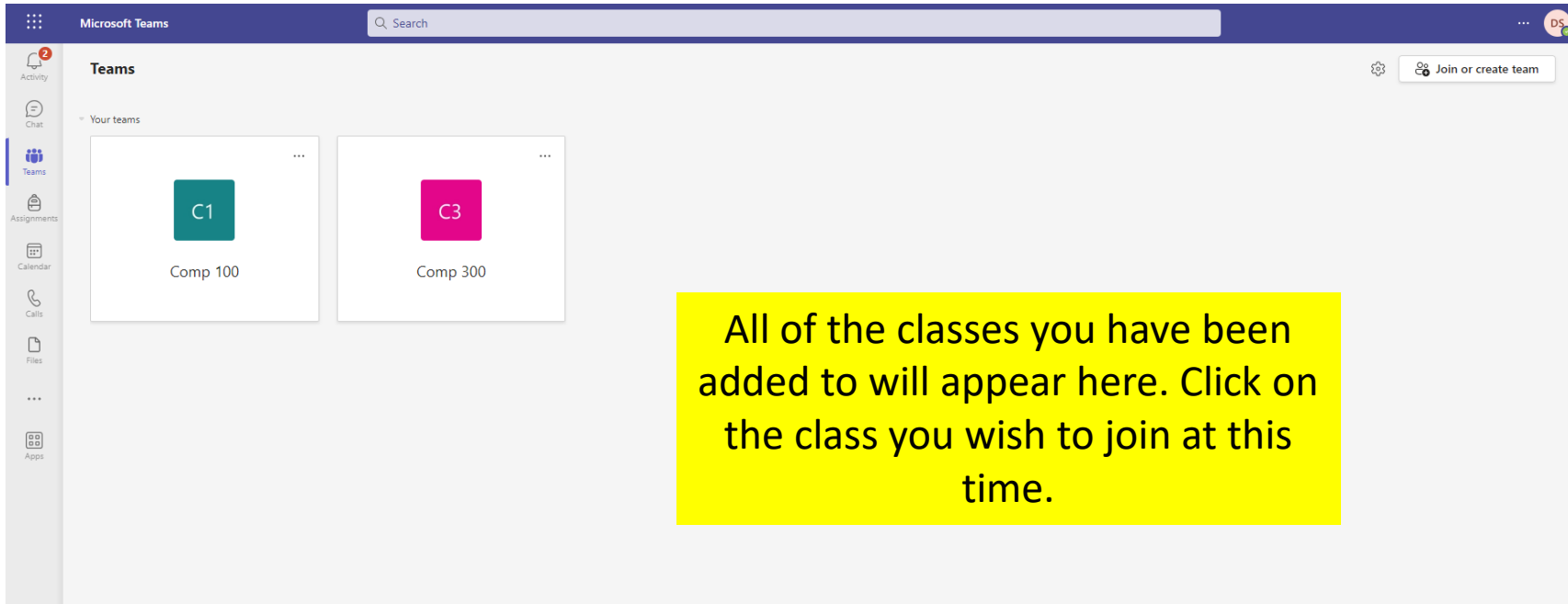
[Use the web app instead](#)

Unless you have installed the apps on your computer you will want to click on **Use the web app instead**

Legal Privacy and Cookies © 2022 Microsoft

Waiting for teams.microsoft.com...

Joining your Team (Classroom)



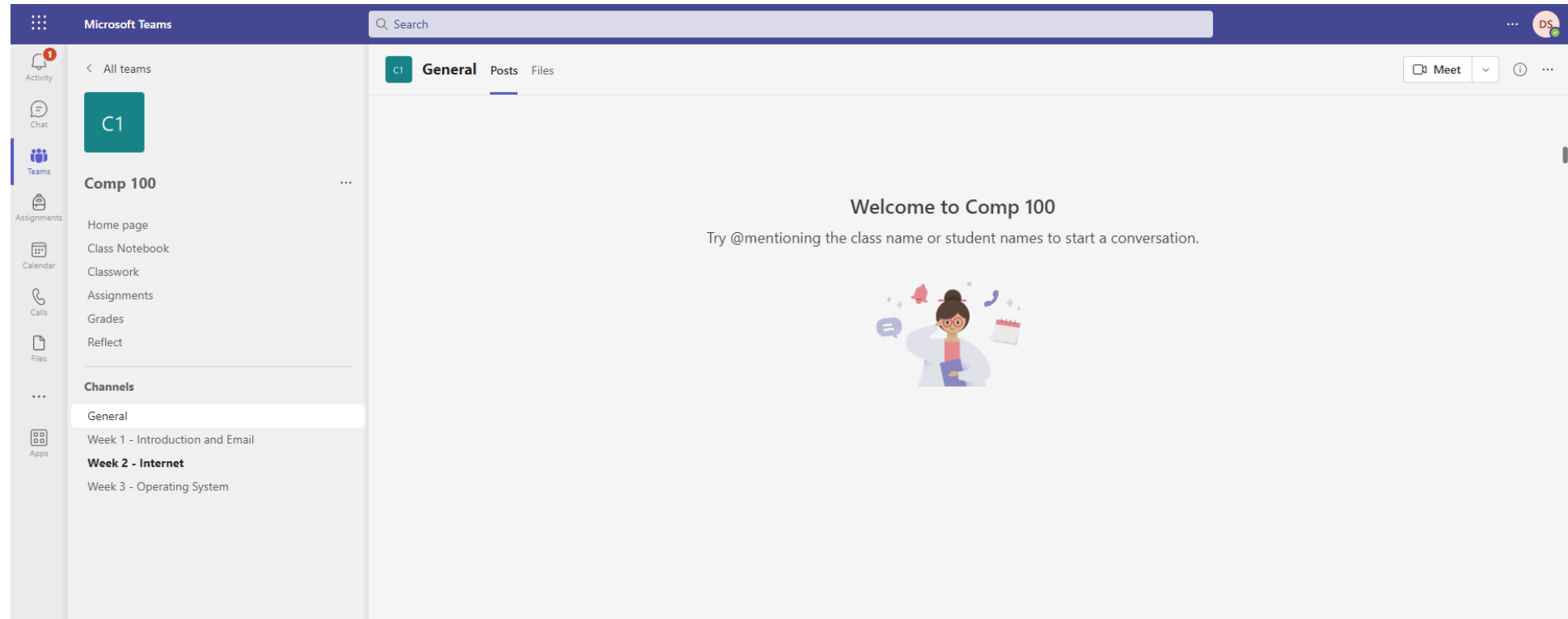
The screenshot shows the Microsoft Teams application interface. At the top, there is a search bar and a user profile icon. On the left side, there is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area is titled 'Teams' and displays a section for 'Your teams'. Two team cards are visible: 'C1' (labeled 'Comp 100') and 'C3' (labeled 'Comp 300'). A yellow text box is overlaid on the right side of the screenshot, containing the following text:

All of the classes you have been added to will appear here. Click on the class you wish to join at this time.

Welcome to Your Team

The screenshot displays the Microsoft Teams application interface. At the top, there is a dark blue header with the 'Microsoft Teams' logo on the left, a search bar in the center, and a user profile icon on the right. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main content area shows the 'All teams' view for a team named 'Comp 100'. A yellow callout box highlights the 'All teams' link and the team name, with the text: 'Click on **All teams** to go back and view all your teams at any time'. Below the team name, there is a list of items: Home page, Class Notebook, Classwork, Assignments, Grades, and Reflect. Under the 'Channels' section, there are three channels: 'General', 'Week 1 - Introduction and Email', and 'Week 2 - Internet'. The main chat area displays a welcome message: 'Welcome to Comp 100' followed by 'Try @mentioning the class name or student names to start a conversation.' and an illustration of a person with a calendar and speech bubbles.

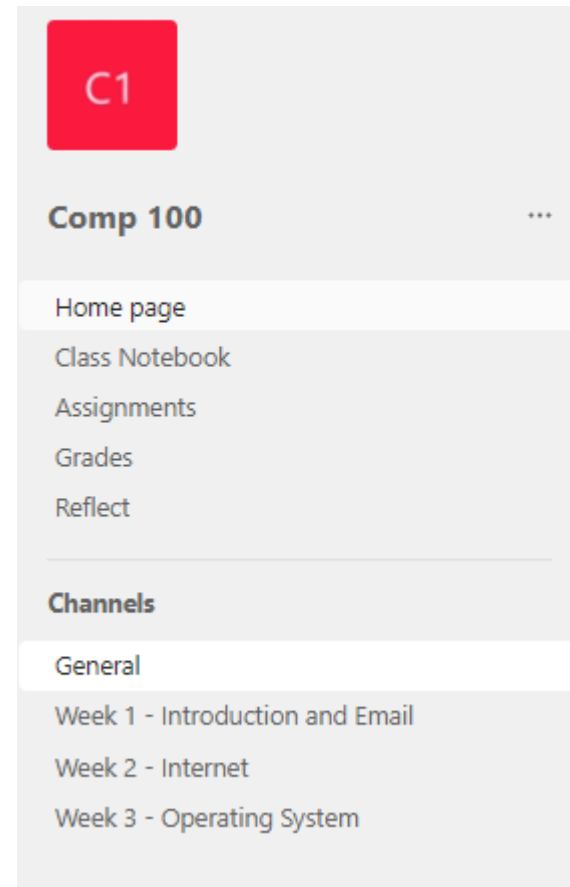
Team Classroom (Main Screen)



Channels

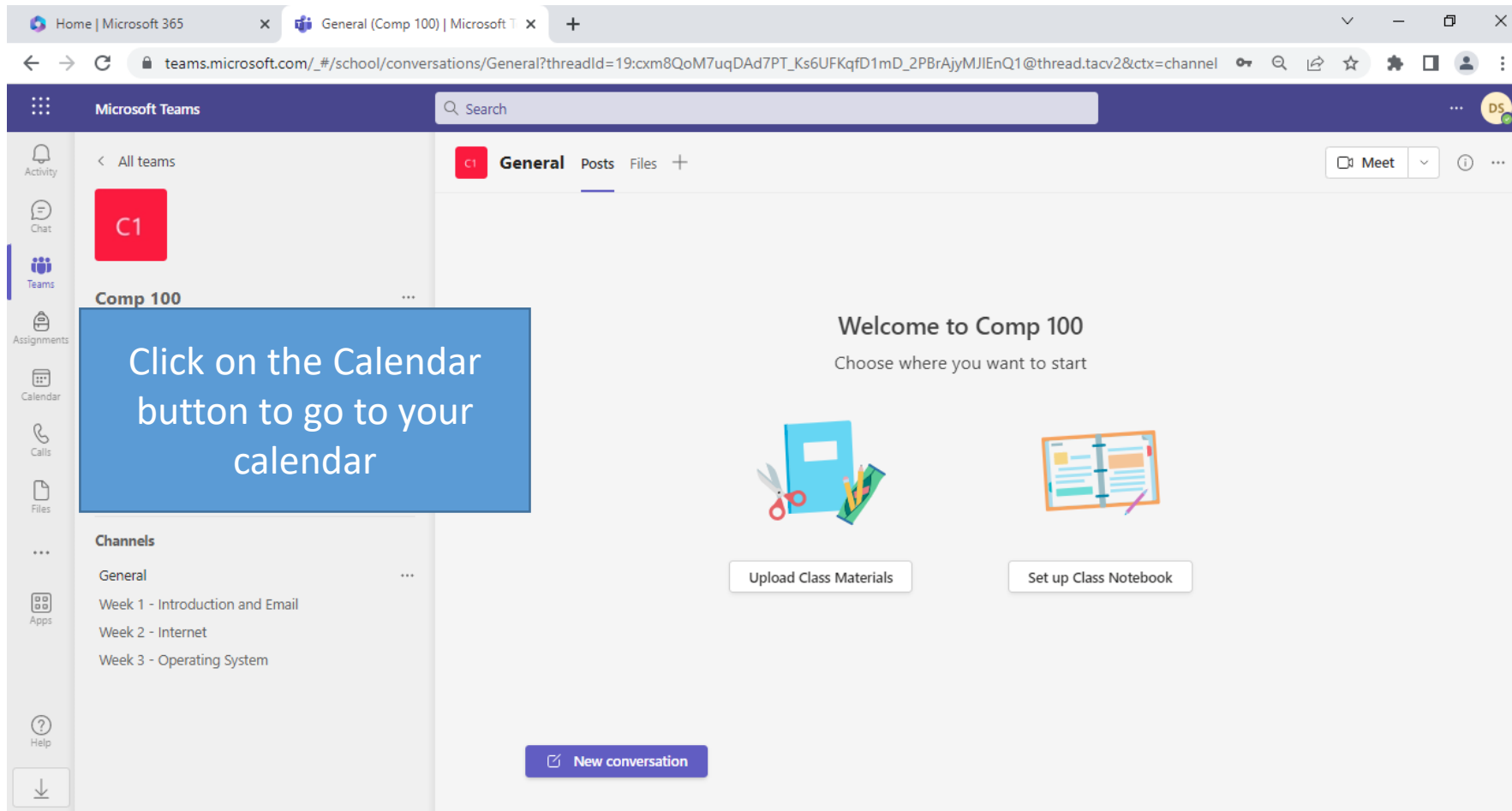
Teams uses channels to organize your classes

In addition to the General Channel your instructor may add additional channels. You can go to these channels to see links for meetings, assignments, etc. for that week or topic.



