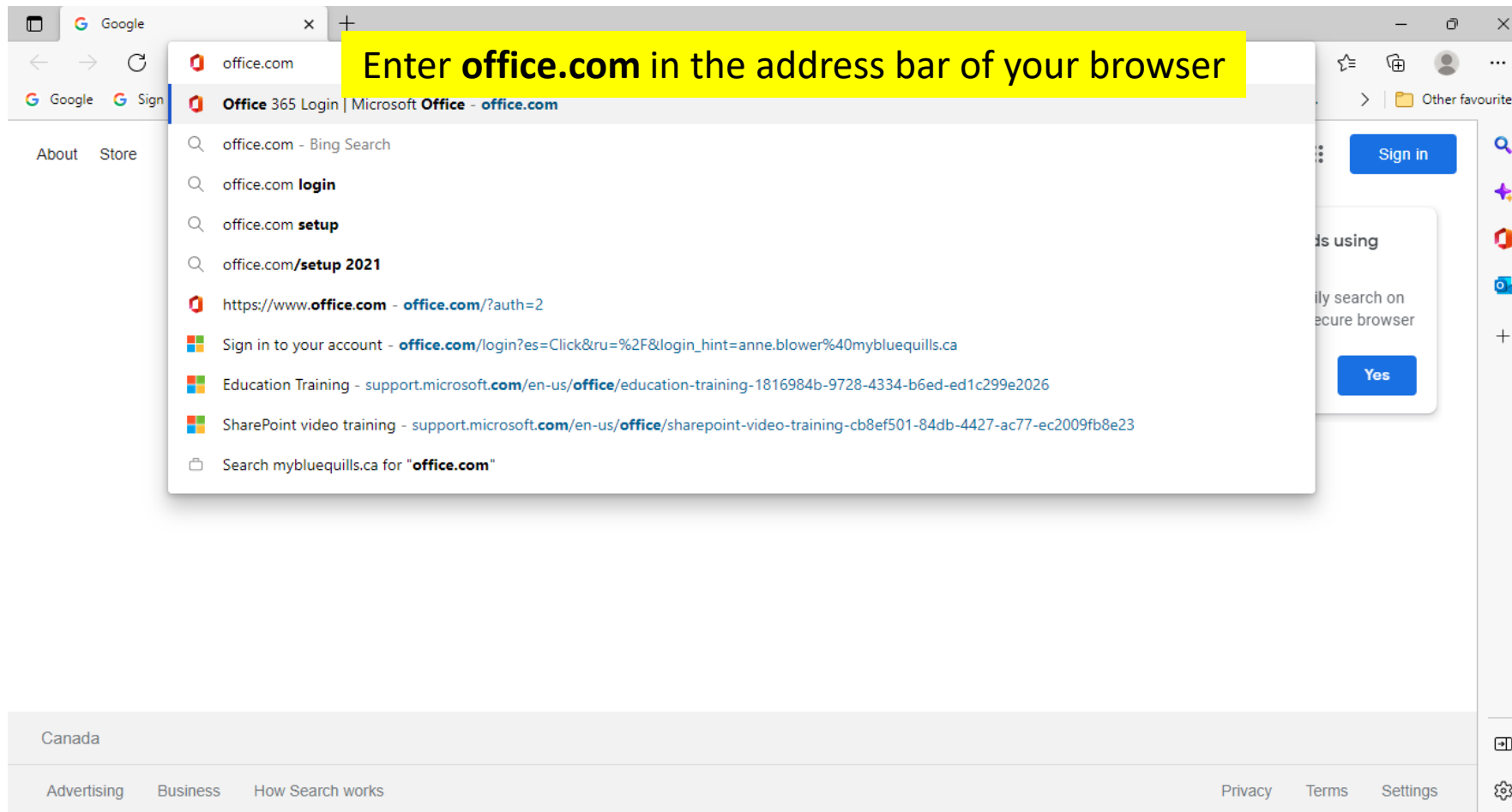
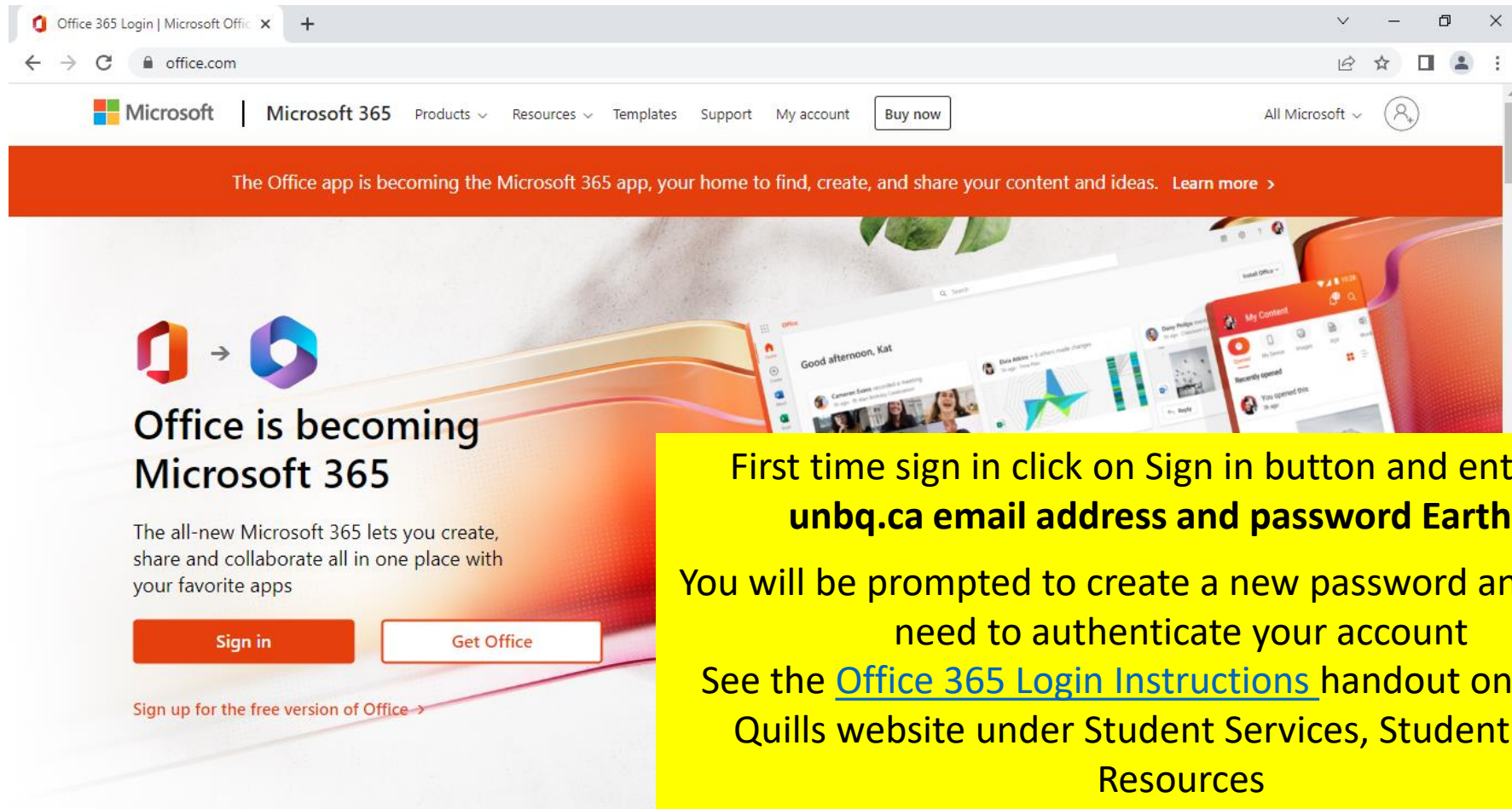


Sign in to Office 365



Sign in to Office 365




Office 365 Login | Microsoft Office

office.com

Microsoft | Microsoft 365 Products Resources Templates Support My account Buy now

All Microsoft

The Office app is becoming the Microsoft 365 app, your home to find, create, and share your content and ideas. [Learn more >](#)



Office is becoming Microsoft 365

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

[Sign in](#) [Get Office](#)

[Sign up for the free version of Office ->](#)

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



Login | Microsoft 365

office.com

Microsoft | Microsoft 365 Products Resources Templates Support My account Buy now

All Microsoft

The Office app is becoming the Microsoft 365 app, your home to find, create, and share your content and ideas. [Learn more >](#)

 → 

Demo, you're signed out now.

Sign back in as demo.student@mybluequills.ca

[Sign in](#)

[Switch to a different account](#)

[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



Office 365 Login | Microsoft Office

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All Microsoft

The Office app is becoming the Microsoft 365 app, your home to find, create, and share your content and ideas. [Learn more >](#)

 → 

Hello, Demo.
Welcome back.

Sign in as demo.staff@mybluequills.ca

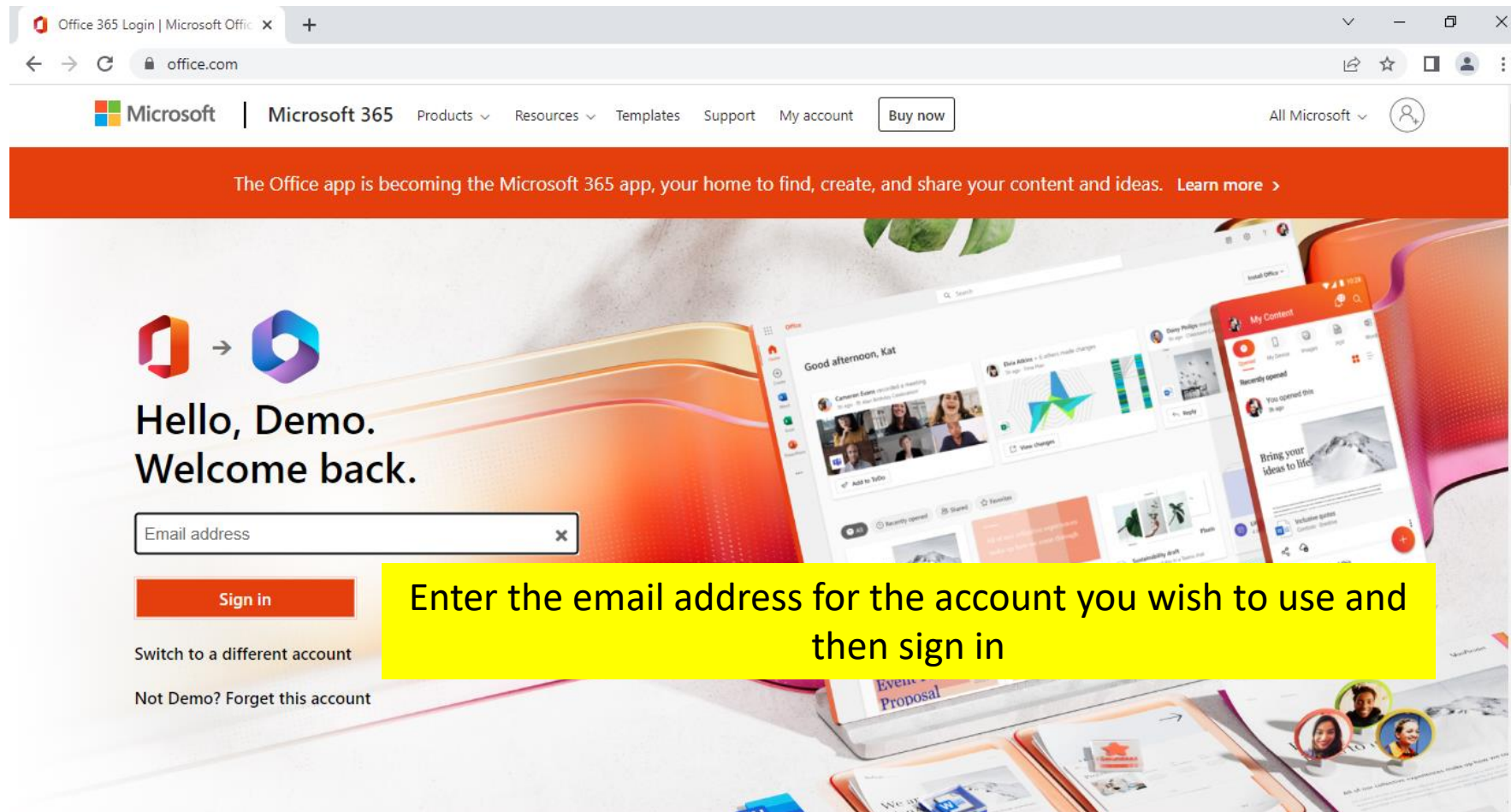
[Sign in](#)

[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



The screenshot shows the Office 365 login page in a web browser. The browser's address bar shows 'office.com'. The page features a navigation bar with the Microsoft logo, 'Microsoft 365', and links for 'Products', 'Resources', 'Templates', 'Support', 'My account', and a 'Buy now' button. A prominent orange banner below the navigation bar contains the text: 'The Office app is becoming the Microsoft 365 app, your home to find, create, and share your content and ideas. Learn more >'. The main content area has a background image of a laptop and documents. On the left, it says 'Hello, Demo. Welcome back.' and includes a text input field labeled 'Email address' with a clear button (X). Below the input field is a red 'Sign in' button. At the bottom left, there are links for 'Switch to a different account' and 'Not Demo? Forget this account'. A yellow callout box is overlaid on the right side of the page, containing the text: 'Enter the email address for the account you wish to use and then sign in'.

Office 365 Login | Microsoft Office

office.com

Microsoft | Microsoft 365 Products Resources Templates Support My account Buy now

All Microsoft

The Office app is becoming the Microsoft 365 app, your home to find, create, and share your content and ideas. [Learn more >](#)

→

Hello, Demo.
Welcome back.

