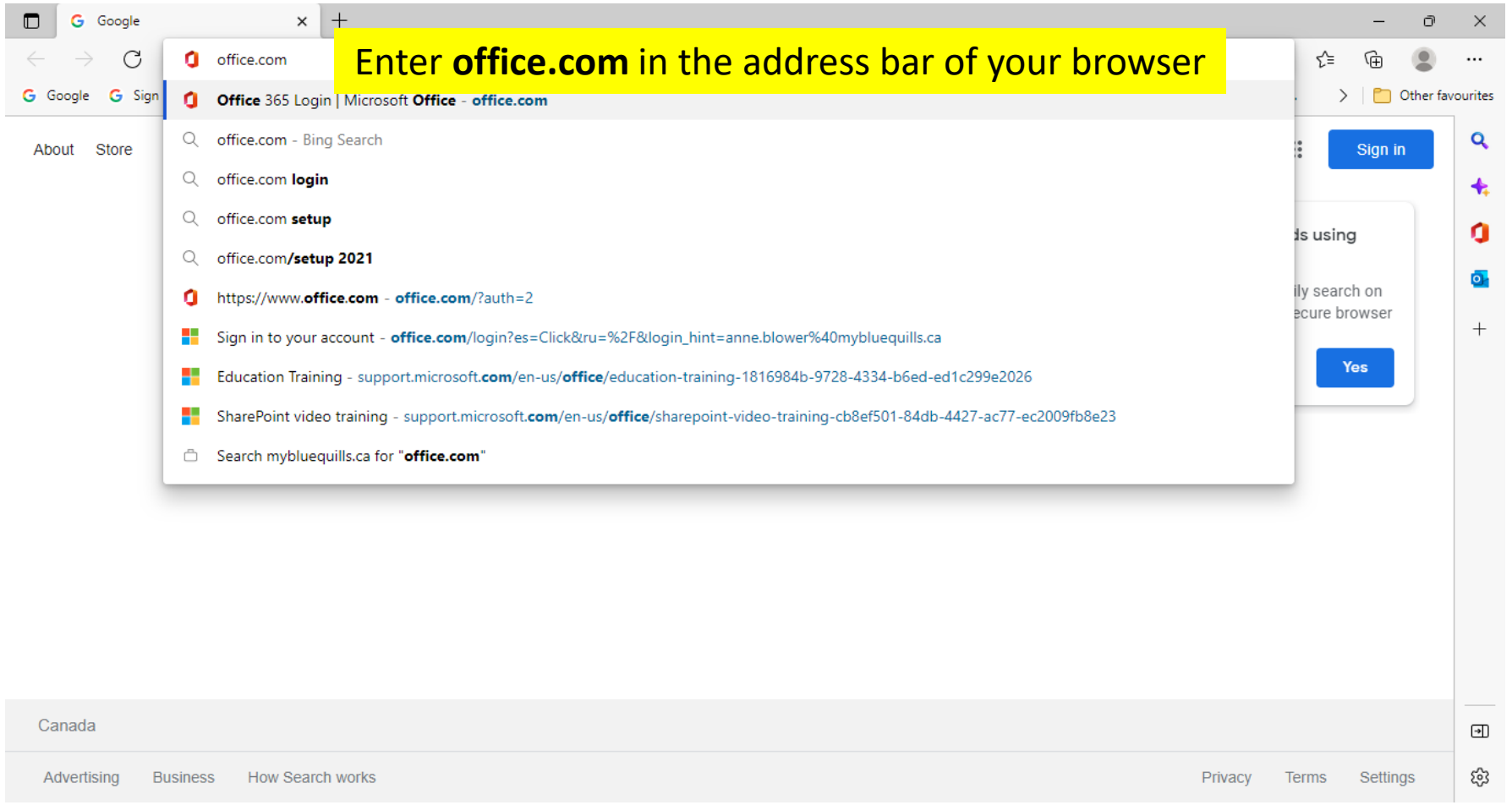
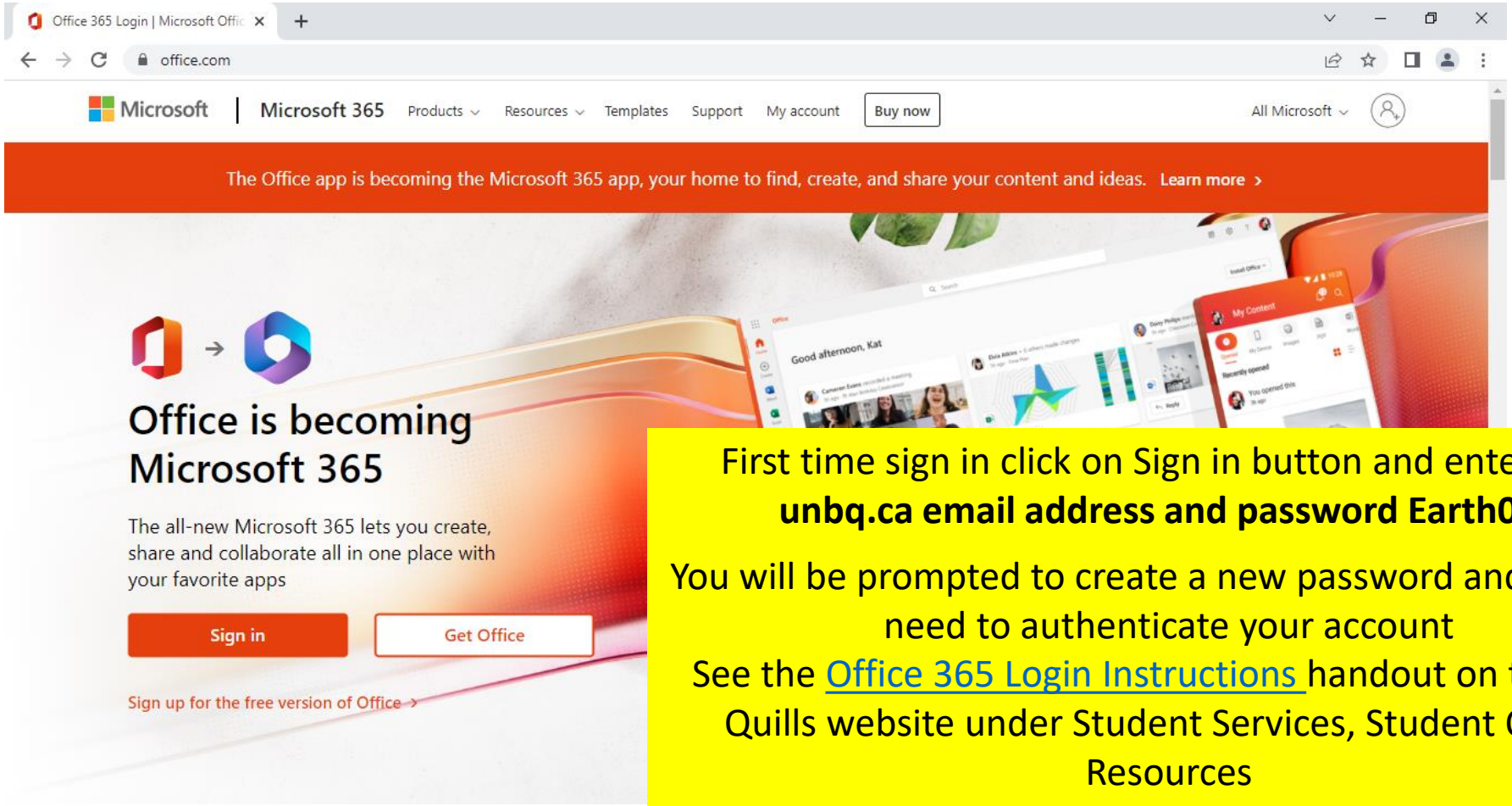
Sign in to Office 365



Sign in to Office 365

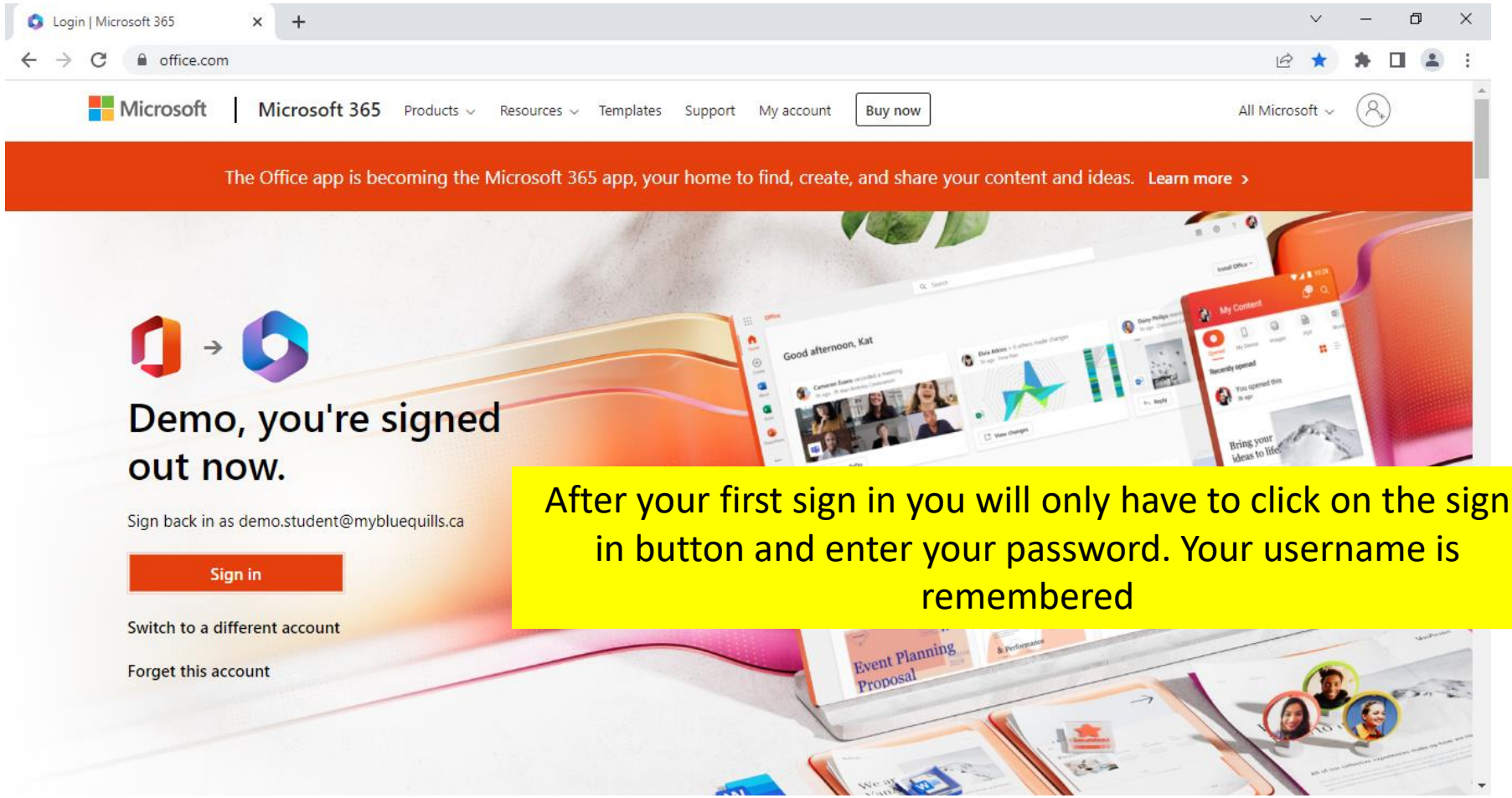


First time sign in click on Sign in button and enter your **unbq.ca email address and password Earth01$**

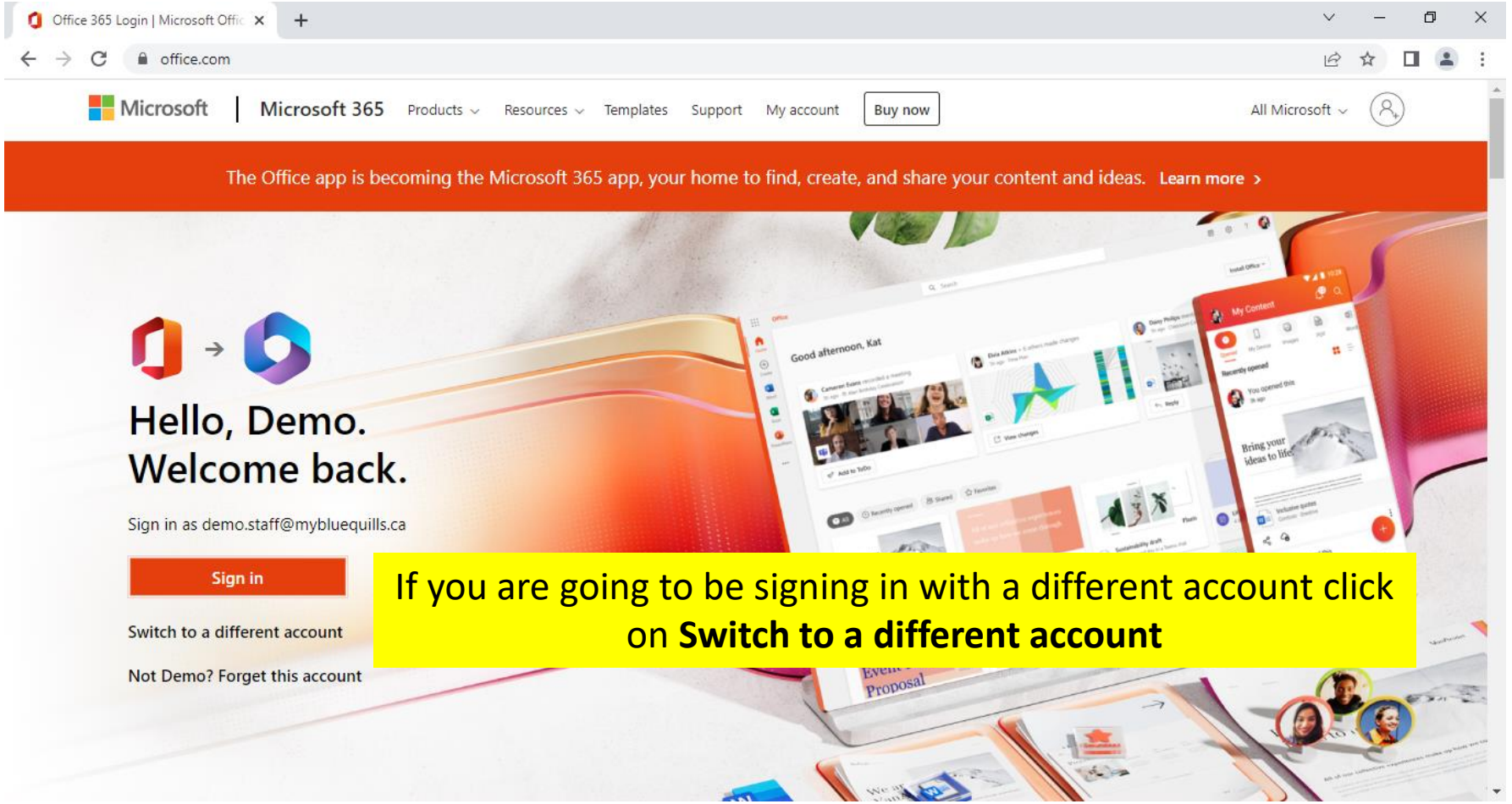
You will be prompted to create a new password and will also need to authenticate your account

See the Office 365 Login Instructions handout on the Blue Quills website under Student Services, Student Online Resources

