



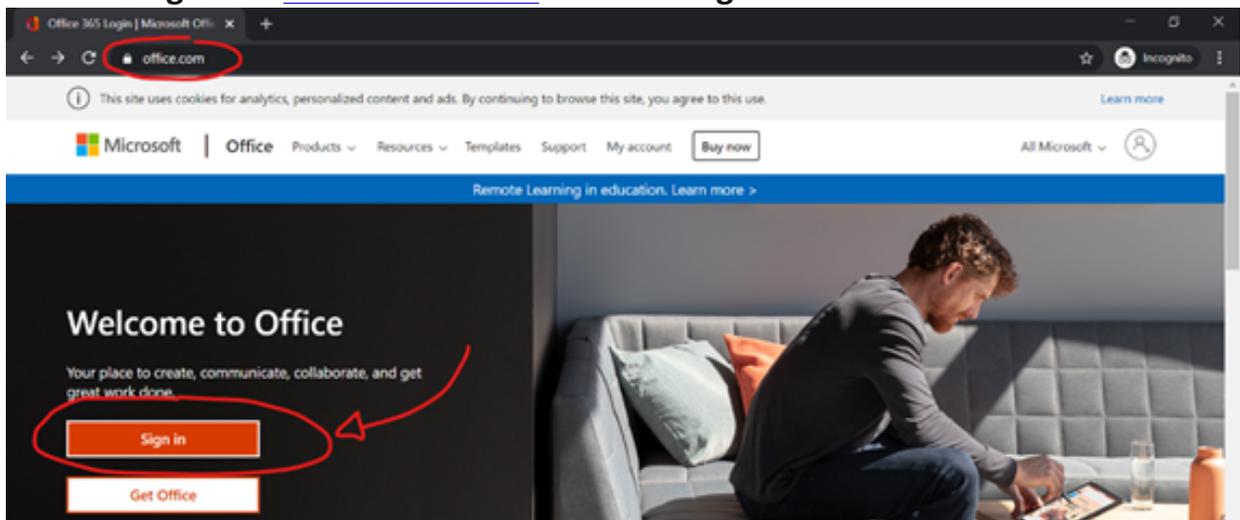
PATTISON HIGH SCHOOL

We don't teach a class, we teach individual students in a class

Student Guide for Office 365 and Microsoft Teams

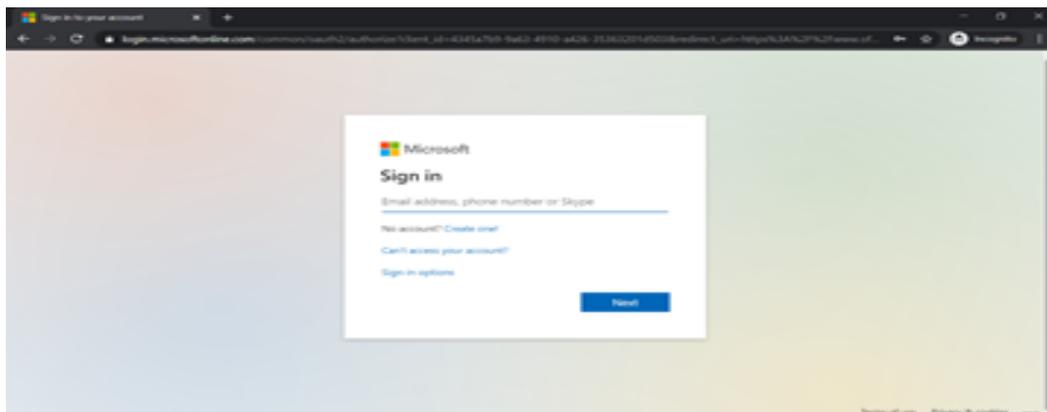
Welcome to the Spring 2020 term at Pattison High school! We are looking forward to start working together in our online classrooms. This is a quick guide to help you get logged on and find your classes. Feel free to let me know if you have any questions.

1. **Open any web browser (Chrome, Firefox, Edge, Safari...) and navigate to www.office.com and click Sign In**



