

Microsoft Office 365

How to access your school email; work from class via TEAMS and online versions of Word, Excel and Powerpoint.

It has come to our attention that if you are using a MacBook to use TEAMS via safari rather than the APP – newer MACOS security settings may cause there to be issues in opening TEAMS online. If this is a problem you are experiencing; the following will solve the problem for you:

Open Safari – click on top left corner “safari” menu. Choose Preferences>Privacy and uncheck “Prevent cross-site tracking”

Close Safari

Reopen Safari – then go to Office.com and log in.





**St Wilfrid's
Catholic School**

HOME OUR SCHOOL LEARNING PARENTS SIXTH FORM ADMISSIONS NEWS & EVENTS RECRUITMENT



Staff

Students

Contact

Search



Students

HOME > STUDENTS

Or go to www.office.com or download the APP

In this section

Microsoft 365

Show My Homework

Unifrog



Sign in

Email or phone

[Can't access your account?](#)

[Sign in with a security key](#) (?)

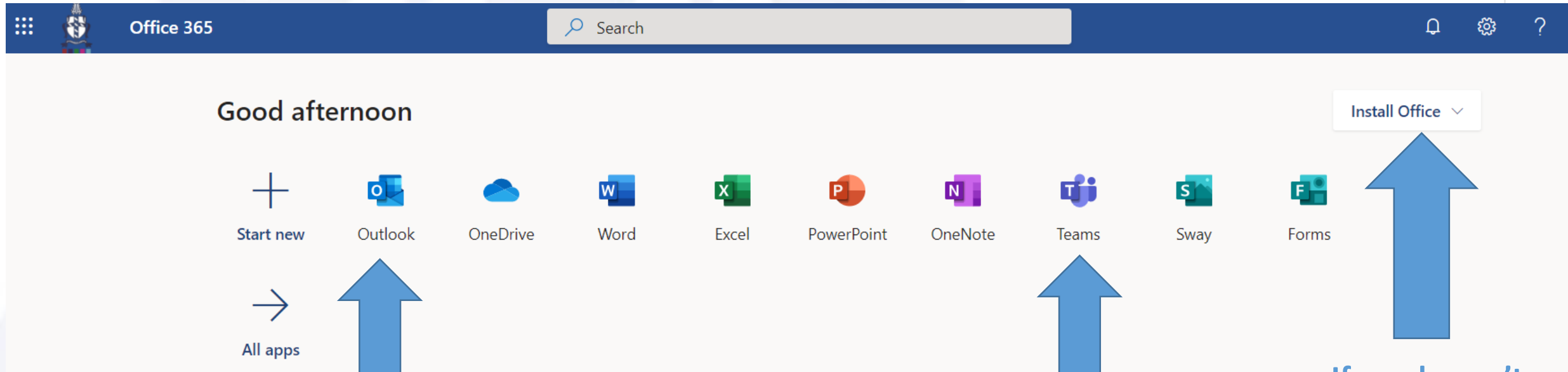
Log in with your
school email
address and
password

Next



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You'll get a screen something like this (Staff have a slightly different view!)

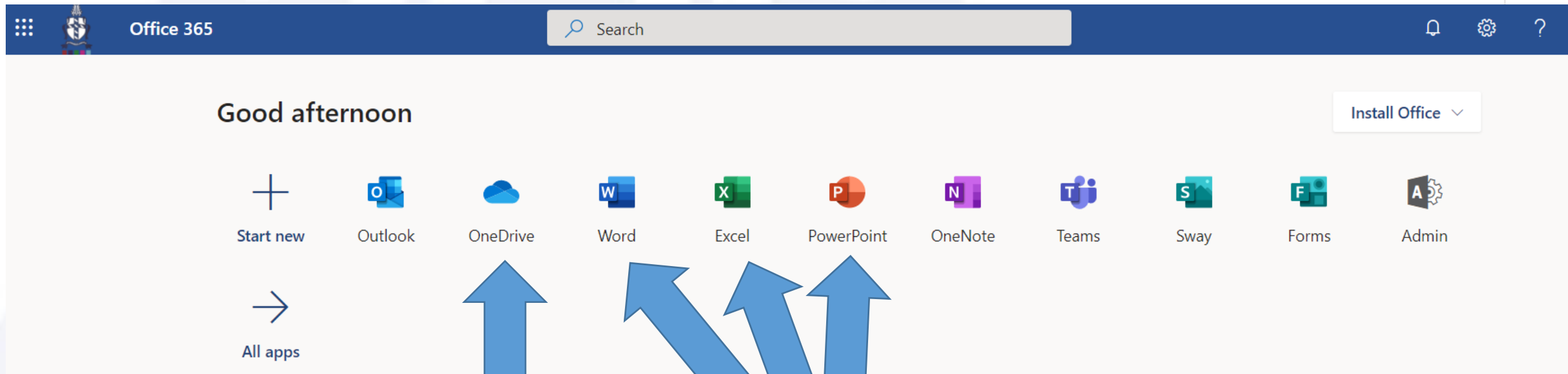


Your school email

Your access to
class resources

If you haven't
got Microsoft
Office on your
computers at
home, you can
download up to
5 free copies to
use from here.