If no channels are listed all information will be in the General channel

Joining Online Lectures via Calendar



Joining Online Lectures via Calendar

The screenshot shows the Microsoft Teams calendar interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. Below the navigation bar, the calendar view is displayed for November 2022. A meeting block titled "Week 1 - Introduction and Email" by "Demo Student" is scheduled for Wednesday, November 23rd, from 12 PM to 1 PM. Two blue callout boxes are overlaid on the calendar:

- A callout box on the left side of the meeting block contains the text: "You will see your scheduled online meeting posted on the day and time it is scheduled (if your session does not appear here it will be under the General channel)".
- A callout box on the right side of the meeting block contains the text: "Click on the scheduled block to join the online meeting".

The calendar interface also shows a sidebar on the left with navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. At the top right of the calendar view, there are buttons for "# Join with an ID", "Meet now", and "+ New meeting".

Joining Online Lectures via Calendar

The screenshot displays the Microsoft Teams calendar interface. The browser address bar shows the URL `teams.microsoft.com/_#/calendarv2`. The interface includes a search bar, navigation icons, and a sidebar with options like Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main calendar view shows a week starting on Monday, November 21, 2022. A meeting event titled "Week 1 - Introduction and Email" is scheduled for Thursday, November 24, from 1:00 PM to 4:00 PM. A blue callout box with the text "Click on the Join button" points to the "Join" button in the meeting details pop-up. The pop-up also displays the meeting link `https://teams.microsoft.com/l/meetup-join...`, the course name "Comp 100 > Week 1 - Introduction and Email", a "Chat with participants" option, and the organizer's name "Demo Student".

Joining Online Lectures via Channel

The screenshot shows the Microsoft Teams web interface. The browser address bar displays the URL: `teams.microsoft.com/_#/school/conversations/General?threadId=19:cxm8QoM7uqDAd7PT_Ks6UFKqfD1mD_2PBrAjyMJlEnQ1@thread.tacv2&ctx=channel`. The interface includes a left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area shows the 'General' channel for the 'Comp 100' team. A blue callout box is overlaid on the 'Channels' list, pointing to the 'Week 1 - Introduction and Email' channel. The callout text reads: 'Click on the channel for the class you are attending. In this example: click on Week1 – Introduction and Email for your first class.' The main content area also features a 'Welcome to Comp 100' message and two buttons: 'Upload Class Materials' and 'Set up Class Notebook'.

Microsoft Teams

Search

General (Comp 100) | Microsoft T

teams.microsoft.com/_#/school/conversations/General?threadId=19:cxm8QoM7uqDAd7PT_Ks6UFKqfD1mD_2PBrAjyMJlEnQ1@thread.tacv2&ctx=channel

Microsoft Teams

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Help

All teams

General

Comp 100

Home page

Class Notebook

Assignments

Grades

Reflect

Insights

Channels

General

Week 1 - Introduction and Email

Week 2 - Internet

Week 3 - Operating System

Welcome to Comp 100

Choose where you want to start

Upload Class Materials

Set up Class Notebook

Click on the channel for the class you are attending. In this example: click on Week1 – Introduction and Email for your first class.

Joining Online Lectures via Channel

The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes 'All teams' with a red 'C1' icon, 'Comp 100', and 'Channels' with 'Week 1 - Introduction and Email' selected. The main area displays a 'Welcome to the class!' message and a meeting announcement from 'Demo Student' at 3:27 PM. A purple bar highlights the meeting details: 'Week 1 - Introduction and Email' and 'Thursday, November 24, 2022 @ 1:00 PM'. A blue callout box points to this bar with the text: 'You will see a purple bar. This is your link to join the online session. Click anywhere on the purple bar.'

Joining Online Lectures via Channel

The screenshot displays the Microsoft Teams web interface. The browser address bar shows the URL: `teams.microsoft.com/_#/scheduling-form/?eventId=AQMkADIINmU4NGY0LWVmZTgtNDAwAS04ZWl0LTm0YTdkYmVIADM2OTEARgAAA4xc_q6rtXVOr_r...`. The interface features a left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main content area is titled "Week 1 - Introduction and Email" and includes tabs for Chat, Details, and Attendance. A "Join" button and a "Close" button are located in the top right corner of the meeting details section. Below the meeting title, there are options to "Add to calendar", "Copy link", "Forward", and "Show as: Busy". The meeting details include the date and time "November 24, 2022 1:00 PM - 4:00 PM" and the course "Comp 100 > Week 1 - Introduction and Email". A section titled "Microsoft Teams meeting" provides instructions to "Join on your computer or mobile app" with a link "Click here to join the meeting". It also lists the "Meeting ID: 282 062 328 477" and "Passcode: PonnTK", along with links for "Download Teams", "Join on the web", "Learn more", and "Meeting options".

You can click on the Join button here

You can click on the link here

Joining your Online Session

The screenshot shows a web browser window with the Microsoft Teams interface. The browser tabs include 'Home | Microsoft 365' and 'Comp 100 - Week 1 (Meeting)'. The address bar shows the URL 'teams.microsoft.com/_#/modern-calling/'. The Teams interface features a dark sidebar on the left with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main content area is titled 'Choose your video and audio options'. It contains a central video preview area with the text 'Your camera is turned off' and a camera icon. Below the preview are controls for 'Background filters' and a settings gear. To the right, there are four audio options: 'Computer audio' (selected with a blue checkmark), 'USB Audio Device' (with a volume slider and microphone icon), 'Phone audio', and 'Room audio'. At the bottom right, there are 'Cancel' and 'Join now' buttons.

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Apps

Help

Choose your video and audio options

Your camera is turned off

Background filters

Computer audio

USB Audio Device

Phone audio

Room audio

Don't use audio

Cancel Join now

Starting your Online Lectures

The screenshot shows the Microsoft Teams interface in a web browser. The browser tabs include 'Home | Microsoft 365' and 'Comp 100 - Week 1 (Meeting) | 1 x'. The address bar shows 'teams.microsoft.com/_#/modern-calling/'. The Teams application window has a search bar and a user profile icon 'DS'. The main content area is titled 'Choose your video and audio options'. On the left, a sidebar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The central area displays 'Your camera is turned off' with a camera icon. Below this, there is a camera toggle switch (currently off) and a 'Background filters' option. On the right, there are audio options: 'Computer audio' (selected), 'USB Audio Device' (with a volume slider), 'Phone audio', 'Room audio', and 'Don't use audio'. At the bottom right, there are 'Cancel' and 'Join now' buttons. A yellow callout box with an arrow points to the camera toggle switch, containing the text 'Camera On/Off'.

Starting your Online Lectures

Home | Microsoft 365 x Comp 100 - Week 1 (Meeting) | x +

teams.microsoft.com/_#/modern-calling/

Microsoft Teams Search

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
Apps
Help

Choose your video and audio options

Your camera is turned off

Background filters

Computer audio

USB Audio Device

Phone audio

Room audio

Don't use audio

Cancel Join now

Set Background

Starting your Online Lectures

Home | Microsoft 365 x Comp 100 - Week 1 (Meeting) | x +

teams.microsoft.com/_#/modern-calling/

Microsoft Teams Search

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
Apps
Help

Choose your video and audio options

Your camera is turned off

Background filters

Computer audio

USB Audio Device

Microphone Speaker

Phone audio

Room audio

Don't use audio

Microphone On/Mute

Cancel Join now

Starting your Online Lectures

The screenshot shows the Microsoft Teams interface in a web browser. The browser tabs include 'Home | Microsoft 365' and 'Comp 100 - Week 1 (Meeting) | 1'. The address bar shows 'teams.microsoft.com/_#/modern-calling/'. The Teams application has a dark theme and a sidebar on the left with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main content area displays the 'Choose your video and audio options' dialog. The video section shows 'Your camera is turned off' with a camera icon and a toggle switch. The audio section has four options: 'Computer audio' (selected with a blue checkmark), 'USB Audio Device' (with a volume slider and a microphone icon), 'Phone audio', and 'Don't use audio'. A yellow callout box labeled 'Device Settings' points to the USB Audio Device section. At the bottom right of the dialog are 'Cancel' and 'Join now' buttons.