Email address

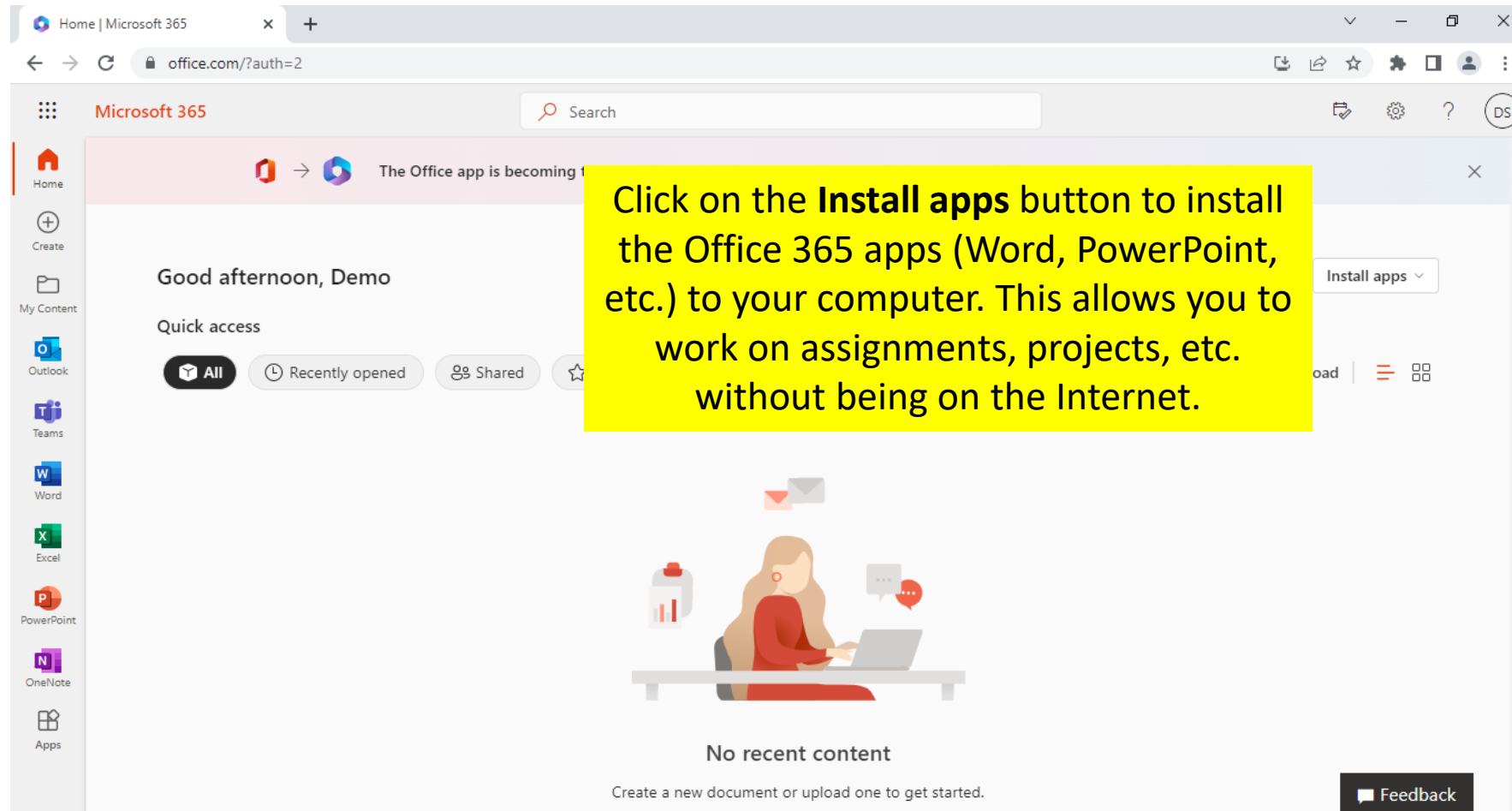
Sign in

Switch to a different account

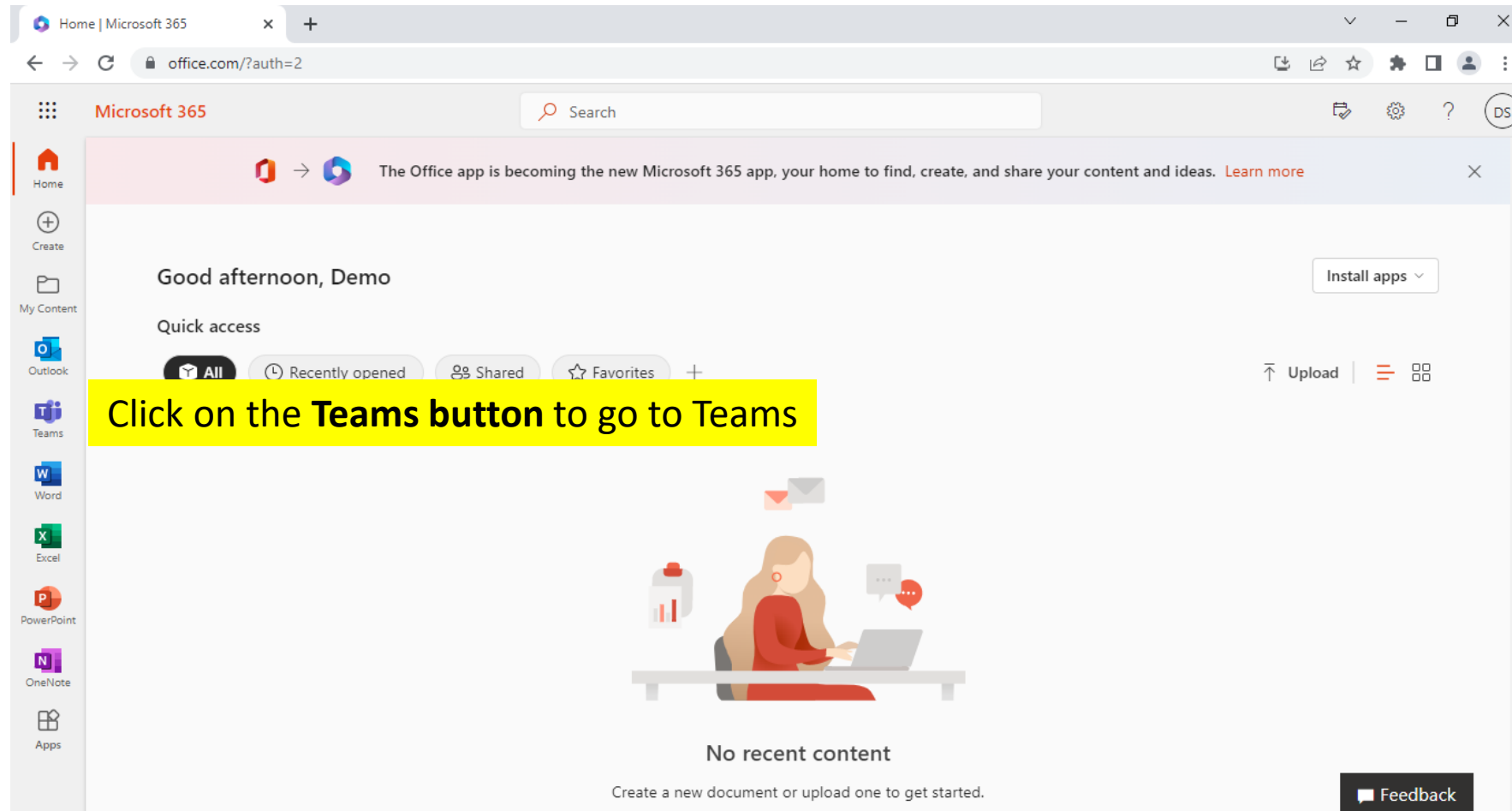
Not Demo? Forget this account

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

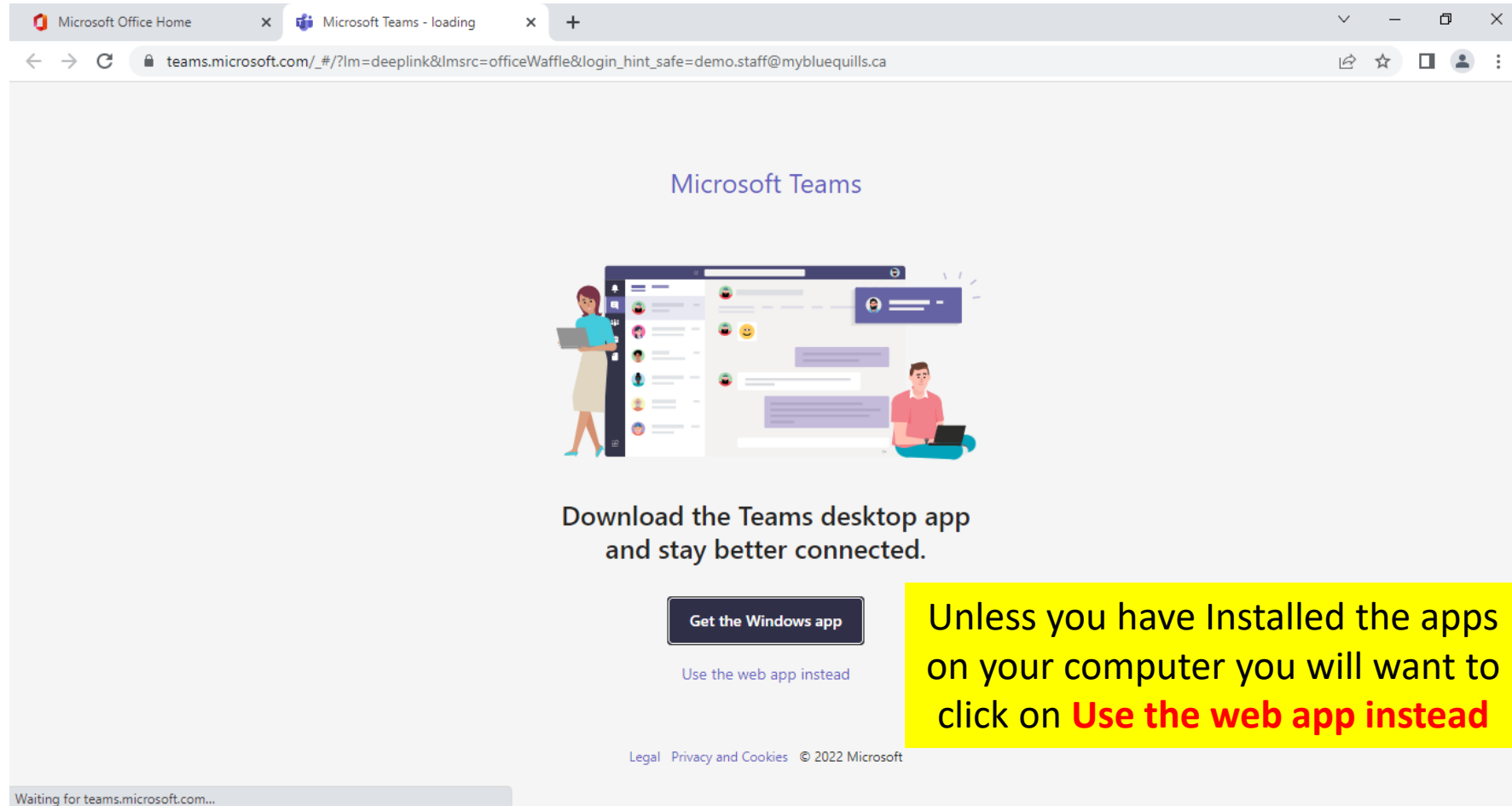
Office 365 Home Screen



Office 365 Home Screen



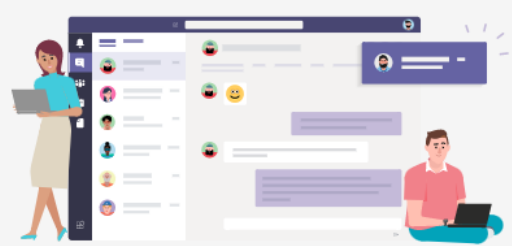
Choose How You Want to Use Teams



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

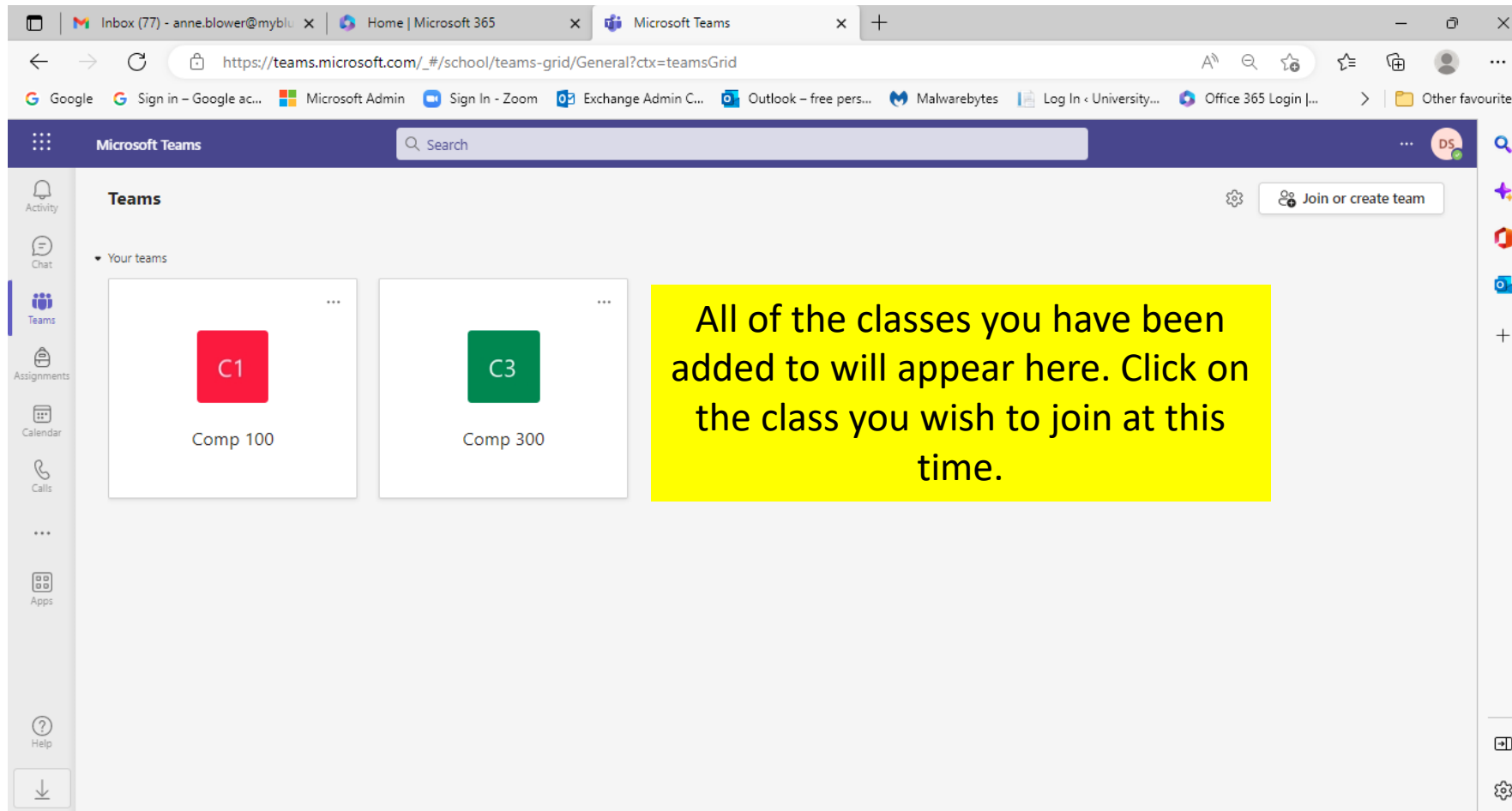
Use the web app instead

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

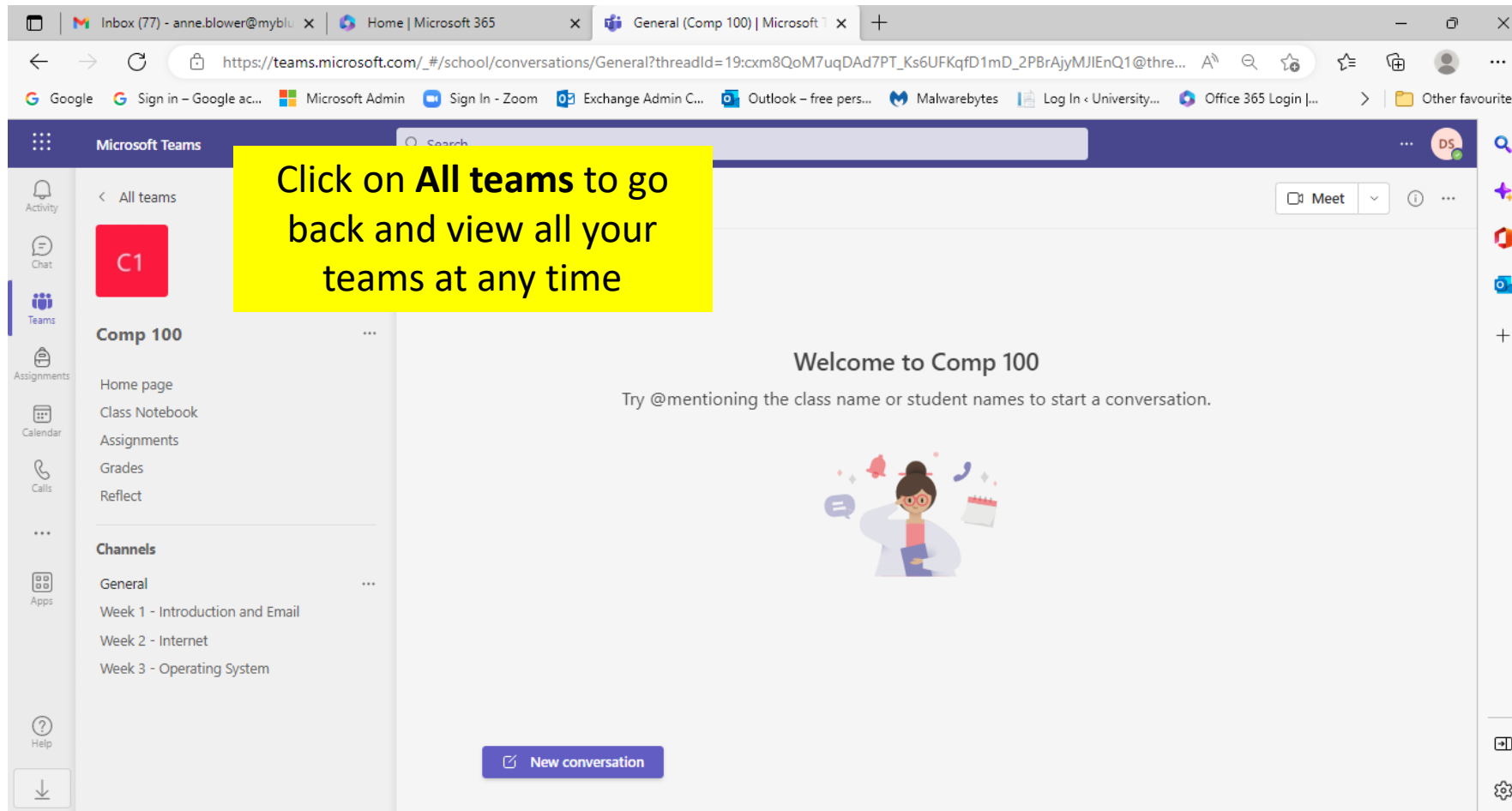
Legal Privacy and Cookies © 2022 Microsoft

Waiting for teams.microsoft.com...