You'll get a screen something like this (Staff have a slightly different view!)

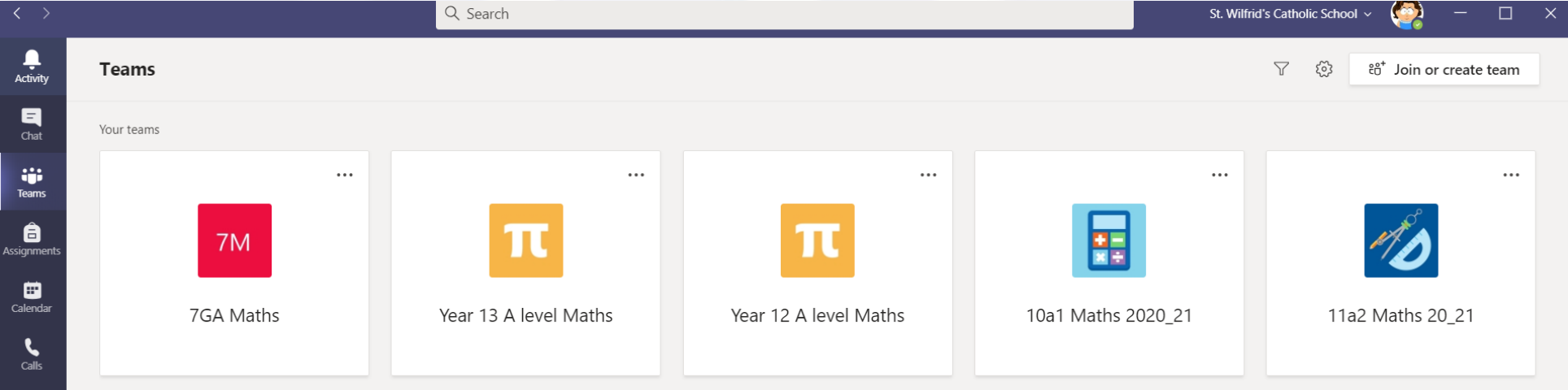


Online
document
storage

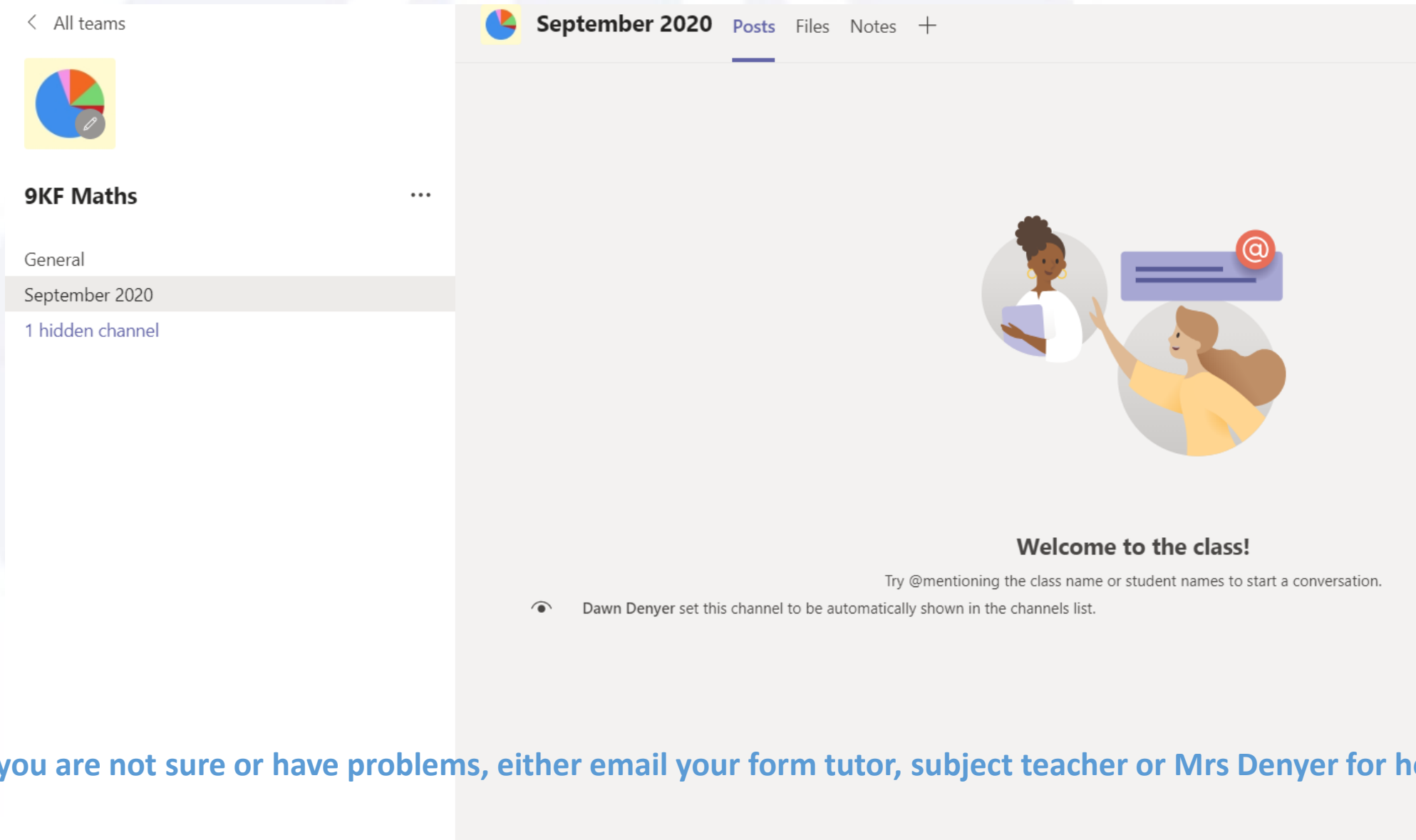
Online versions
of Word, Excel
and Powerpoint.