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Apps

Help

Choose your video and audio options

Your camera is turned off

Background filters

Computer audio

USB Audio Device

Phone audio

Room audio

Don't use audio

Cancel

Join now

Device Settings

Starting your Online Lectures

Home | Microsoft 365 x Comp 100 - Week 1 (Meeting) | x +

teams.microsoft.com/_#/modern-calling/

Microsoft Teams Search

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
Apps
Help

Choose your video and audio options

Your camera is turned off

Background filters

Computer audio

USB Audio Device

Phone audio

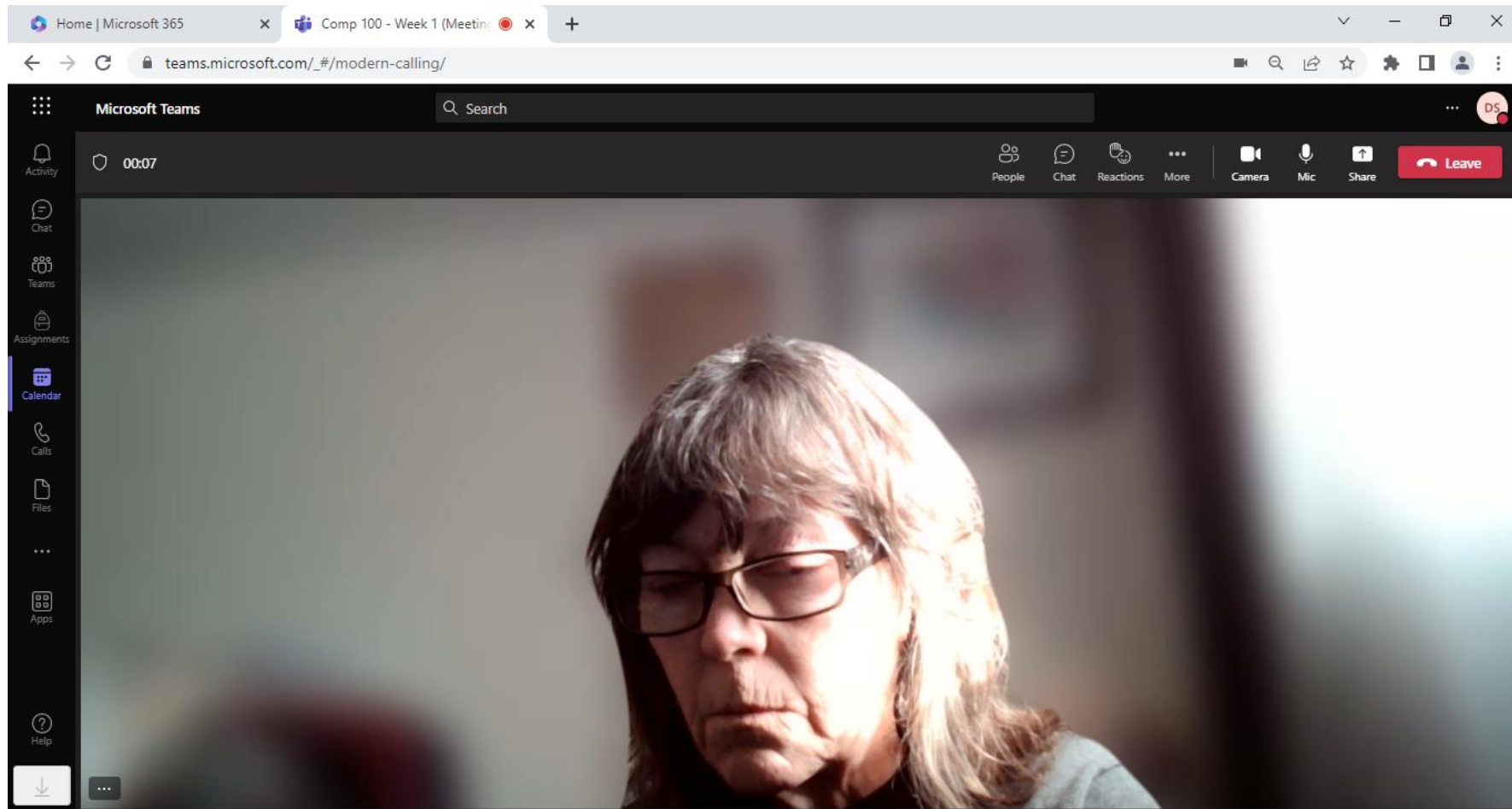
Room audio

Don't use audio

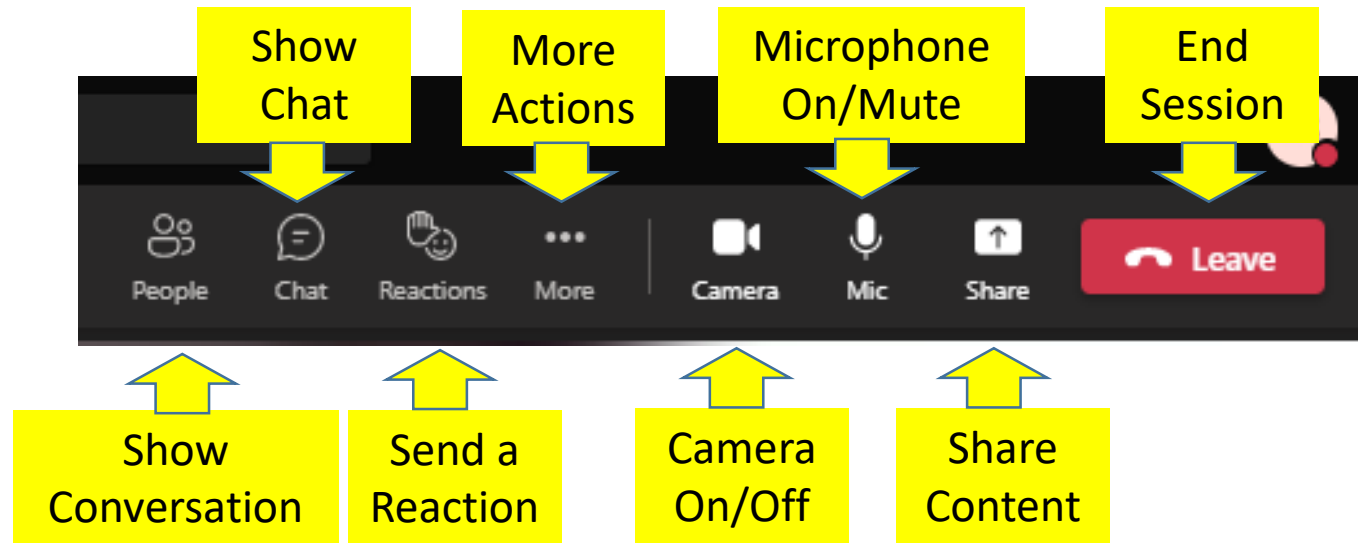
Cancel Join now

Click on Join now to begin session

Joining your Online Lectures



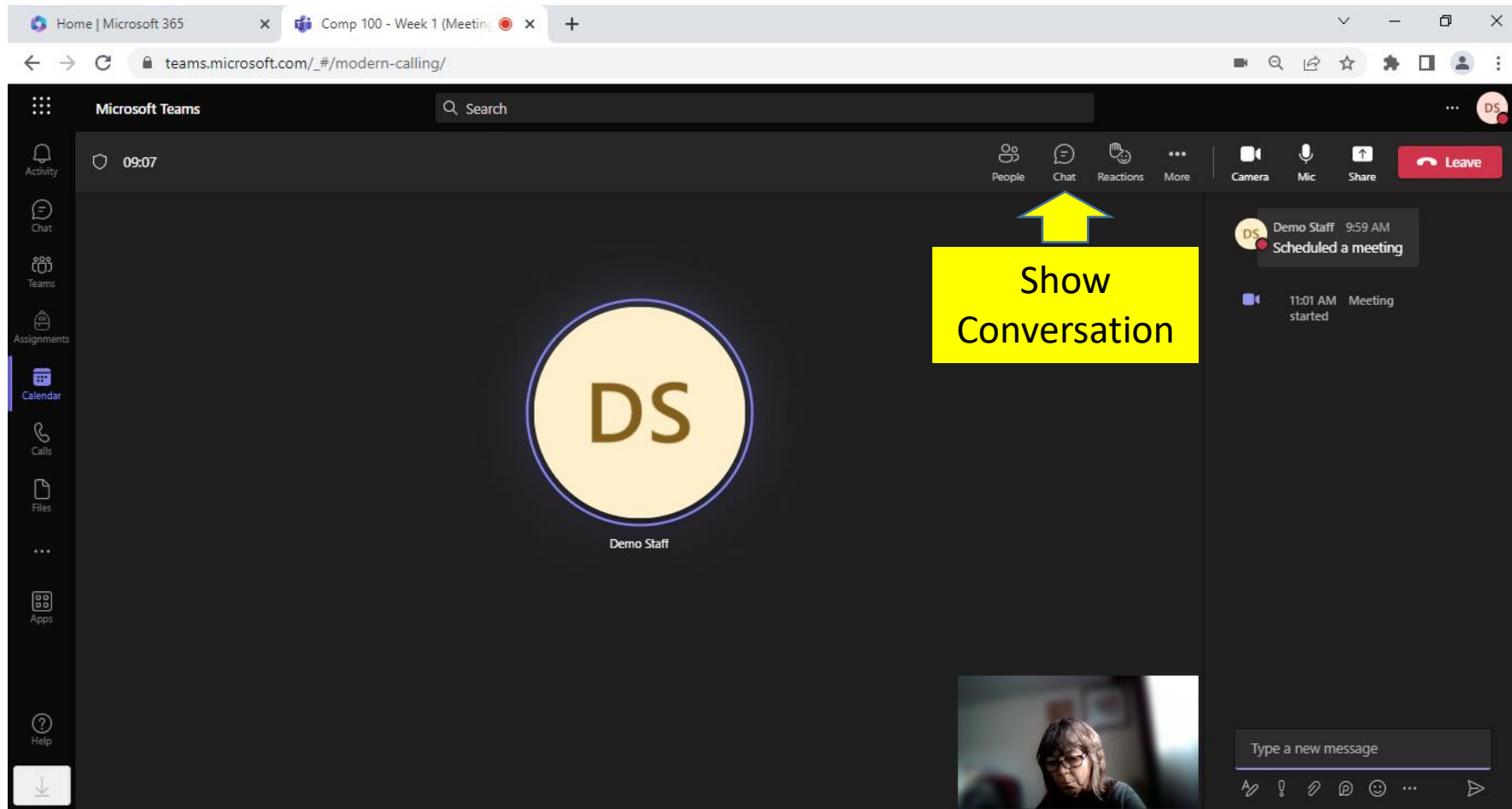
Joining your Online Lectures



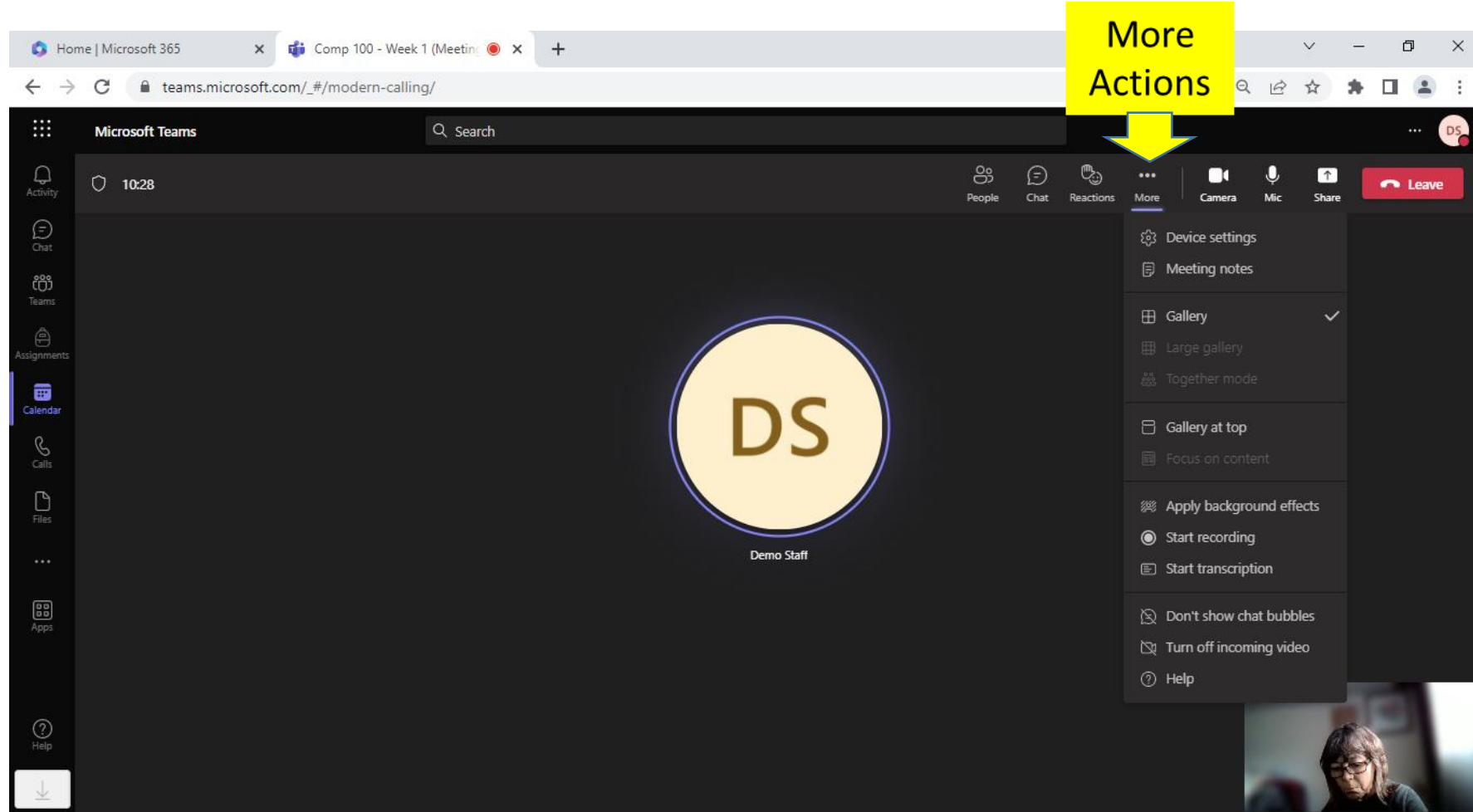
Starting your Online Lectures

The screenshot displays a Microsoft Teams meeting interface. The browser address bar shows the URL `teams.microsoft.com/_#/modern-calling/`. The meeting title is "Comp 100 - Week 1 (Meeting)". The interface includes a search bar, a navigation pane on the left with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps, and a top toolbar with icons for People, Chat, Reactions, More, Camera, Mic, Share, and a red "Leave" button. The main area shows a large yellow circle with the initials "DS" and the name "Demo Staff" below it. A yellow callout box with the text "Show Participants" and an arrow points to the "People" icon in the top toolbar. On the right, the "Participants" pane is open, showing a search bar and a list of participants: "Demo Student" and "Demo Staff Organizer". A small video thumbnail of a person is visible in the bottom right corner.