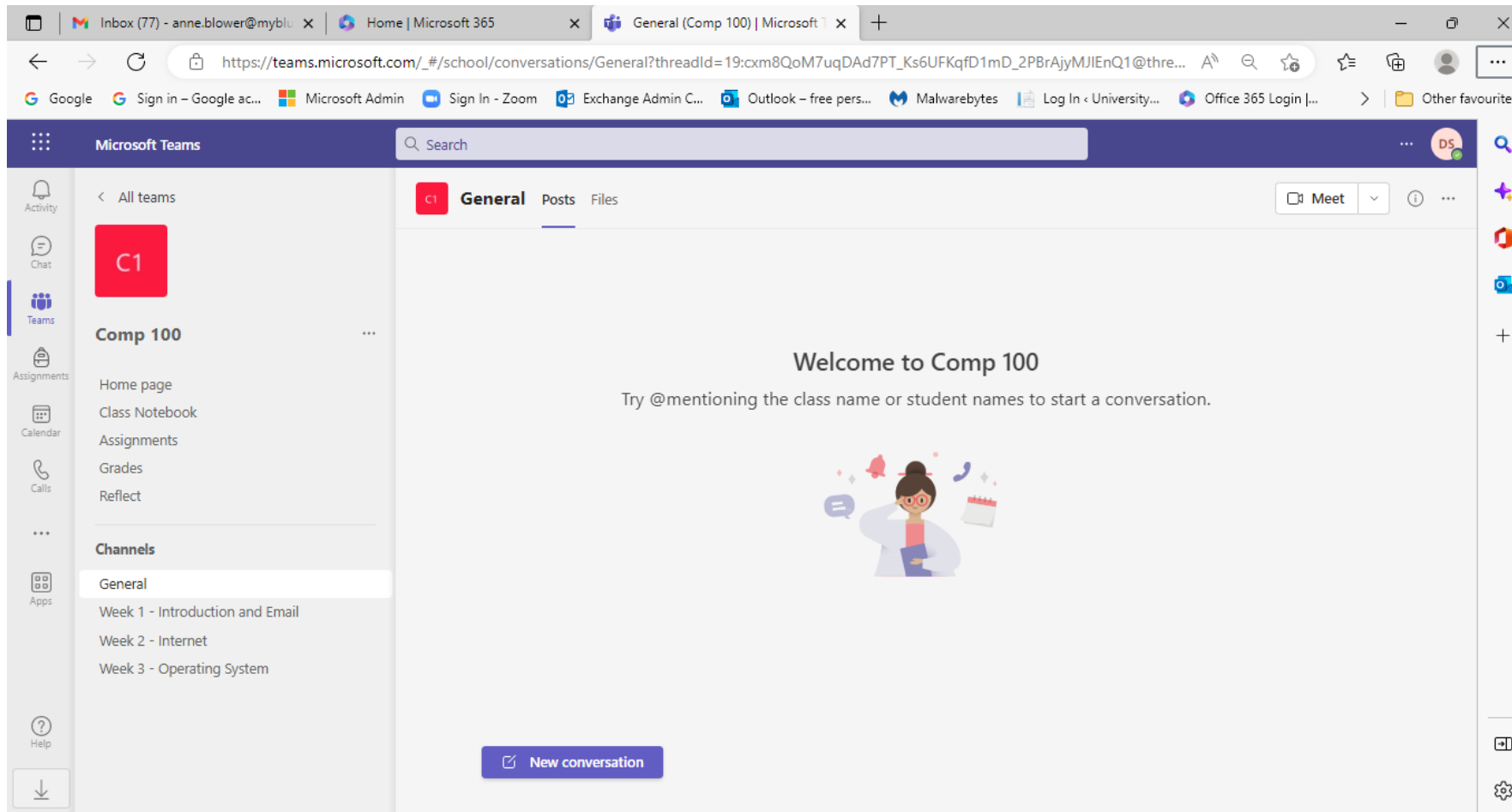
Joining your Team (Classroom)



Welcome to Your Team



Team Classroom (General Channel)



Team Classroom (General Channel)

The screenshot shows the Microsoft Teams interface for a 'Sample Class' team. On the left is a navigation pane with a sidebar containing 'Sample Class' and a list of links: 'Home page', 'Class Notebook', 'Classwork', 'Assignments', 'Grades', and 'Reflect'. Below these is a 'Main Channels' section with 'General' selected, and 'Week 1 - Introduction' and 'Week 2 - Email' listed below it. The main area displays the 'General' channel. At the top, there's a header with 'SC' in an orange square, followed by 'General' and tabs for 'Posts' and 'Files'. The first post is from 'DI Demo Instructor' dated 'Tuesday 6:51 PM', titled 'Welcome!', with the text 'Looking forward to meeting everyone!'. Below it is a 'Reply' button. The second post is from 'Assignments' dated 'Thursday 8:46 PM' and marked 'Edited', titled 'Email Review', with the text 'Due Sep 18'. At the bottom of the main area is a blue button that says 'Start a post' with a pencil icon.

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)

The screenshot displays the Microsoft Teams interface for a 'Sample Class' team. On the left sidebar, under 'All teams', the 'Sample Class' team is selected, showing an orange 'SC' icon. Below the team name are links to 'Home page', 'Class Notebook', 'Classwork', 'Assignments', 'Grades', and 'Reflect'. Under 'Main Channels', the 'General' channel is highlighted, followed by 'Week 1 - Introduction' and 'Week 2 - Email'. The main area shows the 'General' channel with tabs for 'General', 'Posts', and 'Files'. A post from 'Demo Instructor' (DI) dated 'Tuesday 6:51 PM' says 'Welcome!' and 'Looking forward to meeting everyone!'. Below it is a 'Reply' button with a 'DS' icon. Another post from 'Assignments' (blue icon) dated 'Thursday 8:46 PM' and marked 'Edited' says 'Email Review' with a 'Due Sep 18' deadline. At the bottom is a 'Start a post' button. A blue callout box points to this button with the text: 'Students can click on the Start a post button to add posts to the channel.'

< All teams

SC

Sample Class ...

- 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

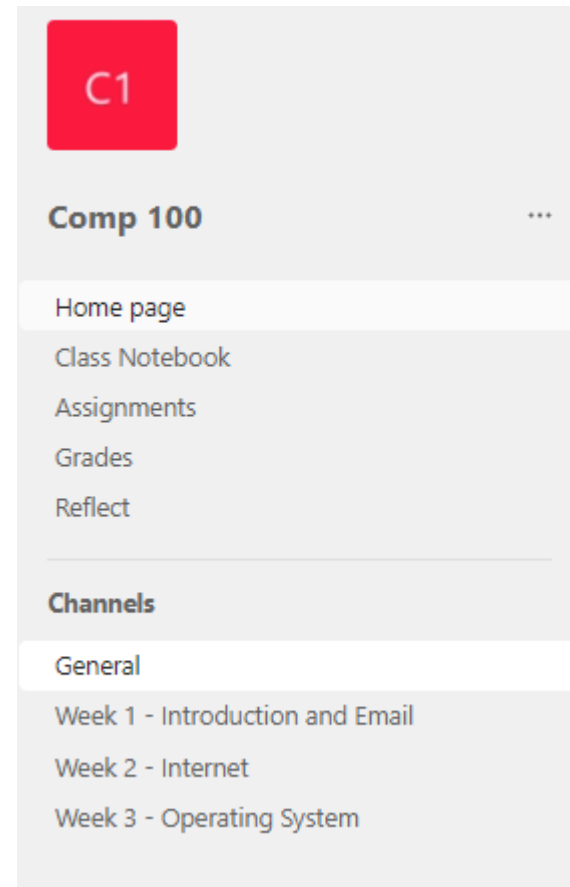
Start a post

Students can click on the Start a post button to add posts to the 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

The screenshot displays the Microsoft Teams interface. On the left is a vertical navigation bar with icons for Activity (with a red badge showing '5'), Chat, Teams, Assignments, Calendar, Calls, and Apps. A blue callout box is overlaid on the Chat icon, containing the text: "You can use the Chat feature to communicate with your instructor individually or with other students." Below the navigation bar is a list of channels under the heading "Main Channels". The channels listed are "General" (highlighted), "Week 1 - Introduction", and "Week 2 - Email". The main content area on the right shows the "General" channel. At the top of this area are tabs for "SC", "General" (selected), "Posts", and "Files". The chat history shows a message from "DI Demo Instructor" dated "Tuesday 6:51 PM" with the text "Welcome! Looking forward to meeting everyone!". Below this is a "Reply" button. Further down is a post from "Assignments" dated "Thursday 8:46 PM" with the text "Email Review Due Sep 18". At the bottom of the chat area is a blue button that says "Start a post".

You can use the Chat feature to communicate with your instructor individually or with other students.