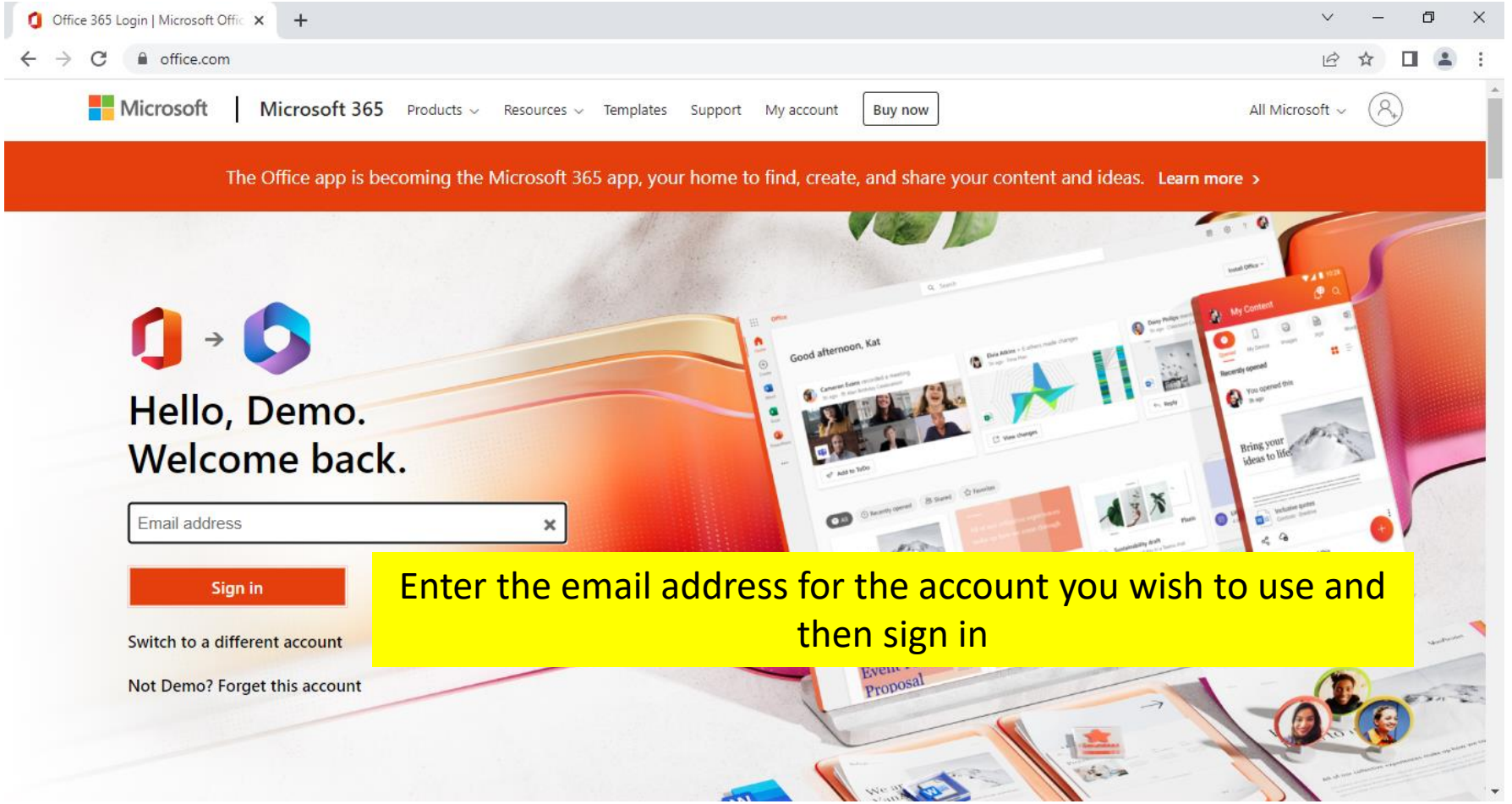
Sign in to Office 365



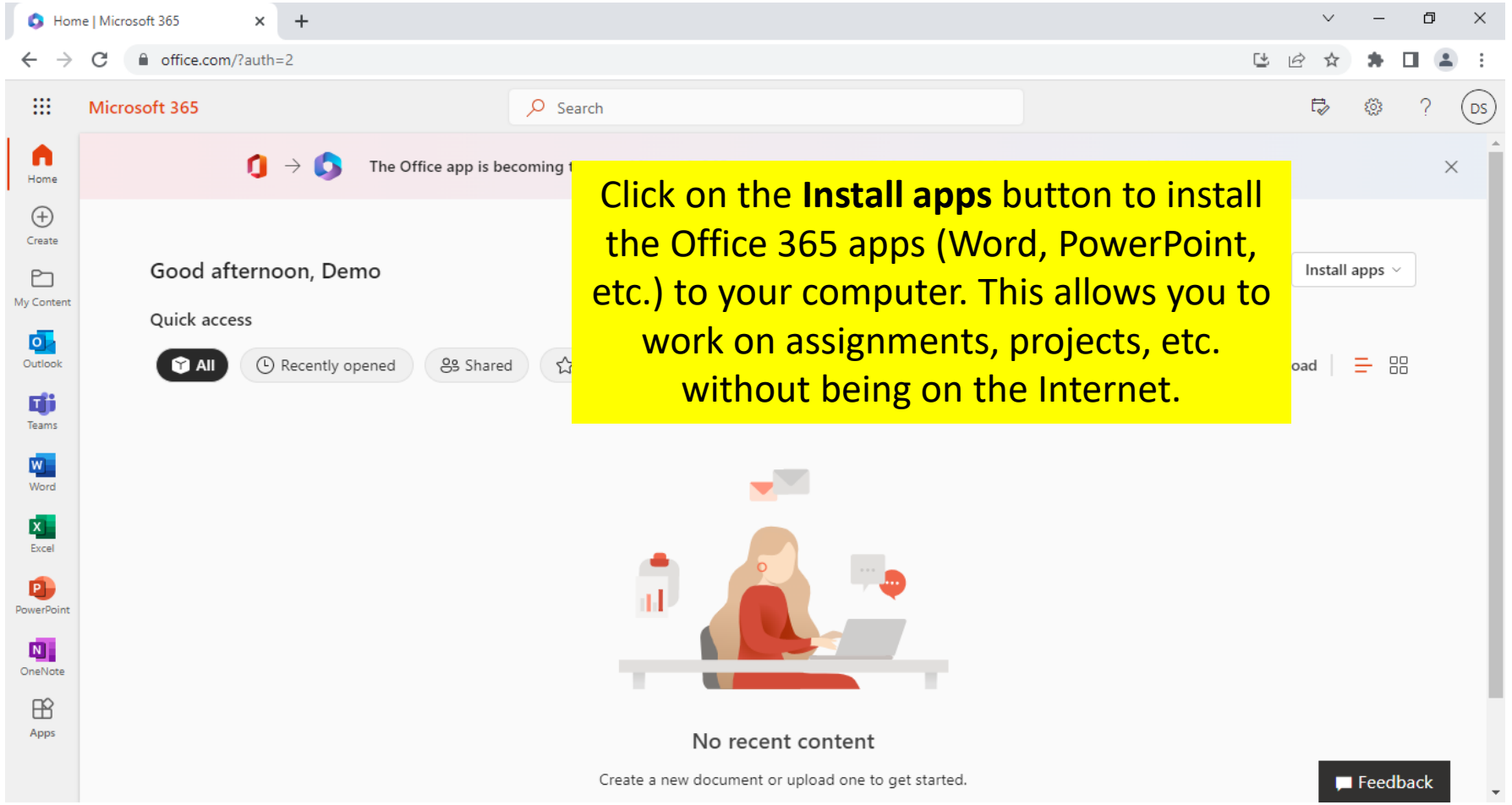
Sign in to Office 365



Sign in to Office 365

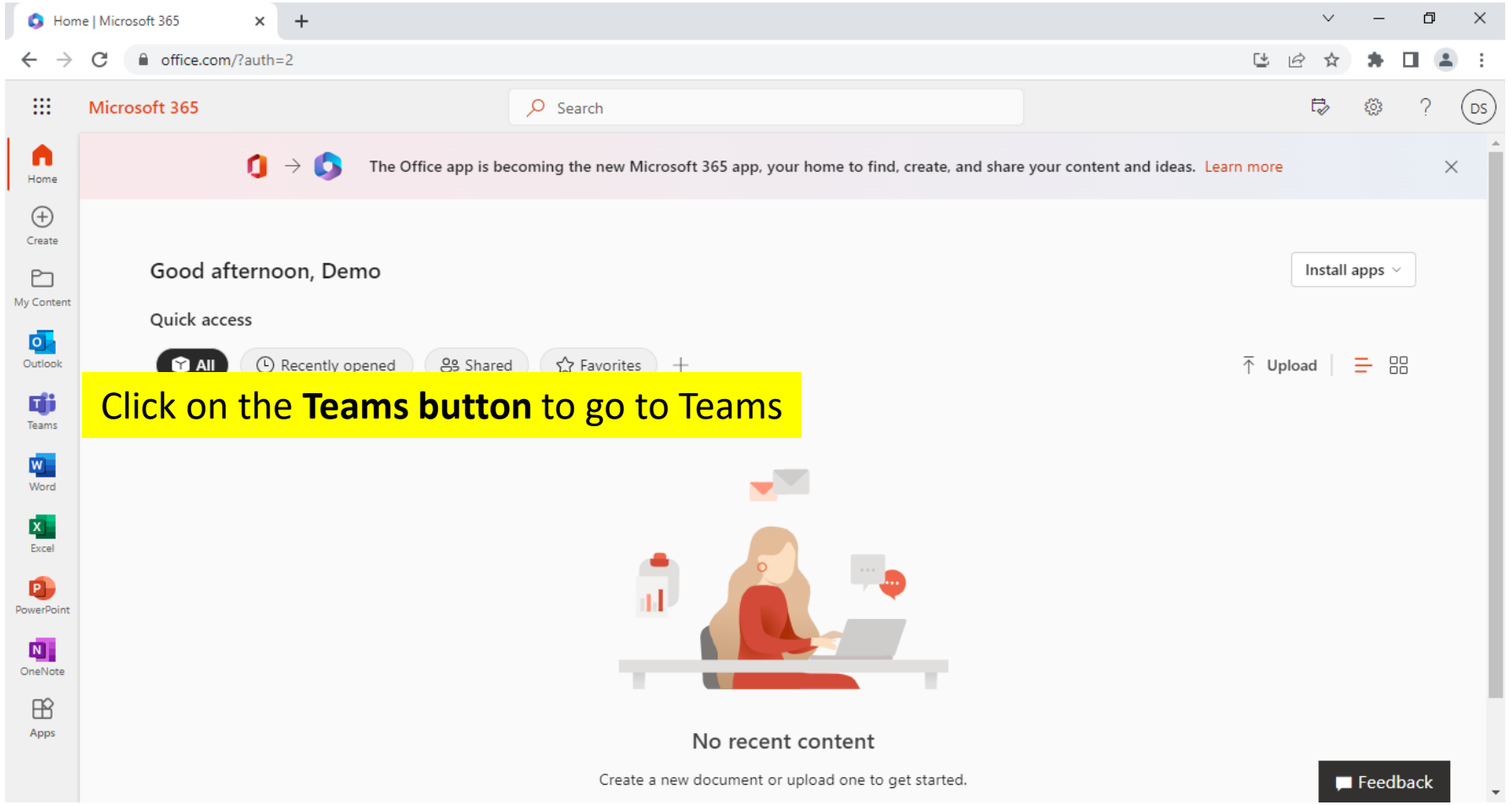


Office 365 Home Screen

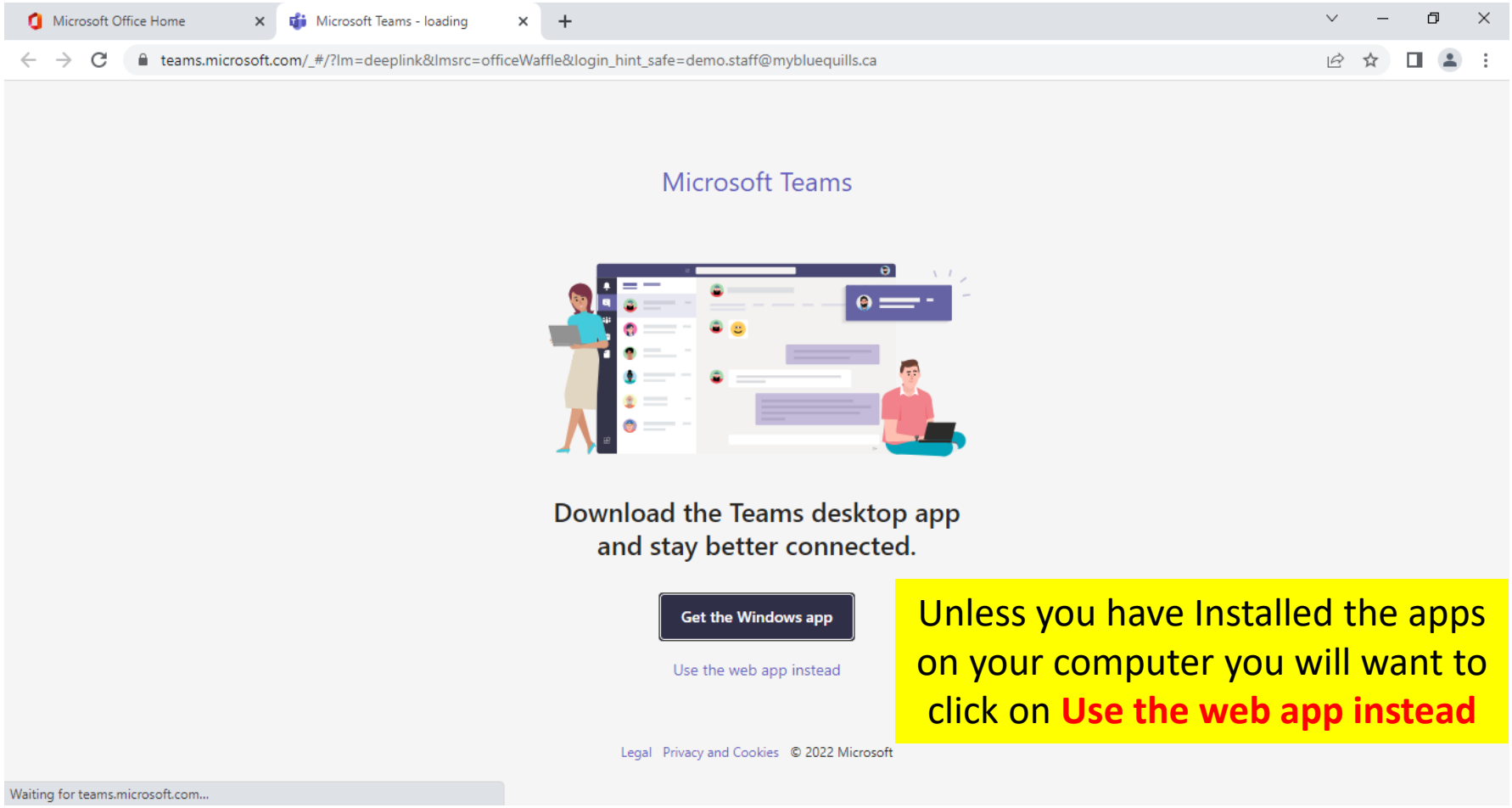


Click on the **Install apps** button to install the Office 365 apps (Word, PowerPoint, etc.) to your computer. This allows you to work on assignments, projects, etc. without being on the Internet.

Office 365 Home Screen

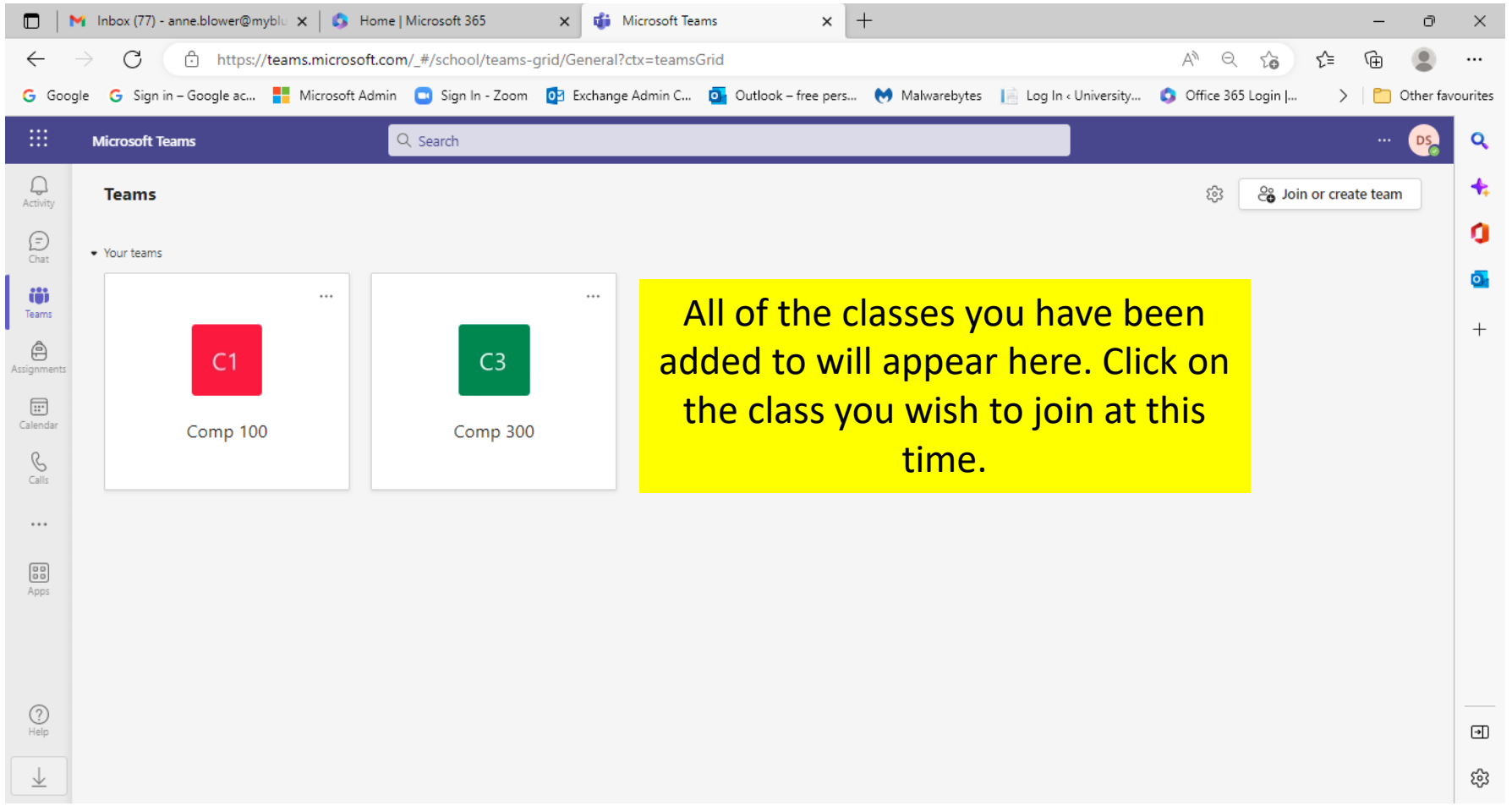


Choose How You Want to Use Teams

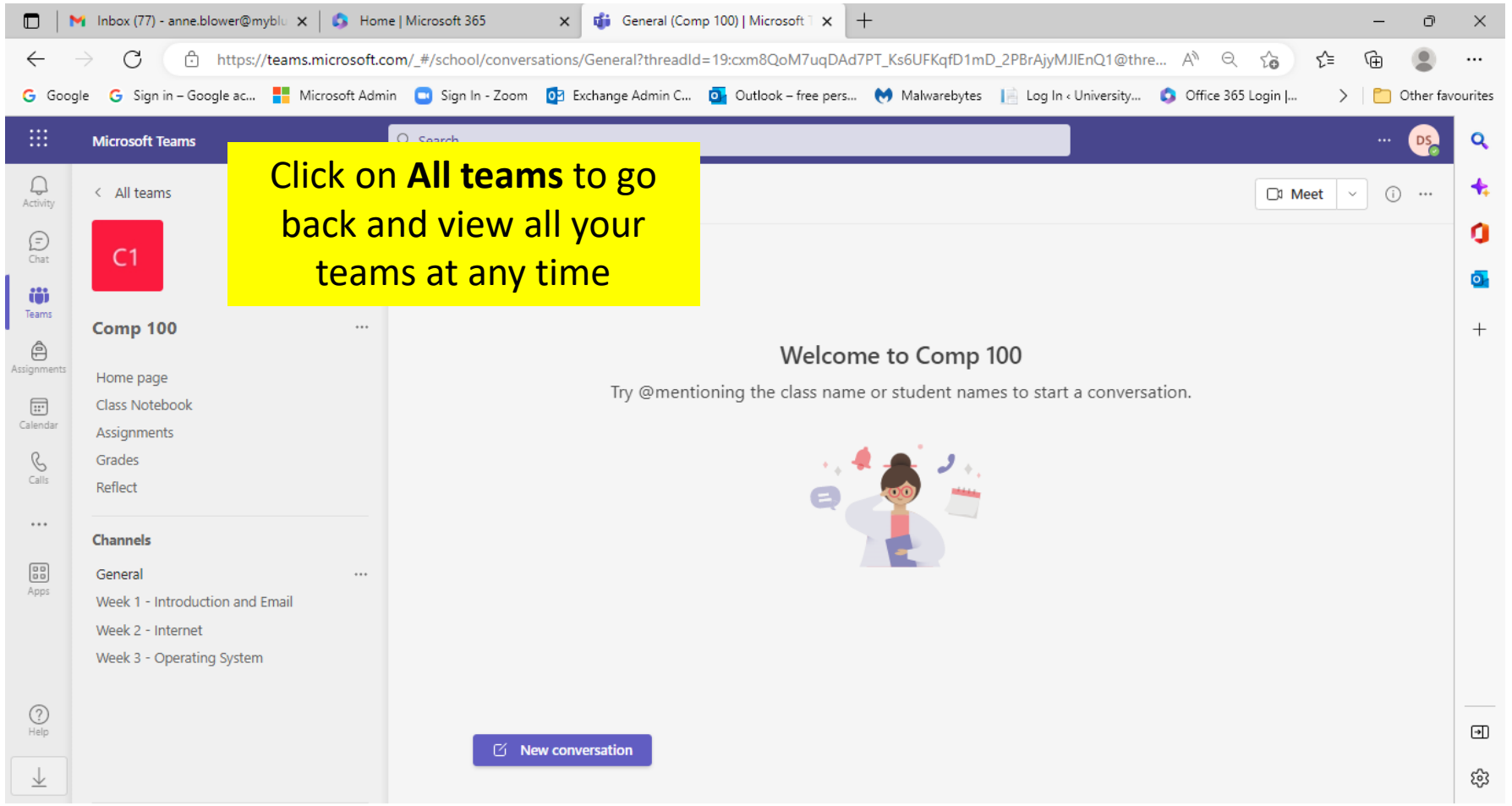


Unless you have Installed the apps on your computer you will want to click on **Use the web app instead**

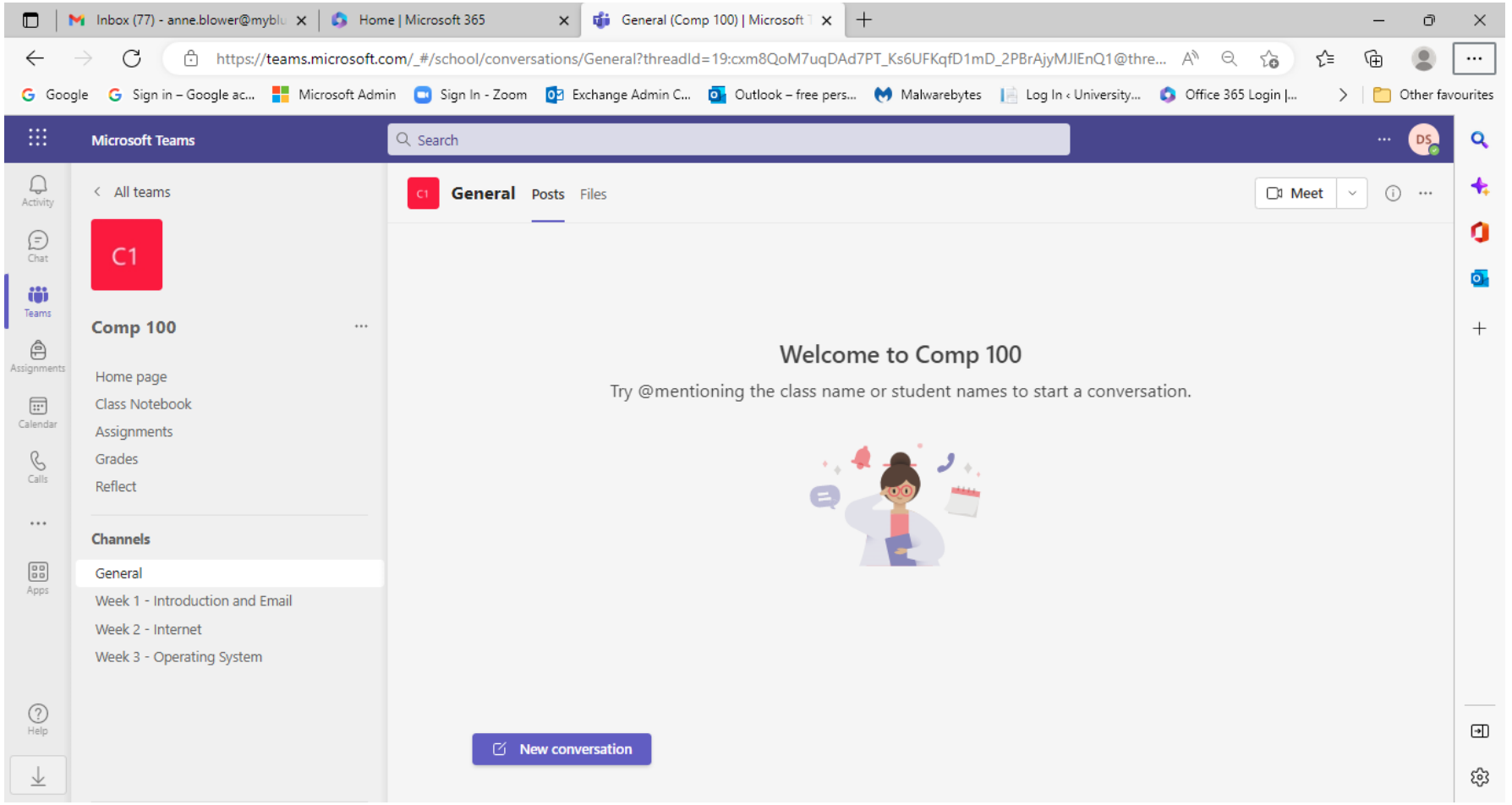
Joining your Team (Classroom)



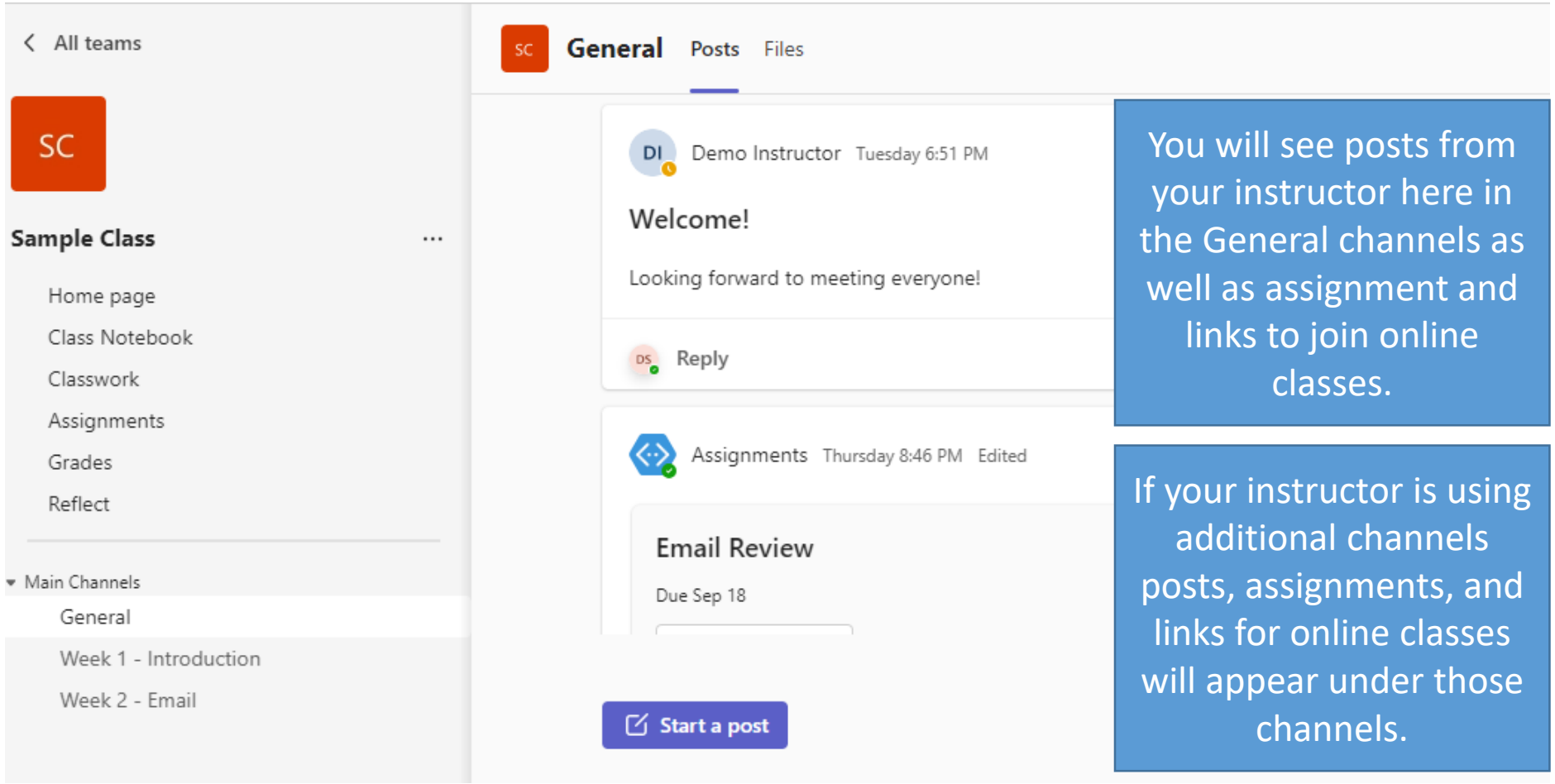
Welcome to Your Team



Team Classroom (General Channel)



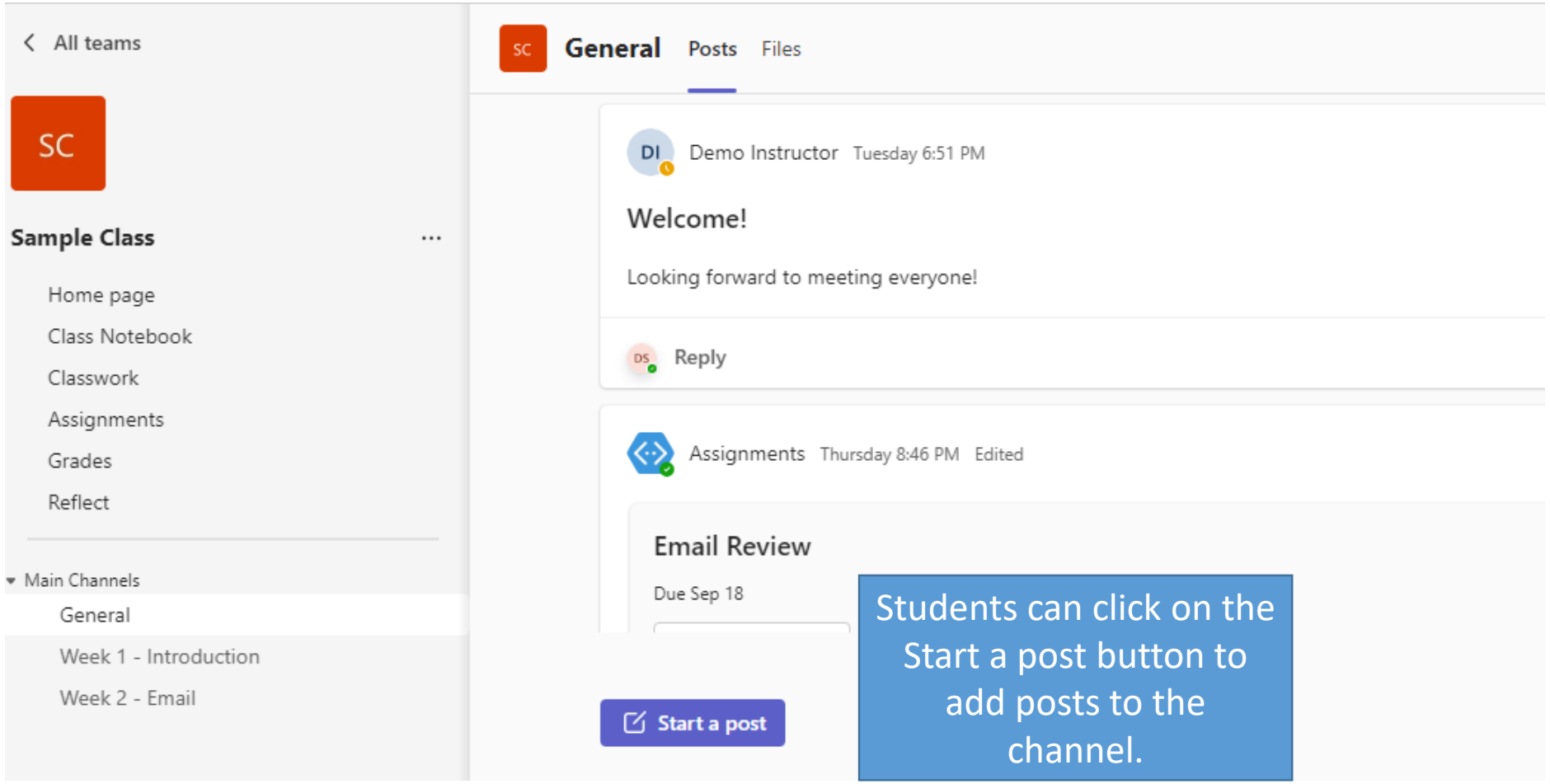
Team Classroom (General Channel)



You will see posts from your instructor here in the General channels as well as assignment and links to join online classes.