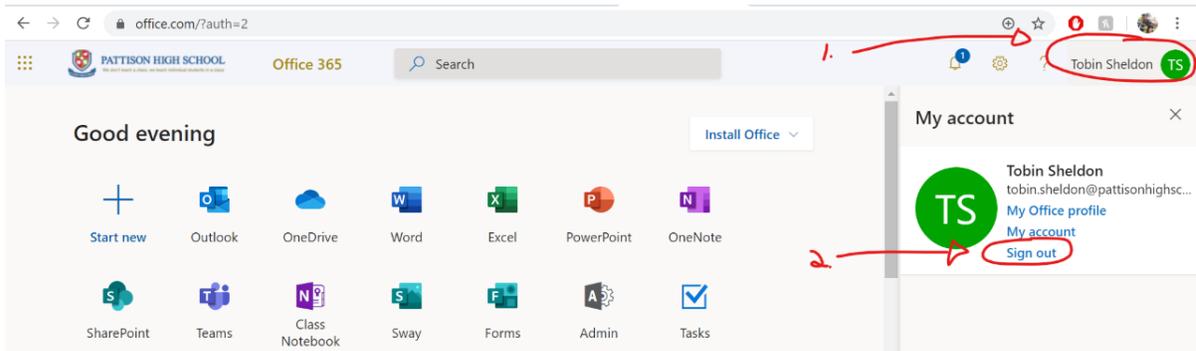
2. **Type in your full Pattison High School Email**

Username: You will be given an email address as user name by your student advisor. This is usually [firstname.lastinitial]@pattisonhighschool.ca



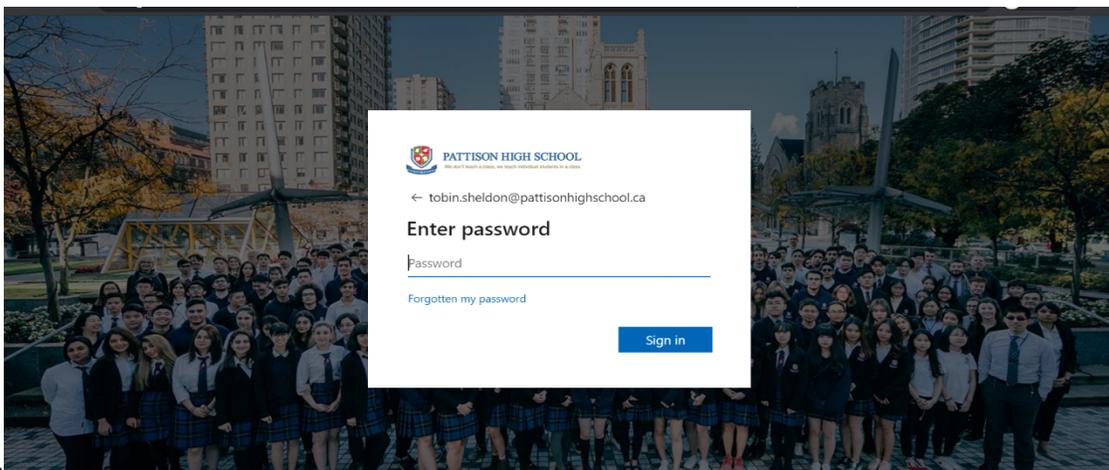
Note 1: If you previously signed up for a Microsoft account, you may be shown the option "Work or school account" or "Personal account" selection step. Please always choose "Work or school account" when using Pattison High School accounts.

Note 2: If you are signed in with another office account, you will have to click 'Sign in with another account.' You can log out of an account by clicking on your name on the top right.



3. Enter the password to your account. You can find this in the same email from your advisor

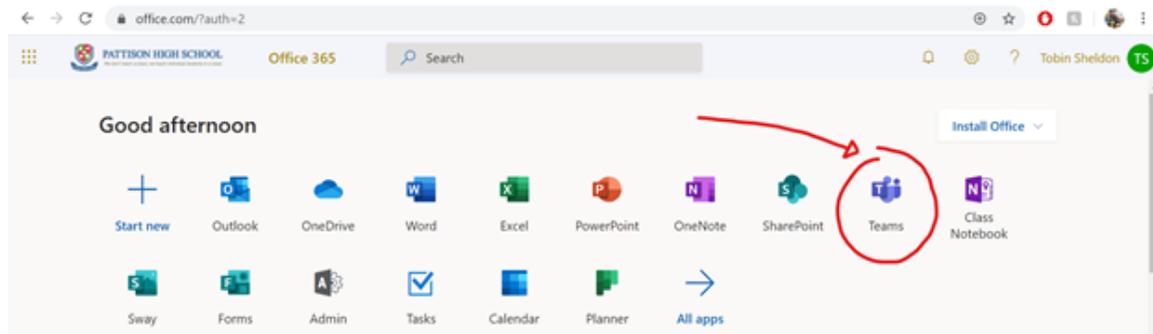
Password: A temporary password has been created for the use of the first time login. For example, if you were born on January 3rd, 2002, then your temporary password is Jan032002



When you first log in to your account, you will be asked to change your password. Change it to something you will remember. Forgot our password? Please see your advisor to reset it.

