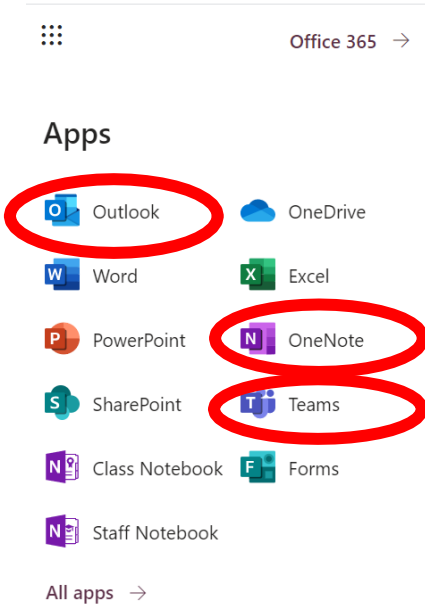
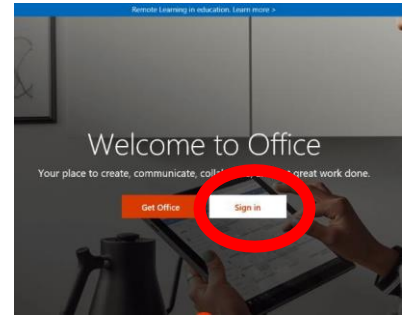


Can you access your email, Class Notebooks and Teams?

You can access your email, Class Notebooks and Teams on any device via the web browser by signing in at office.com using your school email address and password eg jblog13@eq.edu.au

You may need to log in at a number of screens.



Once you have logged in to office.com **select Outlook** for emails, **Teams** or **OneNote**

If your class is using Teams, it is most likely that the OneNote will be stored inside Teams.

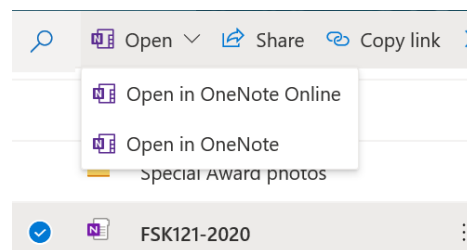
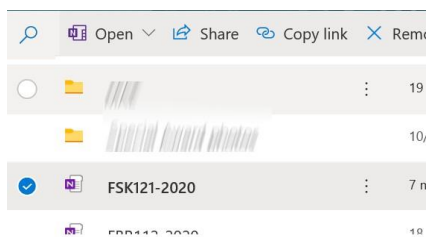
If your class is not using Teams, you can find your One Note by following these steps:



Under **OneNote** – select **Shared**.

This will show you all Class Notebooks that have been shared with you by your teachers.

Select the **required Class Notebook**, select Open, **Open in OneNote**. This will take a little time to download, but then the Class Notebook will be available in the OneNote app on your device.



If you do not have OneNote, you can open in OneNote Online

The notebook opens in a **web browser**. You can use it in this browser, but it is more useful to open and use it in the **OneNote app**. (This allows more functionality).

To open in the app, click Edit in OneNote.

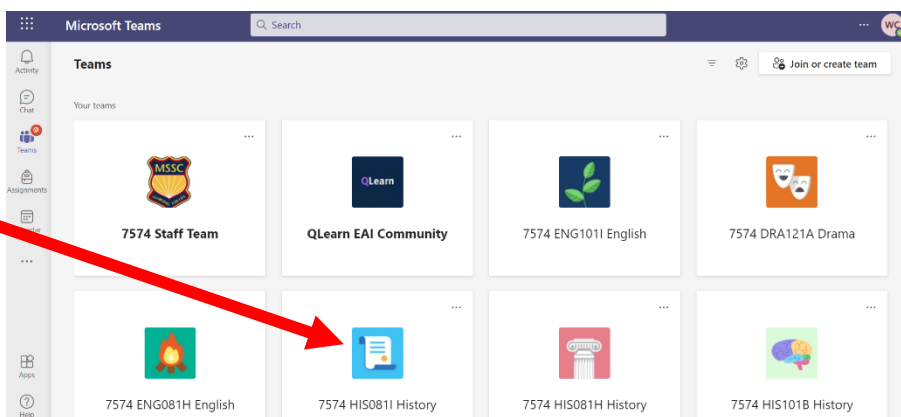


To open other Class Notebooks for other subjects, repeat the process of clicking the link in office.com and then opening in the app for any Class Notebooks you require access to.

Teams works best if you download the app and use in the app.