If your instructor is using additional channels posts, assignments, and links for online classes will appear under those channels.

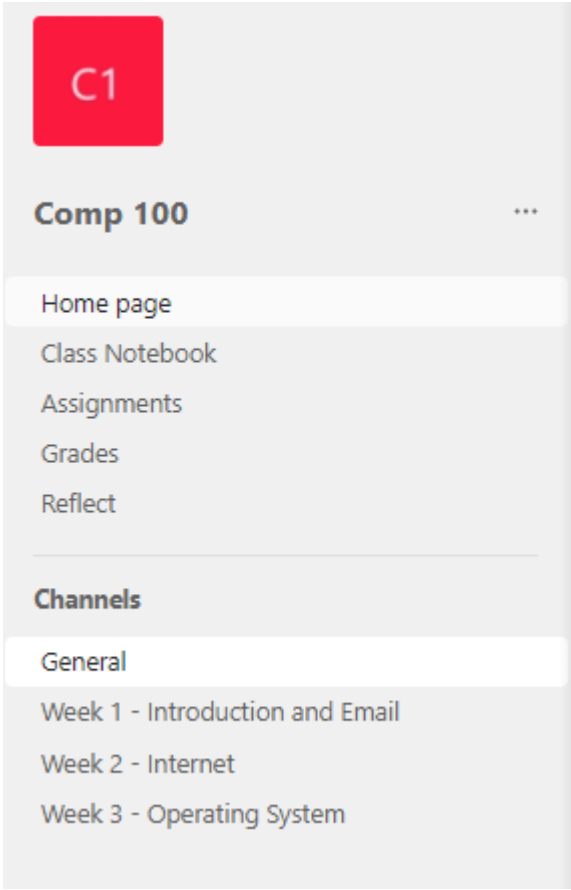
Team Classroom (General Channel)



Channels

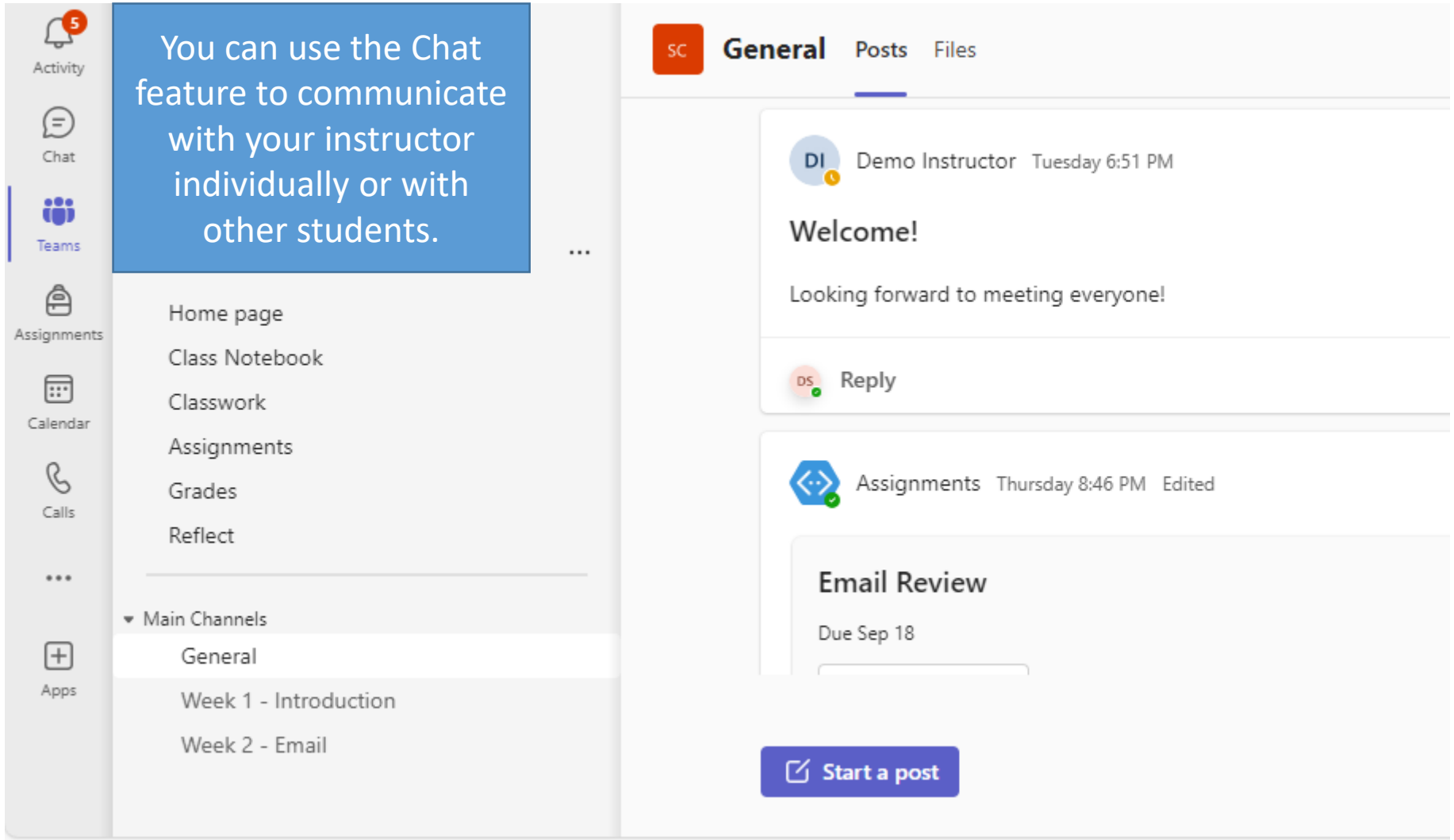
Teams uses channels to organize your classes

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.

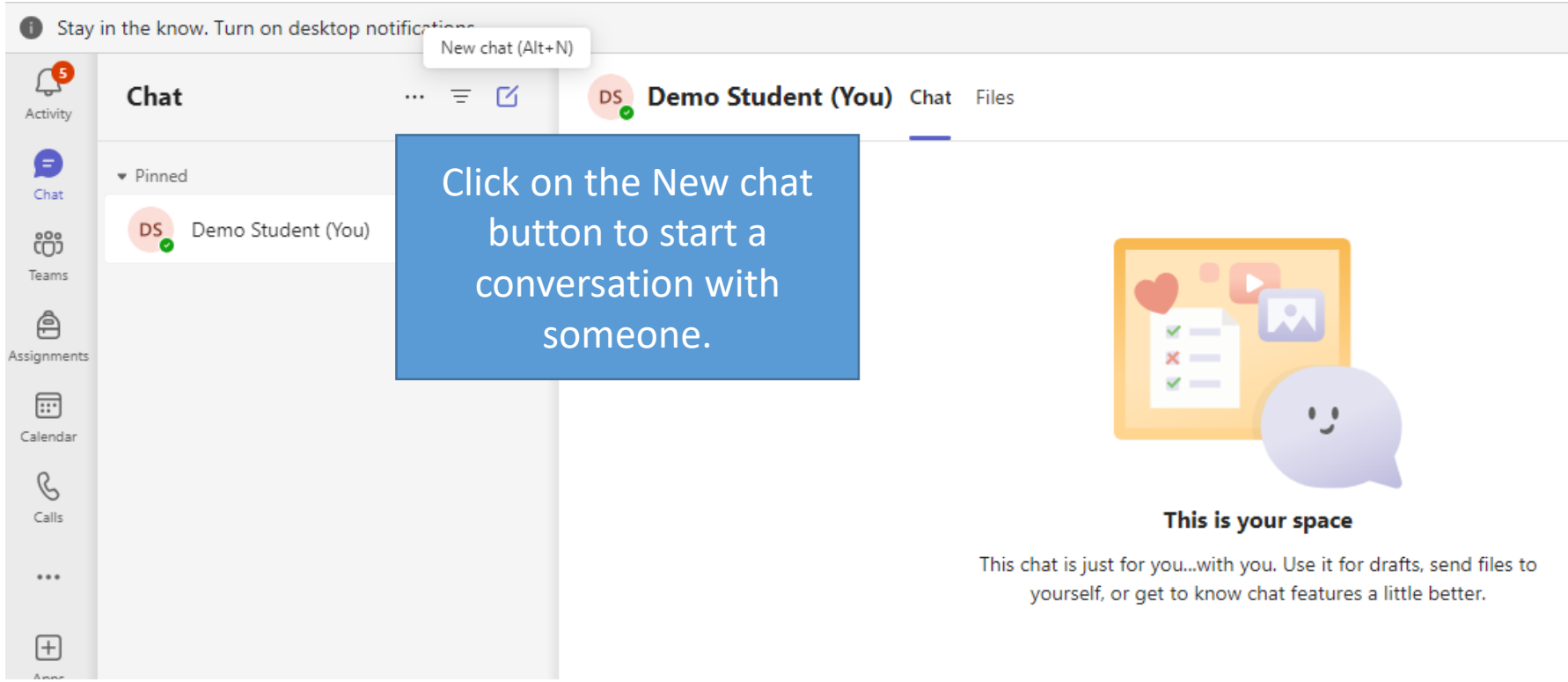


If no channels are listed all information will be in the General channel

Chat


You can use the Chat feature to communicate with your instructor individually or with other students.
Activity
Chat
Teams
Assignments
Calendar
Calls
Apps
Home page
Class Notebook
Classwork
Assignments
Grades
Reflect
Main Channels
General
Week 1 - Introduction
Week 2 - Email
SC
General
Posts
Files
DI
Demo Instructor
Tuesday 6:51 PM
Welcome!
Looking forward to meeting everyone!
DS
Reply
Assignments
Thursday 8:46 PM
Edited
Email Review
Due Sep 18
Start a post

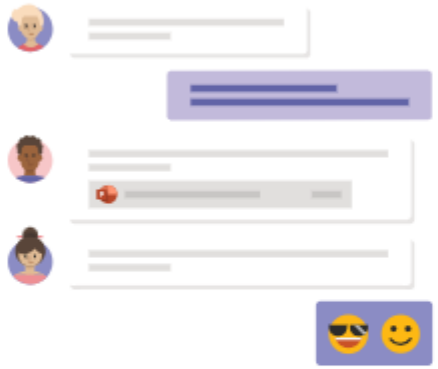
Chat


Stay in the know. Turn on desktop notifications
New chat (Alt+N)
Activity
Chat
Teams
Assignments
Calendar
Calls
Chat
Pinned
DS
Demo Student (You)
Click on the New chat button to start a conversation with someone.
DS
Demo Student (You)
Chat
Files
This is your space
This chat is just for you...with you. Use it for drafts, send files to yourself, or get to know chat features a little better.

Chat

To: Enter name, email, group or tag

Click in the To: box and begin typing the name of the person you want to chat with.



You're starting a new conversation

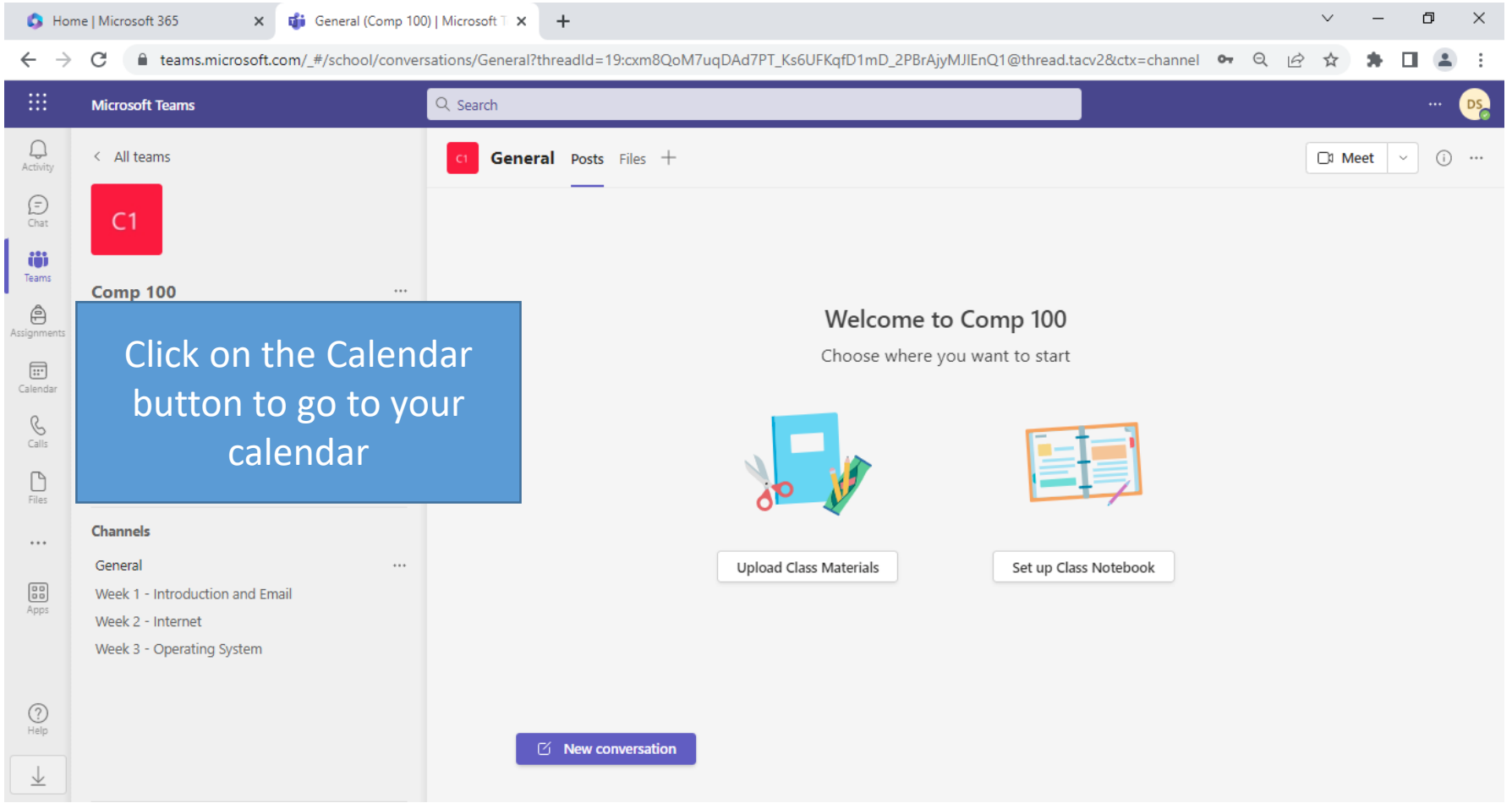
Type your first message below.

Type your message

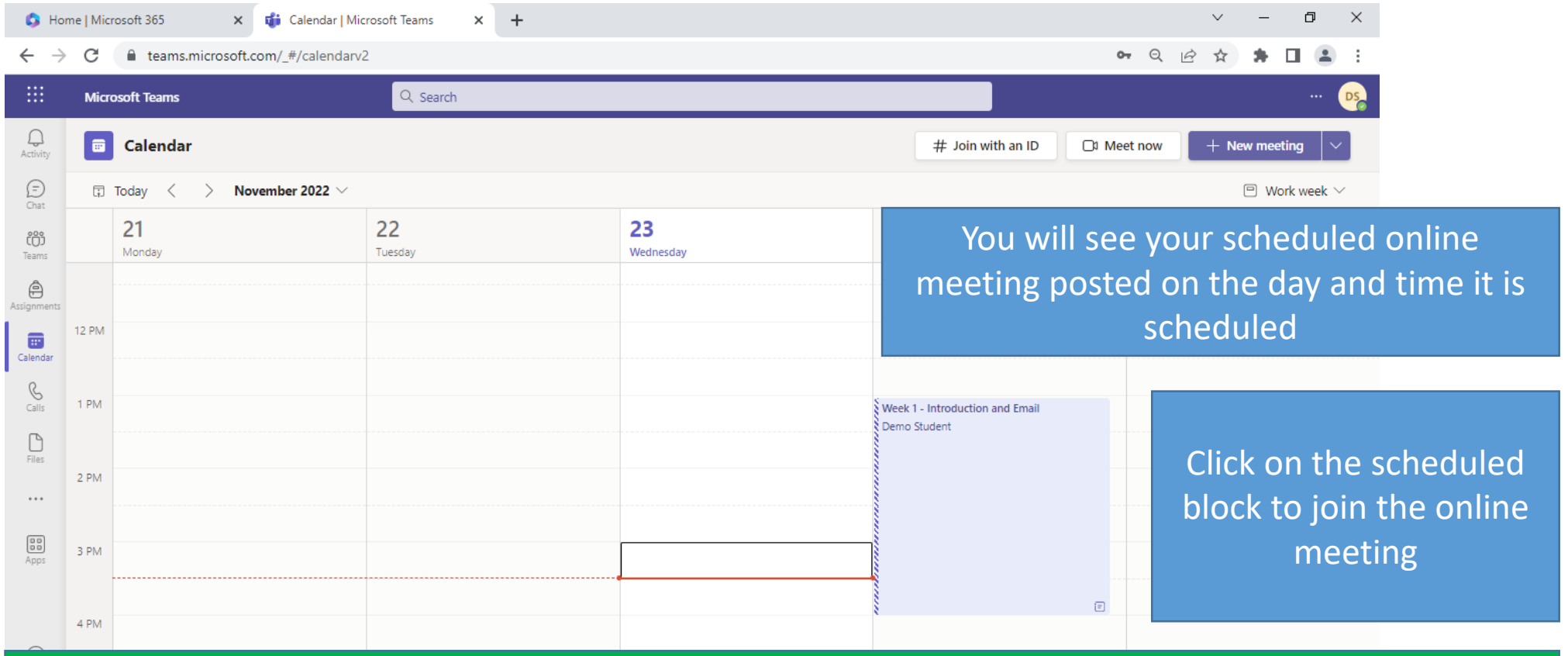
Click on Send button

Type a message

Joining Online Lectures via Calendar

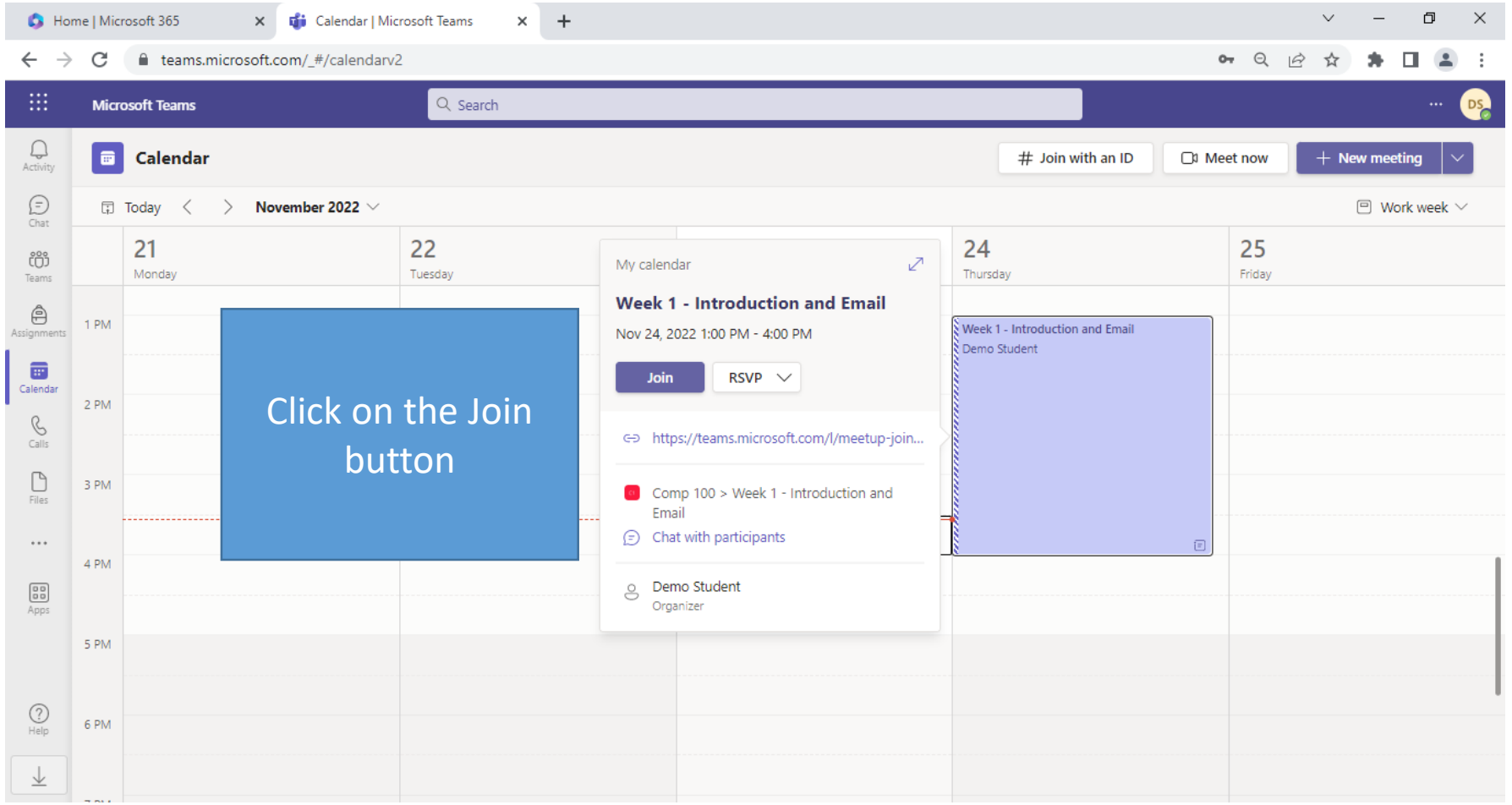


Joining Online Lectures via Calendar

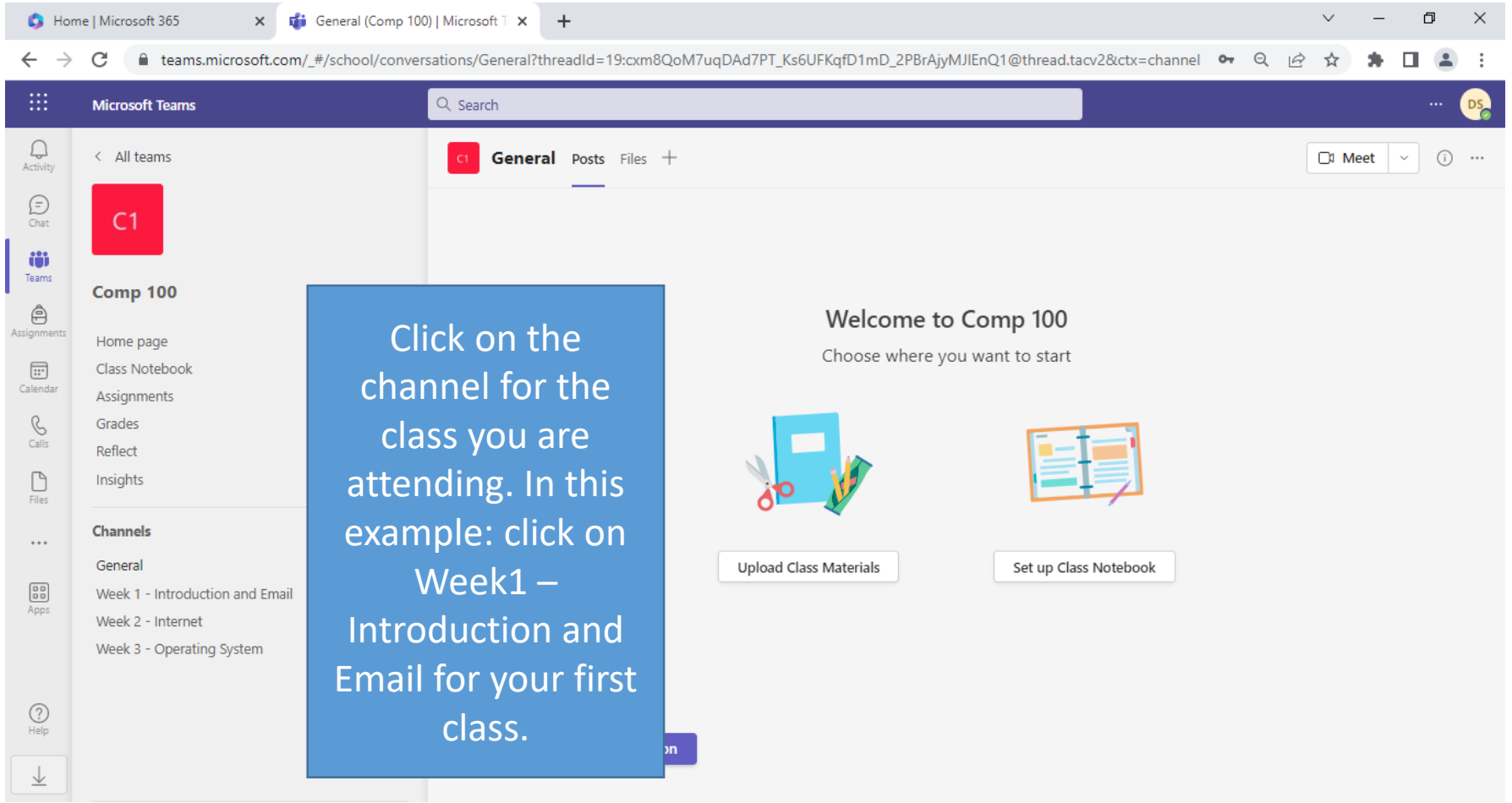


Your online meeting will also appear under the General channel or a specific channel depending on how your instructor has set it up.