Activity 5

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

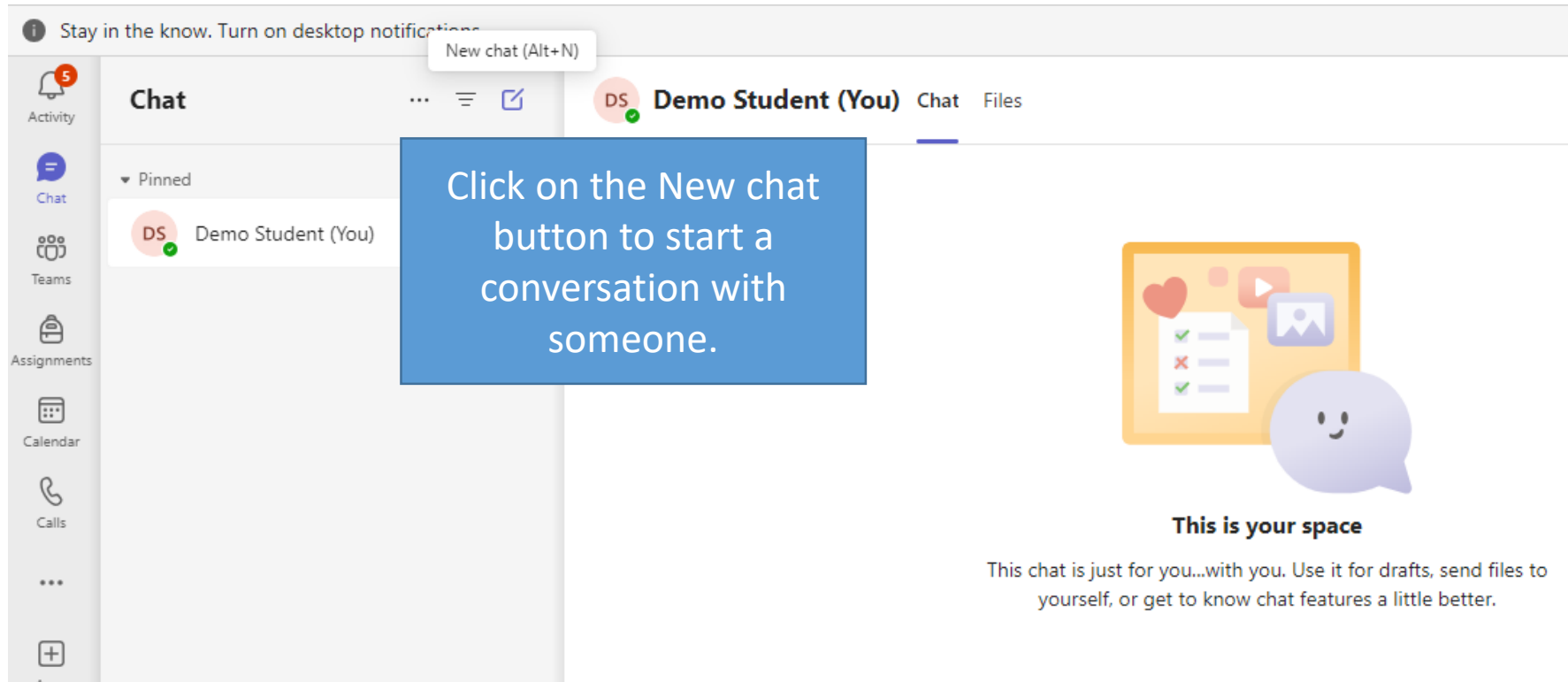
Assignments Thursday 8:46 PM Edited

Email Review

Due Sep 18

Start a post

Chat



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

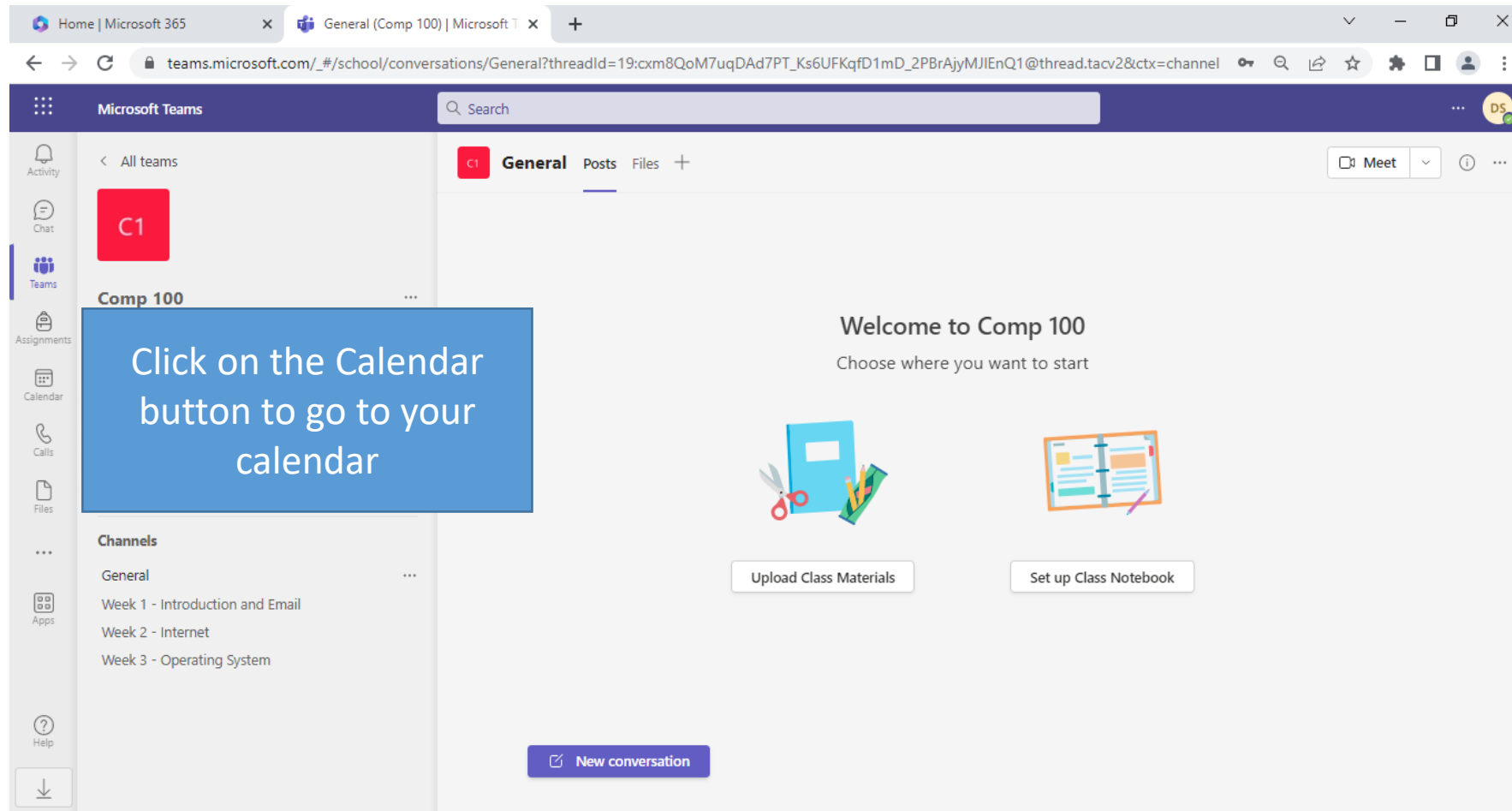
Click on
Send button



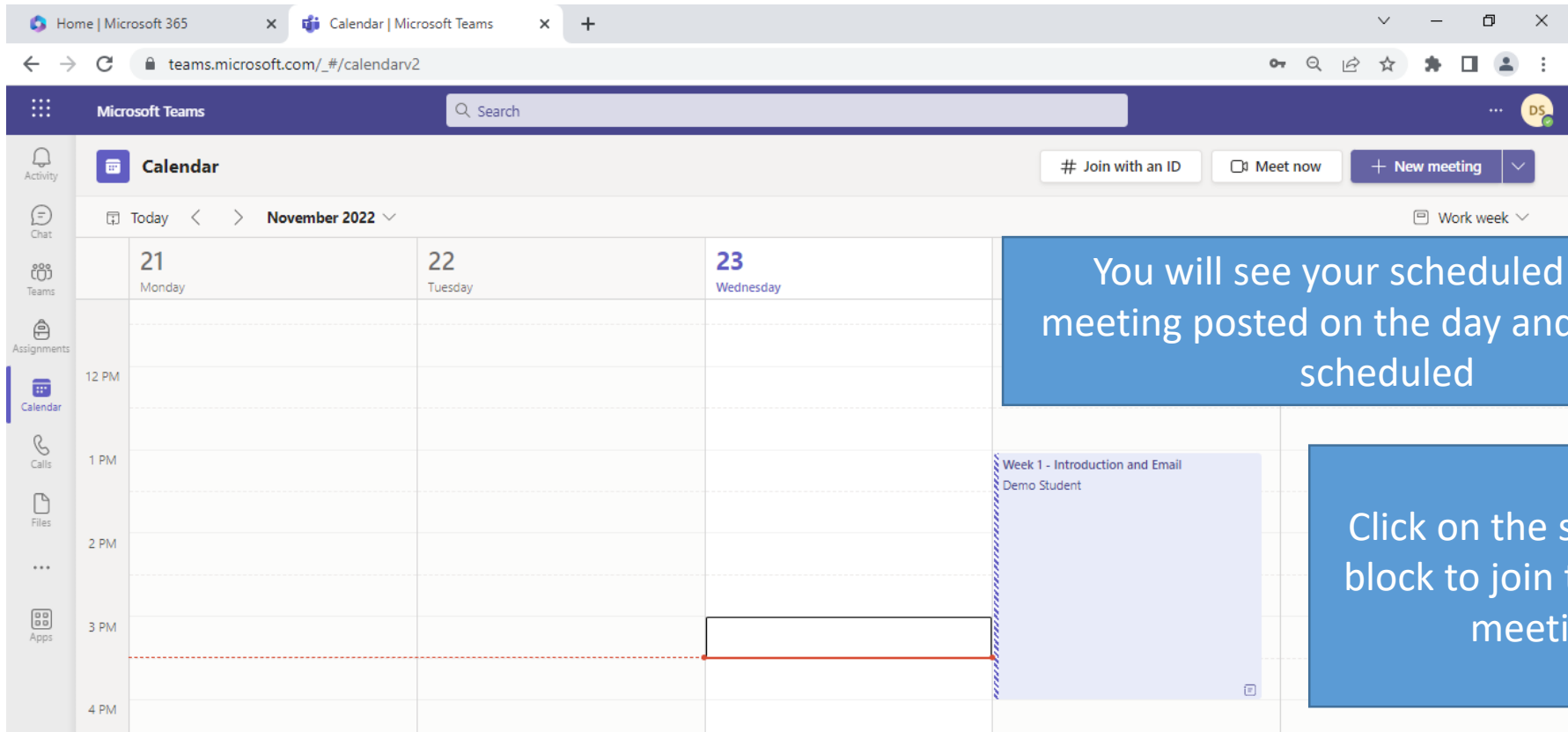
Type a message



Joining Online Lectures via Calendar



Joining Online Lectures via Calendar



The screenshot shows the Microsoft Teams web interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The left sidebar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays the calendar for November 2022. A meeting titled "Week 1 - Introduction and Email" by "Demo Student" is scheduled for Wednesday, November 23rd, from 3 PM to 4 PM. The meeting is represented by a light blue block. A red dashed line indicates the current time is just past 3 PM on Wednesday. To the right of the calendar, there are two blue callout boxes. The top one says "You will see your scheduled online meeting posted on the day and time it is scheduled". The bottom one says "Click on the scheduled block to join the online meeting". At the bottom of the screenshot, there is a green banner with white text that reads: "Your online meeting will also appear under the General channel or a specific channel depending on how your instructor has set it up."

Microsoft Teams

Calendar

Join with an ID Meet now New meeting

Today < > November 2022

21 Monday 22 Tuesday 23 Wednesday

12 PM 1 PM 2 PM 3 PM 4 PM

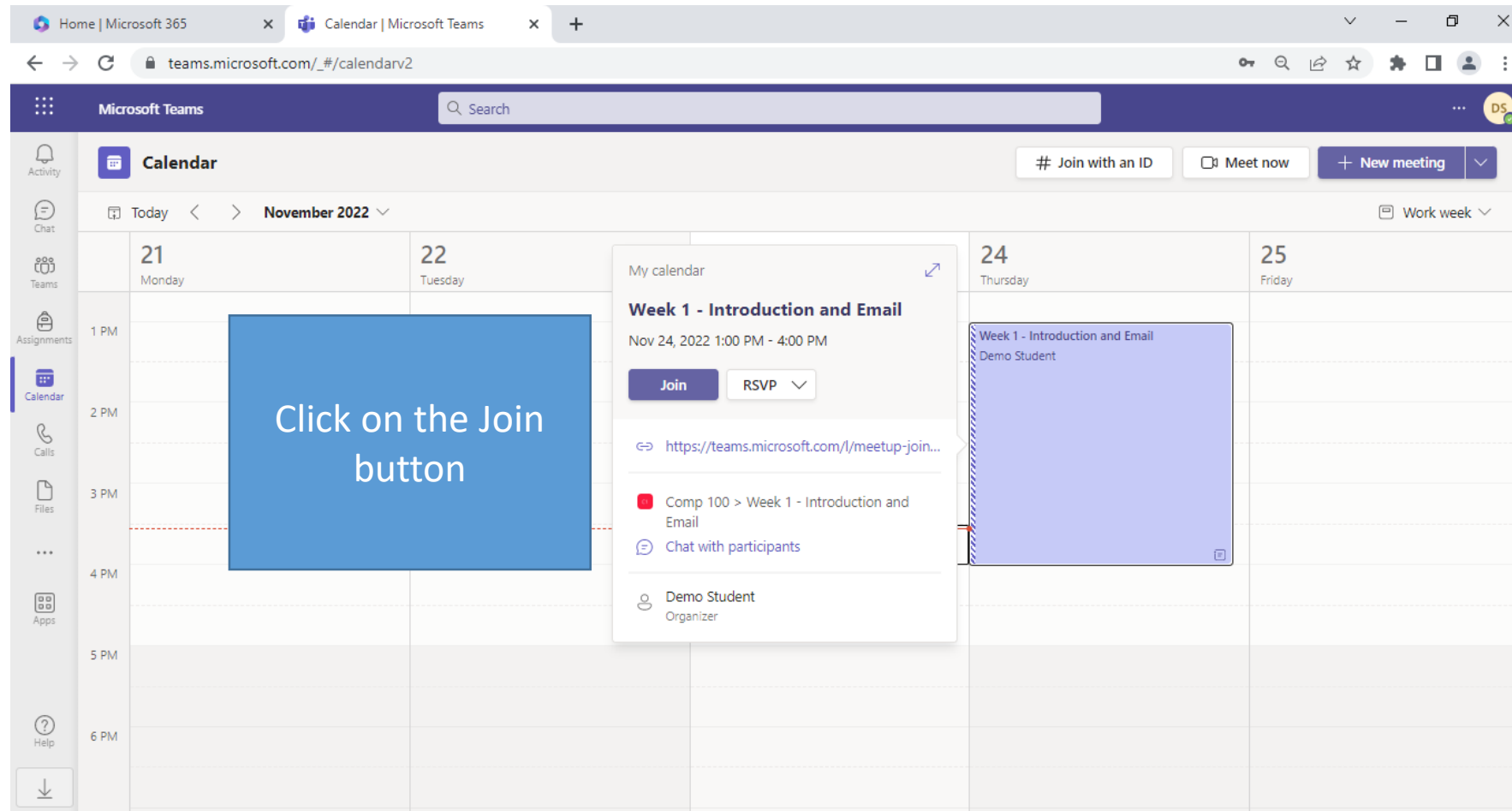
Week 1 - Introduction and Email
Demo Student

You will see your scheduled online meeting posted on the day and time it is scheduled

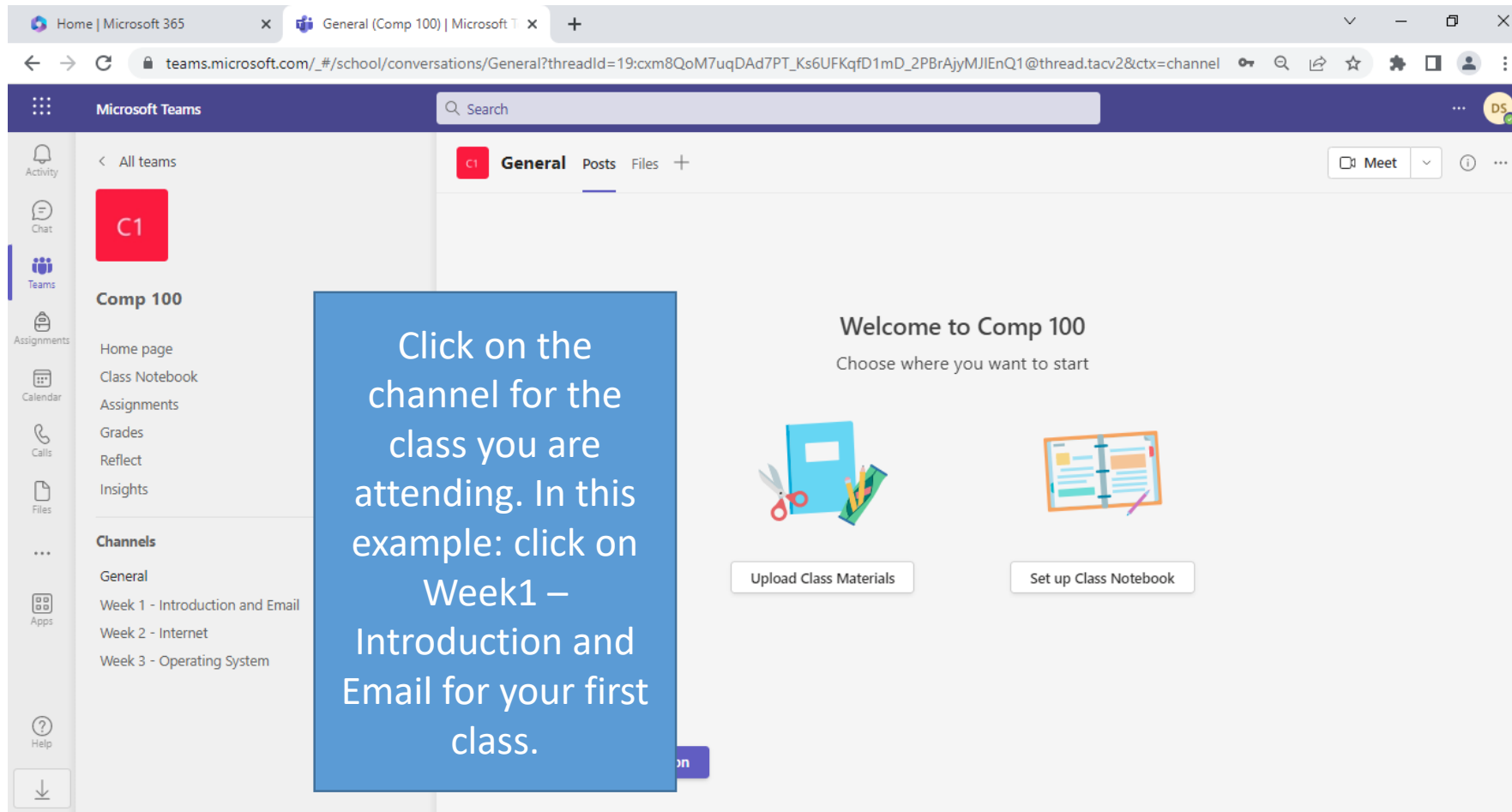
Click on the scheduled block to join the online meeting

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



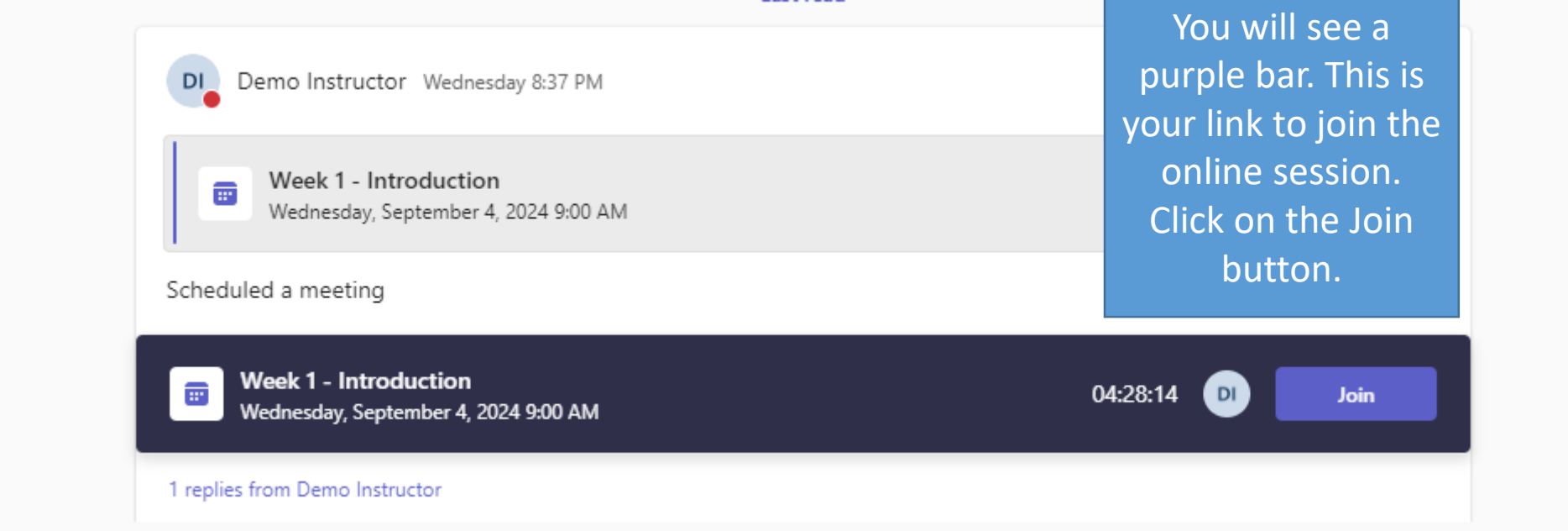
Joining Online Lectures via Channel



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_2PBrAjjMJlEnQ1@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 'Week 1 - Introduction and Email'. 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 right side of the interface shows a 'Welcome to Comp 100' message with two options: 'Upload Class Materials' and '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