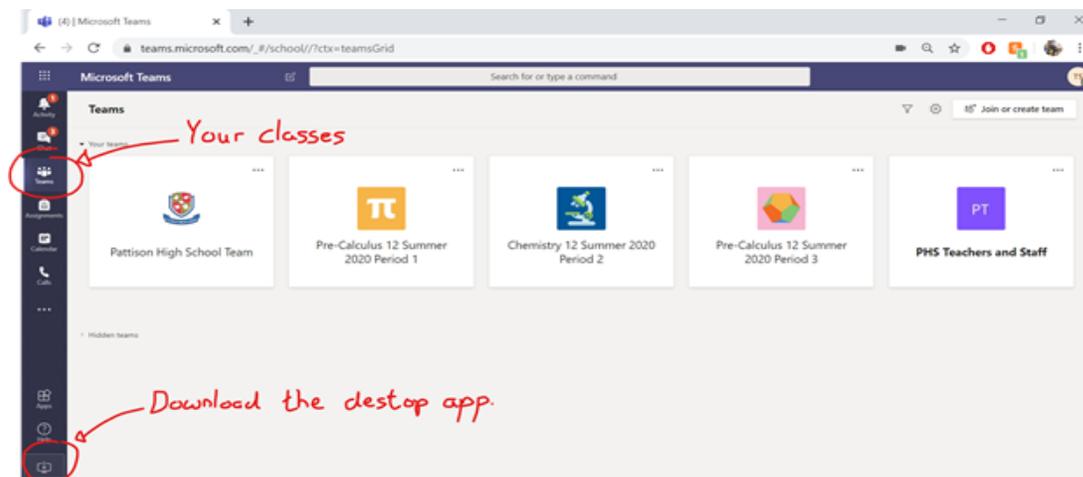
4. When you successfully log in, you will be at the Office 365 Dashboard

From here, you have access to all of the apps and tools from Microsoft Office.



You can choose to Download the full desktop applications for office by clicking 'Install Office' on the top right.

5. Click on TEAMS. This is where you will be able to find all of your online classes and more information



6. Download the TEAMS mobile application to get alerts and work from any device

iPhone: Download it on the App

store: <https://apps.apple.com/ca/app/microsoft-teams/id1113153706>

Android: Download it on Play

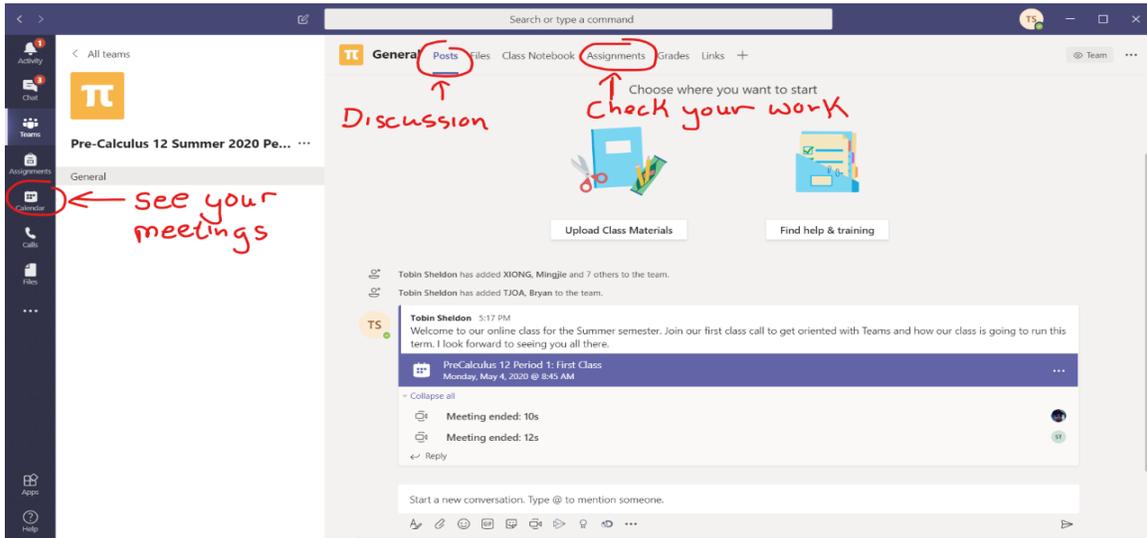
store: https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_CA

You are suggested downloading the **Outlook App** to easily access your school email.

You can also choose to download free apps for every tool in Office 365.

7. Participate in your class

You will be joining daily calls, class discussions, and completing assignments. Attendance will be taken according to your daily participation.



8. Ask for help

You can ask your teachers, post questions or comments on the [Pattison High School Team](#), email tobin.sheldon@pattisonhighschool.ca, or send me a message through the chat feature on Teams.

Best of luck, and see you online tomorrow!

Mr. Sheldon
Teacher
Pattison High School