Starting your Online Lectures

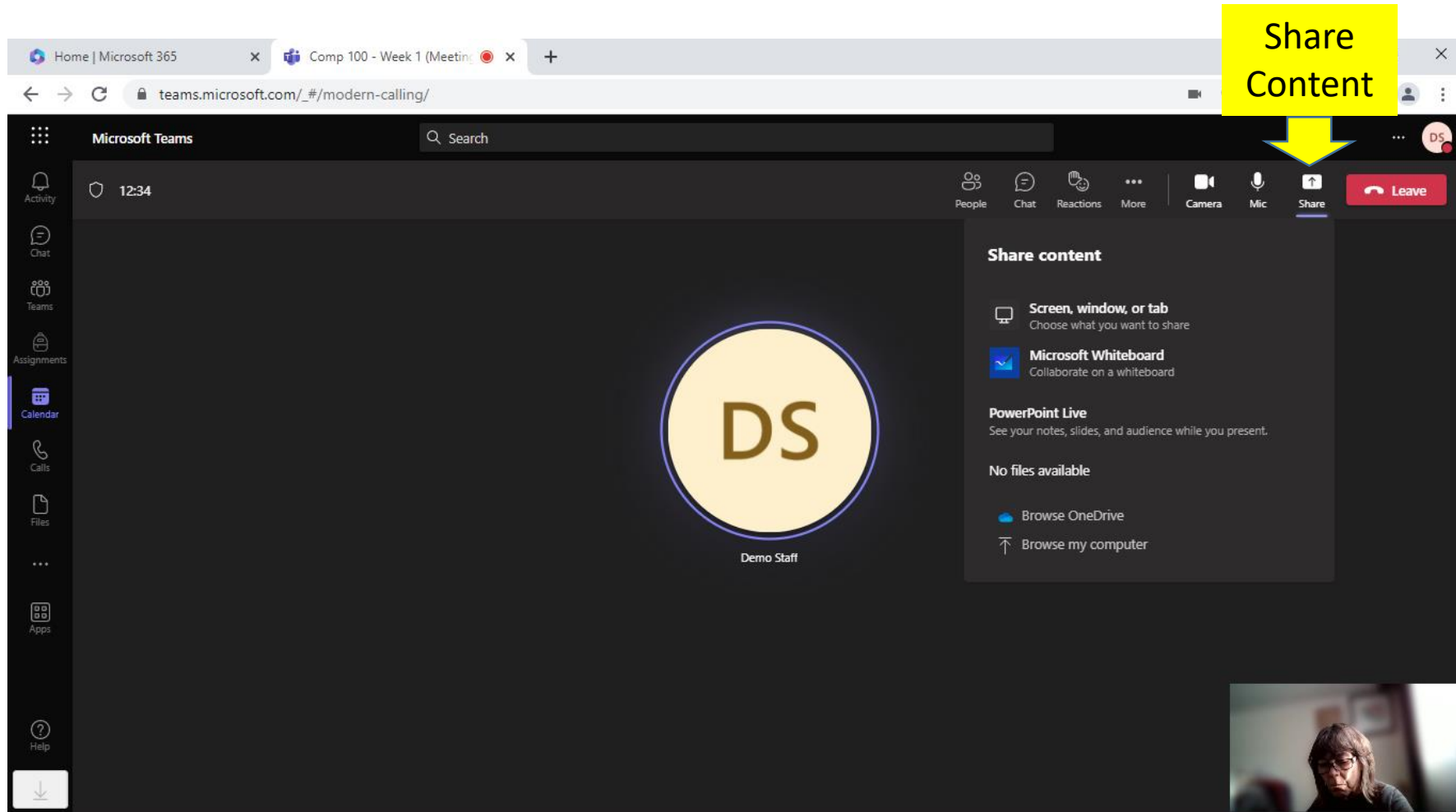


Starting your Online Lectures



The image shows a screenshot of the Microsoft Teams web interface. The browser address bar displays the URL `teams.microsoft.com/_#/modern-calling/`. The interface includes a search bar at the top, a navigation pane on the left with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps, and a main meeting area. The meeting area shows a large yellow circle with the initials "DS" and the name "Demo Staff" below it. A yellow callout box with the text "More Actions" and a downward-pointing arrow highlights the "More" menu icon in the top right toolbar. The "More" menu is open, displaying a list of options: Device settings, Meeting notes, Gallery (with a checkmark), Large gallery, Together mode, Gallery at top, Focus on content, Apply background effects, Start recording, Start transcription, Don't show chat bubbles, Turn off incoming video, and Help. A small video thumbnail of a person is visible in the bottom right corner.

Starting your Online Lectures



The image shows a screenshot of the Microsoft Teams web interface. At the top, there are browser tabs for 'Home | Microsoft 365' and 'Comp 100 - Week 1 (Meeting)'. The address bar shows the URL 'teams.microsoft.com/_#/modern-calling/'. The main interface has a dark theme. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The top bar includes a search box and icons for People, Chat, Reactions, More, Camera, Mic, Share, and Leave. A yellow callout box with the text 'Share Content' and a yellow arrow points to the 'Share' icon in the top bar. A 'Share content' panel is open on the right side of the screen, displaying options: 'Screen, window, or tab' (Choose what you want to share), 'Microsoft Whiteboard' (Collaborate on a whiteboard), 'PowerPoint Live' (See your notes, slides, and audience while you present.), and 'No files available'. Below this, there are links for 'Browse OneDrive' and 'Browse my computer'. In the center of the meeting, a large yellow circle with the letters 'DS' is visible, with the name 'Demo Staff' underneath. A small video thumbnail of a person is visible in the bottom right corner.

Starting your Online Lectures

The screenshot shows a Microsoft Teams meeting interface with a sharing dialog box open. The dialog box has three tabs: 'Entire Screen', 'Window', and 'Chrome Tab'. Under the 'Entire Screen' tab, there are two preview thumbnails labeled 'Screen 1' and 'Screen 2'. A yellow box with the text 'Click to select screen to share' is positioned over the 'Screen 2' thumbnail. Below the thumbnails, there is a checkbox for 'Share system audio' and a 'Share' button. A yellow box with the text 'Click to Share your Audio' is positioned over the 'Share system audio' checkbox, and another yellow box with the text 'Click Share' is positioned over the 'Share' button. The background shows the Teams sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help. The top of the browser window shows the URL: teams.microsoft.com/_#/calling/19:d36ff5d9bd634935aa7ff39bc845bf5a@thread.tacv2/.

Sharing Files/Folders – General Channel

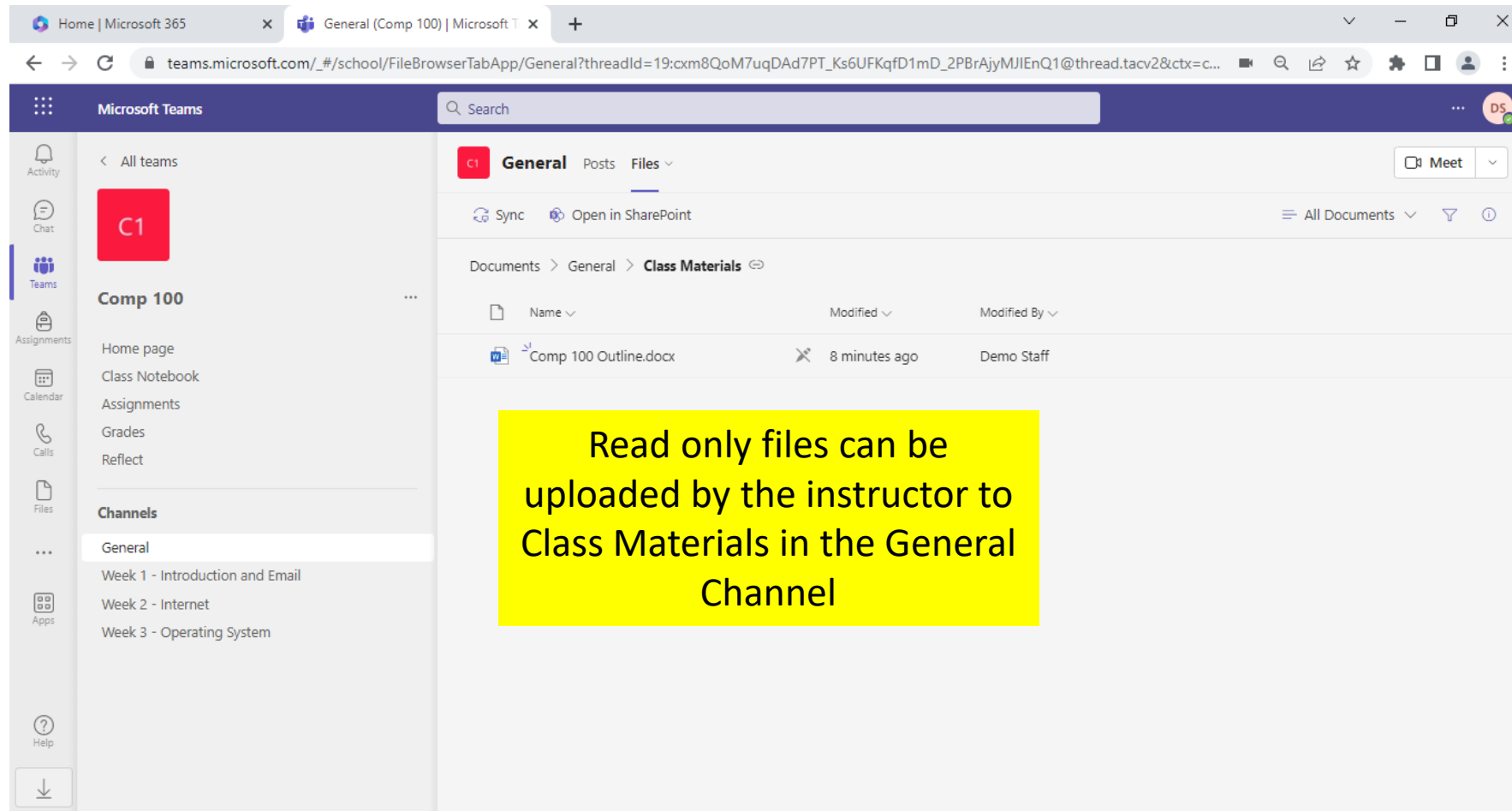
The screenshot shows the Microsoft Teams interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The left sidebar shows the 'All teams' list with 'Comp 100' selected. Below the team name, there are links for 'Home page', 'Class Notebook', 'Assignments', 'Grades', 'Reflect', and 'Insights'. The 'Channels' section lists 'General', 'Week 1 - Introduction', 'Week 2 - Email', and 'Week 3 - Internet'. The main content area displays the 'General' channel with a 'Files' tab selected. A toolbar at the top of the file browser includes options for '+ New', 'Upload', 'Edit in grid view', 'Share', 'Sync', and 'All Documents'. Below the toolbar, a table lists documents in the 'General' channel:

Name	Modified	Modified By	+ Add column
Class Materials		Demo Staff	

A yellow text box is overlaid on the 'Class Materials' folder, containing the following text:

General channel contains a read only folder called Class Materials
All files and folders placed here are read only

Sharing Files/Folders – General Channel



The screenshot displays the Microsoft Teams web interface. The browser address bar shows the URL: `teams.microsoft.com/_#/school/FileBrowserTabApp/General?threadId=19:cxm8QoM7uqDAd7PT_Ks6UFKqfD1mD_2PBrAjjMJlEnQ1@thread.tacv2&ctx=c...`. The interface includes a left-hand navigation pane with options like Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Channels, and Help. The main content area shows the 'General' channel for the 'Comp 100' team. Under the 'Files' tab, there is a 'Class Materials' folder containing a document named 'Comp 100 Outline.docx' uploaded 8 minutes ago by 'Demo Staff'. A yellow text box is overlaid on the file, stating: 'Read only files can be uploaded by the instructor to Class Materials in the General Channel'.

