



Office 365 & Teams User Guide

Teams installer can be downloaded here <https://teams.microsoft.com/downloads>

Your username will be your R0 number followed by @rainhillhigh.org.uk

The default password has been set to Welcome1234 (Capital W)

You can also access your school email / Office 365 to do working using all of the office applications via www.outlook.com using the same login details above.

You have the ability to install office for free on your home PC/Laptop/Mobile device.

You get 1000GB of free storage to save any files for school work in office 365.

If you are struggling to login you can email rainhillict@rainhillhigh.org.uk

Kind regards
Rainhill High School

Using Microsoft Teams to work remotely:

- 1) Download the Teams app – type it in to your internet search engine, and click on the link that says “Download Microsoft Teams on any device”
- 2) Depending on your device (Windows/Mac/Linux/iOS/Android), the download process will look slightly different, but your device will guide you through, step by step, as you install the app.
- 3) Once you have Teams installed, you need to log in. You should use the same username and password as you usually use to log in to school computers.

- 4) Once logged in, you will have a page that looks like this:

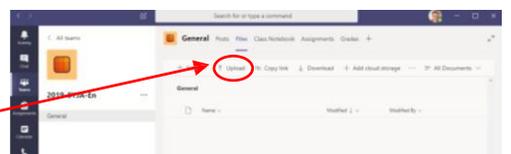
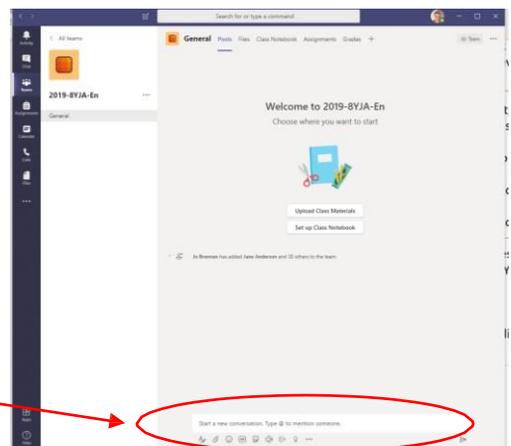
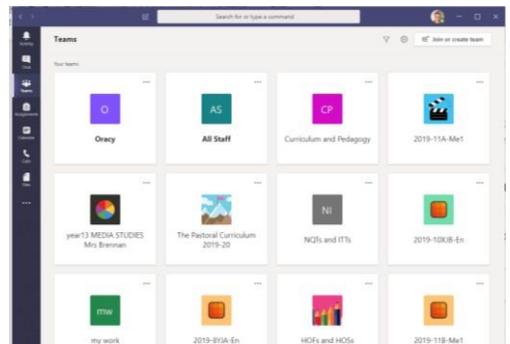
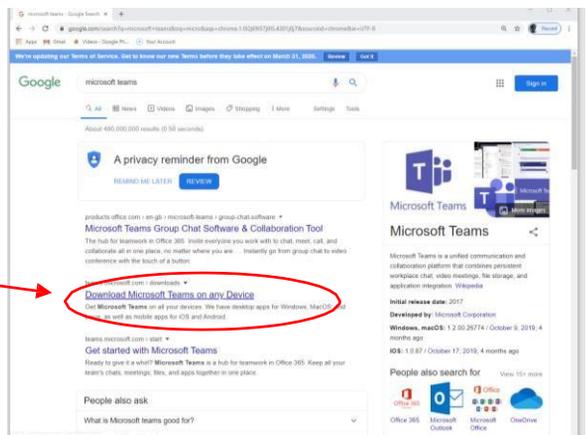
I have made my own teams, but your classes will have been done automatically for you. Your class “team” will have all of your classmates already in it, as well as your teacher/s for that subject.

- 5) If you click on a class, you will see a screen like this:

You can use this chat facility to speak to your teacher, and ask them any questions they might need. If you type @ and then your teacher’s name (e.g. [@johnsmith](#)), it will tag them. Remember to use this appropriately! Teachers can see the chat, so use it for work only.

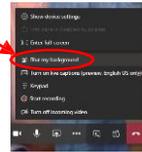
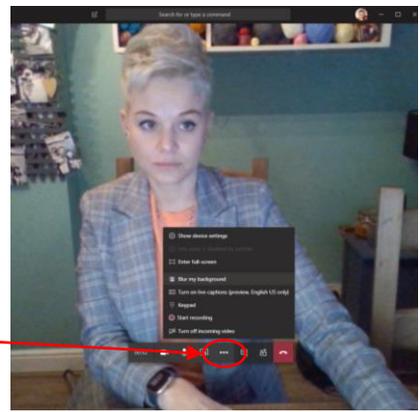
This bar at the top of your screen is where you can access any files that you have been set. If you click “Files,” you will go to a screen where you can find your classwork.

If you click “upload,” you can save work for your teacher to check. You should not access other students’ work; we are able to see if you have deleted or edited work in any way.



Teams can also be used to video call. Your teacher may use this facility to talk the class through work. You will receive an invitation, and should accept.

If you want to blur the background (we would advise this), click the three dots on the bottom of your “meeting” screen, and choose the option to “Blur my background”



When your teacher has finished your meeting, click on the red “Hang up” icon.

