

Office 365 Intro

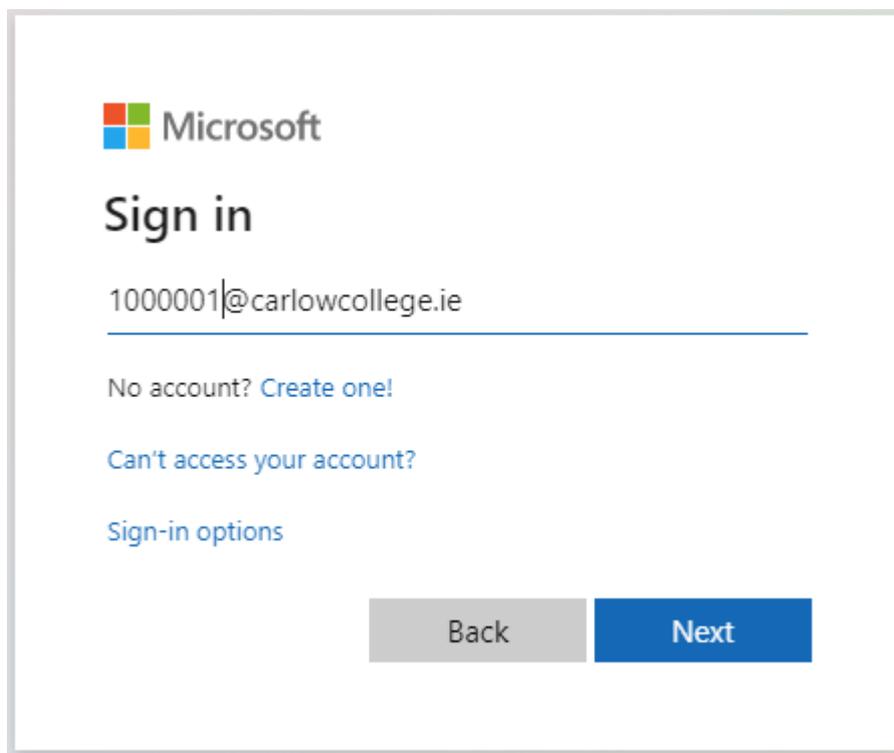
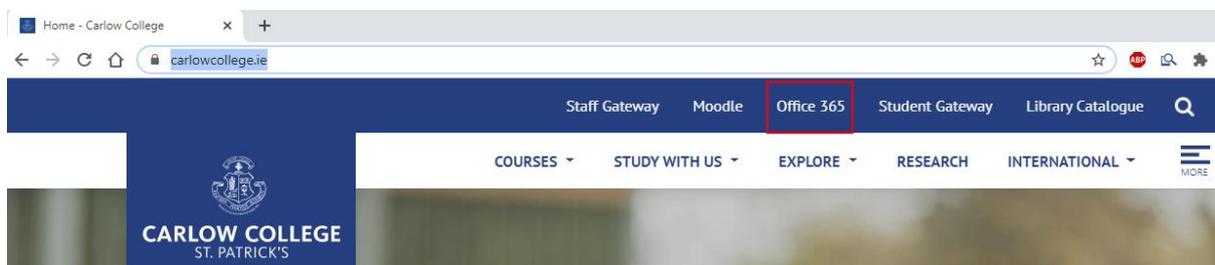
Microsoft Teams is the main video collaboration tool you will be using for remote learning while Carlow College operates under Covid-19 restrictions. Your lecturers will deliver lecture content over Teams, and you can use it to communicate with them and with your classmates to coordinate on group projects.

Accessing Office 365

You can access Teams in a browser window, by downloading and installing the desktop version, or via mobile device. Each will be covered below. [Do we want to cover the mobile version?]