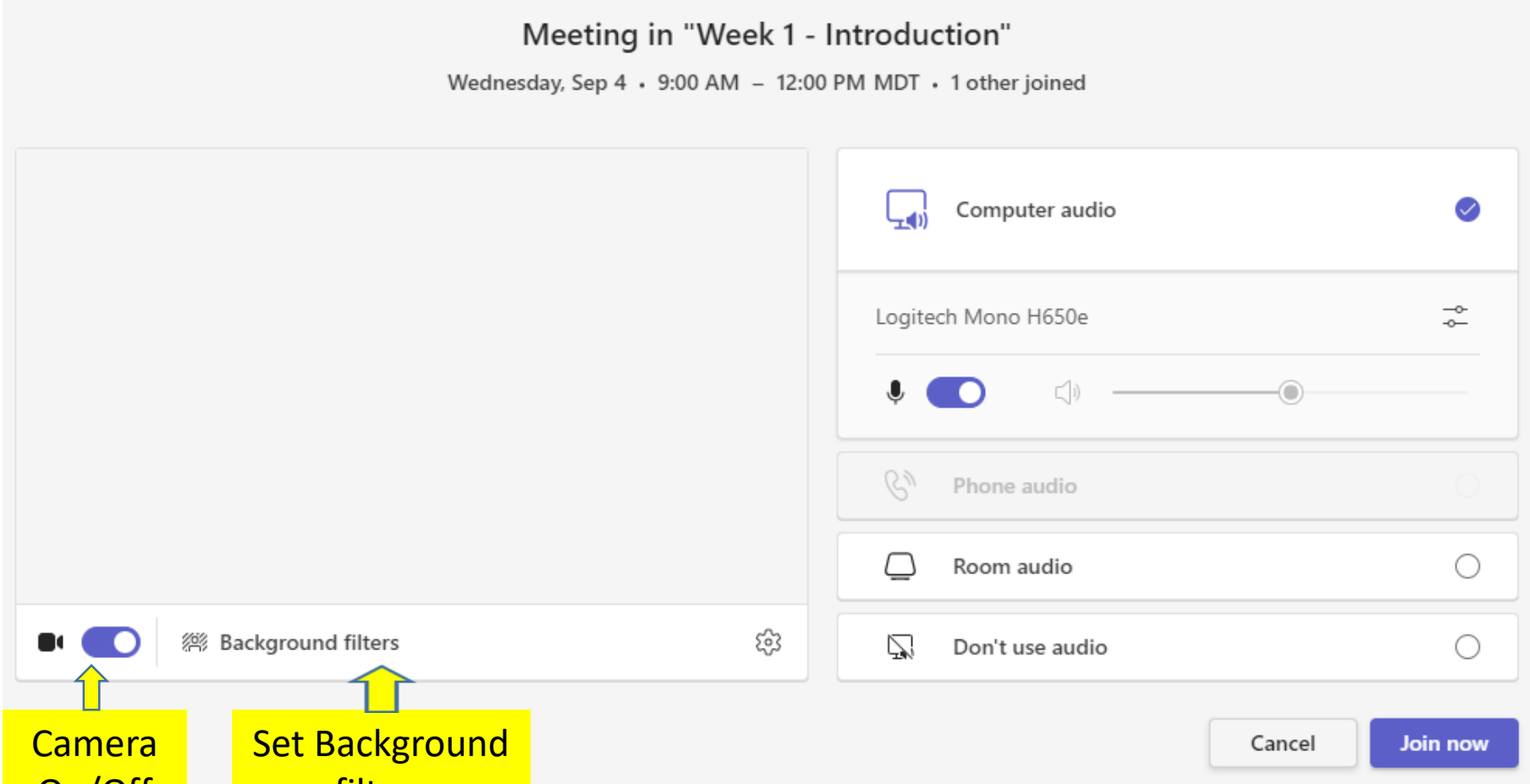
The screenshot shows a Microsoft Teams channel interface. At the top, a message from 'Demo Instructor' is dated 'Wednesday 8:37 PM'. Below it is a meeting announcement card for 'Week 1 - Introduction' scheduled for 'Wednesday, September 4, 2024 9:00 AM'. The card includes a calendar icon and the text 'Scheduled a meeting'. At the bottom of the card, there is a dark blue bar with the meeting title, date, time '04:28:14', a profile icon for 'DI', and a purple 'Join' button. Below the card, it says '1 replies from Demo Instructor'. A blue callout box on the right side of the image provides instructions on how to join the session.

You will see a purple bar. This is your link to join the online session. Click on the Join button.

Joining your Online Lectures

Meeting in "Week 1 - Introduction"

Wednesday, Sep 4 • 9:00 AM – 12:00 PM MDT • 1 other joined



Camera On/Off


Set Background filters


Cancel Join now


Joining your Online Lectures



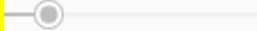
Meeting in "Week 1 - Introduction"


Wednesday, Sep 4 • 9:00 AM – 12:00 PM MDT • 1 other joined


☒


Background filters 

 Computer audio ☒

Logitech Mono H650e 
 ☒ **Microphone On/Mute** 

 Phone audio ☐

 Room audio ☐

 Don't use audio ☐


Cancel


Join now


Joining your Online Lectures




Meeting in "Week 1 - Introduction"


Wednesday, Sep 4 • 9:00 AM – 12:00 PM MDT • 1 other joined


☒


Background filters 

 Computer audio ☒

Logitech Mono H650e 
 ☒ 

 Phone audio ☐

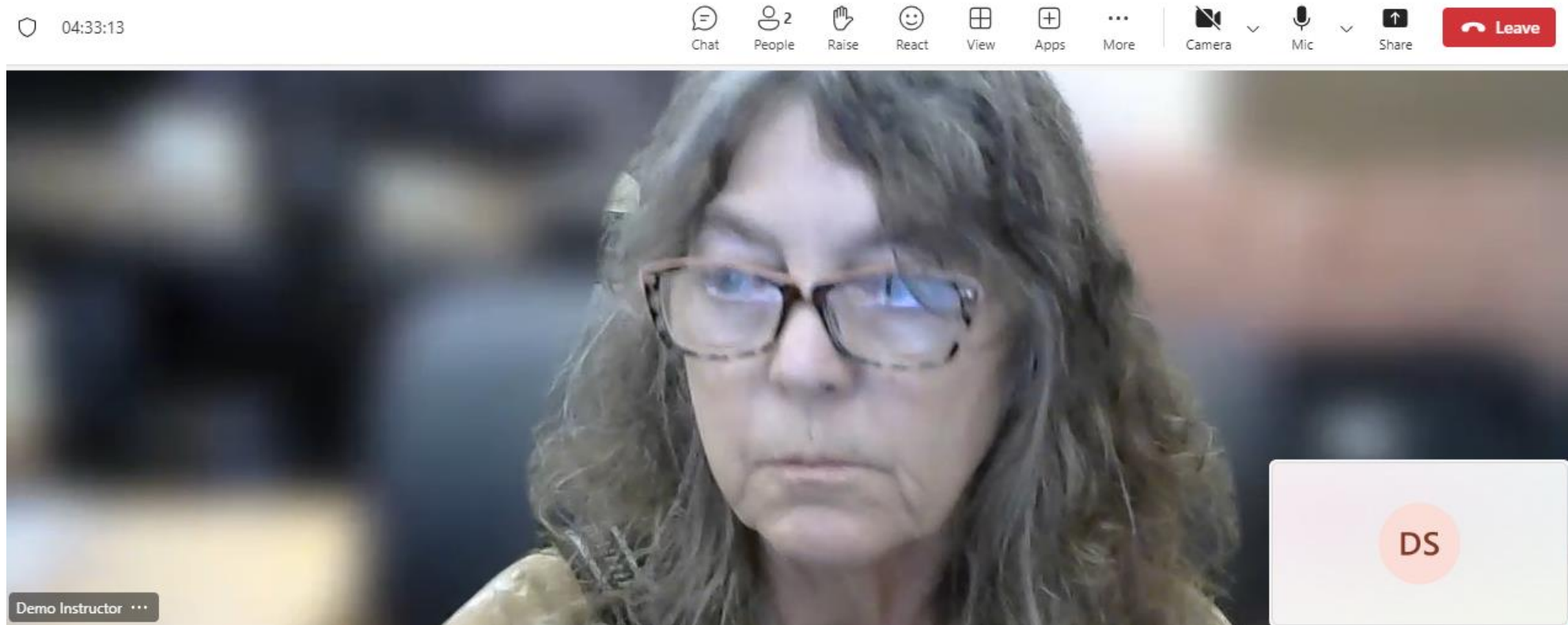
 Room audio ☐

 Don't use audio ☐

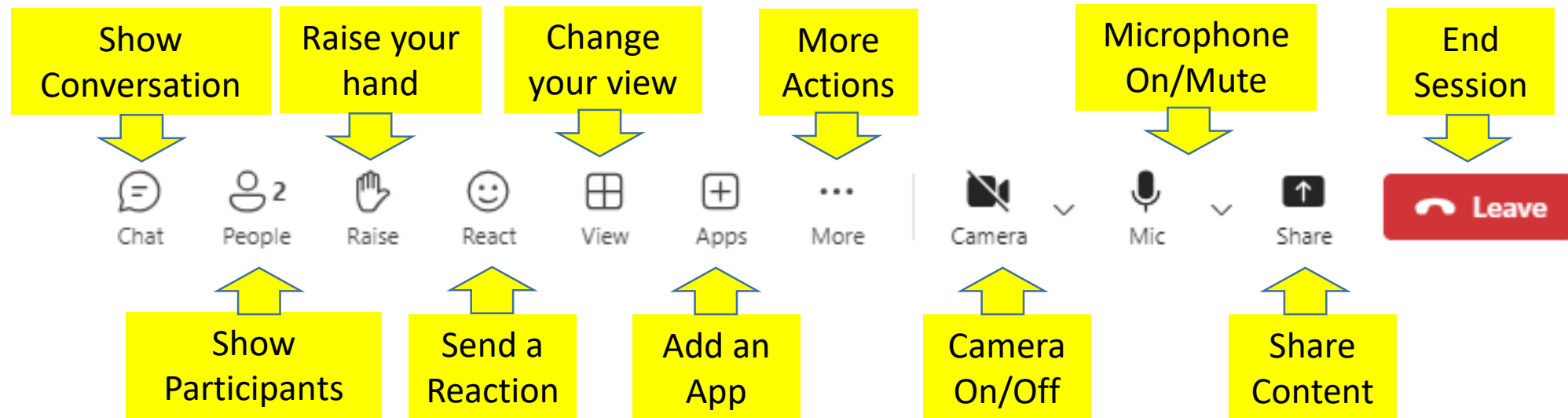
Click on **Join now** to begin session

Cancel **Join now**

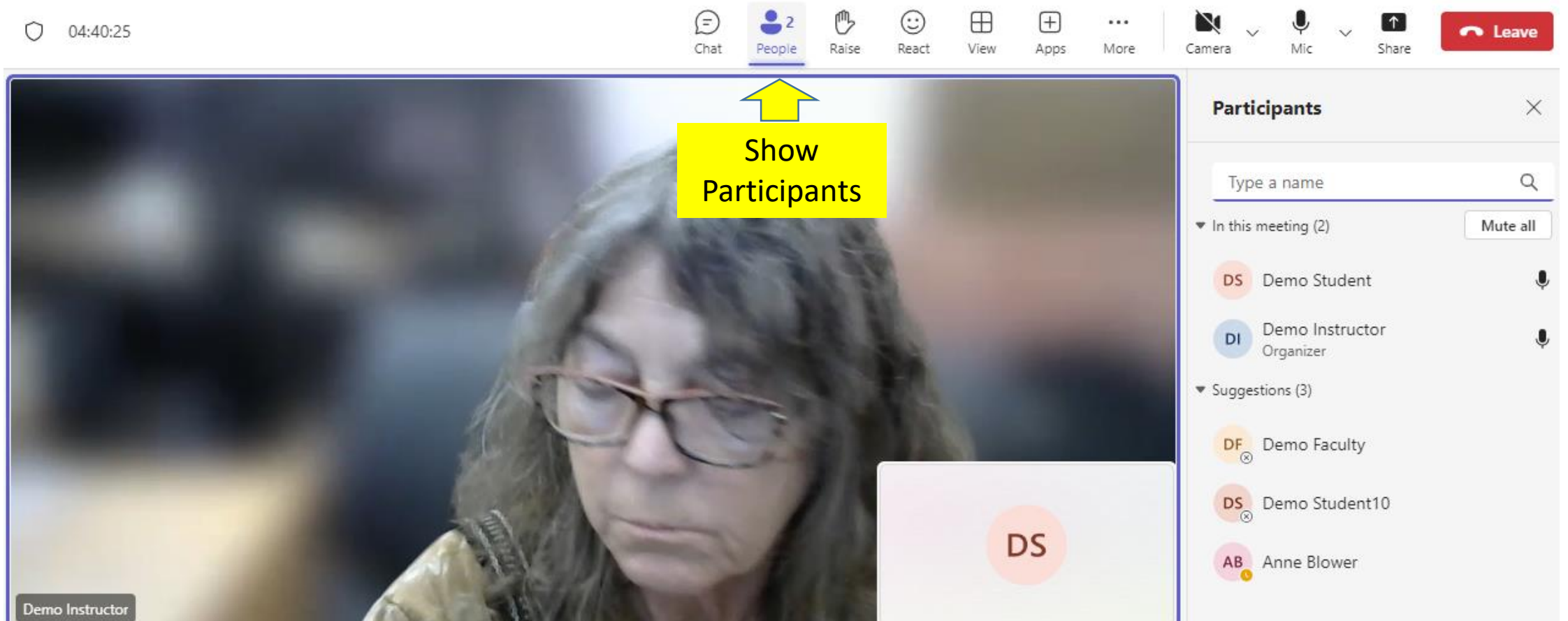
Joining your Online Lectures



Joining your Online Lectures



Joining your Online Lectures



The screenshot displays the Zoom meeting interface. At the top, a toolbar contains icons for Chat, People (with a '2' indicating two participants), Raise Hand, React, View, Apps, More, Camera, Mic, Share, and a red 'Leave' button. The 'People' button is highlighted with a yellow box and a yellow arrow pointing to it, with the text 'Show Participants' written below the arrow. The main video area shows a blurred image of a person with glasses. In the bottom left corner, a name tag for 'Demo Instructor' is visible. On the right side, a 'Participants' panel is open, showing a search bar and a list of participants. The list is divided into 'In this meeting (2)' and 'Suggestions (3)'. The participants listed are Demo Student, Demo Instructor Organizer, Demo Faculty, Demo Student10, and Anne Blower.

04:40:25

Chat People Raise React View Apps More Camera Mic Share Leave

Show Participants

Participants

Type a name

In this meeting (2) Mute all

- DS Demo Student
- DI Demo Instructor Organizer

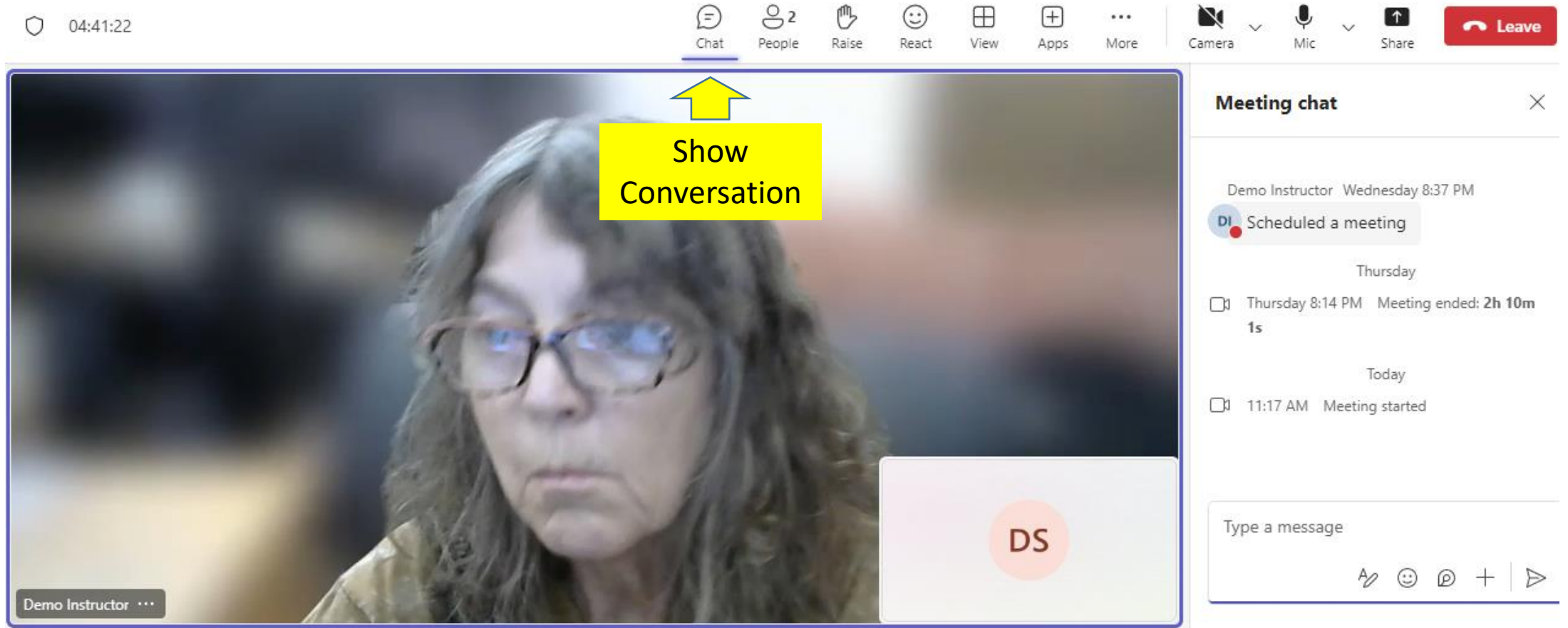
Suggestions (3)

- DF Demo Faculty
- DS Demo Student10
- AB Anne Blower

Demo Instructor

DS

Joining your Online Lectures



The screenshot shows a Zoom meeting interface. At the top, there is a toolbar with icons for Chat, People (2), Raise, React, View, Apps, More, Camera, Mic, Share, and a red 'Leave' button. A yellow callout box with the text 'Show Conversation' and an upward-pointing arrow is positioned over the 'Chat' icon. The main video area shows a woman with glasses. In the bottom left corner, there is a name tag for 'Demo Instructor'. In the bottom right corner, there is a name tag for 'DS'. On the right side, there is a 'Meeting chat' panel with a close button (X). The chat history shows a message from 'Demo Instructor' on Wednesday at 8:37 PM: 'Scheduled a meeting'. Below this, it shows 'Thursday' with a message at 8:14 PM: 'Meeting ended: 2h 10m 1s'. At the bottom of the chat panel, there is a text input field labeled 'Type a message' and a row of icons for formatting (bold, italic, link, etc.) and a send button.