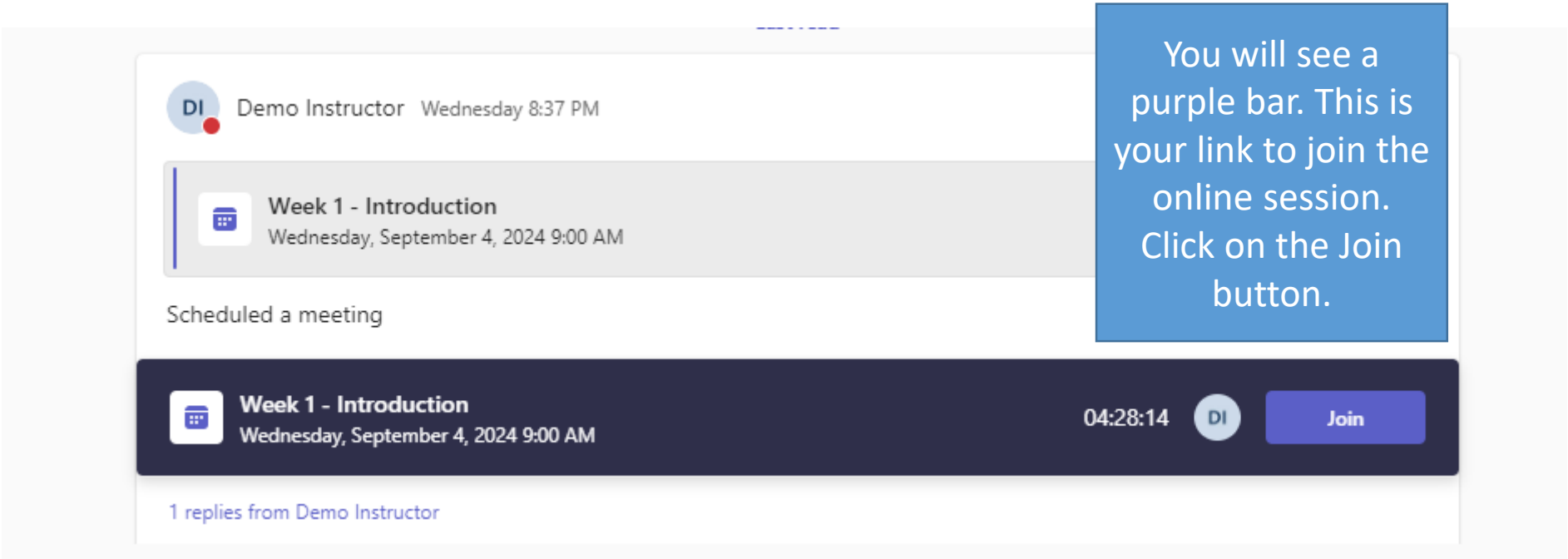
Joining Online Lectures via Calendar



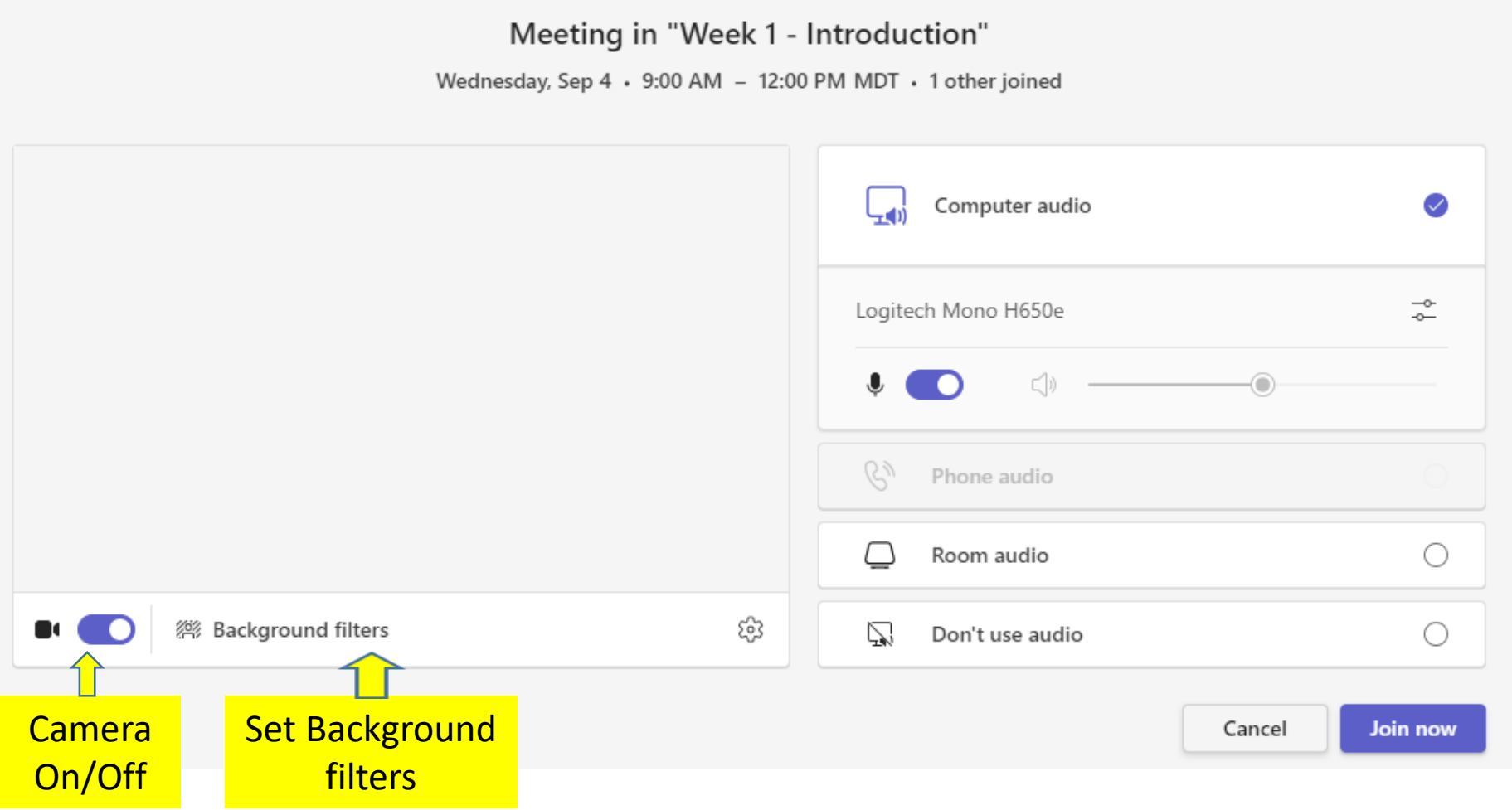
Joining Online Lectures via Channel



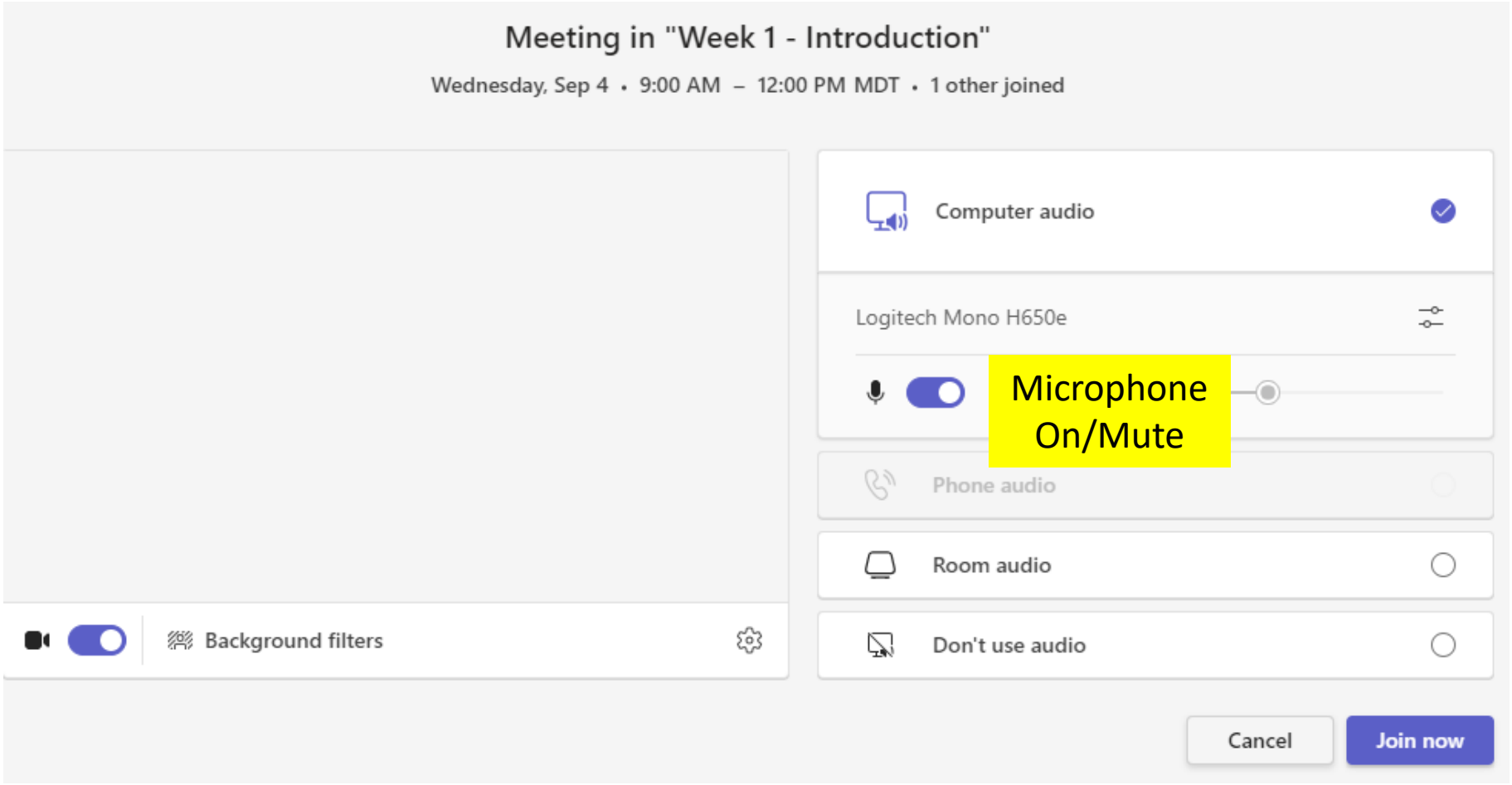
Joining Online Lectures via Channel



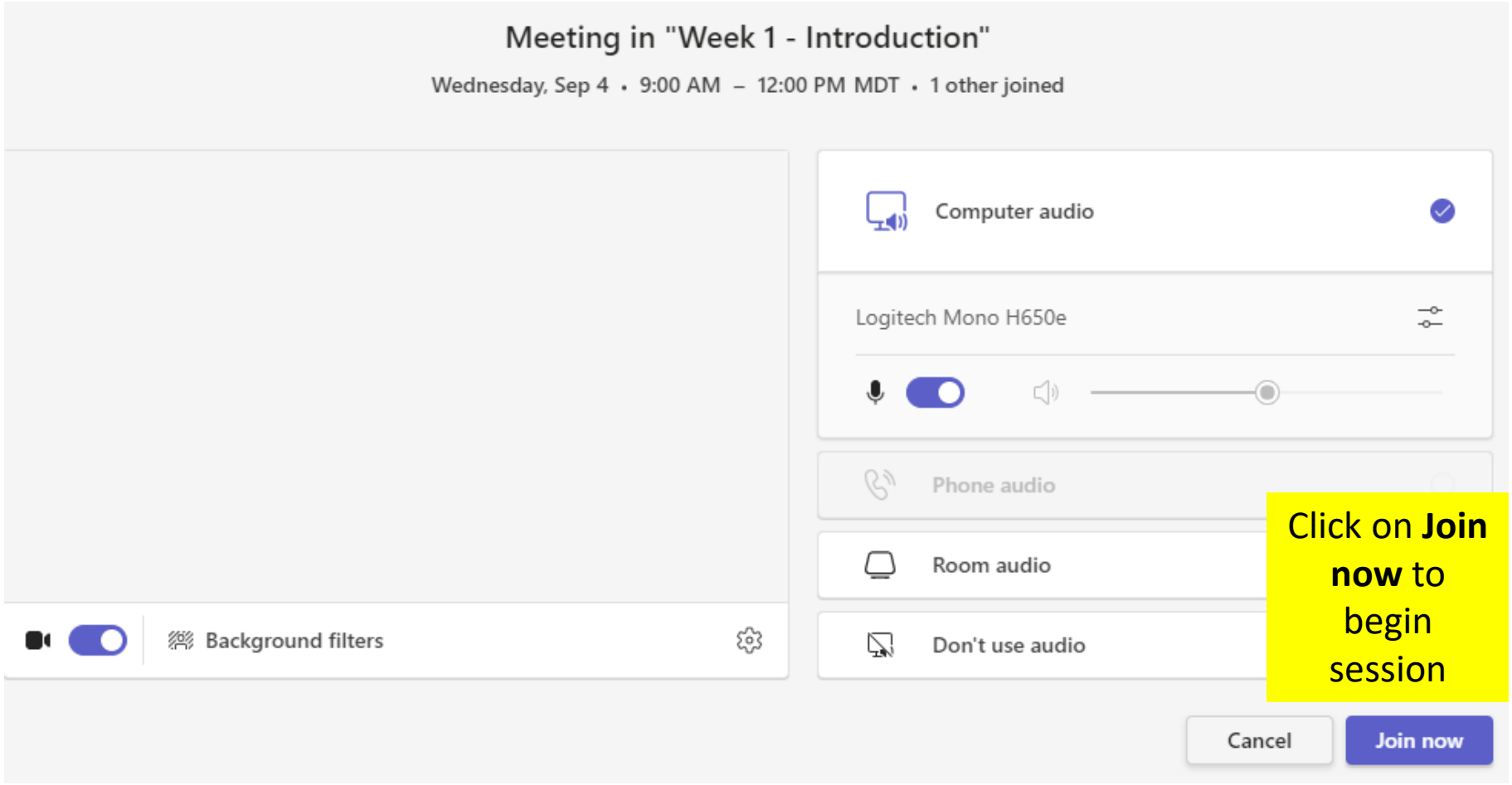
Joining your Online Lectures



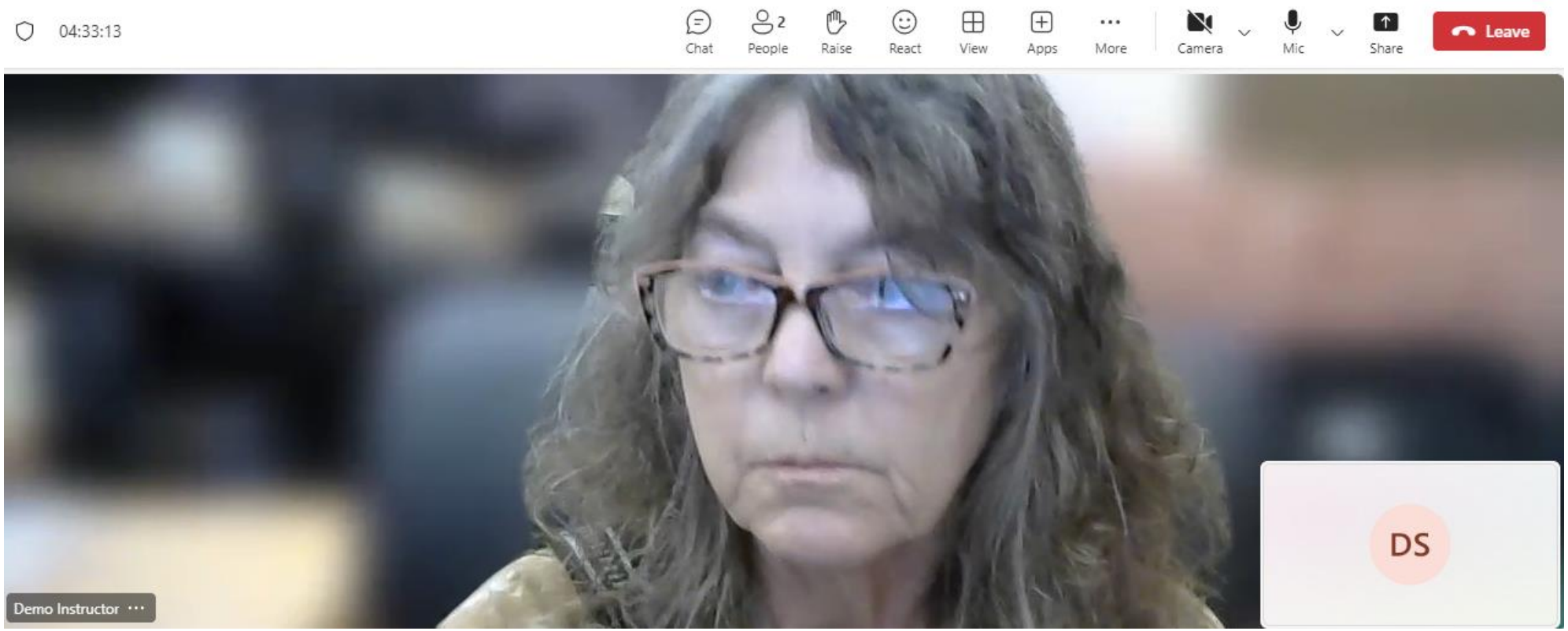
Joining your Online Lectures



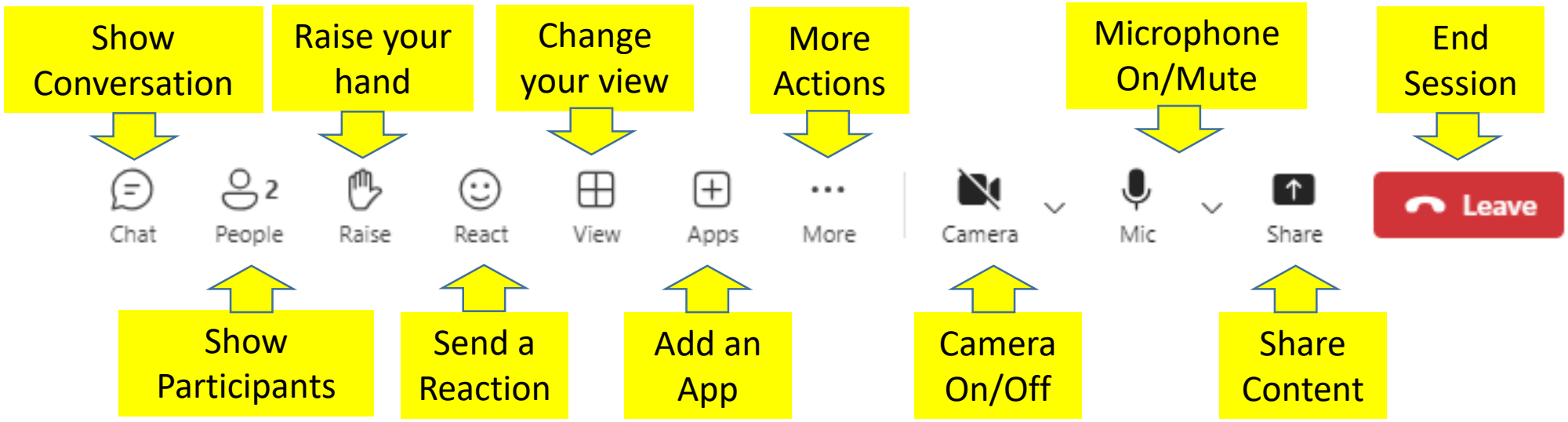
Joining your Online Lectures



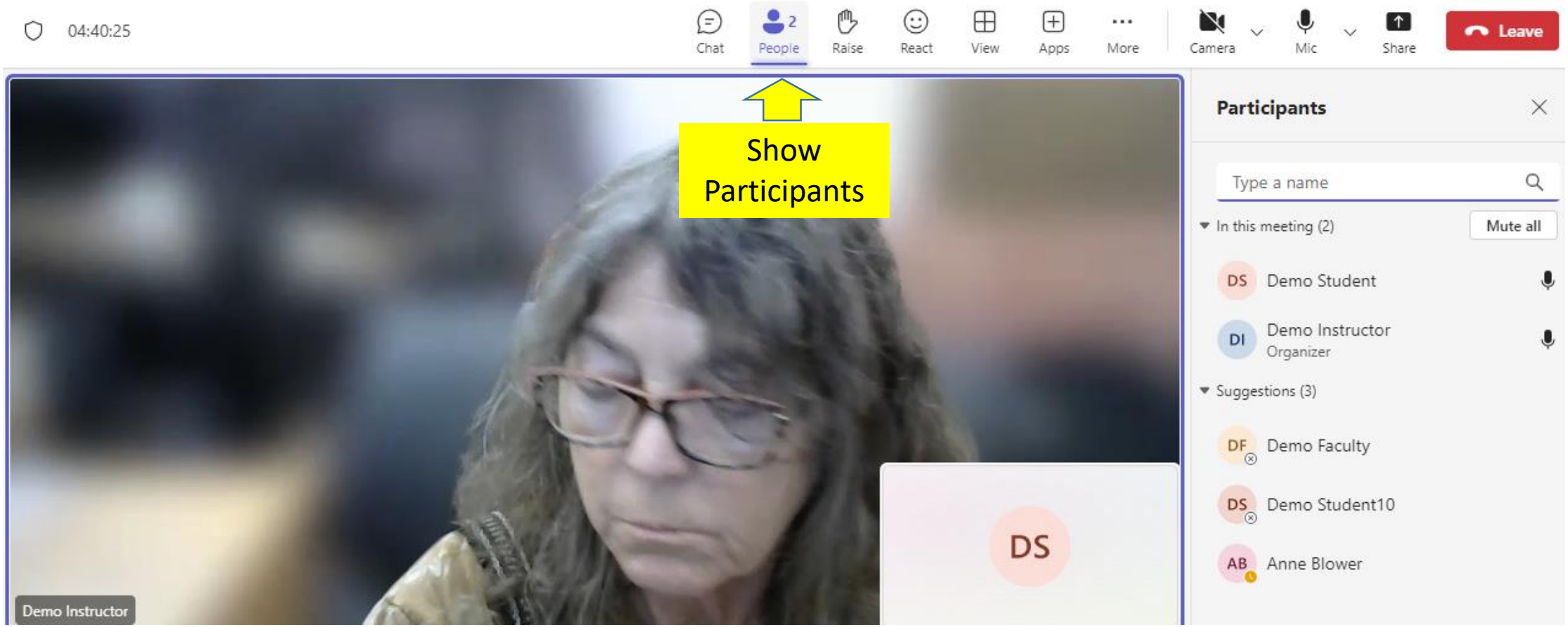
Joining your Online Lectures



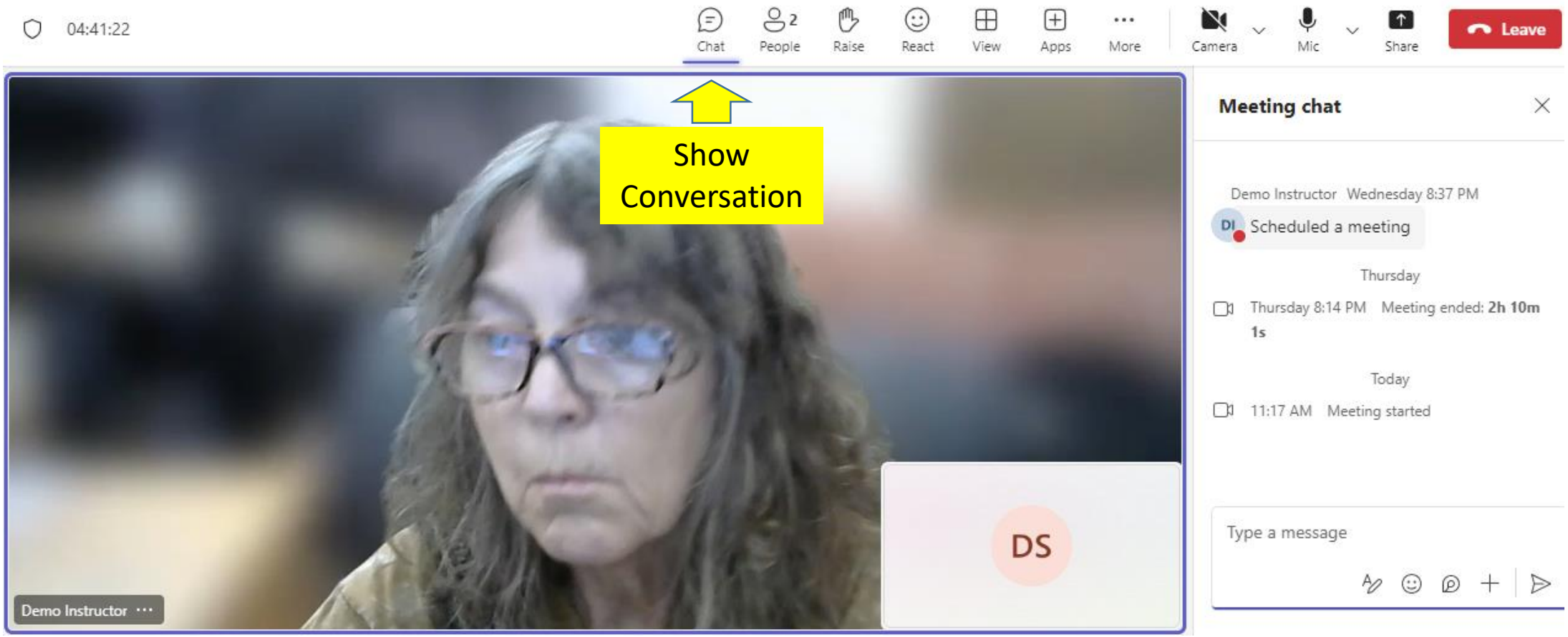
Joining your Online Lectures