Sharing Files/Folders – General Channel

The screenshot shows a Microsoft Teams interface with a document viewer. The document content includes:

INTRODUCTION T

INSTRUCTOR:

CELL:

EMAIL:

CLASS TIMES:

COURSE DESCRIPTION:

This course gives students a solid beginning in computer applications. It is designed to provide a working knowledge of today's common productivity software. The focus of the course will be on:

- Basic computer fundamentals
- Windows operating system
- Keyboarding
- The Internet as a research tool,
- Email
- Word Processing software for standard document production
- Spreadsheet software for standard mathematical calculations and what if analysis

The document viewer toolbar includes: Accessibility Mode, Immersive Reader, Open in Desktop App, Print, Close, Open in Browser, Share, and a 'More' button (three dots). The 'More' menu is open, showing options: Find, Translate, Download, Download as PDF, Embed, Help, Accessibility Help (Alt+Shift+A), Give Feedback to Microsoft, Terms of Use, Privacy and Cookies, and Privacy Settings.

Students will need to download files uploaded by the instructor to Class Materials in the General Channel if they want to make any changes to the document.

Click on the **More** button (the **3 dots**) to access the **Download** option

Sharing Files/Folders – Other Channels

The screenshot shows the Microsoft Teams interface. The browser address bar indicates the URL: `teams.microsoft.com/_#/school/FileBrowserTabApp/Week%201%20-%20Introduction%20and%20Email?threadId=19:d7b938fa260242d4aed8780a0e1f3d8d@t...`. The Teams interface includes a search bar, a navigation pane on the left with options like Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps, and a main content area. The main content area displays the 'Week 1 - Introduction and Email' channel. At the top of the channel, there are tabs for 'Posts', 'Files', and 'Notes', with 'Files' selected. Below the tabs, there are action buttons: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Sync', 'Download', and 'All Documents'. The main content area shows a file browser interface with columns for 'Name', 'Modified', and 'Modified By'. A yellow text box is overlaid on the file browser, containing the following text:

Folders can be created in any channel. These are not read only. Any files placed in these folders can be edited by the instructor and the other students, the file will change with each edit.

Sharing Files/Folders – Other Channels

The screenshot displays the Microsoft Teams interface within a web browser. The browser's address bar shows the URL: `teams.microsoft.com/_#/school/FileBrowserTabApp/Week%201%20-%20Introduction%20and%20Email?threadId=19:d7b938fa260242d4aed8780a0e1f3d8d@t...`. The Teams interface includes a left-hand navigation pane with sections for 'All teams', 'Comp 100', and 'Channels'. The 'Channels' section lists 'General', 'Week 1 - Introduction and Email' (which is selected), 'Week 2 - Internet', and 'Week 3 - Operating System'. The main content area is titled 'Week 1 - Introduction and Email' and has tabs for 'Posts', 'Files', and 'Notes'. The 'Files' tab is active, showing a '+ New' button and a menu with options: 'Folder', 'Word document', 'Excel workbook', 'PowerPoint presentation', 'OneNote notebook', 'Forms for Excel', 'Visio drawing', 'Link', 'Edit New menu', and 'Add template'. A yellow callout box with the text 'Click on New to create a folder or a new file.' points to the 'New' button. Below the menu, there is a large folder icon with a downward arrow and the text 'This folder is empty'.

Sharing Files/Folders – Other Channels

Home | Microsoft 365

Week 1 - Introduction and Email

teams.microsoft.com/_#/school/FileBrowserTabApp/Week%201%20-%20Introduction%20and%20Email?threadId=19:d7b938fa260242dfaed8780a0e1f3d8d@t...

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Apps

Help

All teams

Comp 100

Home page

Class Notebook

Assignments

Grades

Reflect

Channels

General

Week 1 - Introduction and Email

Week 2 - Internet

Week 3 - Operating System

Week 1 - Introduction and Email

Posts

Files

Notes

Meet

New

Upload

Edit in grid view

Share

Sync

Download

All Documents

Files

Folder

Template

Name

Modified

Modified By

Add column

This folder is empty

Click on **Upload** to copy an existing file or folder from your computer.

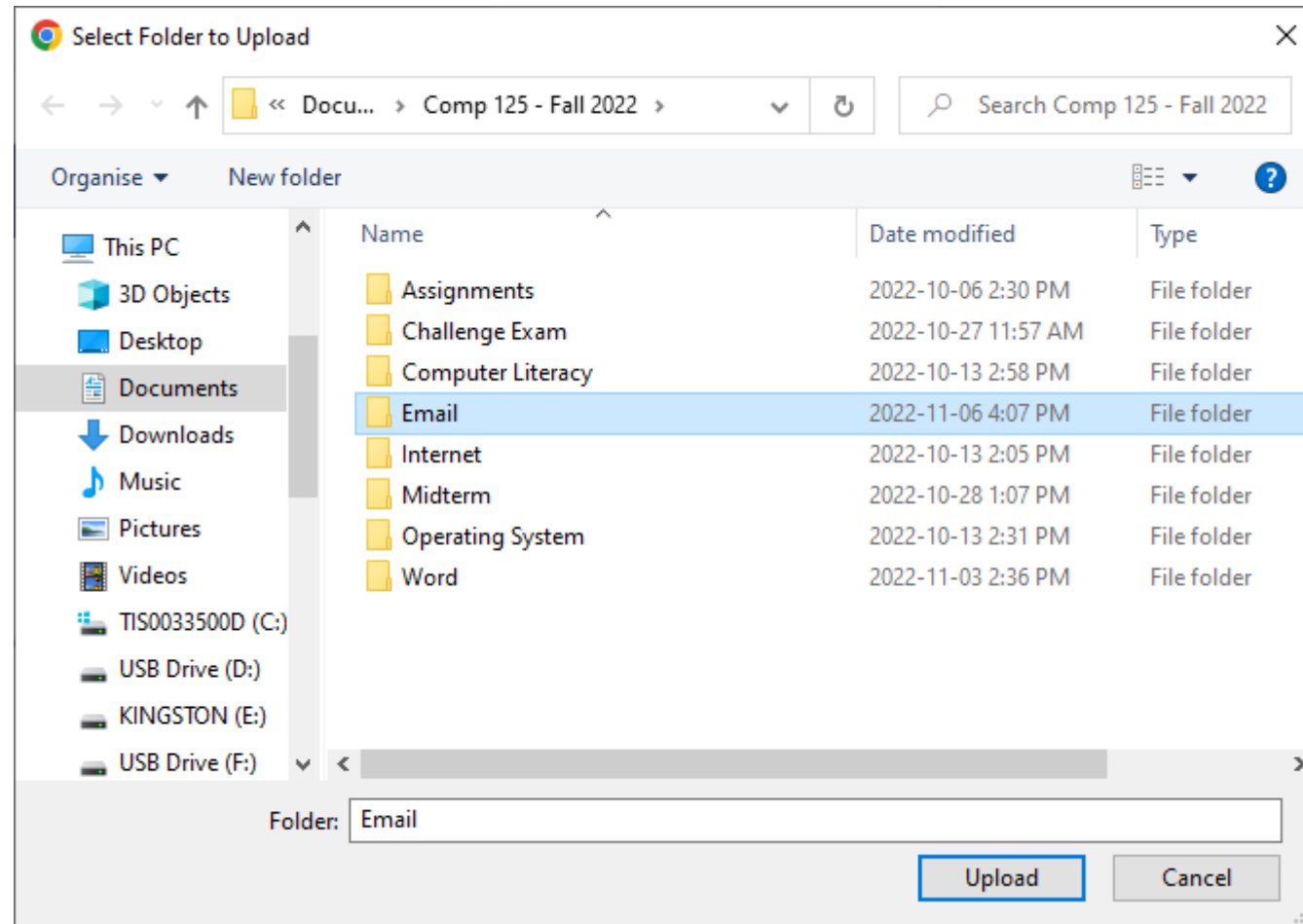
Sharing Files/Folders – Other Channels

The screenshot shows the Microsoft Teams interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The left sidebar shows the navigation pane with options like Activity, Chat, Teams, Assignments, Calendar, and Apps. The main content area displays a channel named "Week 1 - Introduction" under the team "Comp 100". The channel view is set to "Files". A file browser interface is visible, showing a table of files. A dropdown menu is open over the "Upload" button, listing options: "Files", "Folder", and "Template". A yellow callout box is overlaid on the file browser, containing the text: "Folders uploaded from your computer will be copied to Teams (All the files in the original folder are copied as well)".