04:41:22

Chat People Raise React View Apps More Camera Mic Share Leave

Show Conversation

Meeting chat

Demo Instructor Wednesday 8:37 PM

DI Scheduled a meeting

Thursday

Thursday 8:14 PM Meeting ended: 2h 10m 1s

Today

11:17 AM Meeting started

Type a message

DS

Joining your Online Lectures

More
Actions



04:42:17

Chat People Raise React View Apps More Camera Mic Share Leave

- Record and transcribe
- Video effects and settings
- Audio settings
- Language and speech
- Settings
- Help

A screenshot of a video conference interface. At the top, there's a toolbar with icons for Chat, People (showing 2 participants), Raise, React, View, Apps, More, Camera, Mic, Share, and a red 'Leave' button. A yellow box with the text 'More Actions' and a yellow arrow points to the 'More' button in the toolbar. Below the toolbar, a dropdown menu is open, listing several options: 'Record and transcribe', 'Video effects and settings', 'Audio settings', 'Language and speech', 'Settings', and 'Help'. The background of the interface shows a blurred video feed of a person with long dark hair and glasses.

Joining your Online Lectures

Share
Content



04:47:34

Chat People Raise React View Apps More Camera Mic Share

Share content

Screen, window, or tab
Choose what you want to share

Microsoft Whiteboard
Start Whiteboard

PowerPoint Live
See your notes, slides, and audience while you present.

- YouTube
- First Nations Games
- Presentation2
- Presentation1
- Comp 125
- Presentation

Demo Instructor ...

Joining your Online Lectures

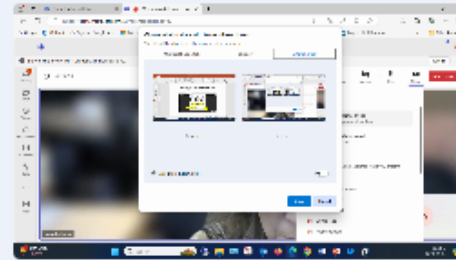
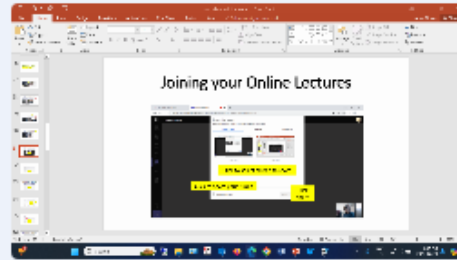
Choose what to share with teams.microsoft.com

The site will be able to see the contents of your screen

Microsoft Edge tab


Window

Entire Screen



Click to select screen to share

Click to Share your Audio

 Also share system audio



Click Share

Share

Cancel

Files/Folders – General Channel

Microsoft Office Home x General (Comp 100) | Microsoft T x +

teams.microsoft.com/_#/school/FileBrowserTabApp/General?threadId=19:Ac9sBT9XmFVvPVpmmYQnuySN68rTMJ28EHMo7Nxqs81@thread.tacv2&ctx=channel

Microsoft Teams

Search

Activity Chat Teams Assignments Calendar Apps

All teams

C1

Comp 100

Home page
Class Notebook
Assignments
Grades
Reflect
Insights

Channels

General
Week 1 - Introduction
Week 2 - Email
Week 3 - Internet

General Posts Files

+ New Upload

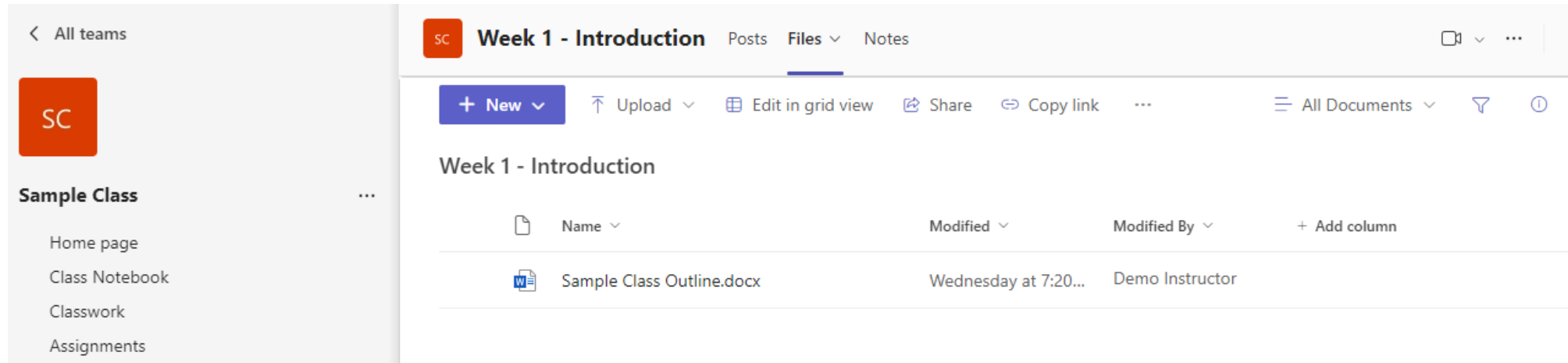
Click on Files to see any files or folders that have been uploaded

Documents > General

Name	Modified	Modified By	+ Add column
Class Materials		Demo Staff	

Your Instructor may have files or folders located here in the General channel. Files or folders can also be located in other channels.

Sharing Files/Folders – Other Channels

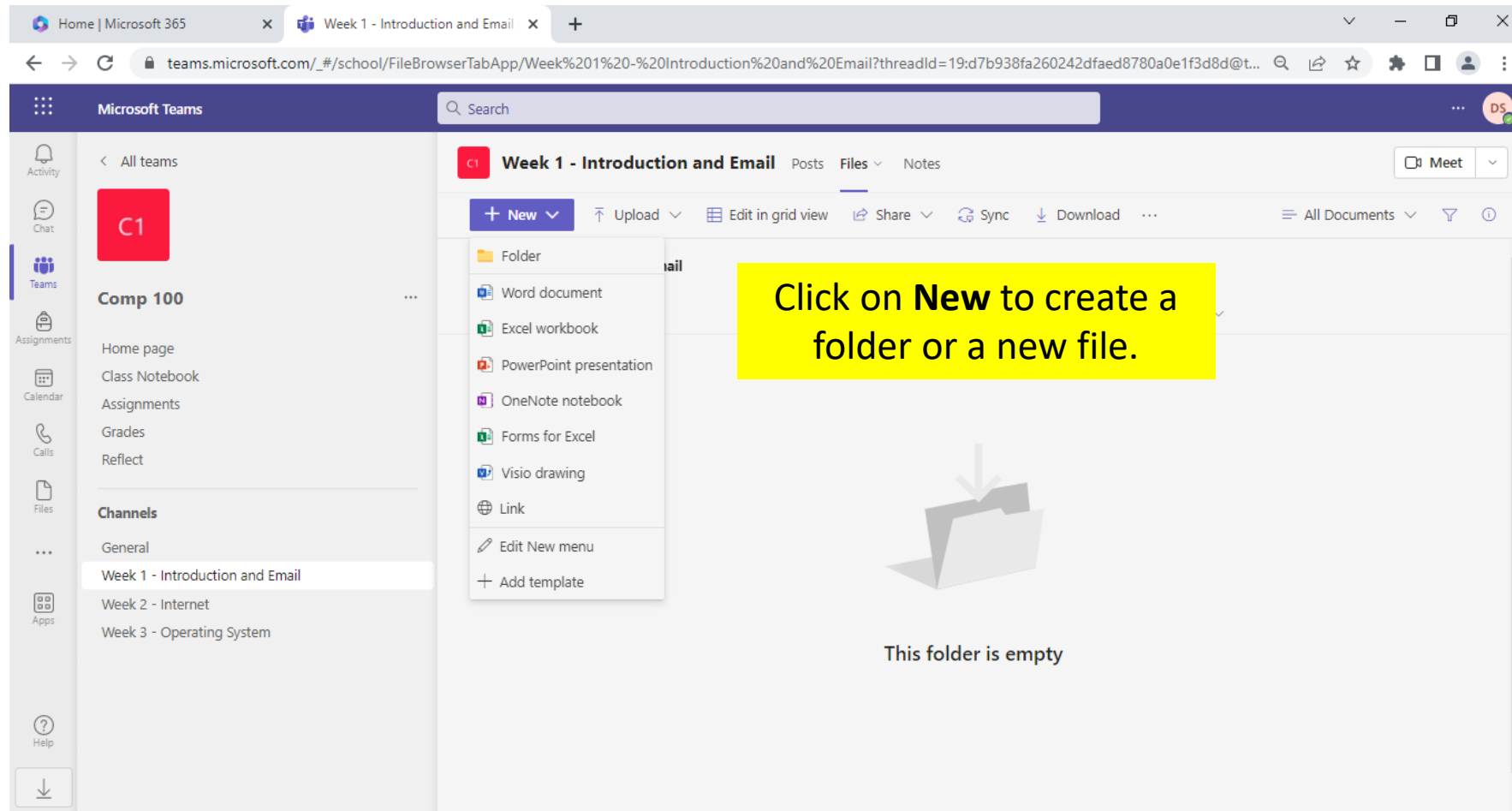


The screenshot displays a Microsoft Teams interface. On the left, a sidebar shows the 'All teams' section with a team named 'Sample Class' (indicated by an orange 'SC' icon). Below the team name are links to 'Home page', 'Class Notebook', 'Classwork', and 'Assignments'. The main area shows the 'Week 1 - Introduction' channel, with tabs for 'Posts', 'Files', and 'Notes'. The 'Files' tab is active, showing a list of files. At the top of the file list, there are buttons for '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', and 'All Documents'. The file list has columns for 'Name', 'Modified', and 'Modified By'. A single file, 'Sample Class Outline.docx', is listed with a modification time of 'Wednesday at 7:20...' and was modified by 'Demo Instructor'.

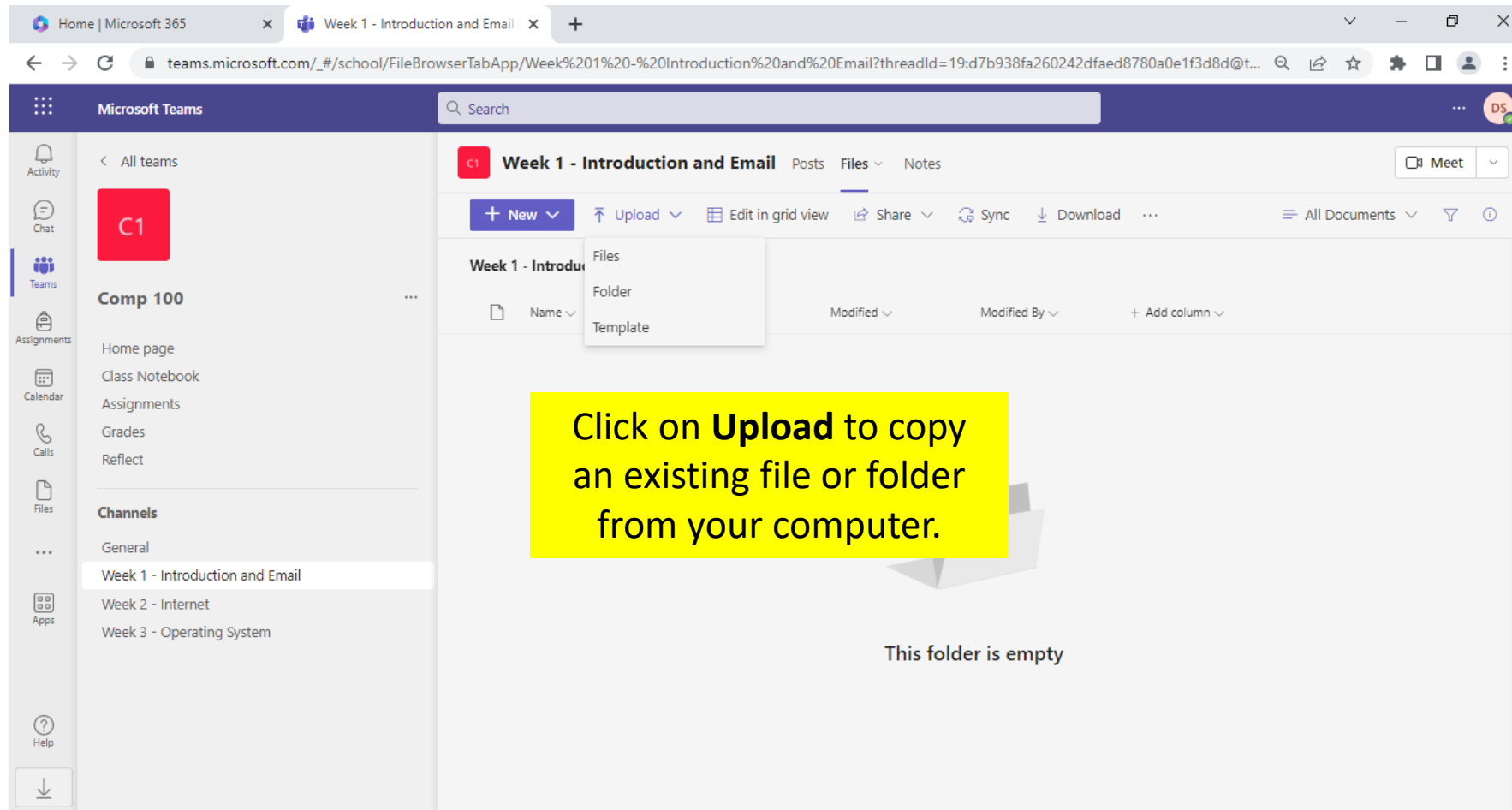
Name	Modified	Modified By
Sample Class Outline.docx	Wednesday at 7:20...	Demo Instructor