The online version of Word has a function called “immersive reader” that can read a text out loud to you, tell you what individual words mean and even translate it into another language. It also has a dictation function, so you can speak to it and it will type what you are saying!

When you log in to TEAMS you will see all the classes you belong to. These are my teaching classes. Click on the class that you want to see the work from.



In Teams you will have been invited to a class for each of your subjects.
Staff will share the classwork resources for each of your lessons here so you can check what you have learnt, or see what work you are missing if you are absent from school.

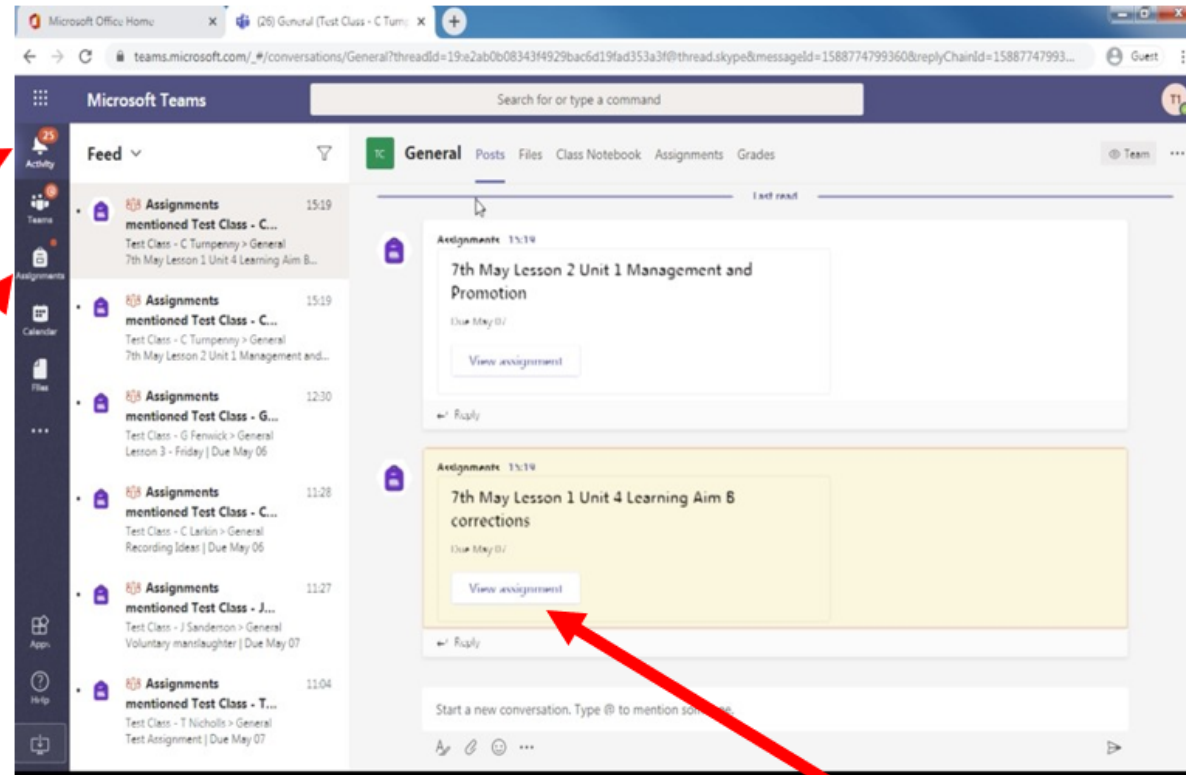


If you are not sure or have problems, either email your form tutor, subject teacher or Mrs Denyer for help.