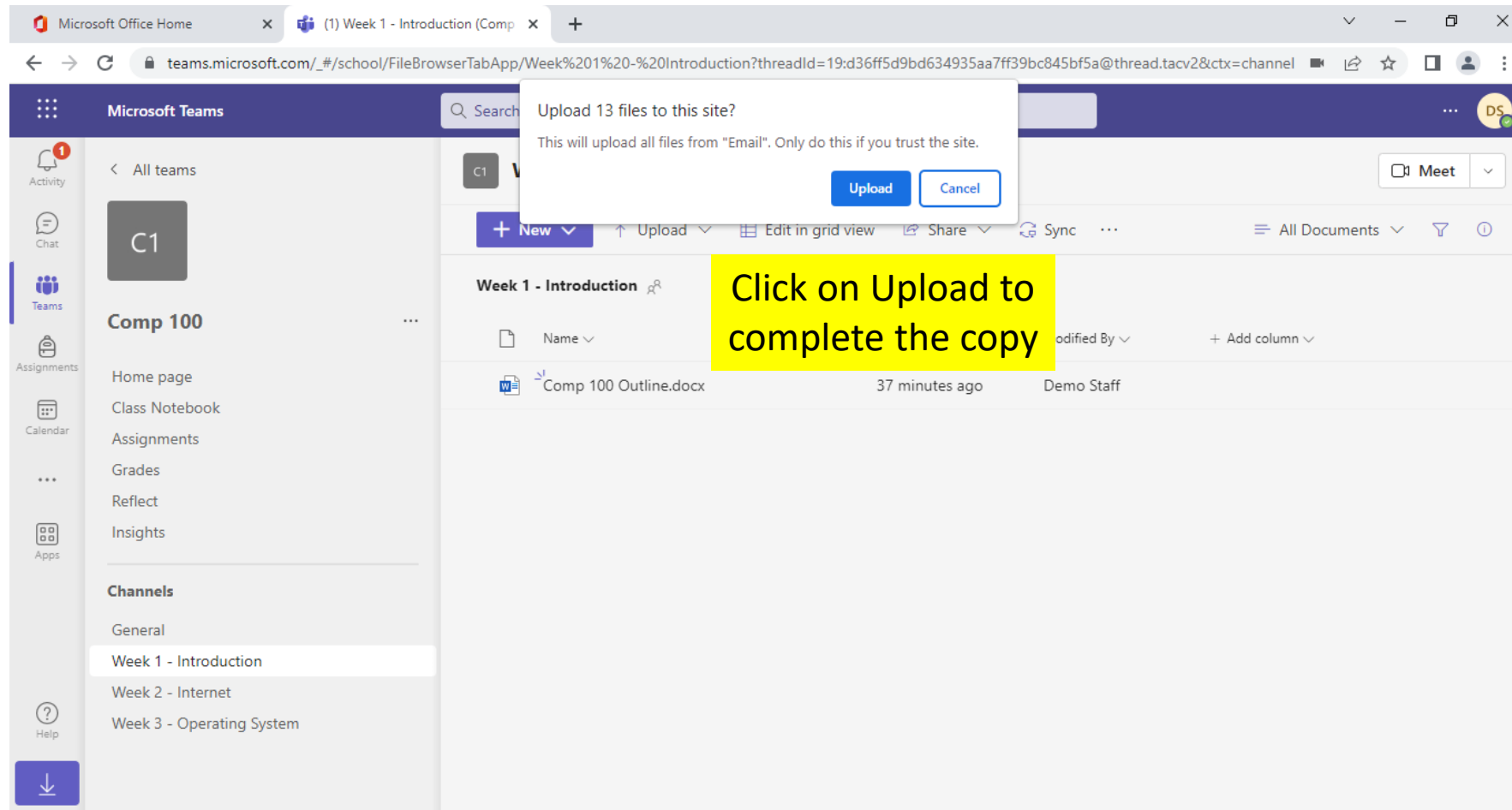
Name	Modified	Modified By	+ Add column
Comp 100 Outline.docx	37 minutes ago	Demo Staff	

Folders uploaded from your computer will be copied to Teams (All the files in the original folder are copied as well)

Sharing Files/Folders – Other Channels



Sharing Files/Folders – Other Channels



The screenshot shows the Microsoft Teams interface in a web browser. The browser tabs include "Microsoft Office Home" and "(1) Week 1 - Introduction (Comp)". The URL is "teams.microsoft.com/_#/school/FileBrowserTabApp/Week%201%20-%20Introduction?threadId=19:d36ff5d9bd634935aa7ff39bc845bf5a@thread.tacv2&ctx=channel".

The interface shows the "Microsoft Teams" header with a search bar and a user profile icon. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, and Apps. The main content area shows the "Comp 100" team with a list of channels: General, Week 1 - Introduction (selected), Week 2 - Internet, and Week 3 - Operating System.

A dialog box is open in the center, asking "Upload 13 files to this site?" with the subtext "This will upload all files from 'Email'. Only do this if you trust the site." and buttons for "Upload" and "Cancel".

A yellow highlight is placed over the "Upload" button in the dialog box, with the text "Click on Upload to complete the copy" overlaid on it.

Below the dialog box, a table of files is visible in the "Week 1 - Introduction" channel:

Name	Modified By	
Comp 100 Outline.docx	37 minutes ago	Demo Staff

Sharing Files/Folders – Other Channels

The screenshot displays the Microsoft Teams interface in a web browser. The browser's address bar shows the URL: `teams.microsoft.com/_#/school/FileBrowserTabApp/Week%20-%20Introduction?threadId=19:d36ff5d9bd634935aa7f39bc845bf5a@thread.tacv2&ctx=channel`. The interface is split into three main sections: a left sidebar, a central workspace, and a right sidebar.

Left Sidebar: Contains navigation options for 'All teams', 'Activity', 'Chat', 'Teams', 'Comp 100', 'Home page', 'Class Notebook', 'Assignments', 'Grades', 'Reflect', 'Insights', and 'Channels'. The 'Channels' section is expanded to show 'Week 1 - Introduction', 'Week 2 - Internet', and 'Week 3 - Operating System'. The 'Week 1 - Introduction' channel is selected.

Central Workspace: Shows the 'Week 1 - Introduction' channel. At the top, there are tabs for 'Posts', 'Files', and 'Notes'. Below the tabs, there are action buttons: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Sync', and 'Uploading 15 items'. A table lists files in the channel:

Name	Modified	Modified By	+ Add column
Email	A few seconds ago	Demo Staff	
Comp 100 Outline.docx	45 minutes ago	Demo Staff	

Right Sidebar: Similar to the left sidebar, it shows the 'Week 1 - Introduction' channel. The 'Files' tab is active, displaying a list of files:

Name	Modified	Modified By	+ Add column
Common Email Problems.pdf	About a minute ago	Demo Staff	
cyber-security-quick-reference.pdf	About a minute ago	Demo Staff	
Email Netiquette.pdf	About a minute ago	Demo Staff	
email-etiquette-quick-reference.pdf	About a minute ago	Demo Staff	
gmail-quick-reference.pdf	About a minute ago	Demo Staff	
google-calendar-quick-reference.pdf	About a minute ago	Demo Staff	
Is Email Safe.pdf	About a minute ago	Demo Staff	

Assignments

The screenshot shows the Microsoft Teams interface for a team named 'Comp 100'. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The 'Assignments' icon is highlighted with a yellow callout box containing the text 'Click on Assignments'. The main content area shows the 'General' channel with a 'Meet' button and a welcome message: 'Welcome to Comp 100. Try @mentioning the class name or student names to start a conversation.' Below the welcome message is an illustration of a student with a clipboard and a calendar. At the bottom of the main area is a 'New conversation' button.

Assignments

The screenshot shows the Microsoft Teams interface. The browser address bar displays the URL: `teams.microsoft.com/_#/school/classroom/General?threadId=19:cxm8QoM7uqDAd7PT_Ks6UFKqfD1mD_2PBrAjyMJlEnQ1@thread.tacv2&ctx=channel&isTea...`. The Teams header includes a search bar and a user profile icon labeled 'DS'. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments (selected), Calendar, Calls, Files, and Help. The main content area is titled 'Assignments' and shows a list of assignments for the 'Comp 100' team. The 'Assigned' tab is active, displaying one assignment: 'Email Review' with a due date of 'December 21, 2022 4:00 PM' and '10 points'. A yellow callout box is overlaid on the assignment card with the text: 'All Assignments will be listed here'.

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Help

All teams

Comp 100

Home page

Class Notebook

Assignments

Grades

Reflect

Channels

General

Week 1 - Introduction and Email

Week 2 - Internet

Week 3 - Operating System

Assignments

Assigned Completed

Email Review 10 points

Due December 21, 2022 4:00 PM

All Assignments will be listed here

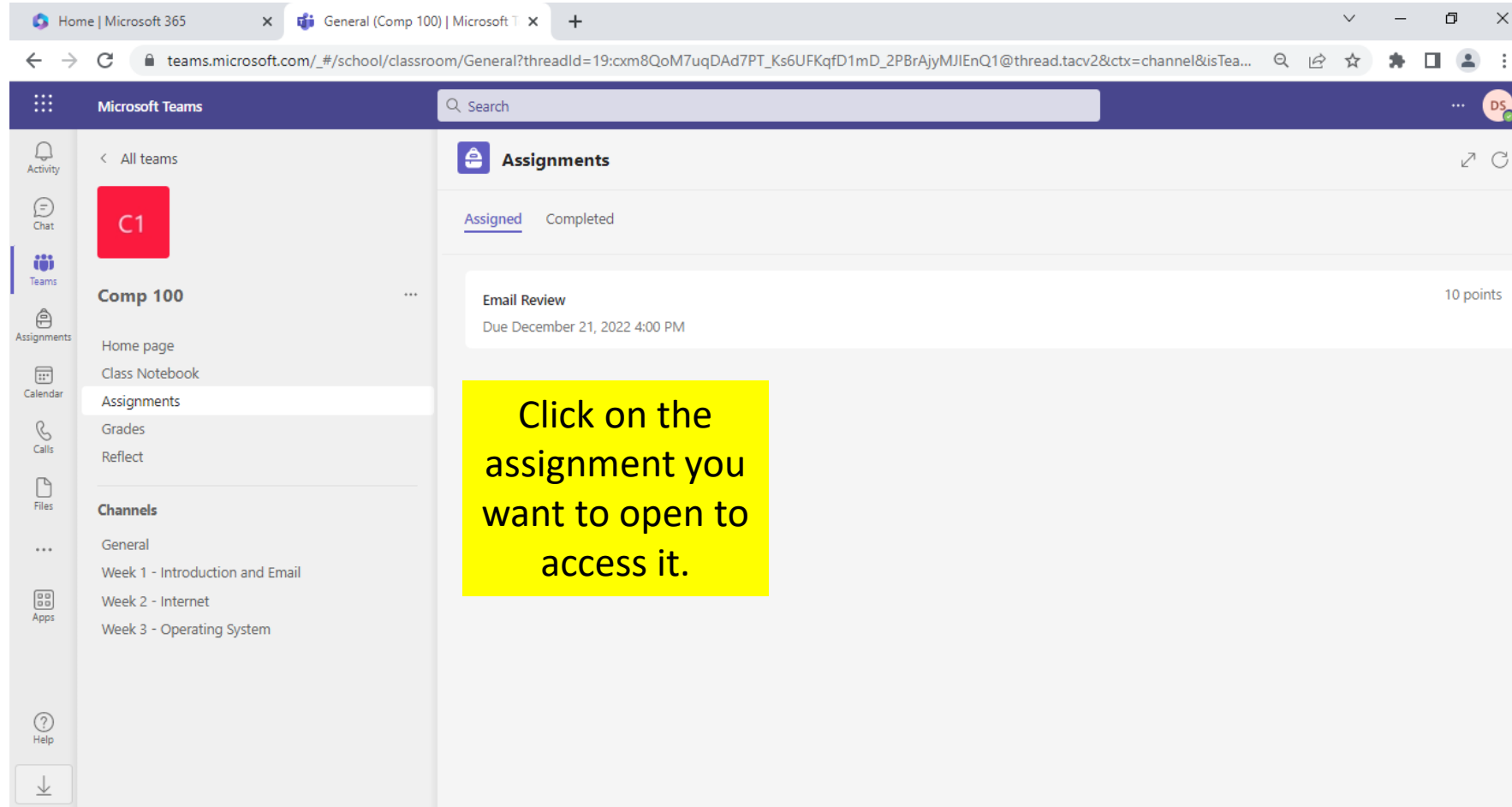
Assignments

The screenshot shows the Microsoft Teams interface. The browser address bar displays the URL: `teams.microsoft.com/_#/school/conversations/Week%201%20-%20Introduction%20and%20Email?threadId=19:d7b938fa260242dfaed8780a0e1f3d8d@threa...`. The Teams header includes a search bar and a user profile icon labeled 'DS'. The left sidebar shows navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Channels, and Help. The 'Channels' section is expanded to show 'Week 1 - Introduction and Email'. The main content area displays a channel view for 'Week 1 - Introduction and Email'. It features a blue header bar with the channel name and a 'Meet' button. Below the header, there are several messages: a blue header bar for 'Week 1 - Introduction and Email' dated Thursday, November 24, 2022 @ 1:00 PM; a message from 'Demo Staff' dated 11/29, 9:59 AM stating 'Scheduled a meeting'; a blue header bar for 'Comp 100 - Week 1' dated Tuesday, November 29, 2022 @ 10:00 AM; and a message 'Comp 100 - Week 1 ended: 16m 10s' with two 'DS' profile icons. A date separator 'November 29, 2022' is visible. Below this, a date separator 'Today' is shown. A message from 'Assignments' dated 9:13 AM contains a card for 'Email Review' due on 21 Dec, with a 'View assignment' button. A yellow text box is overlaid on this message, containing the text: 'Assignments are also listed in the channel they were assigned to.' At the bottom of the channel view, there is a 'New conversation' button.