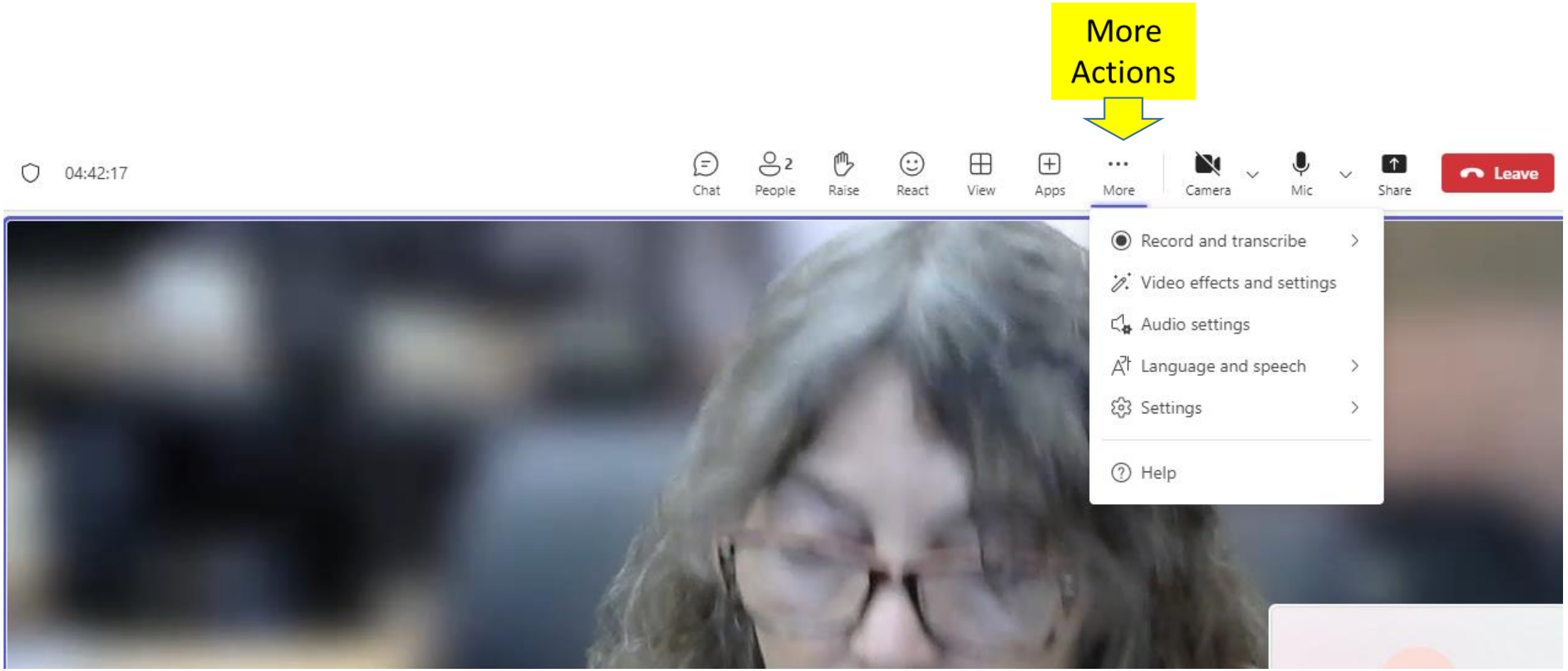
Joining your Online Lectures



Joining your Online Lectures

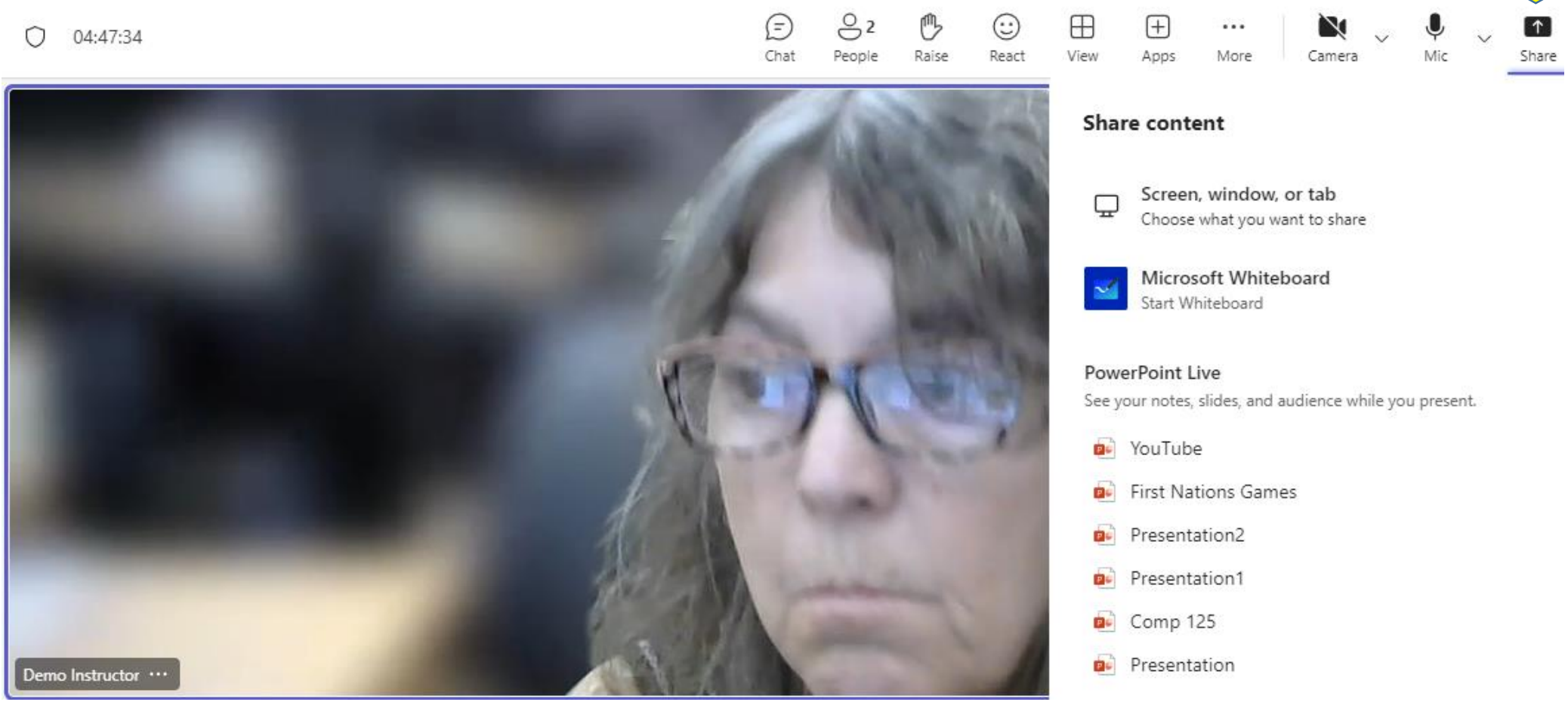


Joining your Online Lectures

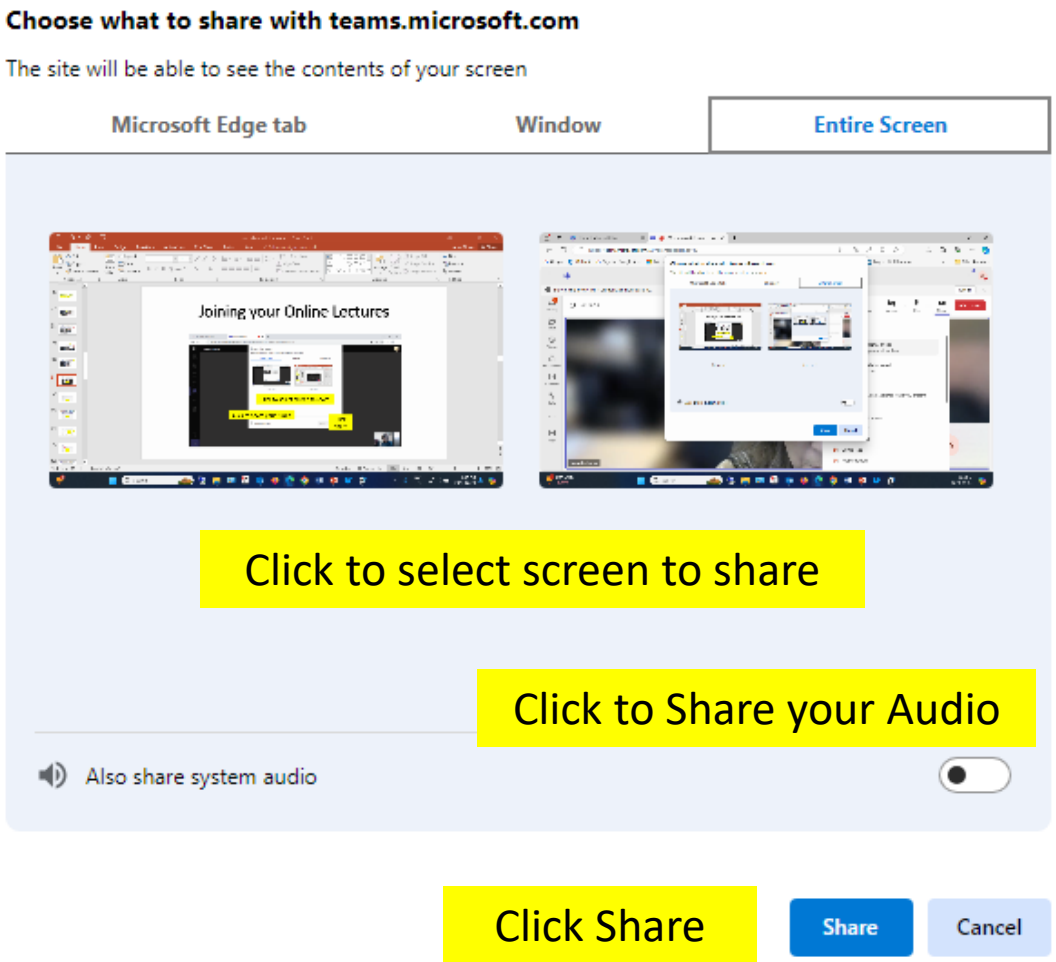


Joining your Online Lectures

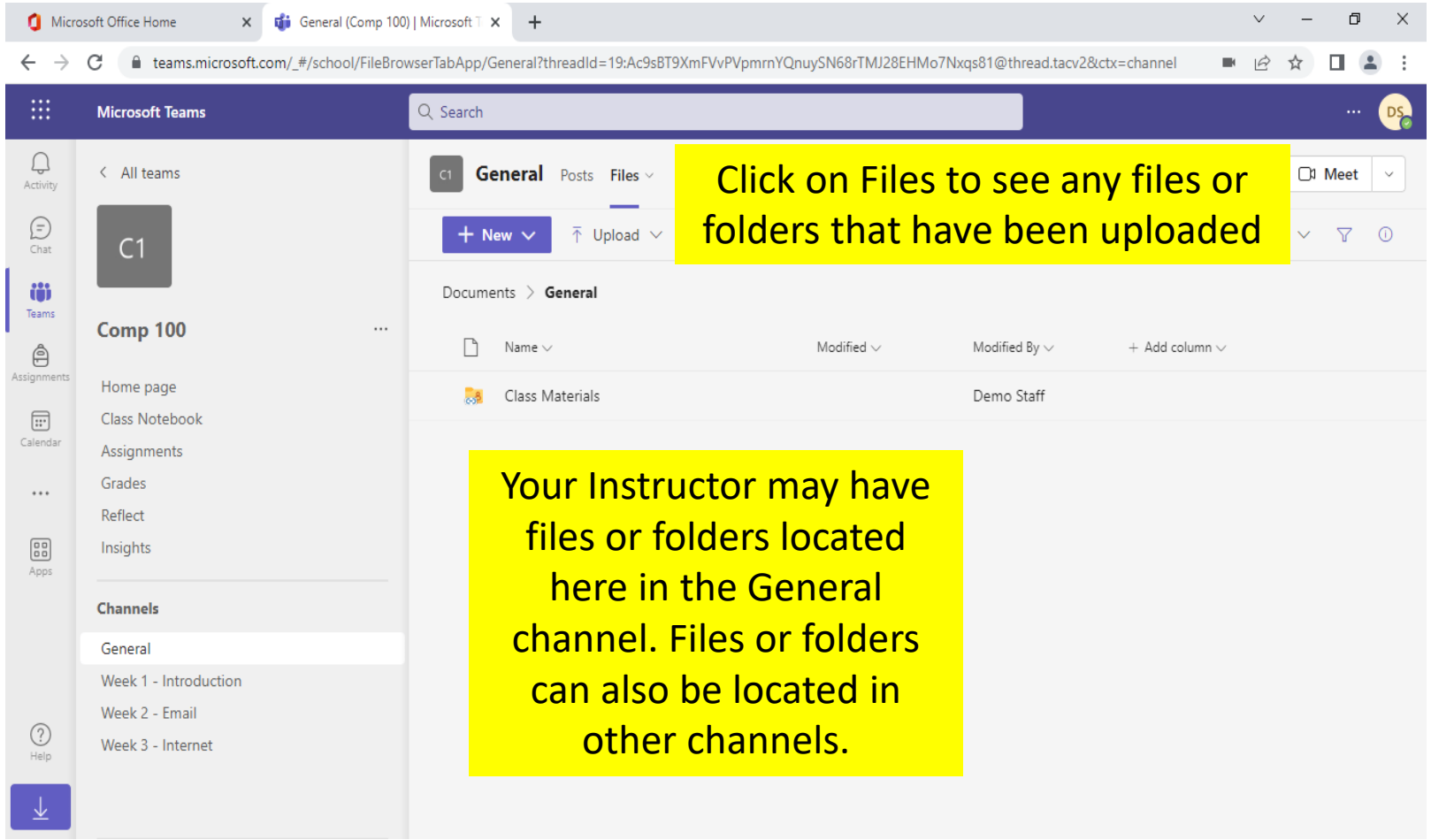
Share Content



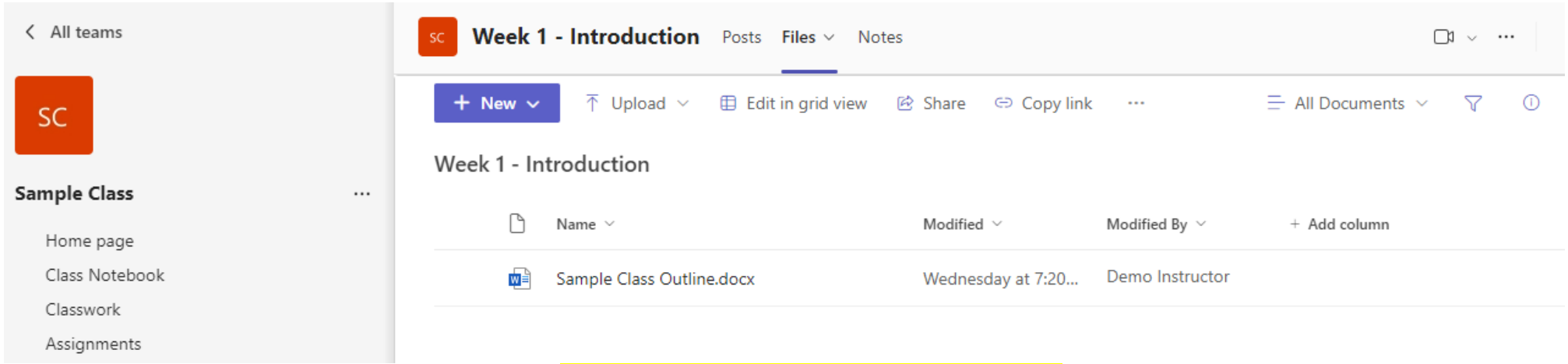
Joining your Online Lectures



Files/Folders – General Channel

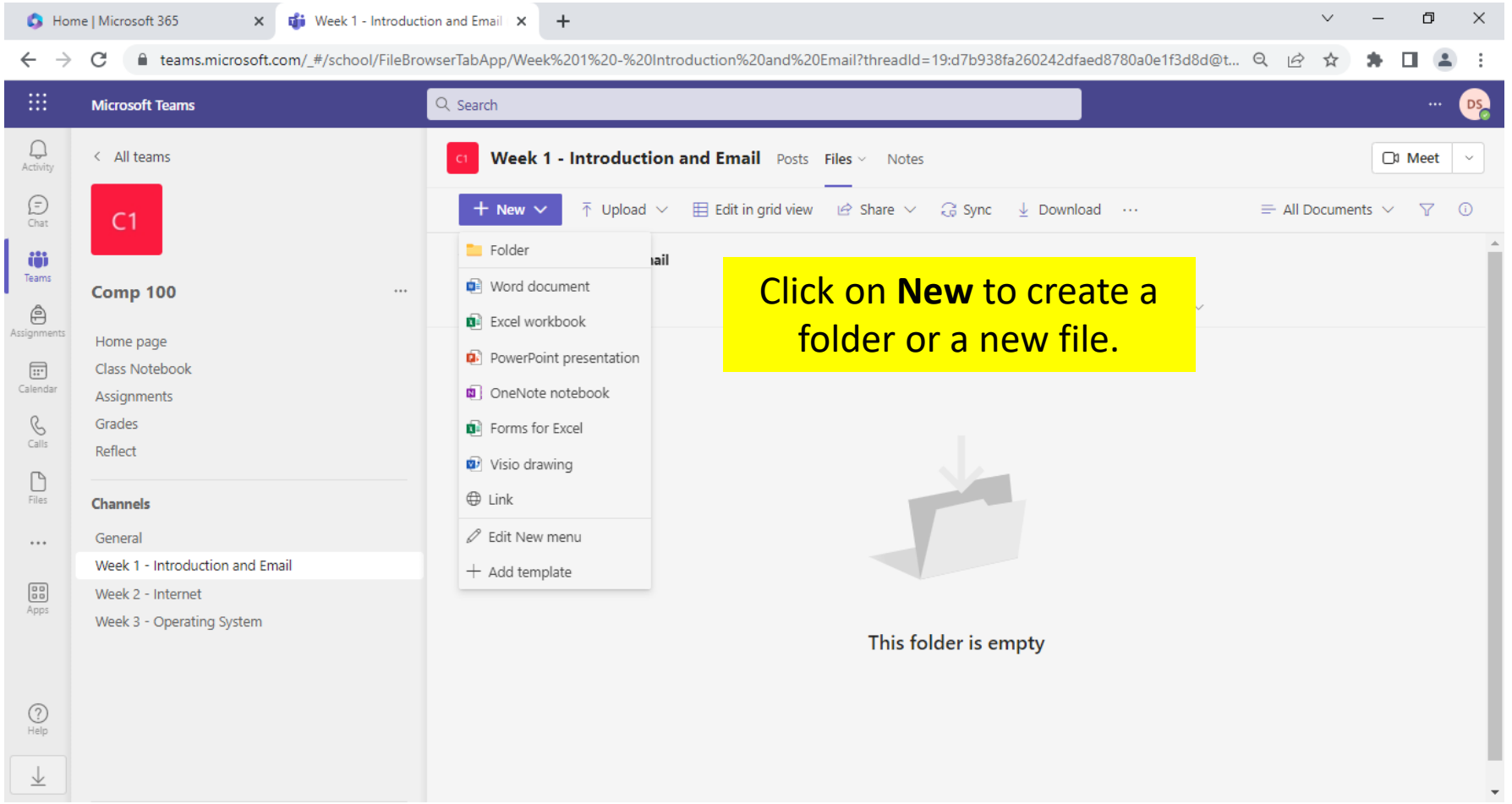


Sharing Files/Folders – Other Channels

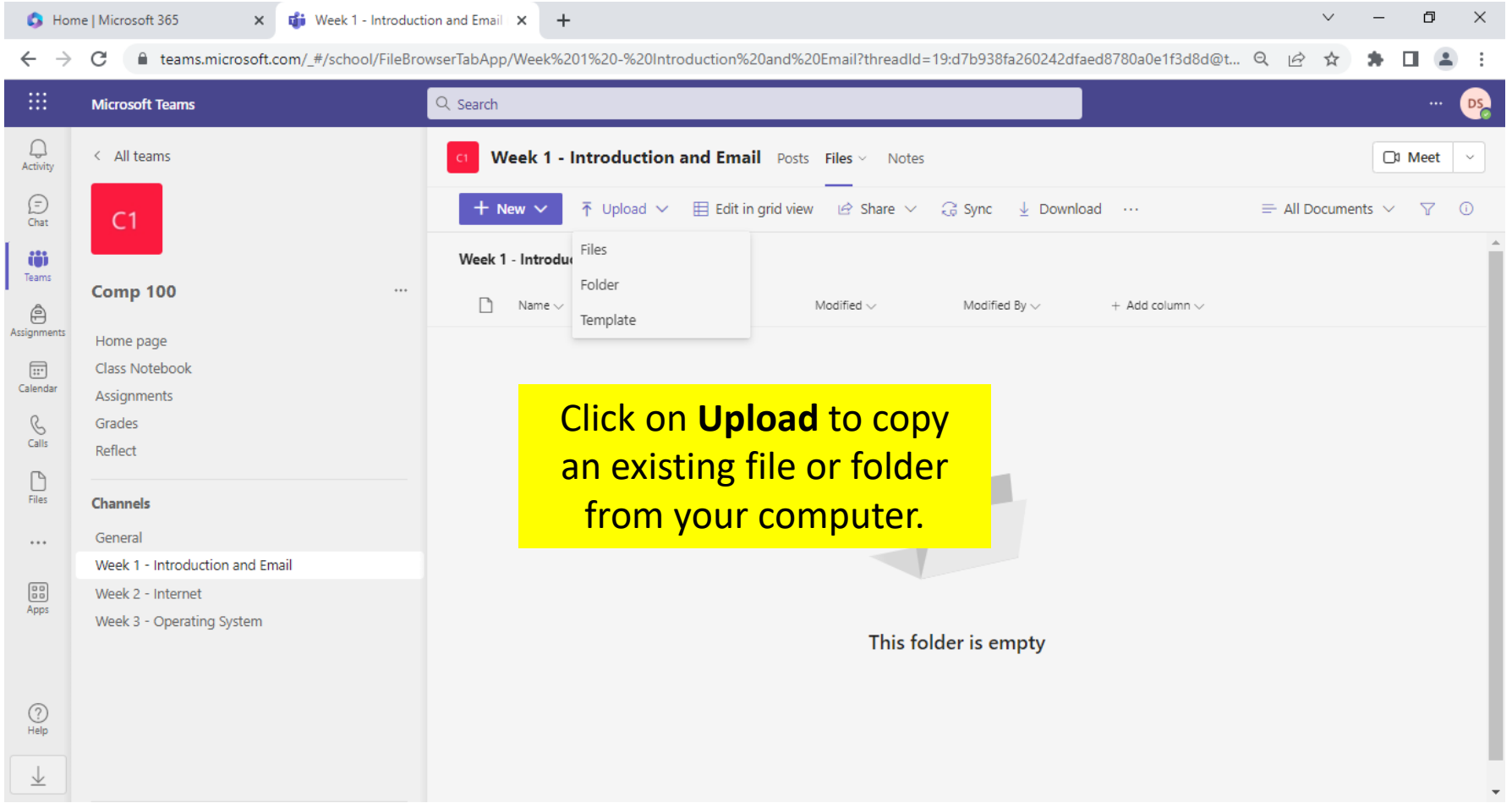


The outline for this sample class was uploaded to the Week 1 – Introduction channel