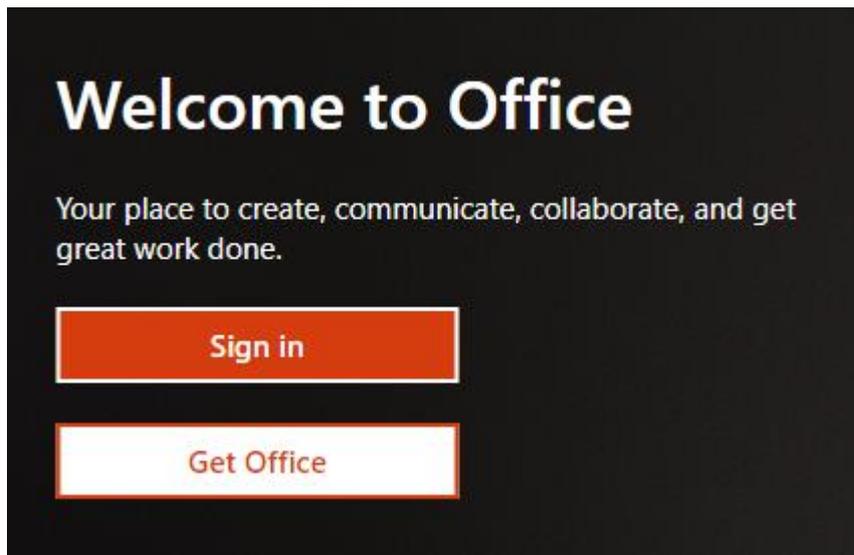
Accessing in browser

Sign in to Office 365 via the link at <https://www.carlowcollege.ie/>

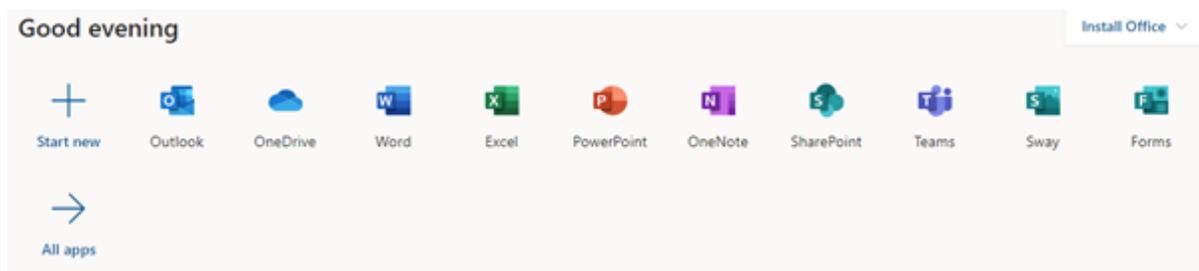


Use your college email (<your student number>@carlowcollege.ie) as the login name and the password you were issued. **[check compatibility with Firefox]**

At the welcome page hit the Sign In button.



Important Apps list for Office 365

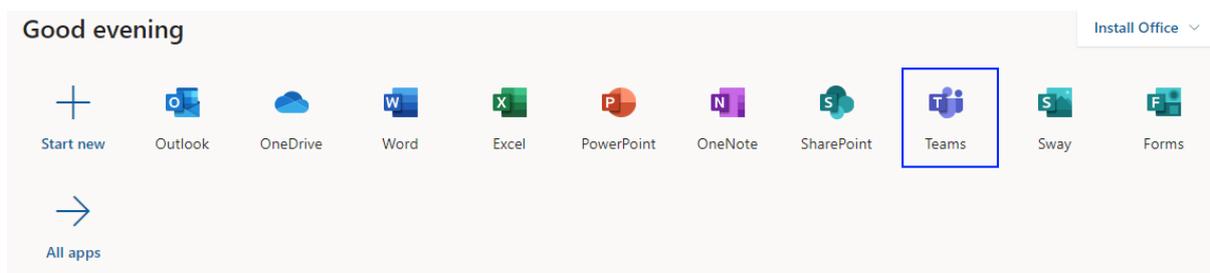


Outlook – Your Carlow College email access. All official communication after registration will be sent to this mail.