Assignments

The screenshot shows the Microsoft Teams interface with the calendar view active. The browser address bar shows the URL `teams.microsoft.com/_#/calendarv2`. The Microsoft Teams header includes a search bar and a user profile icon labeled 'DS'. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main calendar area displays a weekly view for December 2022, with columns for days 19 (Monday), 20 (Tuesday), 21 (Wednesday), 22 (Thursday), and 23 (Friday). The time slots range from 3 PM to 8 PM. A single assignment event, 'Email Review Comp 100', is visible on Wednesday, December 21st, between 3 PM and 4 PM. A yellow text box is overlaid on the calendar, stating: 'Assignments will also appear on your calendar if your instructor has checked off that feature when creating the assignment.'

Assignments



Home | Microsoft 365

General (Comp 100) | Microsoft T

teams.microsoft.com/_#/school/classroom/General?threadId=19:cxm8QoM7uqDAAd7PT_Ks6UFKqfD1mD_2PBrAjyMJlEnQ1@thread.tacv2&ctx=channel&isTea...

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Help

All teams

Comp 100

Home page

Class Notebook

Assignments

Grades

Reflect

Channels

General

Week 1 - Introduction and Email

Week 2 - Internet

Week 3 - Operating System

Assignments

Assigned Completed

Email Review 10 points

Due December 21, 2022 4:00 PM

Click on the assignment you want to open to access it.

Assignments

The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Channels, and Help. The main area displays the 'Assignments' page for a team named 'Comp 100'. An assignment titled 'Email Review' is shown, due on December 20, 2022, at 11:59 PM, with 10 points possible. The assignment instructions are 'None'. Under 'My work', there is an attachment named 'Email Review.docx'. A context menu is open over this attachment, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. A yellow callout box points to the three dots menu icon on the attachment, with the text: 'Click on the More attachment options button (the 3 dots) to select how you want to open the assignment.'

Assignments

The screenshot shows the Microsoft Teams interface in a web browser. The browser tabs include 'Home | Microsoft 365' and '(3) General (Comp 100) | Microso...'. The address bar shows the URL: `teams.microsoft.com/_#/school/classroom/General?threadId=19:cxm8QoM7uqDAd7PT_Ks6UFKqfD1mD_2PBrAjyMJlEnQ1@thread.tacv2&ctx=channel&isTea...`. The Teams interface has a dark blue header with 'Microsoft Teams' and a search bar. On the left, a navigation pane shows 'All teams' with a red 'C1' icon for 'Comp 100'. Below this are options for 'Home page', 'Class Notebook', 'Assignments' (highlighted), 'Grades', and 'Reflect'. The 'Channels' section lists 'General', 'Week 1 - Introduction and Email', 'Week 2 - Internet', and 'Week 3 - Operating System'. The main content area is titled 'Assignments' and shows an assignment named 'Email Review' due on December 20, 2022, at 11:59 PM, worth 10 points. Under 'My work', there is a file 'Email Review.docx'. A context menu is open over this file, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. A blue 'Turn in' button is visible in the top right of the assignment area.

Open in Teams
to complete
your
assignment in
the online
version of the
app.

Assignments

The screenshot shows a Microsoft Word online interface. The browser tabs include 'Document.docx', 'Email Review.docx', and 'General (Comp 100) | Microsoft T...'. The address bar shows a SharePoint URL. The Word ribbon is visible with the 'Home' tab selected. The main content area displays an 'Email Quiz' with the instruction: 'Highlight the correct answer for each question.' There are two questions:

1. True or False? Webmail is accessed using a software application for retrieving, presenting, and traversing information resources on the World Wide Web called a web browser. **Highlight the correct answer.**
 - a. True
 - b. False
2. True or False? The To: field of an email message can hold only one address—addresses for additional recipients must be placed in the Cc: or Bcc: boxes. **Highlight the correct answer.**
 - a. True

A yellow callout box on the right side of the document contains the text: 'This is what the assignment would look like in the Teams option. (It opens in Word online)'. The status bar at the bottom indicates 'Page 1 of 3', '378 words', 'English (U.S.)', 'Text Predictions: On', 'Editor Suggestions: Showing', and a zoom level of '100%'.

Assignments

The screenshot shows the Microsoft Teams interface in a web browser. The browser tabs include 'Home | Microsoft 365' and '(3) General (Comp 100) | Microso...'. The address bar shows the URL: `teams.microsoft.com/_#/school/classroom/General?threadId=19:cxm8QoM7uqDAd7PT_Ks6UfKqfD1mD_2PBrAjyMJlEnQ1@thread.tacv2&ctx=channel&isTea...`. The Teams interface has a dark blue header with 'Microsoft Teams' and a search bar. On the left, a navigation pane shows 'All teams' with a red 'C1' icon, 'Comp 100', and various options like 'Home page', 'Class Notebook', 'Assignments', 'Grades', and 'Reflect'. The main area displays an 'Assignments' view for 'Comp 100' with a 'Turn in' button. The assignment is titled 'Email Review' with a due date of 'December 20, 2022 11:59 PM' and '10 points possible'. Under 'My work', there is a file 'Email Review.docx'. A context menu is open over this file, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. A yellow callout box on the right contains the text: 'Open in Word Online to complete your assignment in the online version of the app.'

Assignments

The image shows a screenshot of a Microsoft Word document titled "Email Quiz" displayed in a web browser. The document content includes the following text:

Email Quiz

Highlight the correct answer for each question.

1. True or False? Webmail is accessed using a software application for retrieving, presenting, and traversing information resources on the World Wide Web called a web browser. **Highlight the correct answer.**
 - a. True
 - b. False
2. True or False? The To: field of an email message can hold only one address—addresses for additional recipients must be placed in the Cc: or Bcc: boxes. **Highlight the correct answer.**
 - a. True

A yellow callout box on the right side of the document contains the text: "This is what the assignment would look like in the online version of the app."

The Microsoft Word interface is visible at the top, showing the ribbon with tabs for File, Home, Insert, Layout, References, Review, View, and Help. The status bar at the bottom indicates "Page 1 of 3", "378 words", "English (U.S.)", "Text Predictions: On", "Editor Suggestions: Showing", and a zoom level of "100%".

Assignments

The screenshot shows the Microsoft Teams interface in a web browser. The browser tabs include 'Home | Microsoft 365' and '(3) General (Comp 100) | Microso...'. The address bar shows the URL: `teams.microsoft.com/_#/school/classroom/General?threadId=19:cxm8QoM7uqDAd7PT_Ks6UfKqfD1mD_2PBrAjyMJlEnQ1@thread.tacv2&ctx=channel&isTea...`. The Teams interface has a dark blue header with 'Microsoft Teams' and a search bar. On the left, a navigation pane shows 'All teams' with a red 'C1' icon, 'Comp 100', and various options like 'Home page', 'Class Notebook', 'Assignments', 'Grades', and 'Reflect'. The 'Assignments' section is selected. The main content area shows an assignment titled 'Email Review' with a due date of 'December 20, 2022 11:59 PM' and '10 points possible'. Below the assignment, there is a 'My work' section with a file 'Email Review.docx'. A context menu is open over this file, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. A yellow callout box is overlaid on the right side of the screenshot, containing the text: 'Open in Word to complete your assignment in the installed version of the app from Office 365.'

Assignments

AutoSave On | Email Review | Last Modified: 19m ago | Search | Demo Student DS

File Home Insert Draw Design Layout References Mailings Review View Help

Clipboard Font Paragraph Styles Editing Voice Sensitivity Editor Reuse Files

Email Quiz

Highlight the correct answer for each question.

1. True or False? Webmail is accessed using a software application for retrieving, presenting, and traversing information resources on the World Wide Web called a web browser. **Highlight the correct answer.**
 - a. True
 - b. False
2. True or False? The To: field of an email message can hold only one address—addresses for additional recipients must be placed in the Cc: or Bcc: boxes. **Highlight the correct answer.**
 - a. True
 - b. False
3. An email _____ is used to send word processing documents, spreadsheets, photos, and music clips along with an email message. **Highlight the correct answer.**
 - a. Forward
 - b. Reply
 - c. Attachment
 - d. Follow-up
4. _____ is the term used to refer to electronic junk mail. **Highlight the correct answer.**
 - a. Virus
 - b. Phishing
 - c. Netiquette
 - d. Spam
5. True or False? An email thread (conversation) consists of an original message and all of the

Page 1 of 3 | 378 words | English (United States) | Text Predictions: On | Accessibility: Good to go | Focus | 100%

Assignments

The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Channels, and Help. The main area displays the 'Comp 100' team with a red 'C1' icon. Under the 'Assignments' tab, an assignment titled 'Email Review' is shown, due on December 21, 2022, at 4:00 PM. The assignment details include 'Instructions: None' and 'Reference materials: Email Review.docx'. A context menu is open over the 'Email Review.docx' file, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. A yellow text box on the right contains the following text: 'To save the assignment so that you can open it in any other installed version of Word you already have on your computer (Office 2016 for example) click on **Download**'. A 'Turn in' button is visible in the top right corner of the assignment view.

Assignments

< All teams

C1

Comp 100 ...

Home page

Class Notebook

Assignments

Grades

Reflect

Channels

General

Week 1 - Introduction and Email

Week 2 - Internet

Week 3 - Operating System

Assignments

< Back

Email Review Points
Due December 21, 2022 4:00 PM 10 points possible

Instructions
None

Reference materials

Email Review.docx ...

My work

Attach + New

Activity

Chat

Teams

Assignments

Calendar

Calls

...

Apps

Help

↓

Email Review (1).docx ^

If you are using Chrome the downloaded file appears here at the bottom left of the screen.

Assignments

The screenshot shows the Microsoft Teams web interface in a browser. The browser's address bar shows the URL: https://teams.microsoft.com/_#/school/classroom/General?threadId=19:cxm8QoM7uqDAd7PT_Ks6UFKqfD1mD_2PBrAjjMJlEnQ1@thread.t.... The browser's Downloads menu is open, showing a file named "Email Review (2).docx" with an "Open file" link and a "See more" link. The Microsoft Teams interface shows the "Comp 100" team selected, with the "Assignments" tab active. The assignment details for "Email Review" are displayed, including the due date "Due 21 December 2022 16:00", instructions "None", and reference materials. A file named "Email Review.docx" is listed under "Reference materials". The "My work" section shows an "Attach" button and a "+ New" button. A notification banner at the bottom right says "Stay in the know. Turn on desktop notifications." with "Turn on" and "Dismiss" buttons.

If you are using Edge the downloaded file appears here at the top right of the screen.

Assignments

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Help. The main area is titled 'Assignments' and shows a list of assignments for the team 'Comp 100'. The selected assignment is 'Email Review', due on December 21, 2022 at 4:00 PM, with 10 points possible. Below the assignment details, there is a section for 'Reference materials' containing a downloaded file 'Email Review.docx'. At the bottom of the screen, a taskbar shows the file 'Email Review (1).docx' is open.

Activity
Chat
Teams
Assignments
Calendar
Calls
Help

< All teams

Comp 100

Home page
Class Notebook
Assignments
Grades
Reflect

Channels

General
Week 1 - Introduction and Email
Week 2 - Internet
Week 3 - Operating System

Assignments

< Back

Email Review Points
10 points possible

Due December 21, 2022 4:00 PM

Instructions
None

Reference materials

Email Review.docx

My work
[Attach](#) [+ New](#)

Email Review (1).docx

Click on the downloaded file to open it.