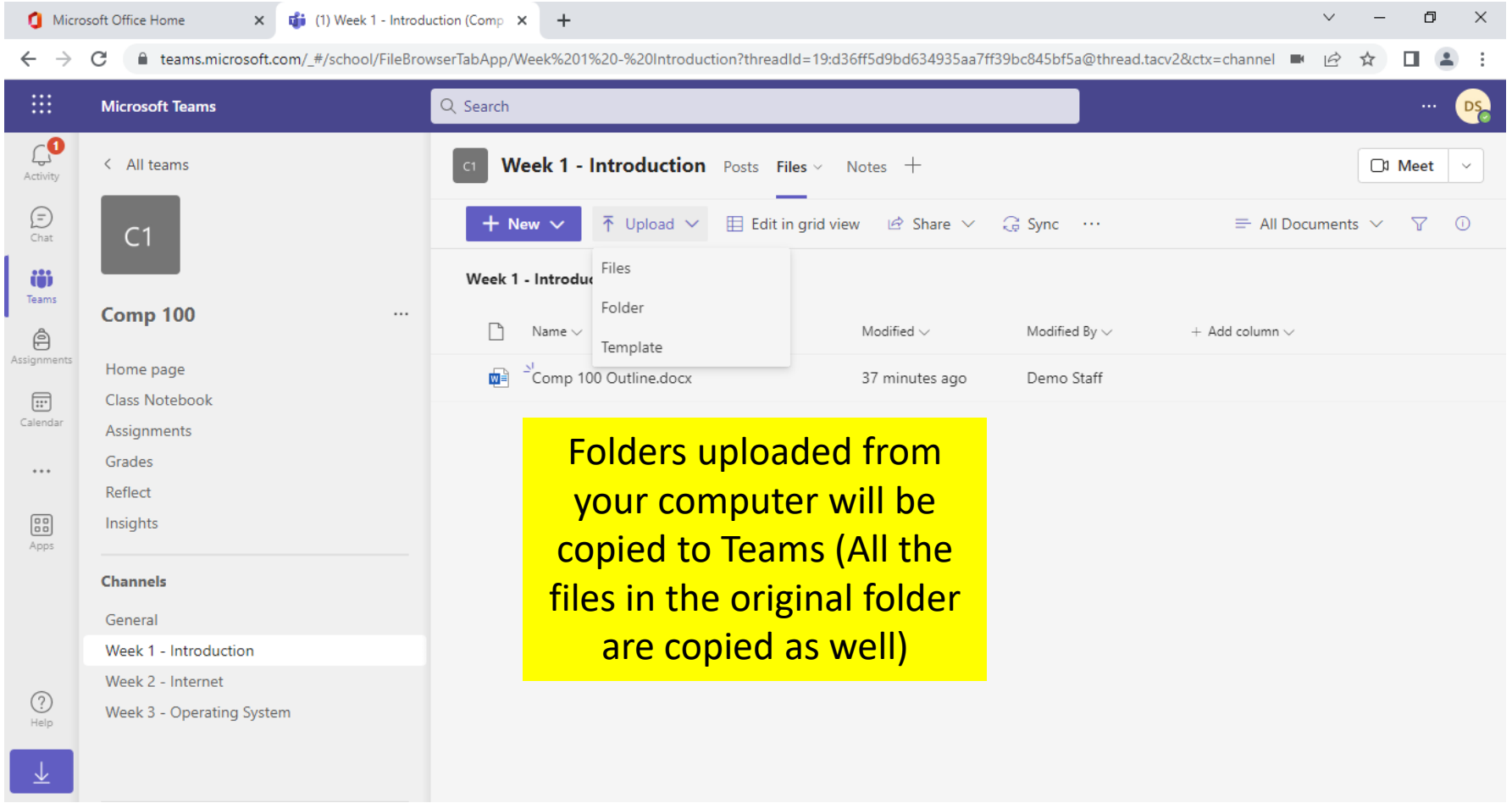
Sharing Files/Folders – Other Channels



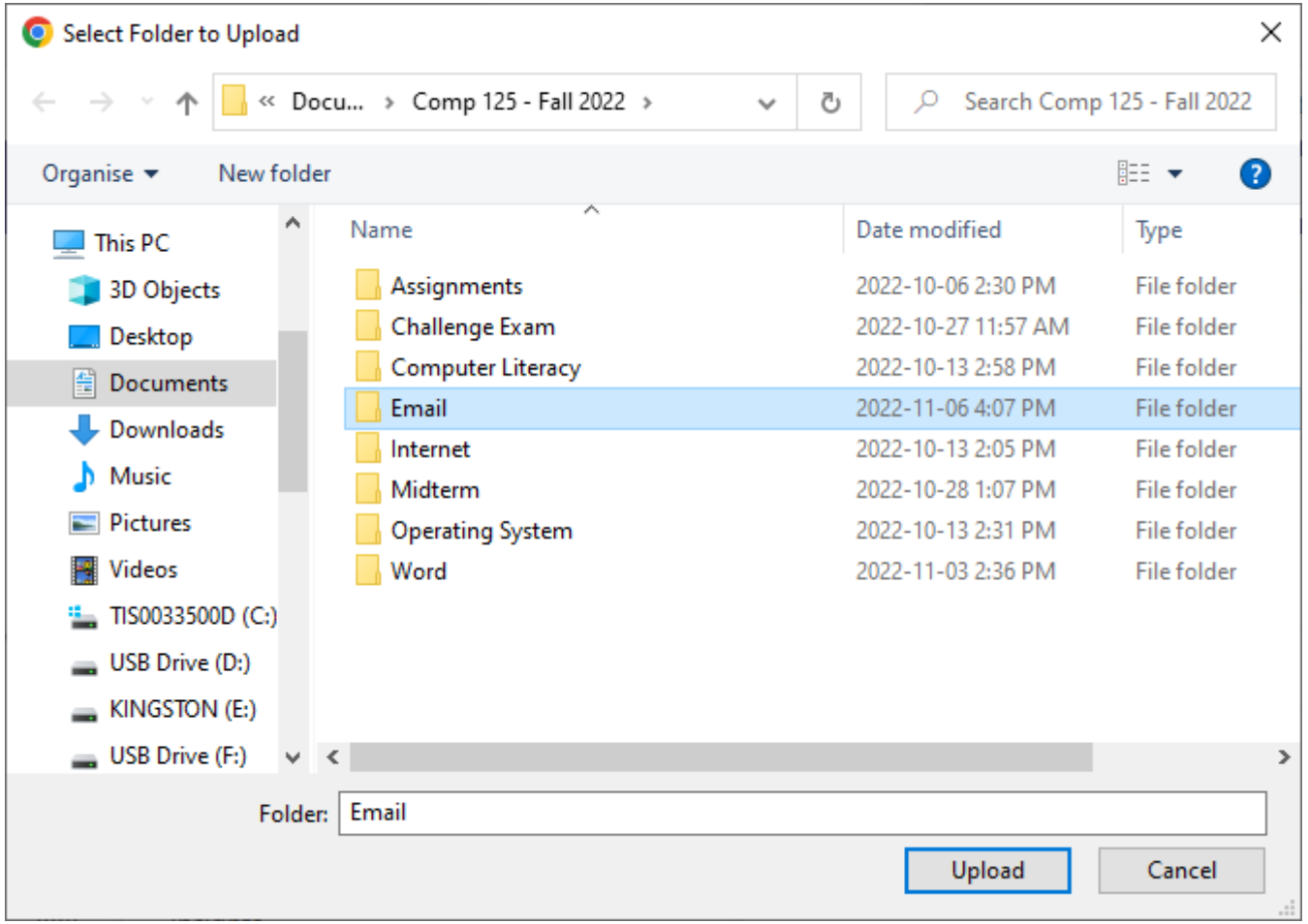
Sharing Files/Folders – Other Channels



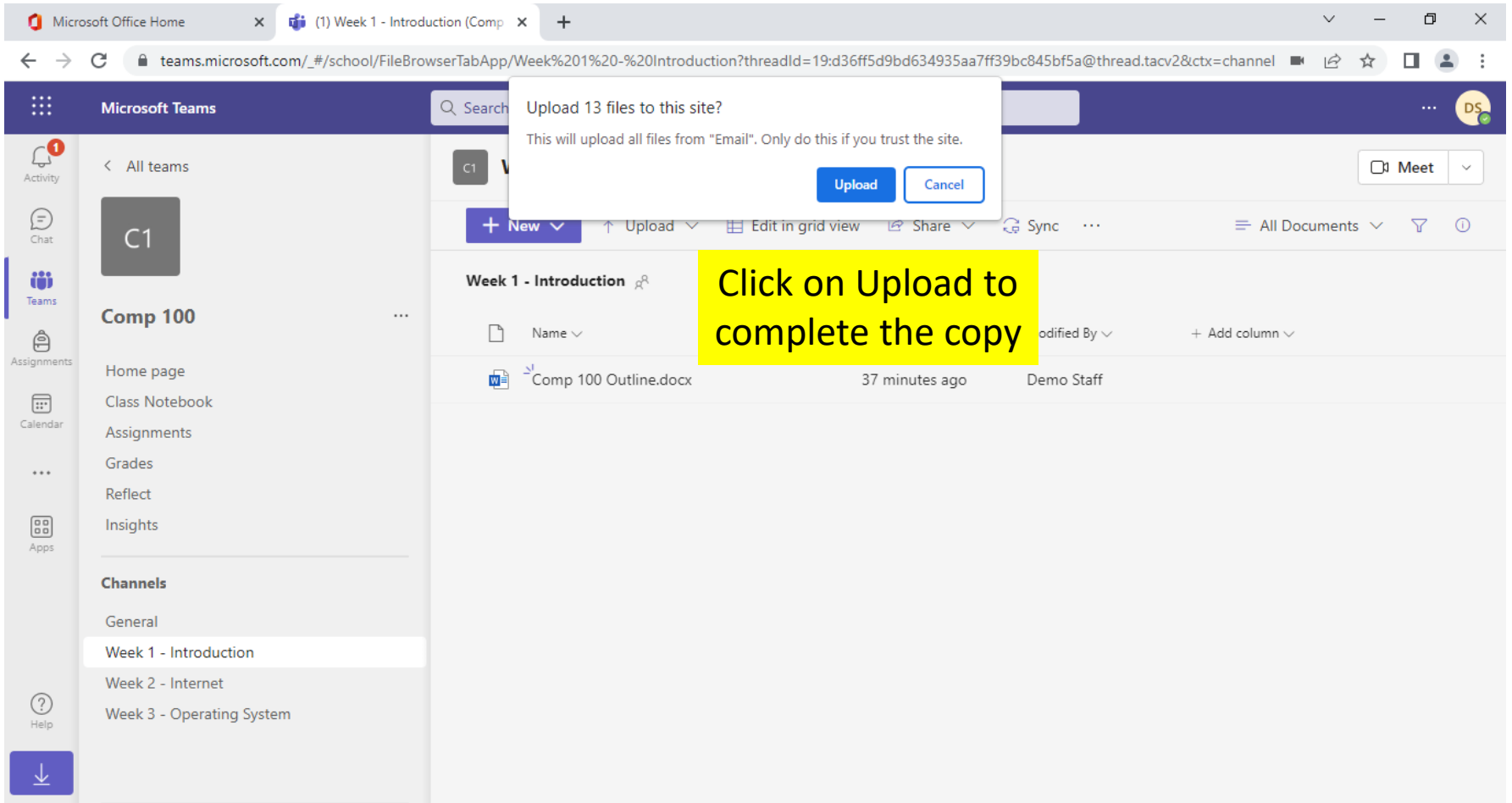
Sharing Files/Folders – Other Channels



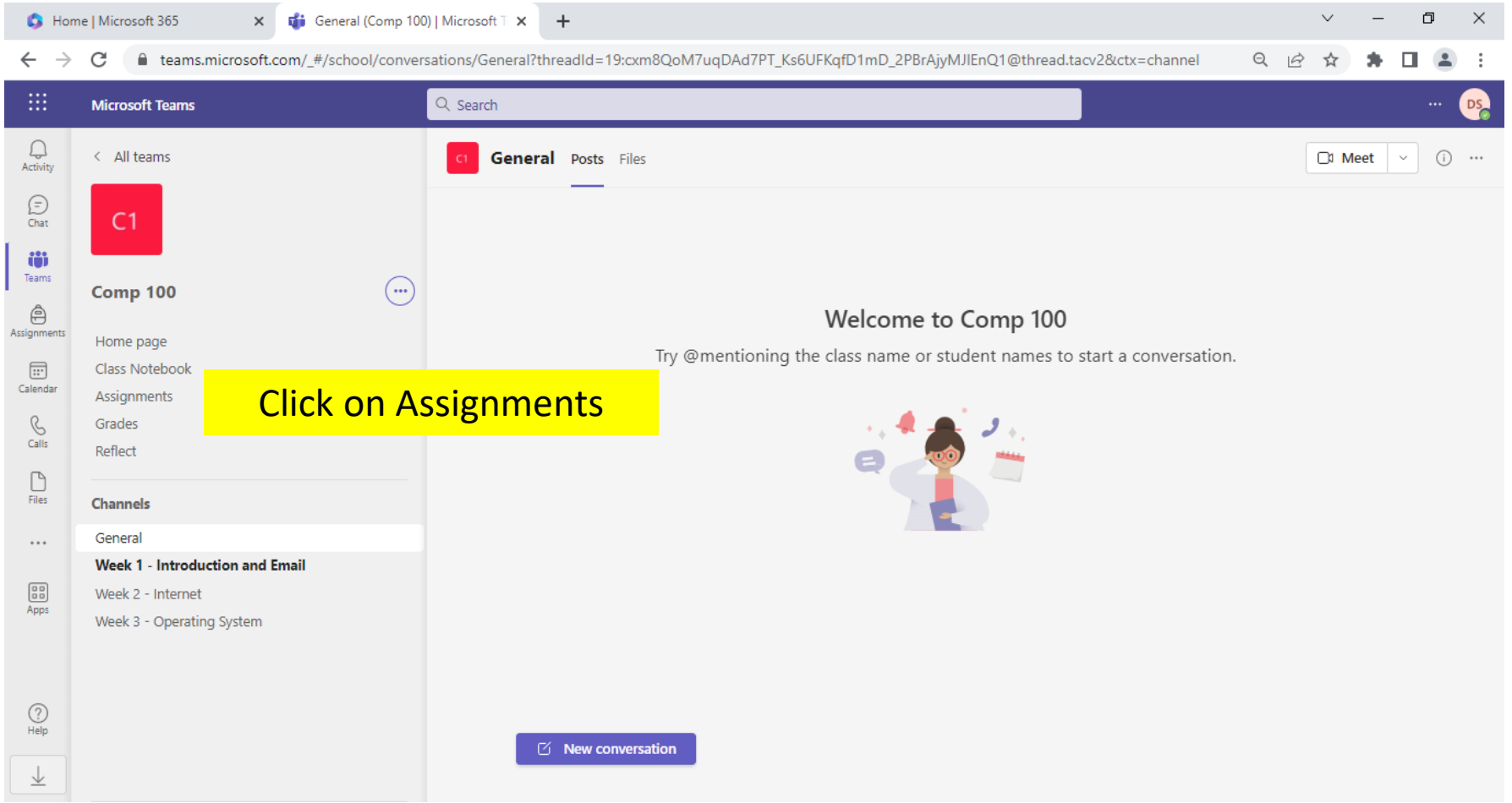
Sharing Files/Folders – Other Channels



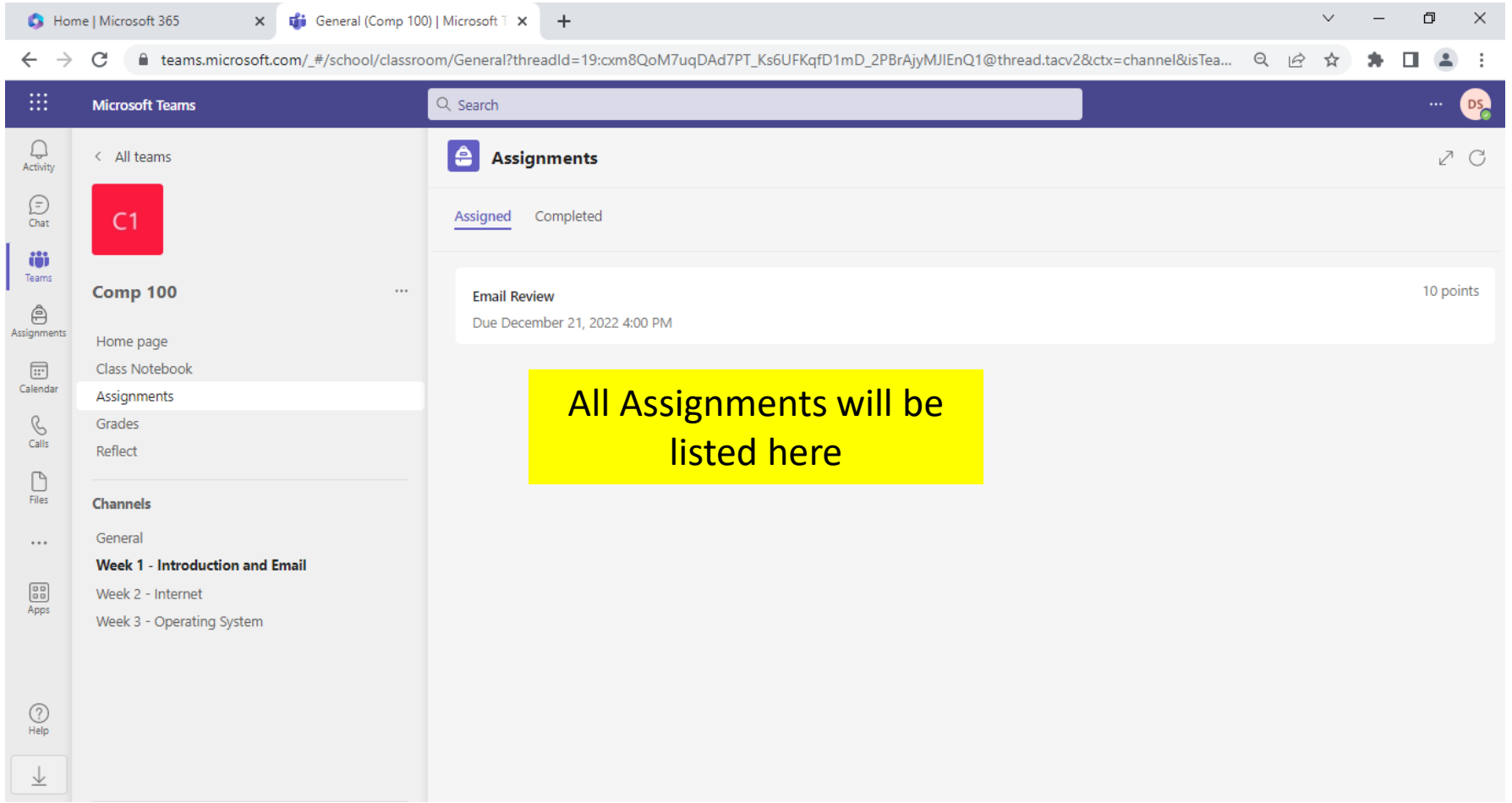
Sharing Files/Folders – Other Channels



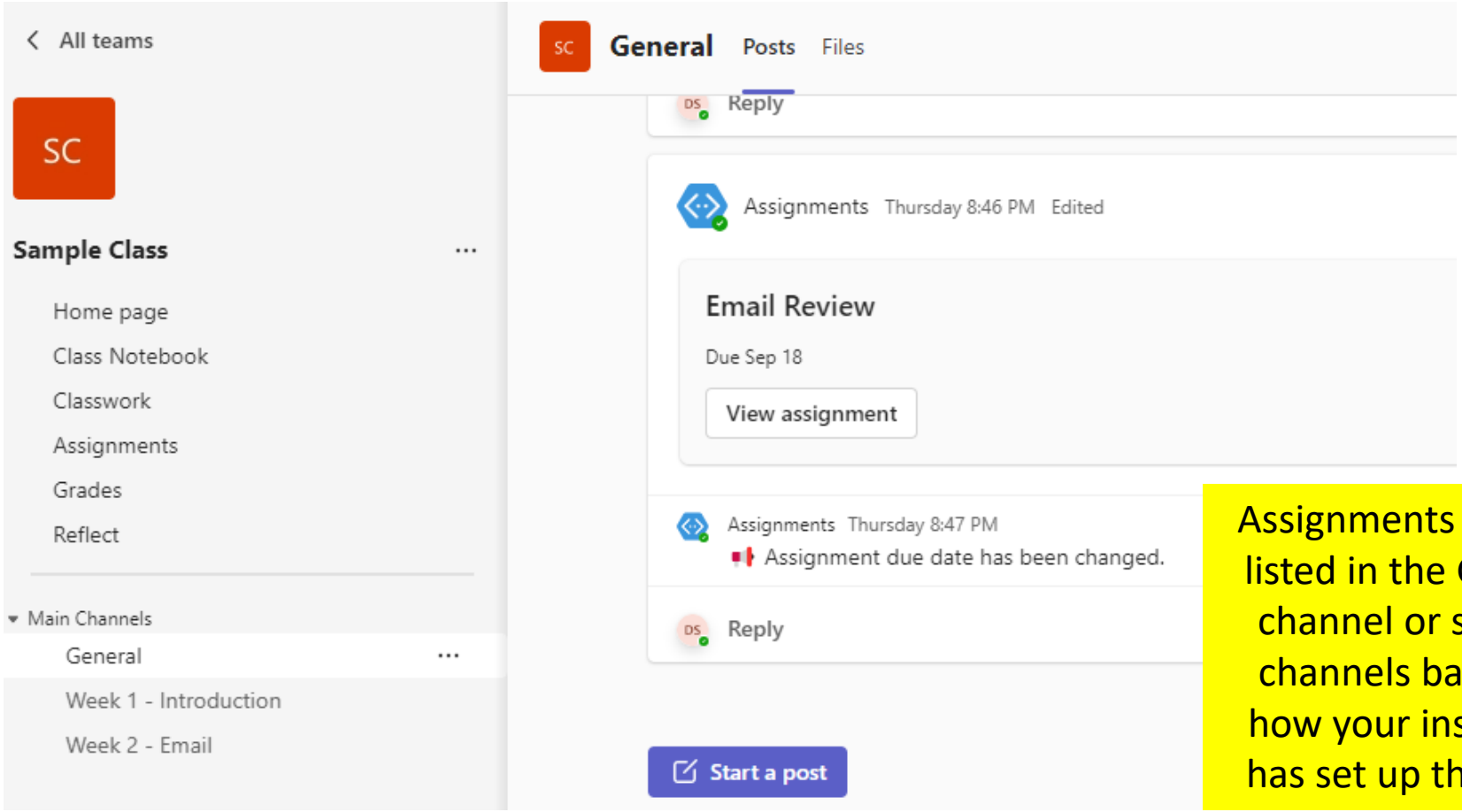
Assignments



Assignments

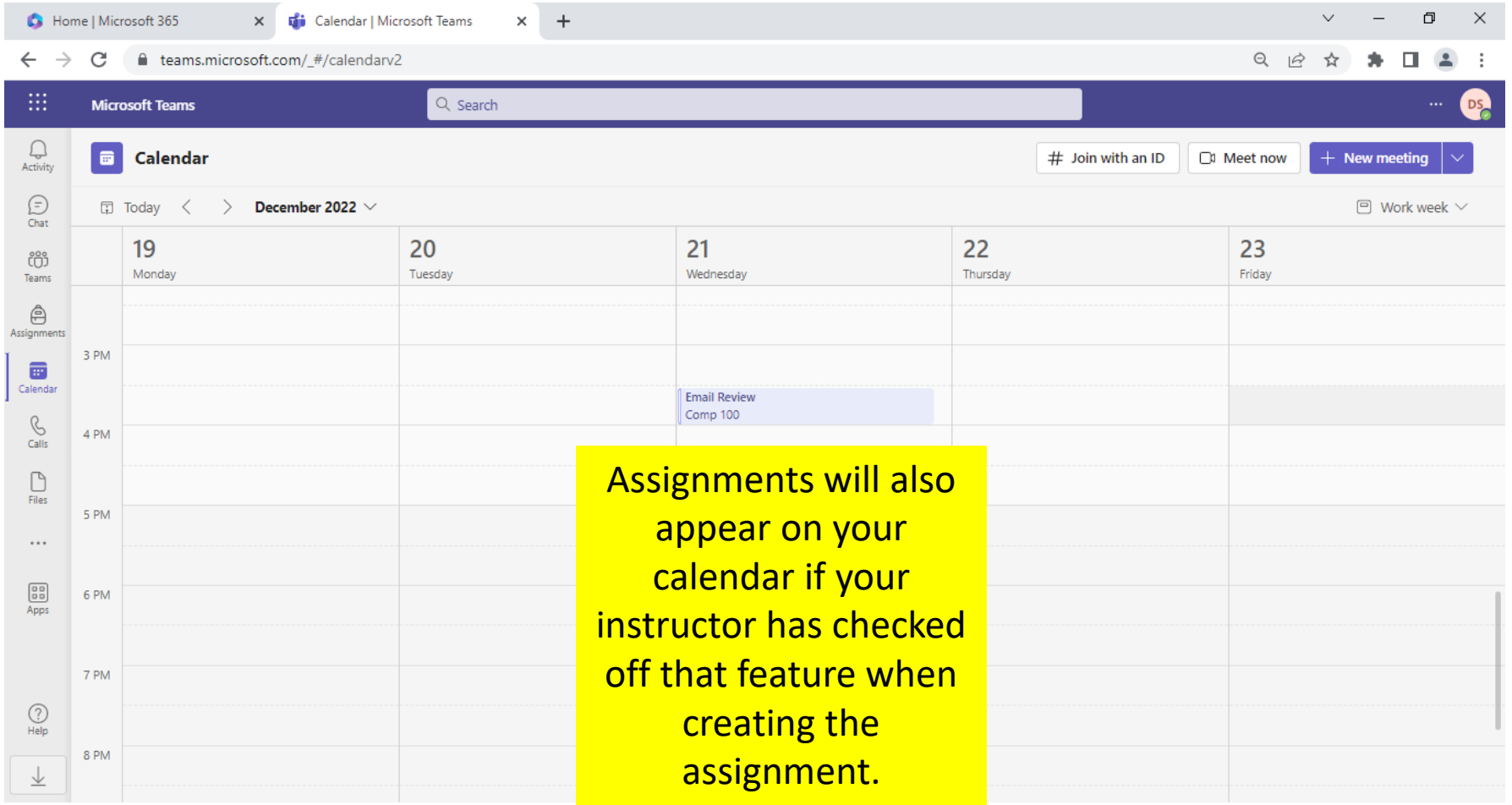


Assignments

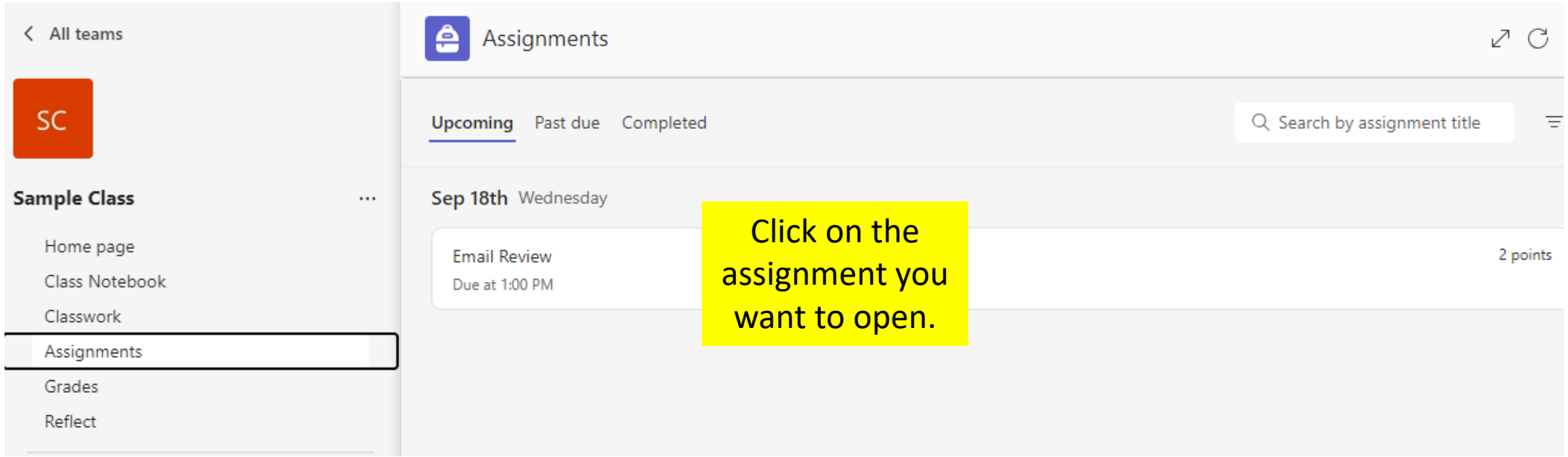


Assignments are also listed in the General channel or specific channels based on how your instructor has set up the class.