OneDrive – Your Carlow College cloud storage. See the separate guide for more info on OneDrive.

Word – Online word processor for essay assignments.

For Microsoft Teams for video lectures;



Installing Teams

Go to this url;

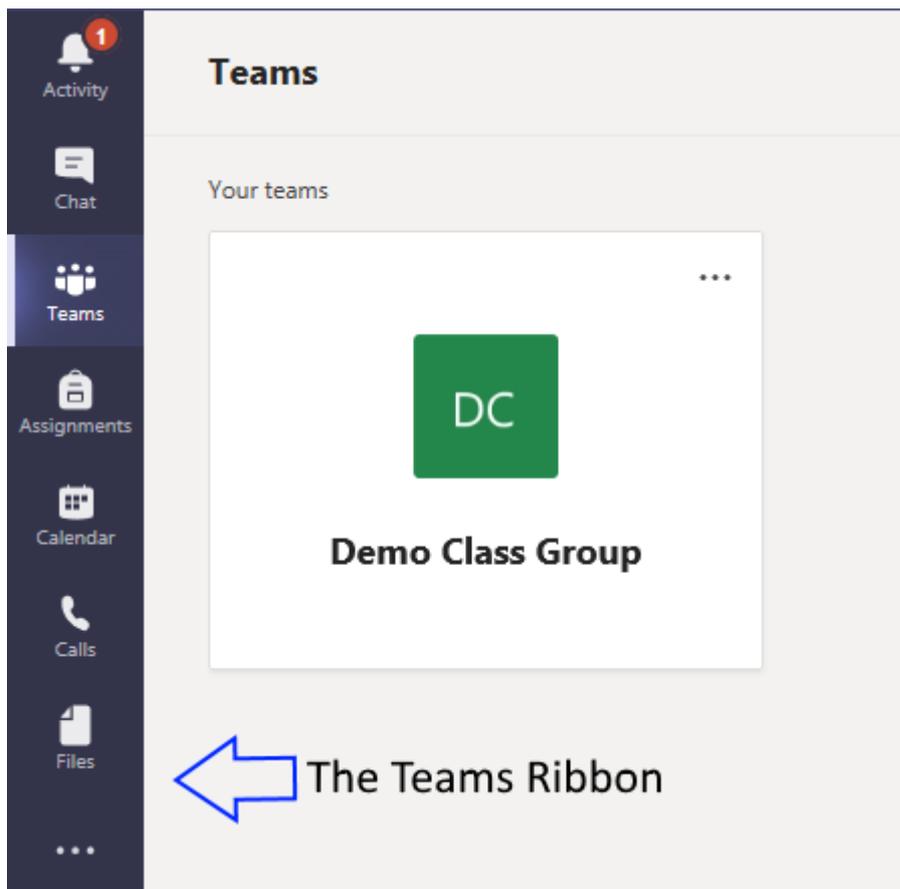
<https://www.microsoft.com/en-ie/microsoft-365/microsoft-teams/download-app>

Select these buttons on the following screens;



The installer will download and run. Sign in with your college email (as above) and you're good to begin.

The Teams View



Your lecturers will add you to their teams, so you will not have to do this. You will see them under the Teams tab. If you are missing from any groups, you can send a direct message to your lecturer asking to be added in Chat.

The Teams Ribbon - Quick Summary

Activity A summary of recent activity in your Teams. You can quickly see when files have been uploaded, new messages have been sent, assignments that are due etc.

Chat This is where you see the various text chat channels you are part of.

Teams This is where you can access the Teams you are a part of.

Assignments Here you can quickly access the assignments that are available in the Teams you are assigned to.

Calendar This section will give you a full summary of upcoming events. Meetings you have been added to will appear here and you can quickly join them from here.

Calls Where you can make new video/audio calls and see your call history.

Files This is where you can see the files shared with you on Teams, and get access to your OneDrive files as well.