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

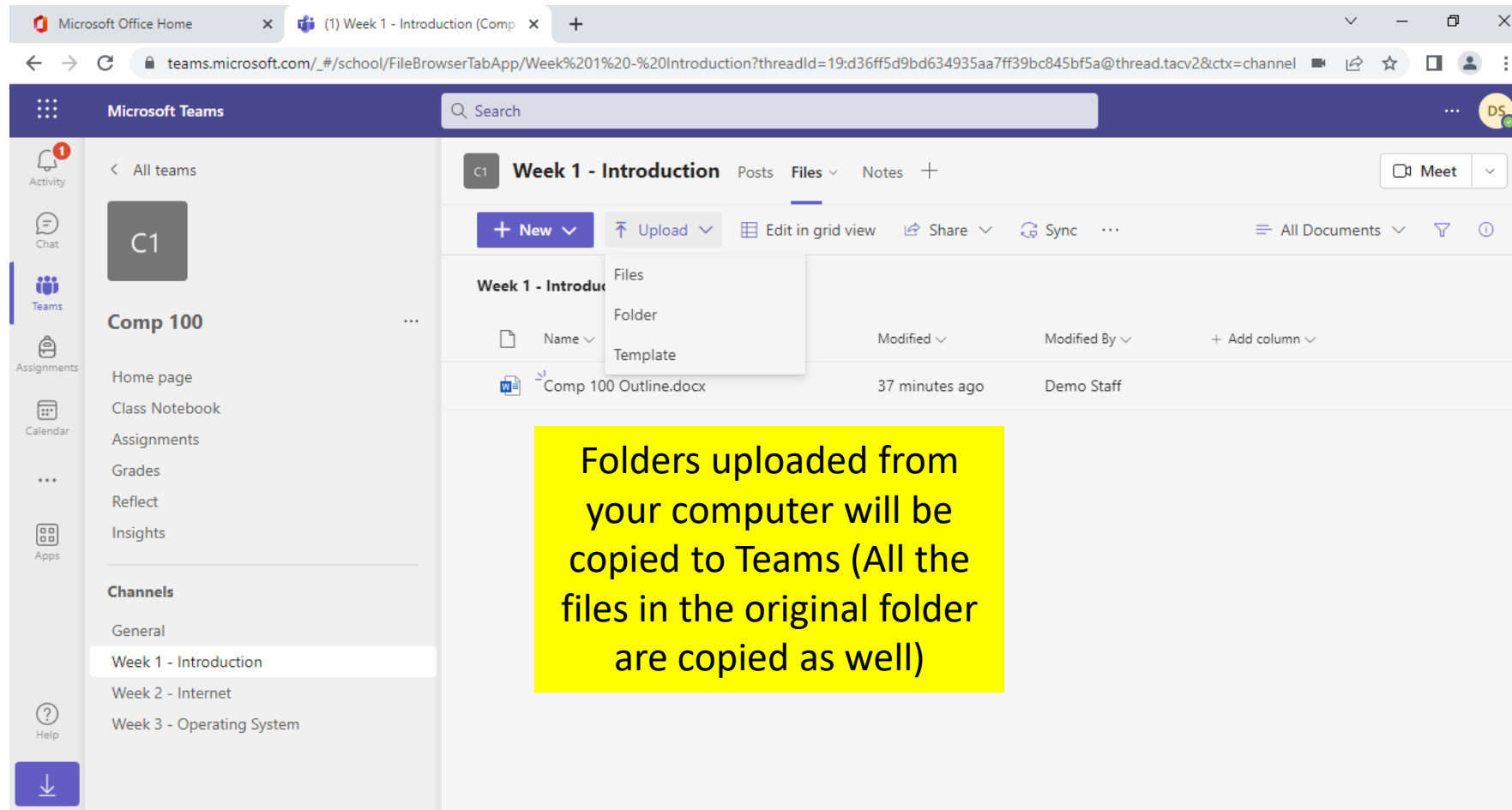
Sharing Files/Folders – Other Channels



Sharing Files/Folders – Other Channels



Sharing Files/Folders – Other Channels

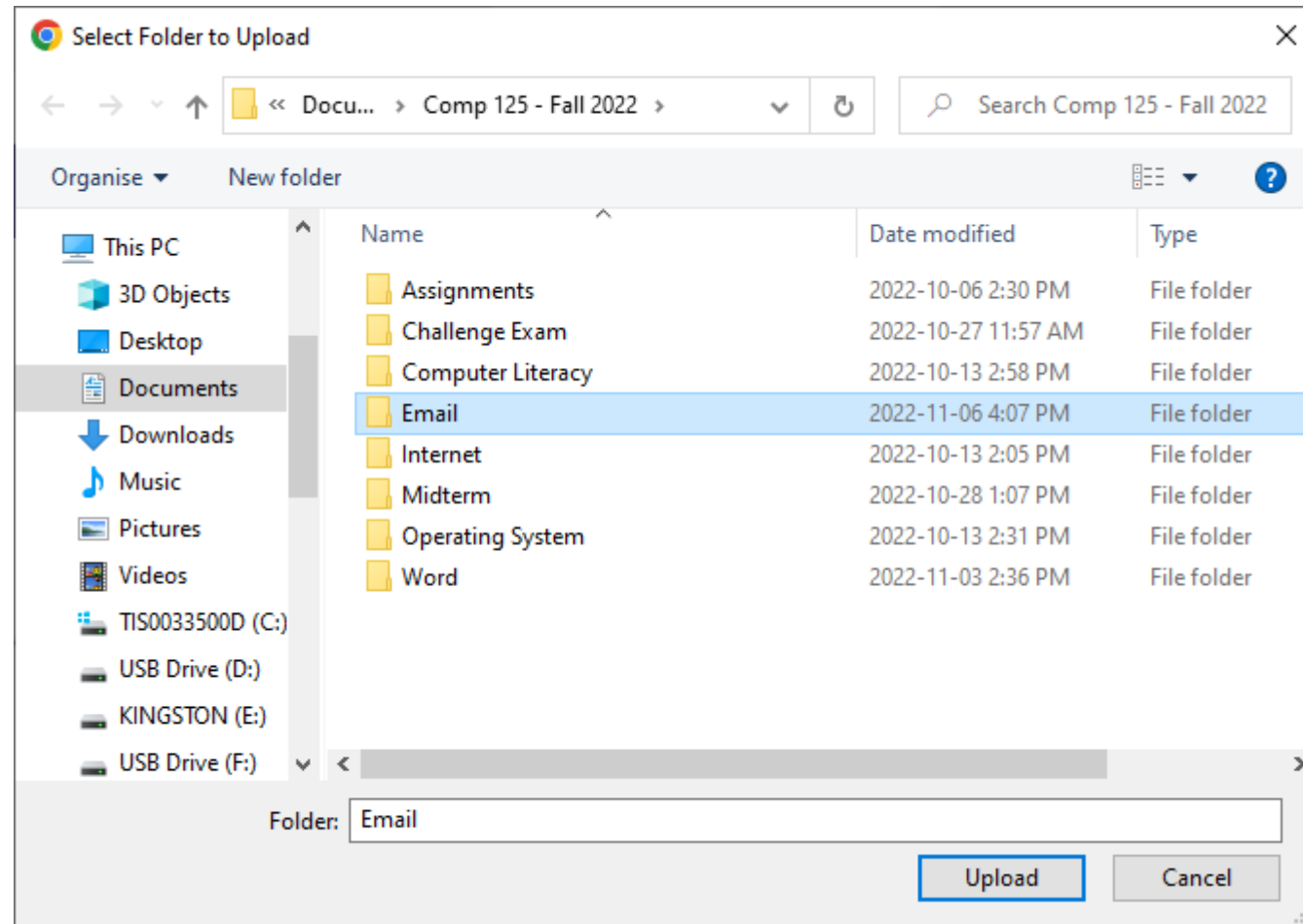


The screenshot shows the Microsoft Teams web interface. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, and Apps. The main area displays the 'Week 1 - Introduction' channel. A dropdown menu is open under the 'Upload' button, showing options for 'Files', 'Folder', and 'Template'. Below the menu, a table lists files in the channel:

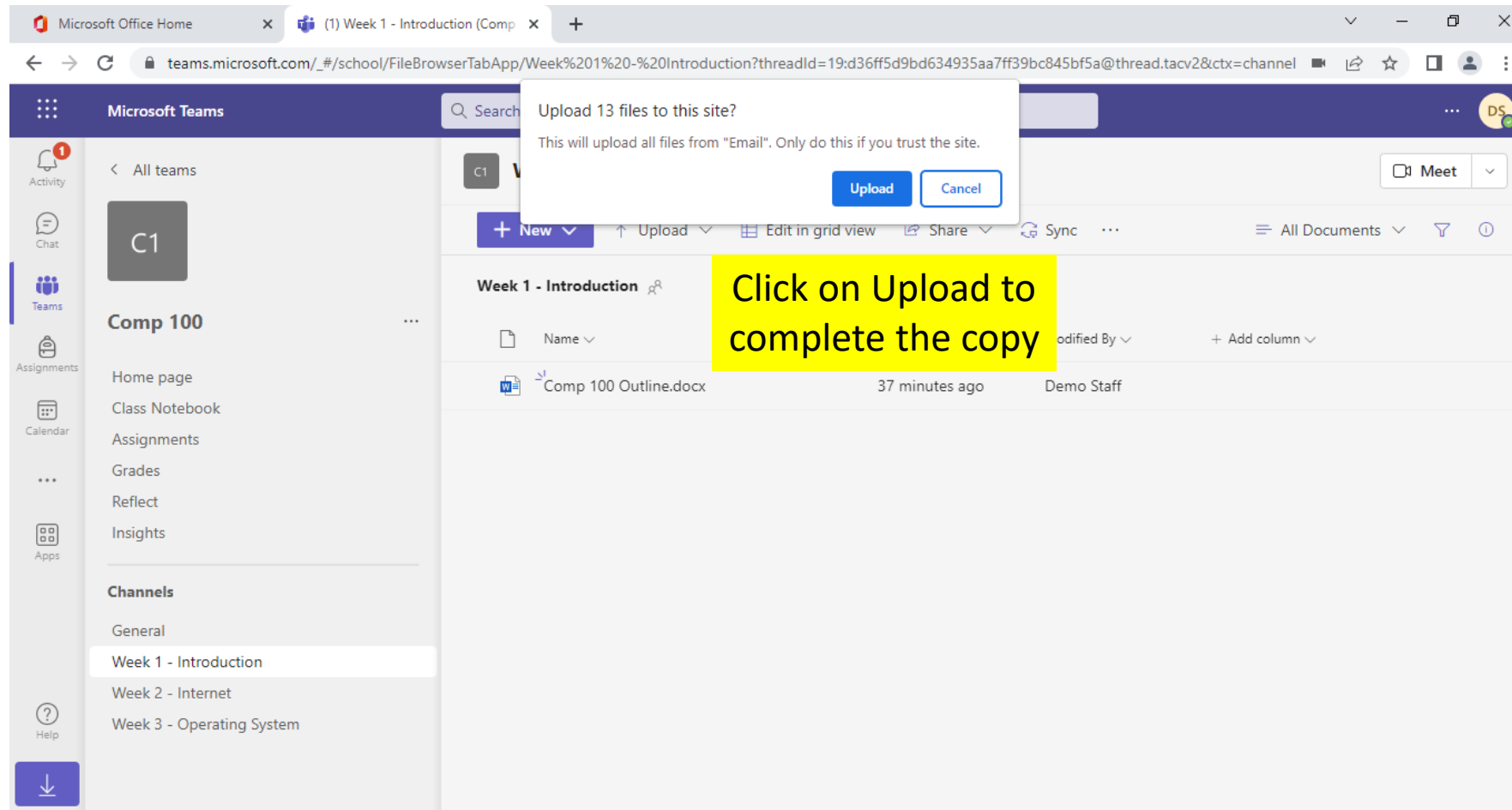
Name	Modified	Modified By
Comp 100 Outline.docx	37 minutes ago	Demo Staff

A yellow text box is overlaid on the bottom right of the screenshot, stating: '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



Assignments

The screenshot displays the Microsoft Teams web interface. The browser's address bar shows the URL: `teams.microsoft.com/_#/school/conversations/General?threadId=19:cxm8QoM7uqDA7PT_Ks6UFKqfD1mD_2PBrAgyMJIEEnQ1@thread.tacv2&ctx=channel`. The interface features a dark blue header with the 'Microsoft Teams' logo and a search bar. On the left, a sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The 'Assignments' icon is highlighted with a yellow callout box that contains the text 'Click on Assignments'. The main content area shows the 'General' channel for 'Comp 100'. It includes a welcome message: 'Welcome to Comp 100' and 'Try @mentioning the class name or student names to start a conversation.' Below this, there is an illustration of a person holding a tablet. At the bottom of the main area, there is a 'New conversation' button. The left sidebar also lists 'Channels' for 'Comp 100', including 'General', 'Week 1 - Introduction and Email', 'Week 2 - Internet', and 'Week 3 - Operating System'.

Assignments

The screenshot displays the Microsoft Teams web interface. The browser's 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 the 'Microsoft Teams' logo and a search bar. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The 'Assignments' section is active, showing a list of assignments for the 'Comp 100' team. The 'Assigned' tab is selected, displaying one assignment: 'Email Review' with a due date of 'December 21, 2022 4:00 PM' and '10 points'. A yellow text box is overlaid on the assignment list, stating: 'All Assignments will be listed here'.

Assignments

The screenshot shows a Slack interface for a class. On the left is a sidebar with a back arrow and 'All teams'. Below that is an orange square with 'SC'. Under 'Sample Class' are links for Home page, Class Notebook, Classwork, Assignments, Grades, and Reflect. A 'Main Channels' section lists 'General' (highlighted), 'Week 1 - Introduction', and 'Week 2 - Email'. The main area shows the 'General' channel header with tabs for 'General', 'Posts', and 'Files'. A message from 'DS' says 'Reply'. Below is a message from 'Assignments' (with a blue hex icon) dated 'Thursday 8:46 PM' and marked 'Edited'. The message content is 'Email Review' with 'Due Sep 18' and a 'View assignment' button. Another message from 'Assignments' dated 'Thursday 8:47 PM' says 'Assignment due date has been changed.' with a red flag icon. A 'Reply' button is below it. At the bottom is a 'Start a post' button.

< All teams

SC

Sample Class ...

- Home page
- Class Notebook
- Classwork
- Assignments
- Grades
- Reflect

▼ Main Channels

- General ...
- Week 1 - Introduction
- Week 2 - Email

SC **General** Posts Files

DS Reply

Assignments Thursday 8:46 PM Edited

Email Review

Due Sep 18

[View assignment](#)

Assignments Thursday 8:47 PM

Assignment due date has been changed.

DS Reply

[Start a post](#)

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

Assignments

The screenshot shows the Microsoft Teams web interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The left sidebar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays the 'Calendar' view for December 2022. A calendar grid shows the days from Monday, December 19th to Friday, December 23rd. A time slot from 3 PM to 4 PM on Wednesday, December 21st, contains a blue event titled 'Email Review Comp 100'. A yellow text box is overlaid on the calendar grid, stating: 'Assignments will also appear on your calendar if your instructor has checked off that feature when creating the assignment.'

Microsoft Teams

Calendar

Today < > December 2022

Work week

	19 Monday	20 Tuesday	21 Wednesday	22 Thursday	23 Friday
3 PM			Email Review Comp 100		
4 PM					
5 PM					
6 PM					
7 PM					
8 PM					

Assignments will also appear on your calendar if your instructor has checked off that feature when creating the assignment.

Assignments

The screenshot shows the Microsoft Teams interface for an assignment page. On the left is a sidebar with a navigation menu. The main area displays the assignment details for 'Email Review' due on September 18th.

Left Sidebar:

- < All teams
- SC (Class icon)
- Sample Class ...
- Home page
- Class Notebook
- Classwork
- Assignments** (highlighted with a black border)
- Grades
- Reflect

Main Content Area:

- Assignments (header with a lock icon)
- Upcoming | Past due | Completed (filters)
- Search by assignment title (search bar)
- Sep 18th Wednesday (date header)
- Email Review (assignment title)
- Due at 1:00 PM (due time)
- 2 points (points value)

A yellow callout box is overlaid on the assignment card with the text: "Click on the assignment you want to open."

Assignments

The screenshot shows the Microsoft Teams interface. On the left is a sidebar with a navigation pane. The top of the sidebar has a back arrow and 'All teams'. Below is a red square with 'SC'. The main section of the sidebar is titled 'Sample Class' with a three-dot menu icon. It contains links: 'Home page', 'Class Notebook', 'Classwork', 'Assignments' (highlighted), 'Grades', and 'Reflect'. At the bottom is a 'Main Channels' section with 'General', 'Week 1 - Introduction', and 'Week 2 - Email'.

The main content area is titled 'Assignments' with a briefcase icon. Below is a back arrow and 'Back'. The assignment title is 'Email Review' with a due date of 'Due September 18, 2024 1:00 PM' and 'Points: 2 points possible'. Below the title are sections for 'Instructions' (A short review) and 'My work'. At the bottom, there is a document icon and 'Email Review.docx' with a three-dot menu icon. A yellow callout box points to this menu with the text: 'Click on the **More attachment options button (the 3 dots)** to select how you want to open the assignment.' The menu is open, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'.

Assignments

The screenshot shows the Microsoft Teams interface for an assignment. On the left is a sidebar with a navigation pane. The top of the sidebar has a back arrow and 'All teams'. Below is a red square with 'SC'. The main section of the sidebar is titled 'Sample Class' with a three-dot menu. It contains links for 'Home page', 'Class Notebook', 'Classwork', 'Assignments' (which is highlighted), 'Grades', and 'Reflect'. At the bottom is a 'Main Channels' section with 'General', 'Week 1 - Introduction', and 'Week 2 - Email'. The main content area has a header with a briefcase icon and the word 'Assignments'. Below this is a 'Back' link. The assignment title is 'Email Review' with a due date of 'Due September 18, 2024 1:00 PM'. To the right, it says 'Points' and '2 points possible'. Under 'Instructions', it says 'A short review of the basic email topics discussed in class.' Under 'My work', there is a document card for 'Email Review.docx' with a three-dot menu. A context menu is open over the document card, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. A yellow text box is overlaid on the bottom of the document card, stating: 'Open in Teams or Open in Word Online to complete your assignment in the online version of the app.'