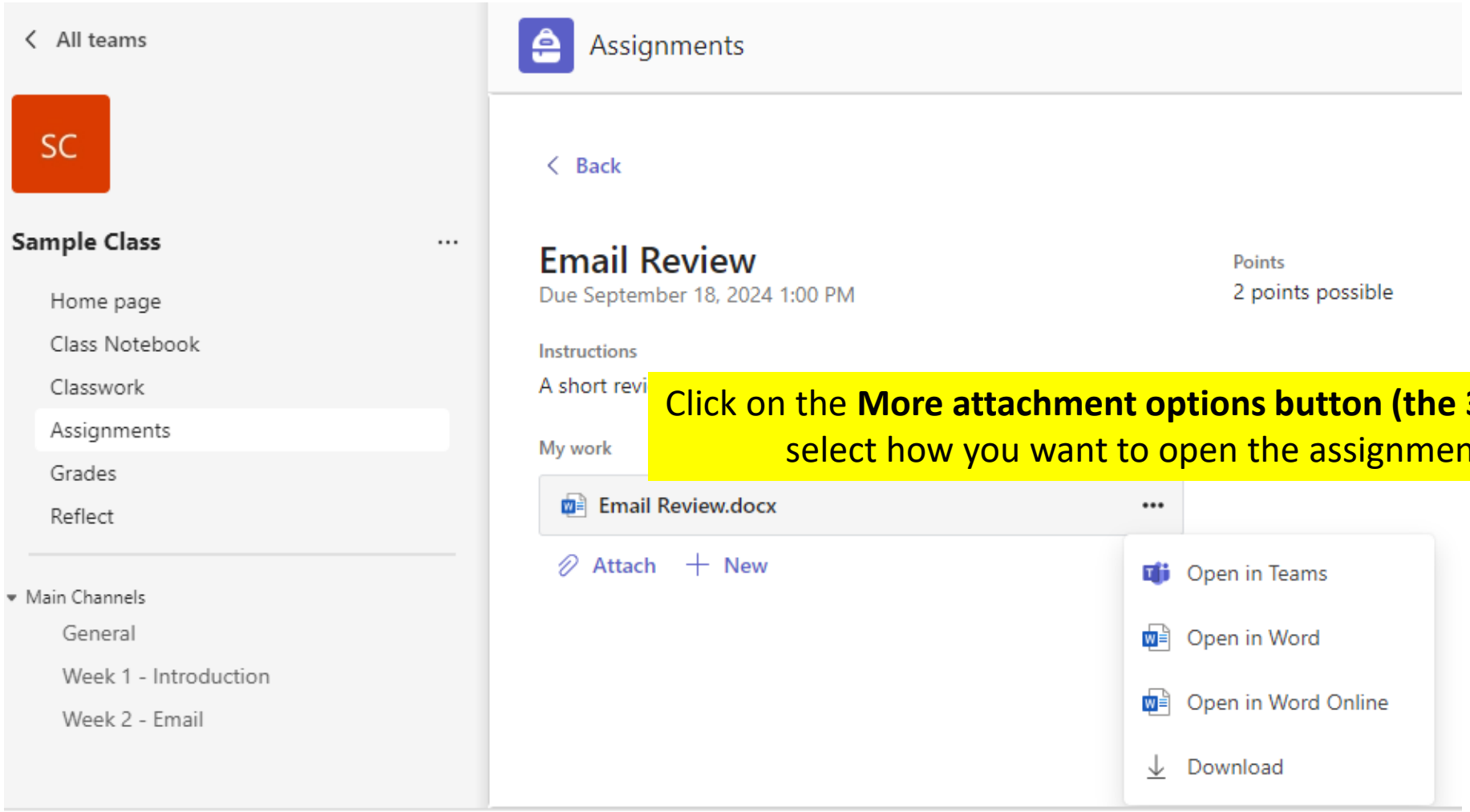
Assignments



Assignments

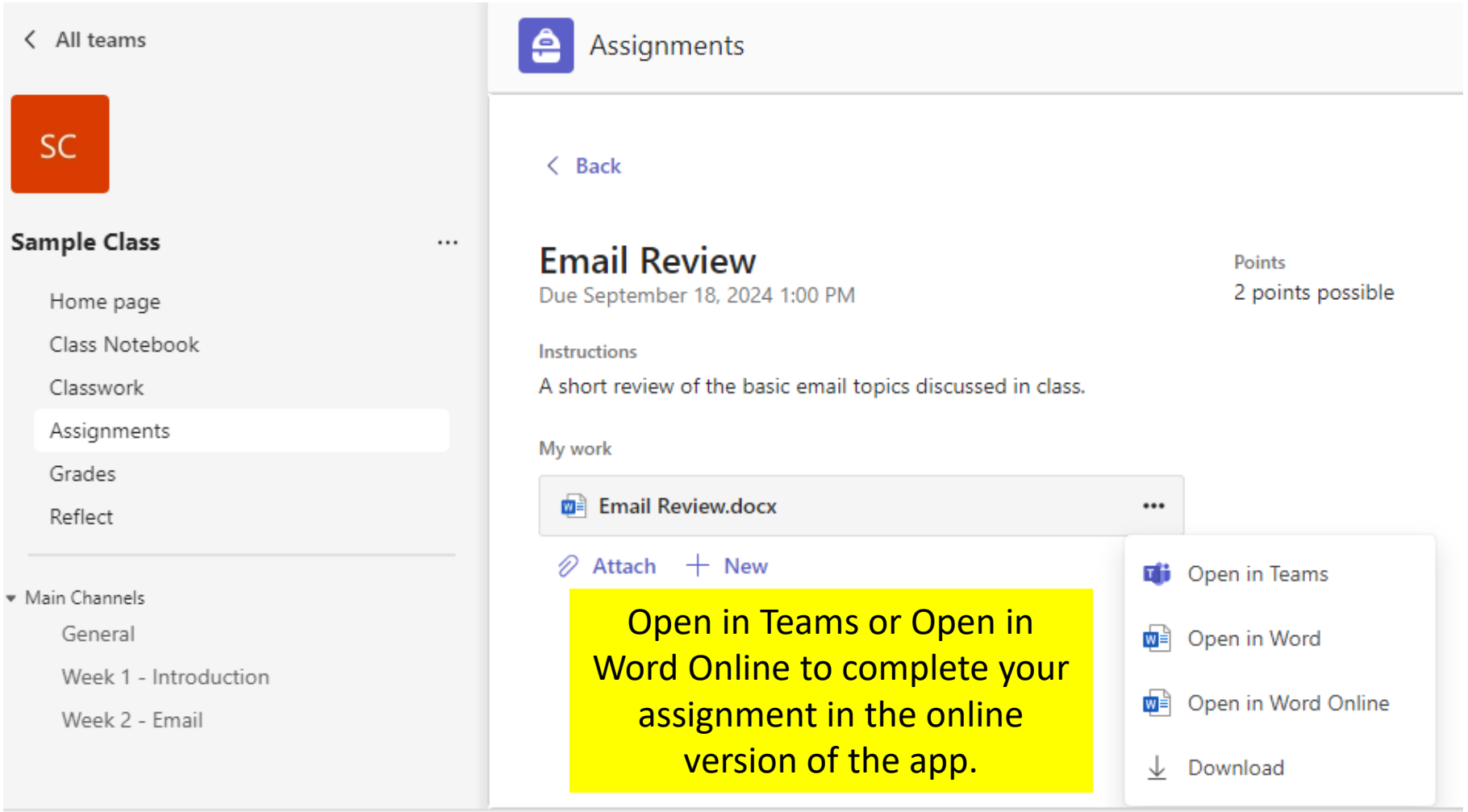


Assignments

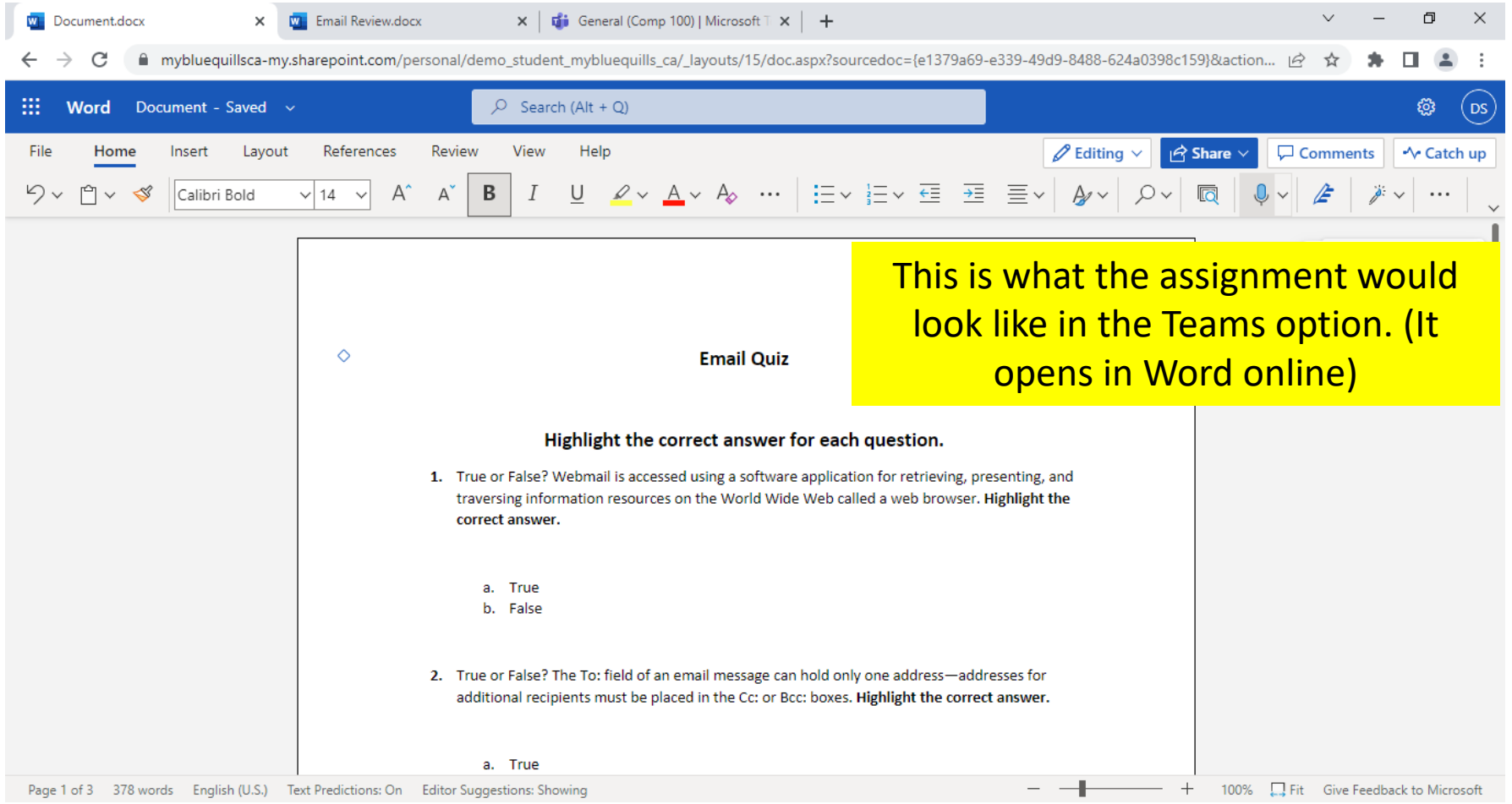


Click on the **More attachment options button (the 3 dots)** to select how you want to open the assignment.

Assignments

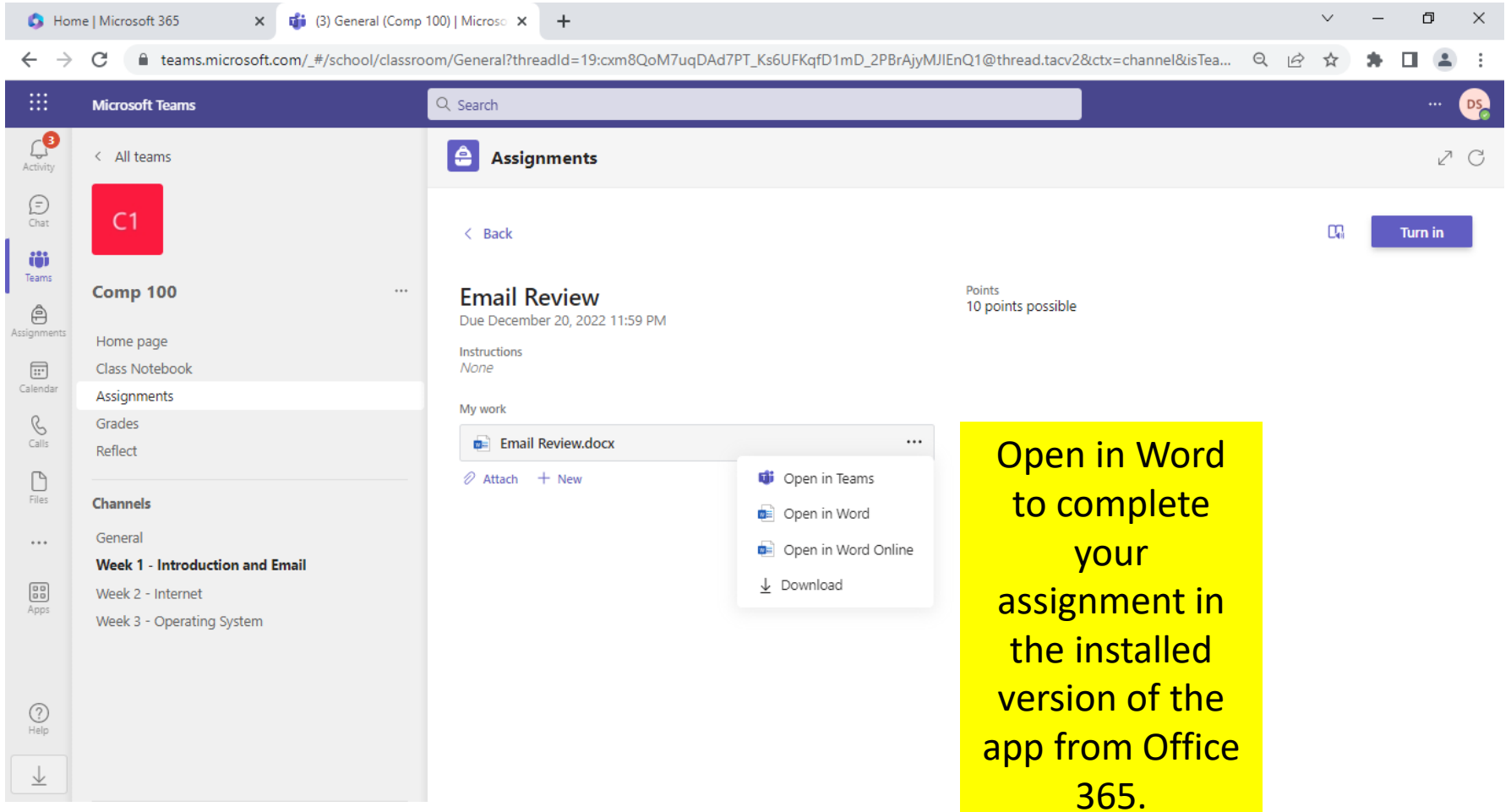


Assignments



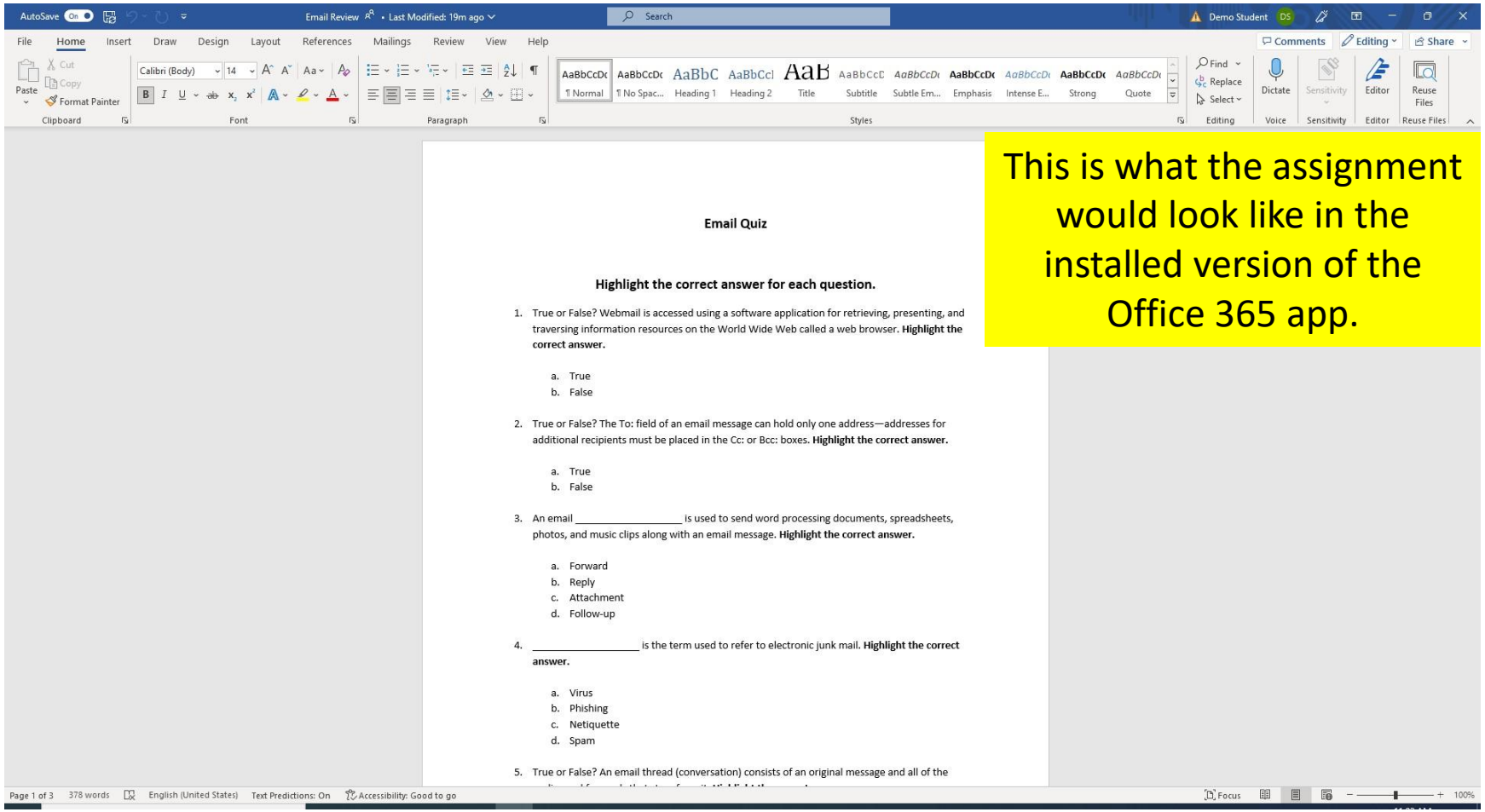
This is what the assignment would look like in the Teams option. (It opens in Word online)

Assignments



Open in Word to complete your assignment in the installed version of the app from Office 365.