Assignments

File Tools View Email Review (1) (Protected View) - Word

PROTECTED... Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

You will need to Enable Editing

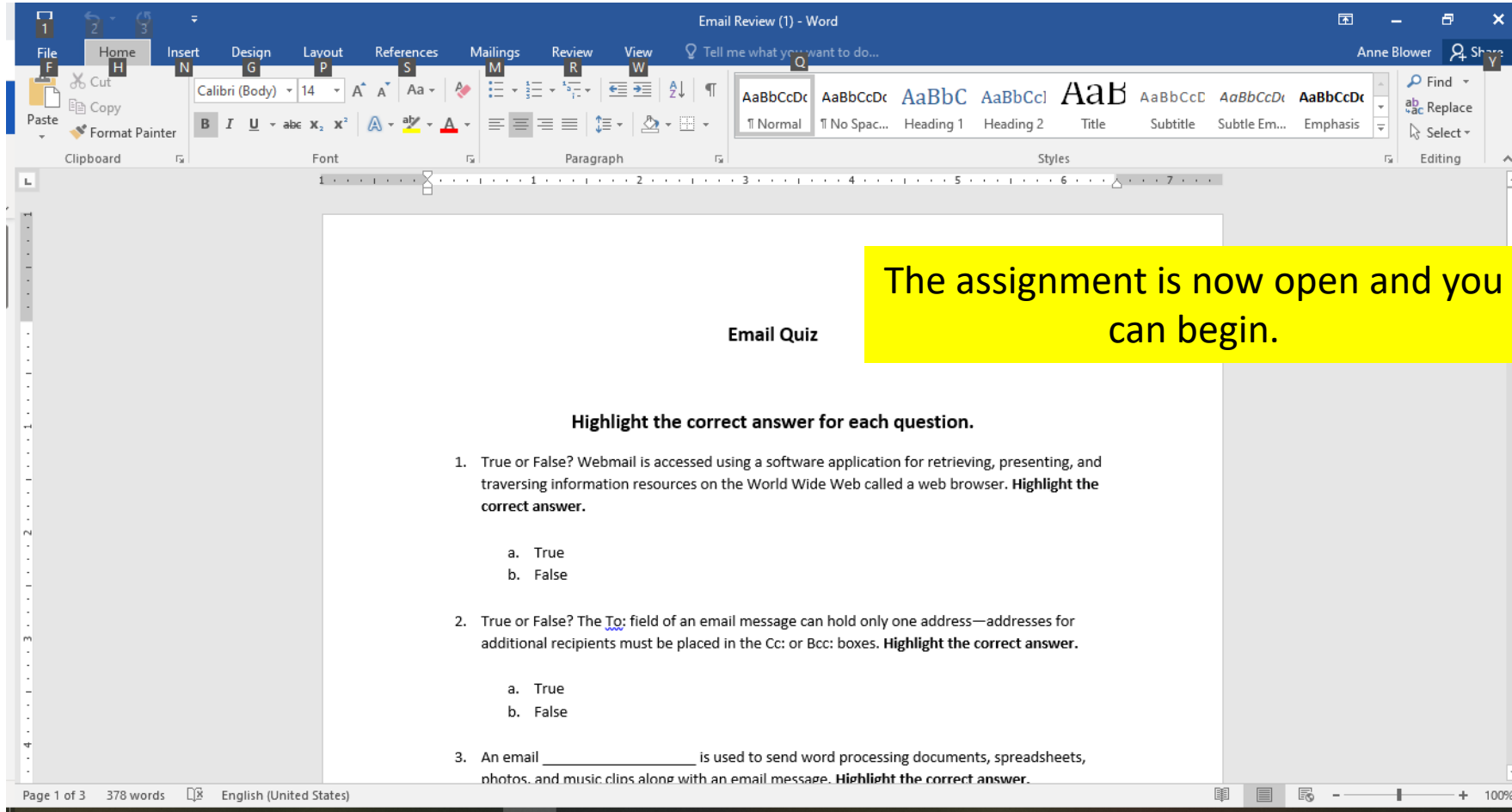
Email Quiz

Highlight the correct answer for each question.

1. True or False? Webmail is accessed using a software application for retrieving, presenting, and traversing information resources on the World Wide Web called a web browser. **Highlight the correct answer.**
 - a. True
 - b. False
2. True or False? The To: field of an email message can hold only one address—addresses for additional recipients must be placed in the Cc: or Bcc: boxes. **Highlight the correct answer.**
 - a. True
 - b. False
3. An email _____ is used to send word processing documents, spreadsheets, photos, and music clips along with an email message. **Highlight the correct answer.**
 - a. Forward
 - b. Reply
 - c. Attachment
 - d. Follow-up
4. _____ is the term used to refer to electronic junk mail. **Highlight the correct answer.**
 - a. Virus
 - b. Phishing
 - c. Netiquette
 - d. Spam
5. True or False? An email thread (conversation) consists of an original message and all of the replies and forwards that stem from it. **Highlight the correct answer.**
 - a. True
 - b. False

Screens 1-2 of 5 100%

Assignments



The screenshot shows a Microsoft Word document titled "Email Review (1) - Word". The ribbon is set to the "Review" tab. The document content includes a yellow callout box, a section header "Email Quiz", a bolded instruction "Highlight the correct answer for each question.", and three numbered questions with multiple-choice options. The status bar at the bottom indicates "Page 1 of 3", "378 words", and "English (United States)".

The assignment is now open and you can begin.

Email Quiz

Highlight the correct answer for each question.

1. True or False? Webmail is accessed using a software application for retrieving, presenting, and traversing information resources on the World Wide Web called a web browser. **Highlight the correct answer.**
 - a. True
 - b. False
2. True or False? The To: field of an email message can hold only one address—addresses for additional recipients must be placed in the Cc: or Bcc: boxes. **Highlight the correct answer.**
 - a. True
 - b. False
3. An email _____ is used to send word processing documents, spreadsheets, photos, and music clips along with an email message. **Highlight the correct answer.**

Page 1 of 3 378 words English (United States) 100%

Assignments

The screenshot displays the Microsoft Teams interface. The browser tabs at the top include 'Document.docx', 'Email Review.docx', and 'General (Comp 100) | Microsoft T...'. The URL bar shows a Teams link. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Channels, and Help. The main area shows the 'Assignments' section for the 'Comp 100' team. Under the 'Assigned' tab, there is one assignment: 'Email Review' with a due date of 'December 21, 2022 4:00 PM' and '10 points'. A yellow callout box is overlaid on the screen with the text: 'After you have completed the assignment return to Assignments in Teams to submit.'

Assignments

The screenshot displays the Microsoft Teams interface. The browser address bar shows the URL: `teams.microsoft.com/_#/school/tab::3717002657/19:Dm5jugvk9KRHBW3OBjLaZRg-owPGxmwNIONN4F9EWck1@thread.tacv2?threadId=19:Dm5jugvk9KRHB...`. The Teams header includes a search bar and a user profile icon labeled 'DS'. The left sidebar shows navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Channels, and Help. The 'Assignments' section is active, showing a list of assignments for the 'Demo Team'. The assignment 'Email review' is selected, showing details: 'Due tomorrow at 11:59 PM', 'Points 10 points possible', 'Instructions None', and 'Reference materials' including 'Email Review.docx'. A 'Turn in' button is visible in the top right corner of the assignment details panel, highlighted in a yellow box.

If you completed the assignment in the online version or the installed Office 365 app all you have to do now is click on the **Turn in** button.

Assignments

The screenshot displays the Microsoft Teams interface. The browser address bar shows the URL: `teams.microsoft.com/_#/school/tab::3717002657/19:Dm5jugvk9KRHBW3OBjLaZRg-owPGxmwNIONN4F9EWck1@thread.tacv2?threadId=19:Dm5jugvk9KRHB...`. The Teams header includes a search bar and a user profile icon labeled 'DS'. The left sidebar shows navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Channels, and Help. The 'Assignments' section is active, showing a list of assignments for 'Demo Team'. The 'Email review' assignment is highlighted, with a due date of 'Due tomorrow at 11:59 PM' and '10 points possible'. The assignment details include 'Instructions: None' and 'Reference materials: Email Review.docx'. The 'My work' section shows 'Attach' and '+ New' options. A yellow callout box is overlaid on the 'My work' section with the text: 'If you completed the assignment in a desktop app other than the installed app from Office 365 or the online version you will have to attach it.'

Assignments

The screenshot shows the Microsoft Teams interface in a web browser. The browser tabs include 'Home | Microsoft 365' and '(2) General (Demo Team) | Micro...'. The address bar shows the URL: `teams.microsoft.com/_#/school/tab::3717002657/19:Dm5jugvk9KRHBW3OBjLaZrg-owPGxmwNIONN4F9EWck1@thread.tacv2?threadId=19:Dm5jugvk9KRHB...`. The Teams interface has a dark blue header with 'Microsoft Teams' and a search bar. On the left, a navigation pane shows 'All teams' with a 'Demo Team' card, and a list of options: 'Home page', 'Class Notebook', 'Assignments' (highlighted), 'Grades', and 'Reflect'. Below this are 'Channels' (General) and 'Apps'. The main content area is titled 'Assignments' and shows an assignment named 'Email review' due tomorrow at 11:59 PM, worth 10 points. The instructions are 'None'. Under 'Reference materials', there is a file 'Email Review.docx'. A 'My work' section is open, showing options: 'Attach + New', 'OneDrive', 'Link', 'Teams', and 'Upload from this device' (highlighted in a yellow box). A 'Turn in' button is visible in the top right of the assignment view.

Go to **Upload**
from this
computer and go
to the location
that you saved
the file to.

Assignments

The screenshot shows a Windows File Explorer window titled "Open" with the address bar set to "Comp 125 - Fall 2022 > Email". The left sidebar shows the navigation pane with "Documents" selected. The main pane displays a list of files and folders:

Name	Date modified	Type
Not Used	2022-10-06 11:42 AM	File folder
Common Email Problems	2016-09-16 9:57 AM	Foxit PDF Re
cyber-security-quick-reference	2022-01-26 1:48 PM	Foxit PDF Re
Email Netiquette	2016-09-16 9:57 AM	Foxit PDF Re
Email Quiz	2022-03-11 9:32 AM	Microsoft Wo
Email Quiz-Key	2018-10-01 10:35 AM	Microsoft Wo
Email Review	2022-11-06 4:07 PM	Microsoft Wo
email-etiquette-quick-reference	2022-01-26 1:48 PM	Foxit PDF Re
Gmail	2018-09-14 10:34 AM	Microsoft Wo
gmail-quick-reference	2022-01-26 1:49 PM	Foxit PDF Re
google-calendar-quick-reference	2022-01-26 1:49 PM	Foxit PDF Re
Is Email Safe	2016-09-16 9:56 AM	Foxit PDF Re

At the bottom of the window, a yellow callout box contains the text: "Select the file and click **Open**". The "Open" button is visible in the bottom right corner of the window.

Assignments

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with options like Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Channels, and Help. The main area displays the 'Assignments' page for a team named 'Comp 100'. The assignment is titled 'Email Review' with a due date of December 20, 2022, at 11:59 PM. Under 'My work', two files are listed: 'Email Review.docx' and 'Email Review 1.docx'. A 'Turn in' button is visible in the top right corner of the assignment page.

Please note: If you are attaching a file when you Turn in both the original file and the attached file are submitted. The preferred method for completing assignments is to use the Open in Teams, open in Word, or open in Word Online options.

The attached file is listed below the original.

Grades

The screenshot shows the Microsoft Teams interface. The top navigation bar includes a search bar and a user profile icon labeled 'DS'. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Channels, and Help. The main content area displays the 'Grades' section for the 'Demo Team'. A yellow callout box is overlaid on the 'Grades' link in the left sidebar, containing the text: 'Click on Grades to see your progress and to view feedback.' The main content area shows a table of grades with columns for Due date, Assignment, Status, Feedback, and Points. The table contains one row of data.

Due date	Assignment	Status	Feedback	Points
Tomorrow	Email review	Returned		10/10