< All teams

SC

Sample Class ...

- Home page
- Class Notebook
- Classwork
- Assignments
- Grades
- Reflect

▼ Main Channels

- General
- Week 1 - Introduction
- Week 2 - Email

Assignments

< Back

Email Review

Due September 18, 2024 1:00 PM

Points
2 points possible

Instructions

A short review of the basic email topics discussed in class.

My work

Email Review.docx ...

Attach New

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

- Open in Teams
- Open in Word
- Open in Word Online
- Download

The screenshot shows a Microsoft Word document titled "Email Quiz" in a web browser. The document content includes a title "Email Quiz", a instruction "Highlight the correct answer for each question.", and two true/false questions. 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 Word ribbon is visible at the top, showing the "Home" tab with various font and paragraph options. The status bar at the bottom indicates "Page 1 of 3", "378 words", and "English (U.S.)".

Document.docx x Email Review.docx x General (Comp 100) | Microsoft x +

mybluequillsca-my.sharepoint.com/personal/demo_student_mybluequills_ca/_layouts/15/doc.aspx?sourcedoc={e1379a69-e339-49d9-8488-624a0398c159}&action...

Word Document - Saved

Search (Alt + Q)

File Home Insert Layout References Review View Help

Editing Share Comments Catch up

Calibri Bold 14 A A B I U

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

Email Quiz

Highlight the correct answer for each question.

- 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.**
 - True
 - False
- 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.**
 - True

Page 1 of 3 378 words English (U.S.) Text Predictions: On Editor Suggestions: Showing 100% Fit Give Feedback to Microsoft

Assignments

Home | Microsoft 365 x (3) General (Comp 100) | Microsc x +

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

Microsoft Teams Search DS

< 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 Turn in

Email Review Points 10 points possible
Due December 20, 2022 11:59 PM

Instructions
None

My work

Email Review.docx

Attach + New

- Open in Teams
- Open in Word
- Open in Word Online
- Download

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

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 a Microsoft Word window titled "Email Review". The ribbon is set to "Home". The document content includes the title "Email Quiz" and a bold instruction: "Highlight the correct answer for each question." Below this is a list of two questions. The first question is a True or False question about webmail. The second question is a multiple-choice question about the purpose of a web browser. A yellow callout box on the right side of the document contains the text: "After you have completed the assignment click on the Close button to return to Assignments in Teams to submit."

File Home Insert Layout References Review View Help Tell me what you want to do Comments Catch up Editing Close

Calibri Bold 14 A A B I U [Color] [Font Color] [List] [List] [List] [Table] [Image] [Normal] [Find] [Speak] [Edit] [Pencil] [More]

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

After you have completed the assignment click on the Close button to return to Assignments in Teams to submit.

Assignments




Assignments



[< Back](#)



 *Not turned in*

Turn in

Email Review

Due September 18, 2024 1:00 PM

Points

2 points possible

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

Instructions

A short review of the basic email topics discussed in class.

My work



Email Review.docx



Attach



New

Assignments




Assignments



[< Back](#)



 *Not turned in*

Turn in

Email Review

Due September 18, 2024 1:00 PM

Points

2 points possible

Instructions

A short review of the basic email topics discussed in class.

My work



Email Review.docx



Attach



New

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 web interface. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Channels, and Help. The 'Assignments' section is selected, showing a list of assignments for the 'Demo Team'. The main content area displays the details of an assignment titled 'Email review', which is due tomorrow at 11:59 PM and is worth 10 points. The assignment instructions are 'None'. Under 'Reference materials', there is a document titled 'Email Review.docx'. Below this, the 'My work' section shows options to 'Attach' or '+ New'. The 'New' dropdown menu is open, showing options: 'OneDrive', 'Link', 'Teams', and 'Upload from this device'. A yellow callout box is overlaid on the 'Upload from this device' option, containing the text: 'Go to Upload from this computer and go to the location that you saved the file to.'

Home | Microsoft 365 x (2) General (Demo Team) | Micro x +

teams.microsoft.com/_#/school/tab::3717002657/19:Dm5jugvk9KRHBW3OBjLaZRg-owPGxmwNIONN4F9EWck1@thread.tacv2?threadId=19:Dm5jugvk9KRHB...

Microsoft Teams Search DS

< All teams

DT

Demo Team

Home page

Class Notebook

Assignments

Grades

Reflect

Channels

General

Assignments

Back

Turn in

Email review

Due tomorrow at 11:59 PM

Points
10 points possible

Instructions
None

Reference materials

Email Review.docx

My work

Attach + New

OneDrive

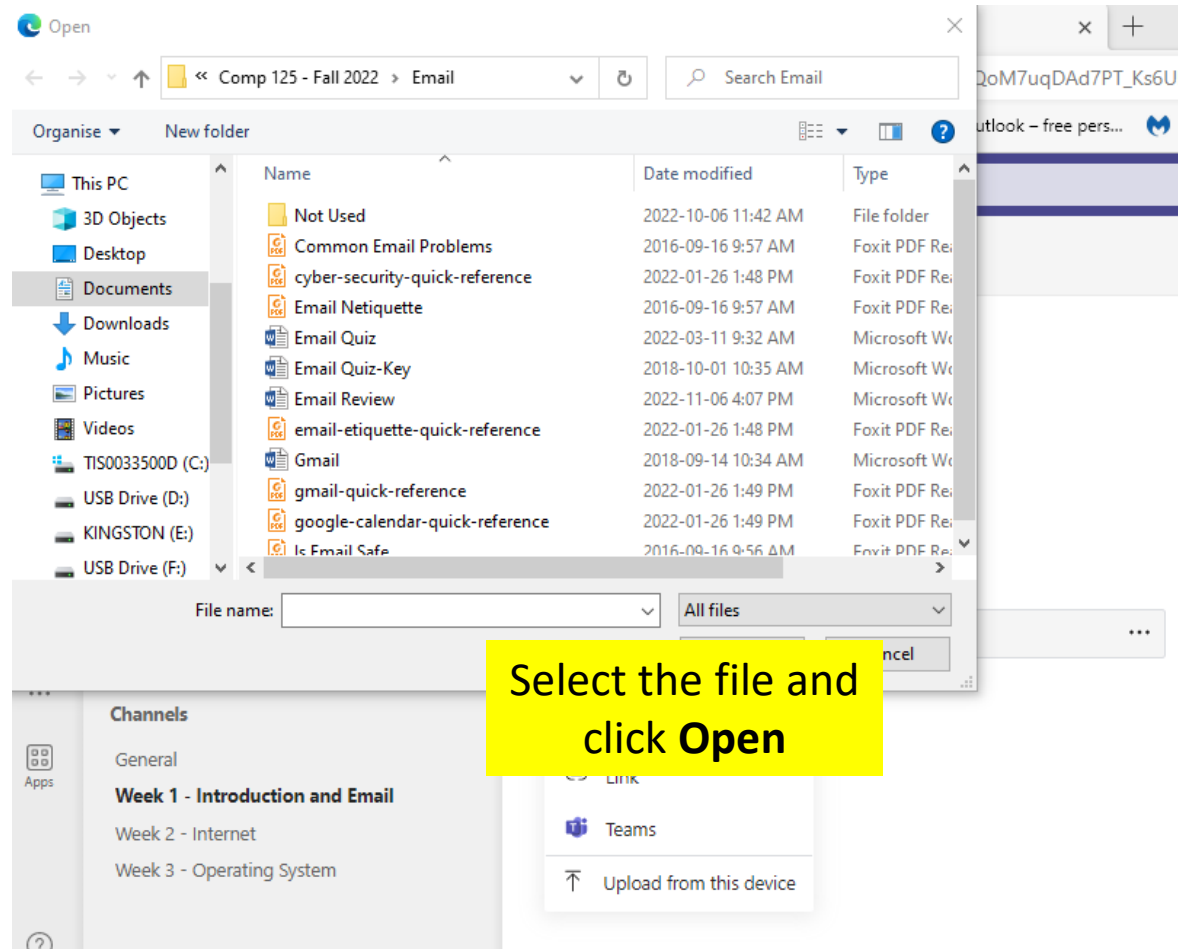
Link

Teams

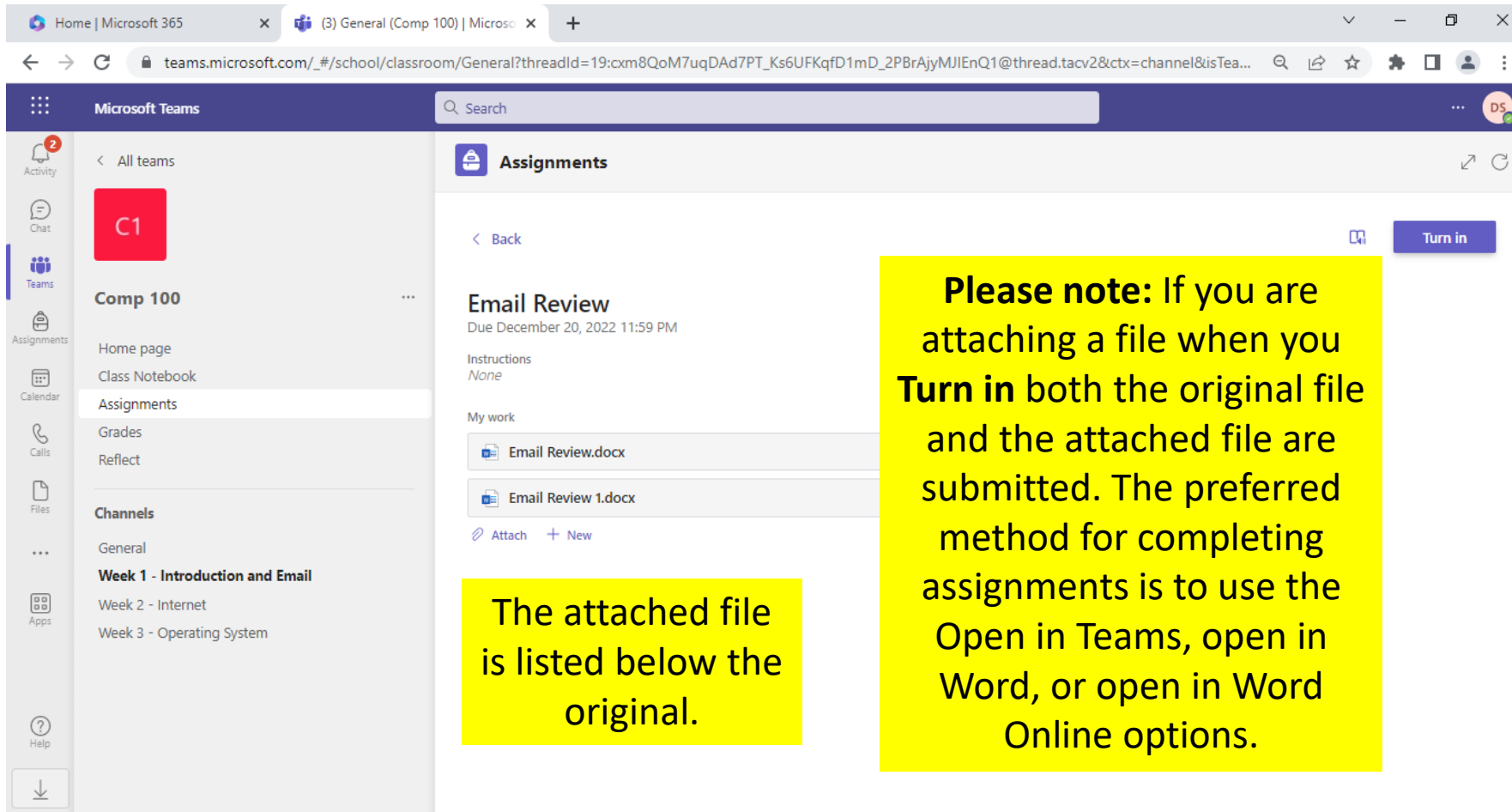
Upload from this device

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

Assignments



Assignments

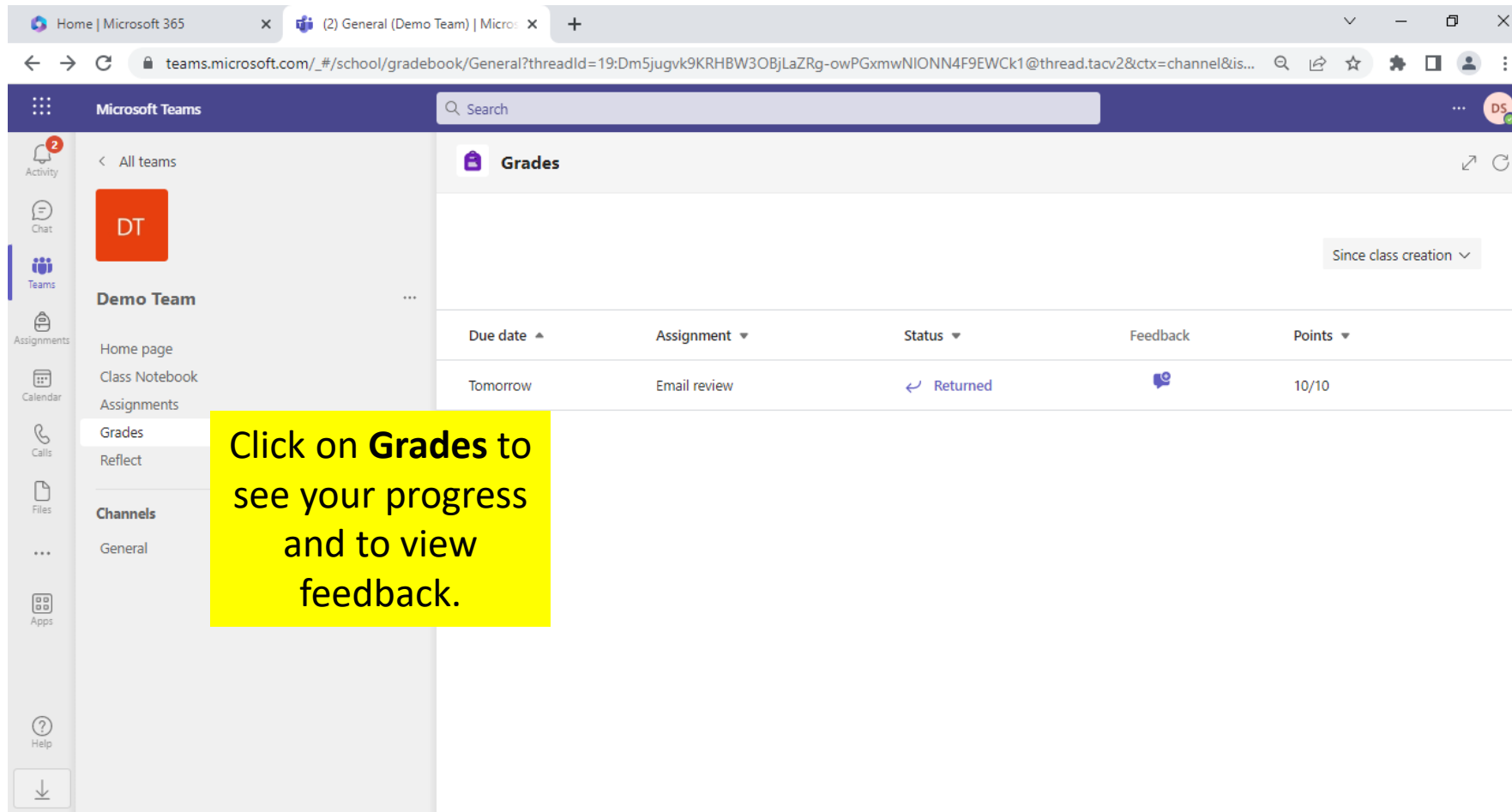


The screenshot displays the Microsoft Teams web interface. The left-hand navigation pane shows the 'Assignments' tab selected for the 'Comp 100' team. The main pane shows the 'Email Review' assignment, which is due on December 20, 2022, at 11:59 PM. Under the 'My work' section, two files are listed: 'Email Review.docx' and 'Email Review 1.docx'. A 'Turn in' button is located in the top right corner of the assignment view.

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 web interface. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The 'Teams' section is expanded, showing 'Demo Team' with a red 'DT' icon. Below the team name are links for Home page, Class Notebook, Assignments, Grades, and Reflect. The 'Grades' link is highlighted. The main content area displays the 'Grades' section for the 'Demo Team'. It includes a search bar, a 'Since class creation' dropdown, and a table of assignments.

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

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