Assignments



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

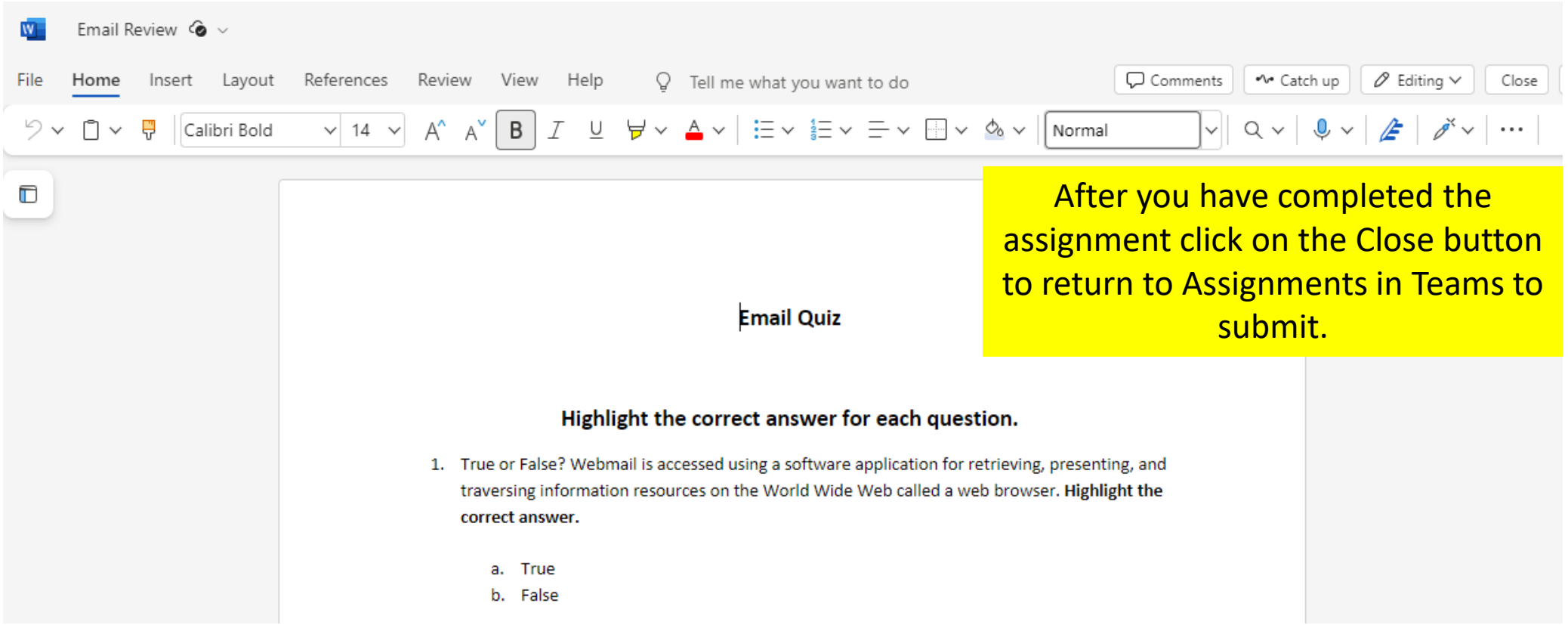
4. _____ is the term used to refer to electronic junk mail. **Highlight the correct answer.**

   a. Virus
   b. Phishing
   c. Netiquette
   d. Spam

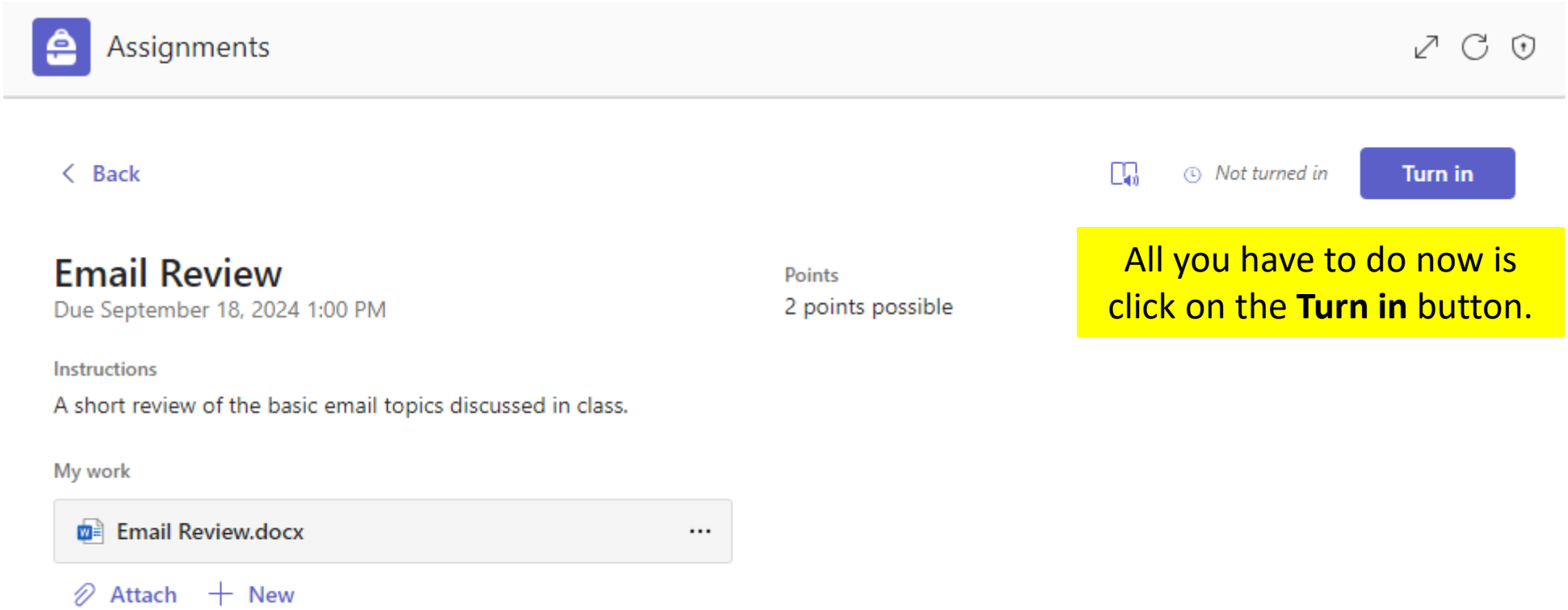
5. True or False? An email thread (conversation) consists of an original message and all of the

This is what the assignment would look like in the installed version of the Office 365 app.

Assignments

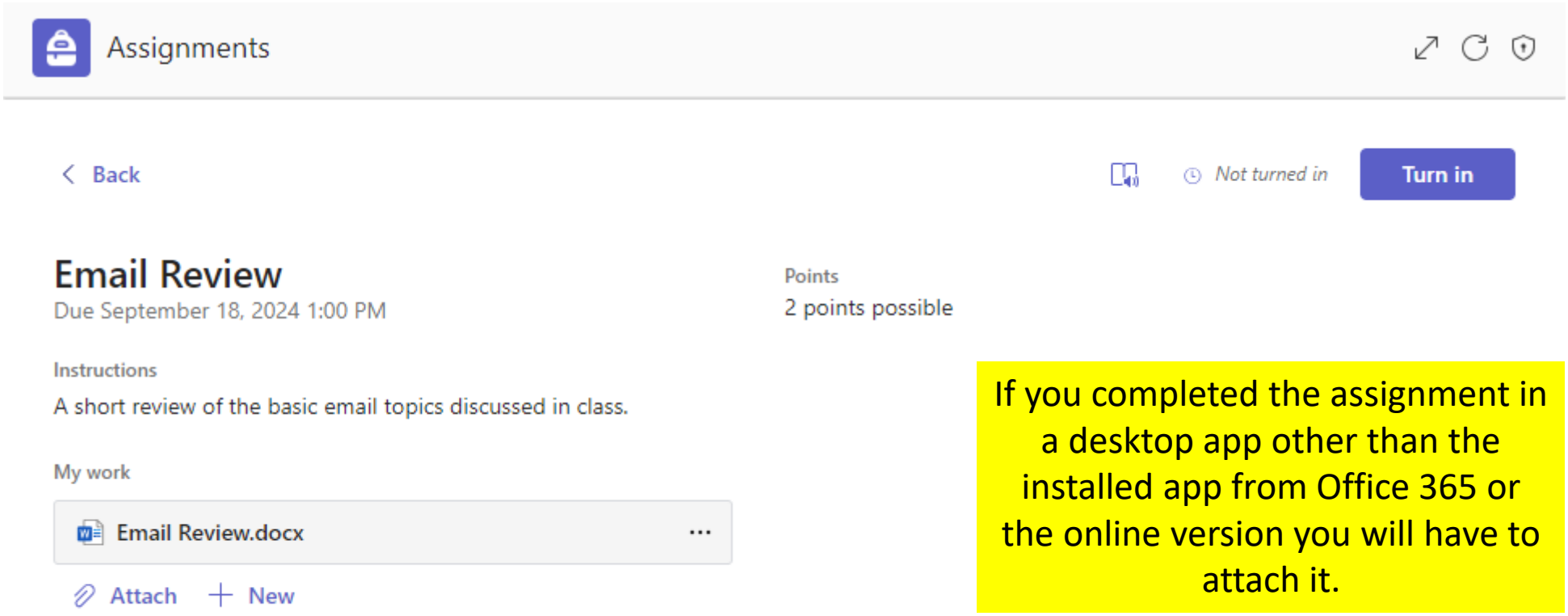


Assignments



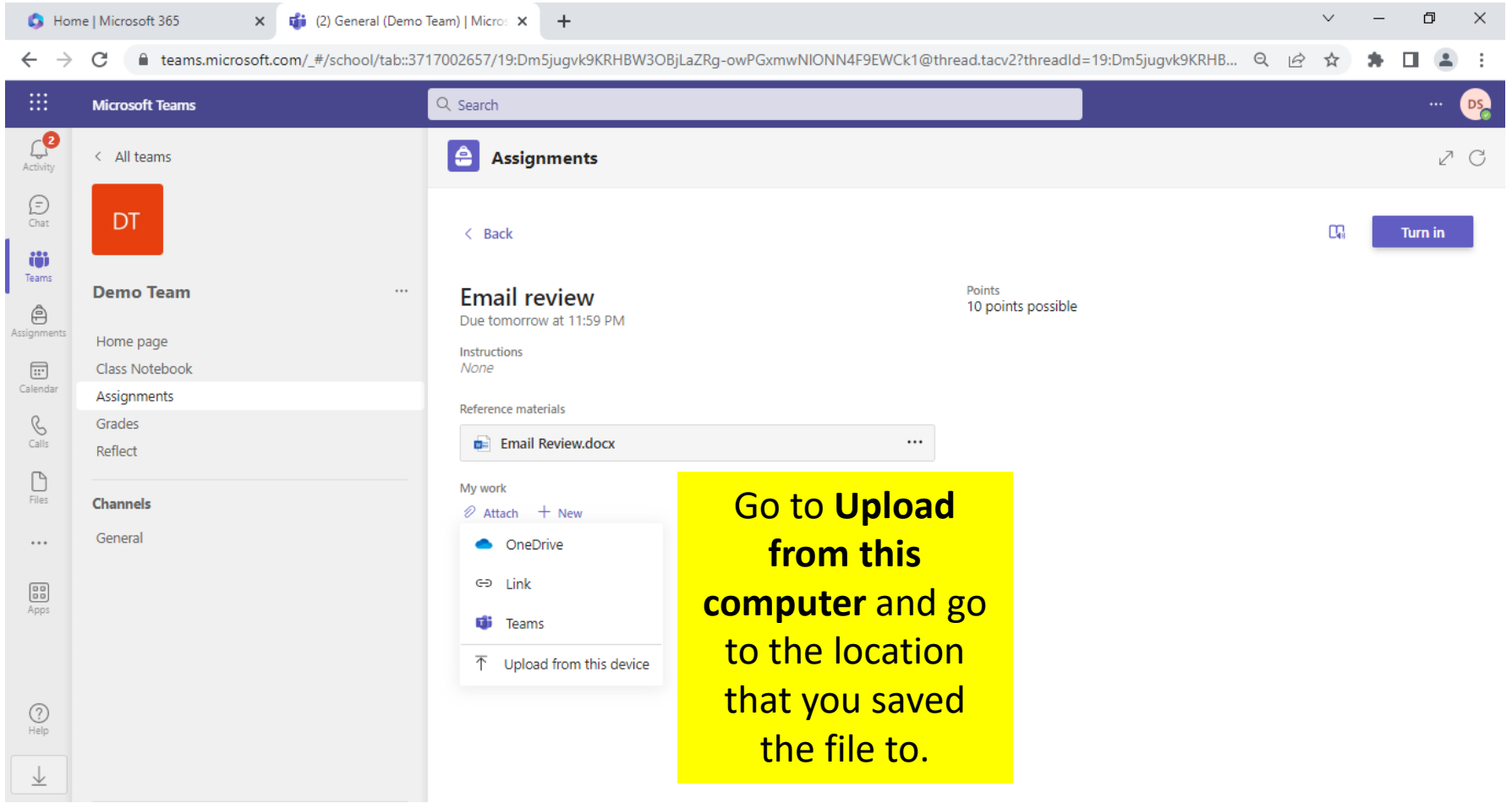
All you have to do now is click on the **Turn in** button.

Assignments

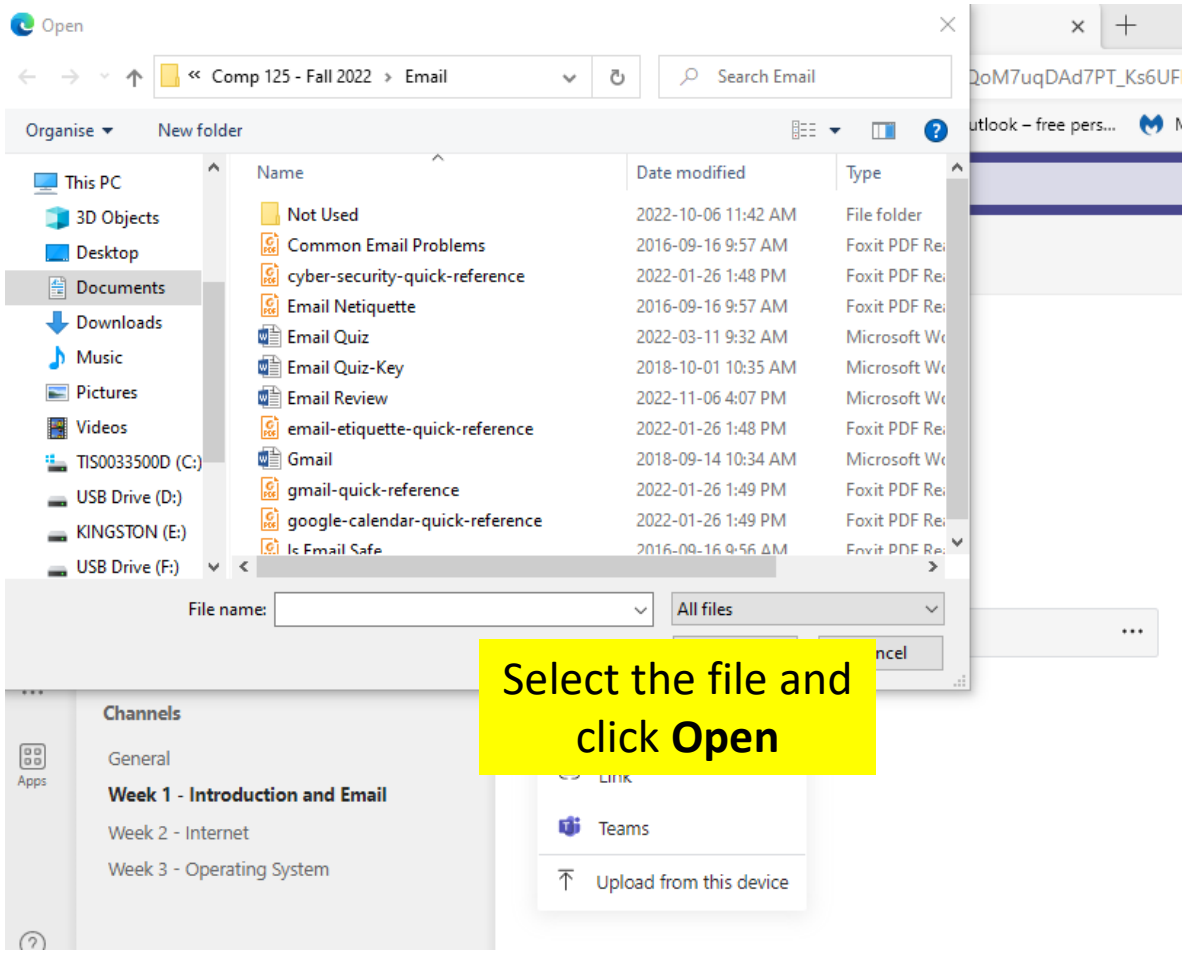


If you completed the assignment in a desktop app other than the installed app from Office 365 or the online version you will have to attach it.

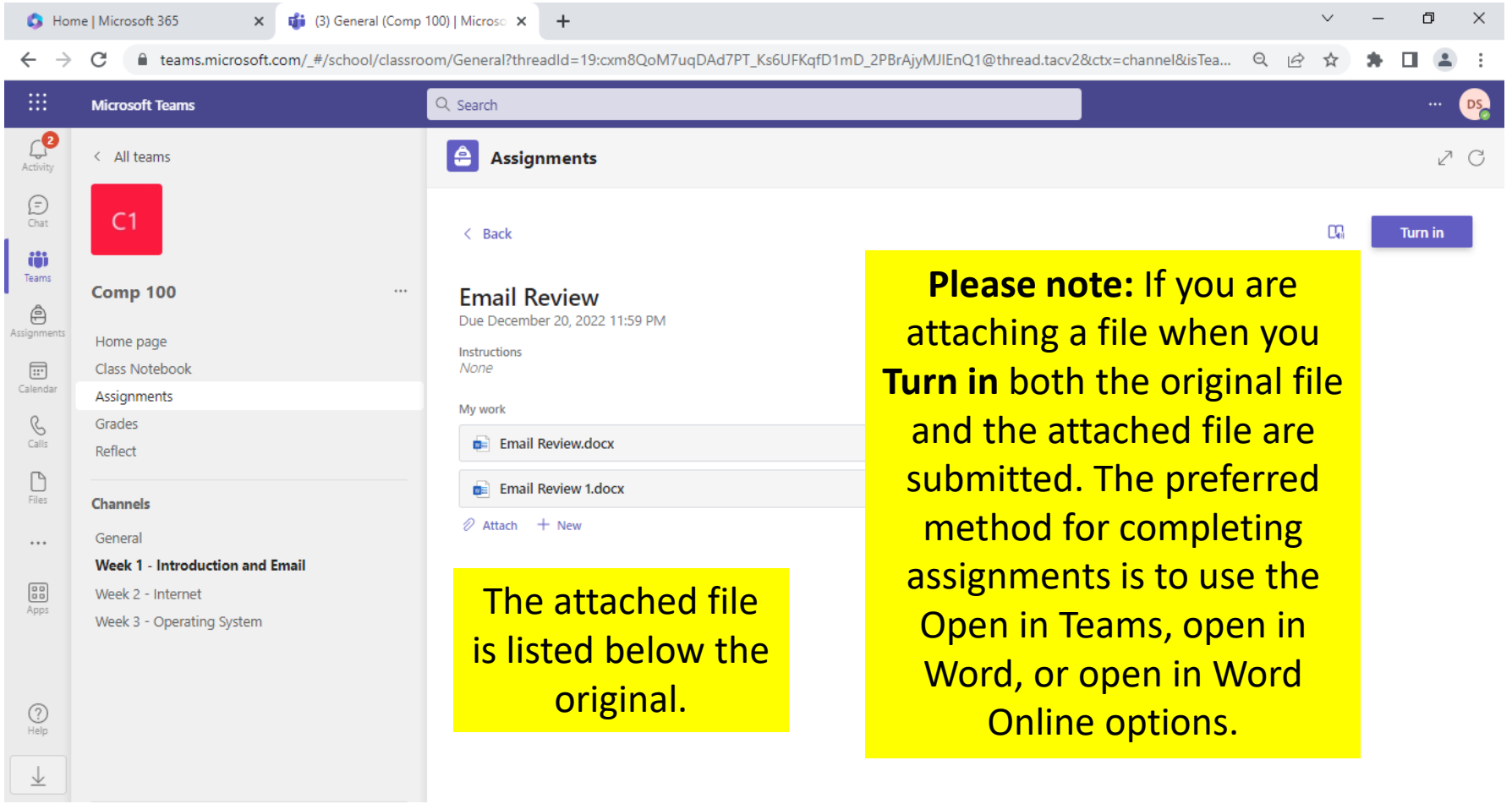
Assignments



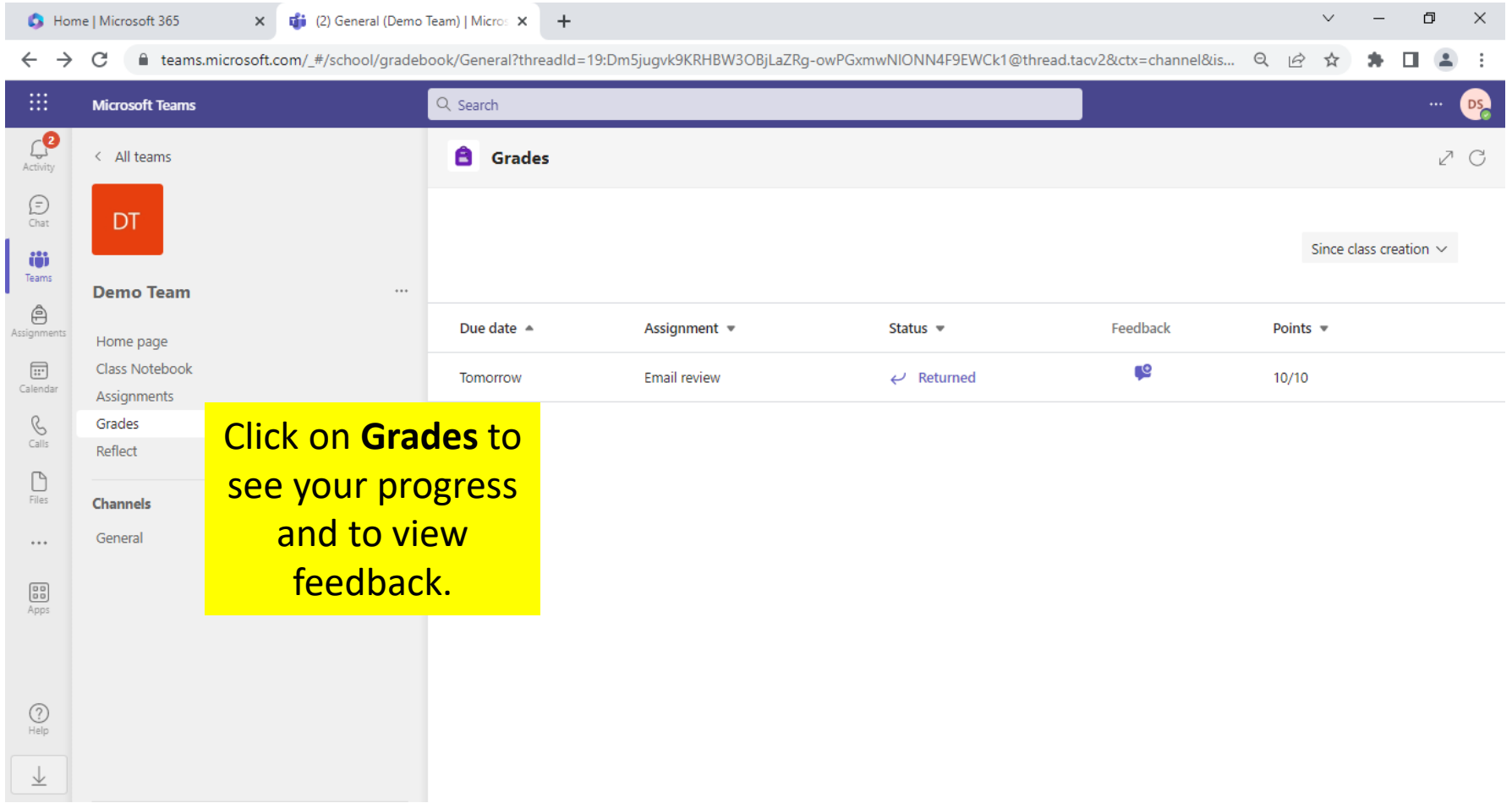
Assignments



Assignments



Grades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Click on **Grades** to see your progress and to view feedback.