

# Office 365

# What is it?

- ▶ All Marches students have access from any device to Office 365 which includes Word, Powerpoint, Excel and Teams.
- ▶ Access the resources via Phone, Tablet or laptop  
[marchesschool.co.uk](http://marchesschool.co.uk)  
OR  
[office.com](http://office.com)
- ▶ Use your school login and password
- ▶ If your accessing the resources via your phone, download the Microsoft Teams, Word and PowerPoint Apps

# How?

- ▶ Access the resources via Phone, Tablet or laptop
- ▶ Use your school login and password
- ▶ If your accessing the resources via your phone, download the Microsoft Teams, Word and PowerPoint Apps

# Work will be saved within each class Team

The screenshot displays the Microsoft Teams web interface. At the top, a browser address bar shows the URL `teams.microsoft.com/_#/school/?ctx=teamsGrid`. Below the address bar is a dark blue header with the Microsoft Teams logo and a search bar. A vertical navigation sidebar on the left contains icons for Activity (with a red notification badge), Chat, Teams (highlighted), Assignments, Calendar, and Calls. The main content area is titled "Teams" and features a section labeled "Your teams" with a dropdown arrow. This section contains three team cards, each with a grey icon of three people and a title: "10YC3Bs - Bus", "10YC2Bs - Bus", and "10YC5Bs - Bus". Each card also has a three-dot menu icon in the top right corner.

# Teachers will save class resources into the files section

The screenshot displays the Microsoft Teams interface. At the top, the 'Microsoft Teams' header is visible. On the left sidebar, navigation options include 'Activity' (with a notification badge), 'Chat', 'Teams', 'Assignments', and 'Calendar'. The main area shows a list of teams, with '10YC2Bs - Bus' selected. Below the team name, the 'General' channel is highlighted. On the right, a detailed view of the 'Files' section is shown, featuring a toolbar with '+ New', 'Upload', and 'Sync' options. A folder named 'Class files 170320' is listed under the 'General' channel.

You can post questions in the