Your Home learning work will be set via assignments on TEAMS

You can also see any assignments or messages you have been sent by clicking on the **activity** icon.

You can also search for your assignments by clicking on the **assignments** icon.



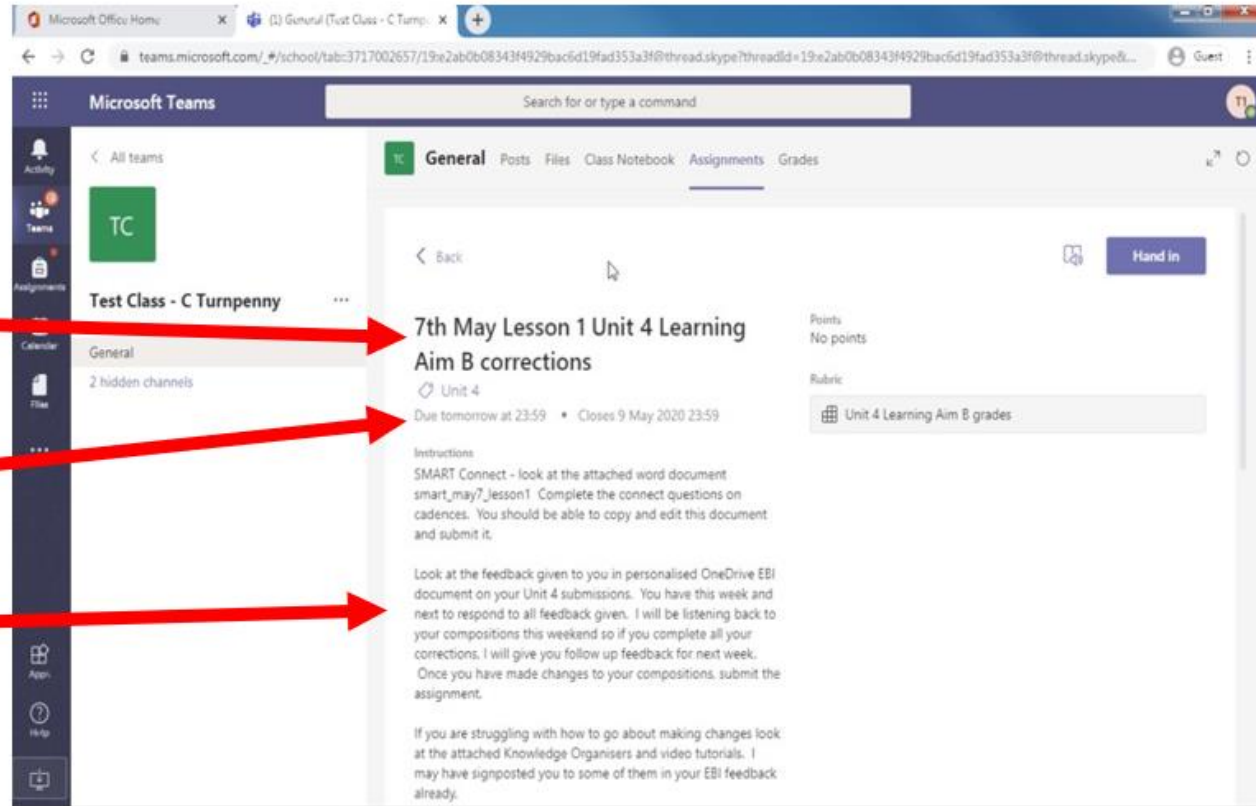
To view the assignment details click on the **View assignment** button.



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When you view the assignment details you will see:

- the title of the assignment
- the due date
- and your instructions



There is a how to video here: <https://www.youtube.com/watch?v=ARLONxW8o4g>
and a detailed guide on how to use assignments has been put on SMH as well as on the school website: [St Wilfrid's Catholic School - Students](#)