



## Accessing 'free' Microsoft Word, PowerPoint or Excel from home.

You may not know but you can access word/ power point/ excel from home for free if you don't already have it on your home computer.

It can be easily found through your email....

- Google 'Office 365'.
- Click on the web page (<u>https://www.office.com/</u>)
- Choose 'sign in'.
- Sign in with your school login details.
- You will see at the top of the page a variety of apps you can use....

6	🖶 🚺 Mi	crosoft Office Hor	me × + ·	~									-	٥	×
$\leftarrow$	$\rightarrow$ O	6	https://www.offic	e.com/?auth=2								□ ☆	t= l.	ß	
	ð	The Nicholas Hamond Academ		ice 365	🔎 Sea	rch							۲		м
Good evening												Install Office	~		
		+			w	x	•	N	ជ្រា	N	E.	$\rightarrow$			
		Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	Teams	Class Notebook	Forms	All ap	os		

• From here you can log into TEAMS, Outlook (your email), or use word, power point or excel.

You can also log in from your email account.

When in your email click on the 9 small dots in the top left corner.

Choose word/power point/excel.

Determined to be the best we can be...

#TNHAway





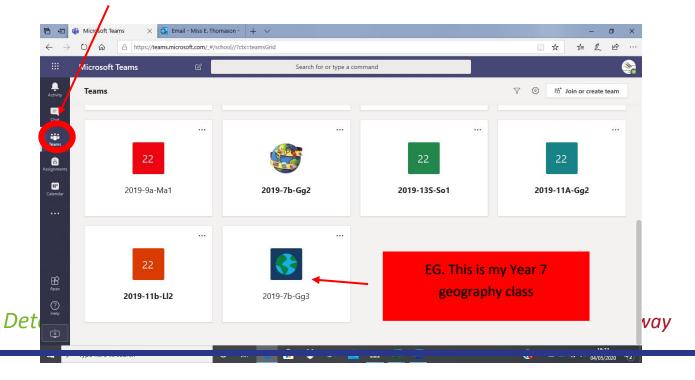
## How to access TEAMS.

Log into your email account. (If you don't know how to do this: google 'office 365', click on Office 365 log in, use your school computer username and password. This should take you to your outlook email account)

Click on the 9 dots in the top left corner

	🗐 🚺 Microsoft Teams	Email - Miss E. Thomasc × + ∨	- 0
L	$ ightarrow$ 0 $\widehat{\mathbf{G}}$ 0	https://outlook.office.com/mail/inbox	
	The Nichola Hamond Acad		ା ¢ ⊗ ? ⇔ ¢
	New message	🗓 Empty Other 🛭 🖻 Mark all as read 👘 Undo	Tomorrow 09:05 23 Humani
>	Favourites	⊘ ≧ Focused ≅ Other Filter ∨	
/	Folders	Zoë Llewellyn HR and employment law: r 12:01 CAUTION: This email originated from outsi	
2	Inbox 96	Last week	
″ > >	Drafts 7 Sent Items Deleted Items 83	Success at School Careers Advice #CrisisCareersHeroes - cam Fri 20:59 CAUTION: This email originated from outsi	
9	Junk Email 23	St John Ambulance Updated paediatric first aid Fri 18:02 CAUTION: This email originated from outsi	
3	Archive Notes 14	Paul Charman (FFT Education) UPDATE: FFT GCSE Subject Fri 14:11 CAUTION: This email originated from outsi	
	Conversation Hist Curriculum plans	BT Practical and easy-to-imple Wed 29/04 CAUTION: This email originated from outsi	
2	Distance learnin 2	Leadership Matters How These Schools Maximi Wed 29/04 CAUTION: This email originated from outsi ~	

When in TEAMS click on the TEAMS icon to see all of the classes you belong to.







## When you click on your class you should see a screen like this.

	🎁 General (2019-7b-Gg3) 🗙 💽 Emai	l - Miss E. Thomason -	+ ~		- ø ×
$\leftarrow \  \  \rightarrow$	Ů ᡬ A https://teams.micro	soft.com/_#/school/conve	rsations/General?threadId=19:57f03037bcf84dfeb53c88b3f02302df@thread.skype	e&ctx=channel 🛄 🛣 🛠	⊨ ∥ ⊮ …
	Microsoft Teams	C	Search for or type a command		2
L. Activity	< All teams	🚷 Ge	<b>neral </b> Posts Files Class Notebook Assignments Grades +		⊚ Team ····
<b>E</b> Chat	<₽	8,	Assignmients 24/04 1433 Trans-National Companies		•
Teams	2019-7b-Gg3		Due May 07 View assignment		
Assignments	General		Signments 24/04 14:03		<b>6</b> 3
Calendar			Assignment due date has been changed. Ref/ Yesterday		
•••			Assanments Yesterday 09:30		883
		۵,	Trans-National Companies Quiz		
			View assignment ← Reply		
(?) Help			Start a new conversation. Type @ to mention someone.		
Ľ.					⊳
9 🗉	Type here to search	0 🛱	👱 💼 😻 🗠 💼 💻 💻 👘	👔 ^ 🖮 📥 🧖 🖓	18:29 04/05/2020

To look at the work set you can click on where it says 'Assignment'

If you want to ask a question/ send a message to your teacher and class you can use the box here to type a question.

If you want the conversation/ question to be private use the CHAT page.

You should read the task set (your teacher can see if you have looked at the assignment) and complete the activity. You can do this on a computer using word/ power point etc and send back to your teacher, or you can complete it on paper and email a photo of your work to your teacher to show you have completed it.

If you get stuck then email your teacher- they will let you know what to do.

Determined to be the best we can be...