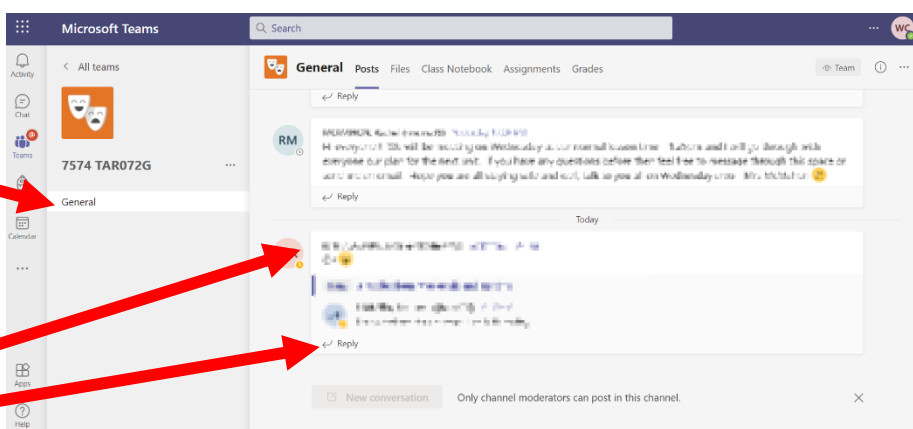
When you open Teams you will see all Teams that you are a member of.

Select the **required Team**.



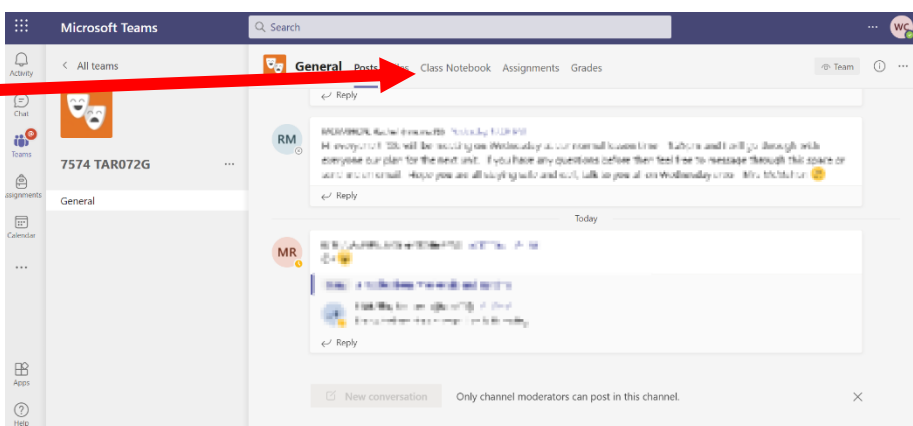
Inside your class Team, there will be a General Channel. This is usually where most things will happen.

Your teacher may post messages here and you can respond by clicking the Reply.

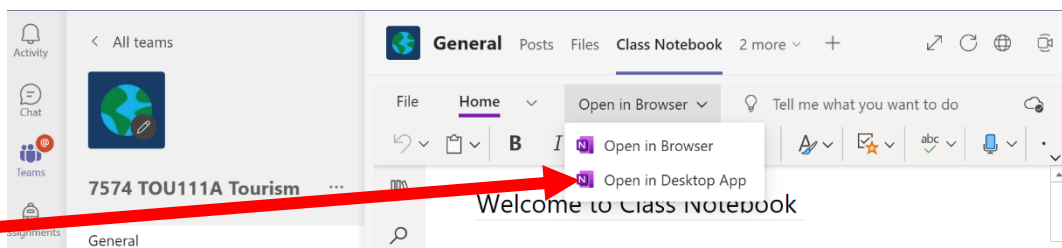


Remember, this chat feature is meant for your school work. You can post a question, or answer the question of a fellow student, but you need to remain respectful and appropriate.

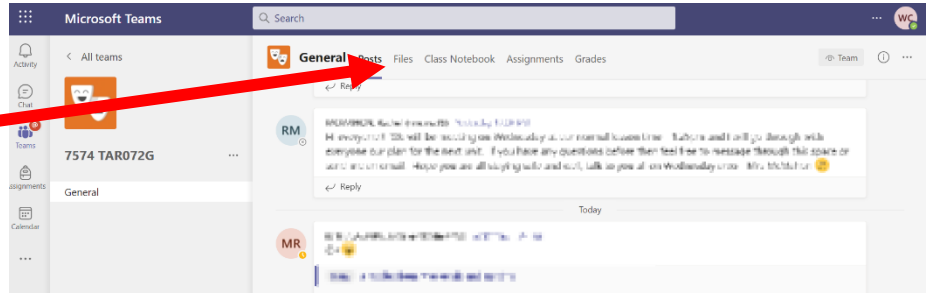
For some classes, your class notebook may be contained inside the Team. If this is the case, you can find it here.



You can use the Class Notebook inside Teams OR you might prefer to Open in the Desktop App which will download it into the OneNote app on your device.



Sometimes your teacher may add **Files** for you to access.



Online, live collaboration sessions will take place inside Teams.

Remember, if you are learning from home, your camera needs to be turned off at all times.

*****If you cannot access your Teams or the Class Notebook for one of your subjects, email your class teacher and request they add you to the Teams.*****

*****If you cannot log in to office.com and access your email or Teams, email Mrs Calvert wcalv1@eq.edu.au and request a password reset.*****