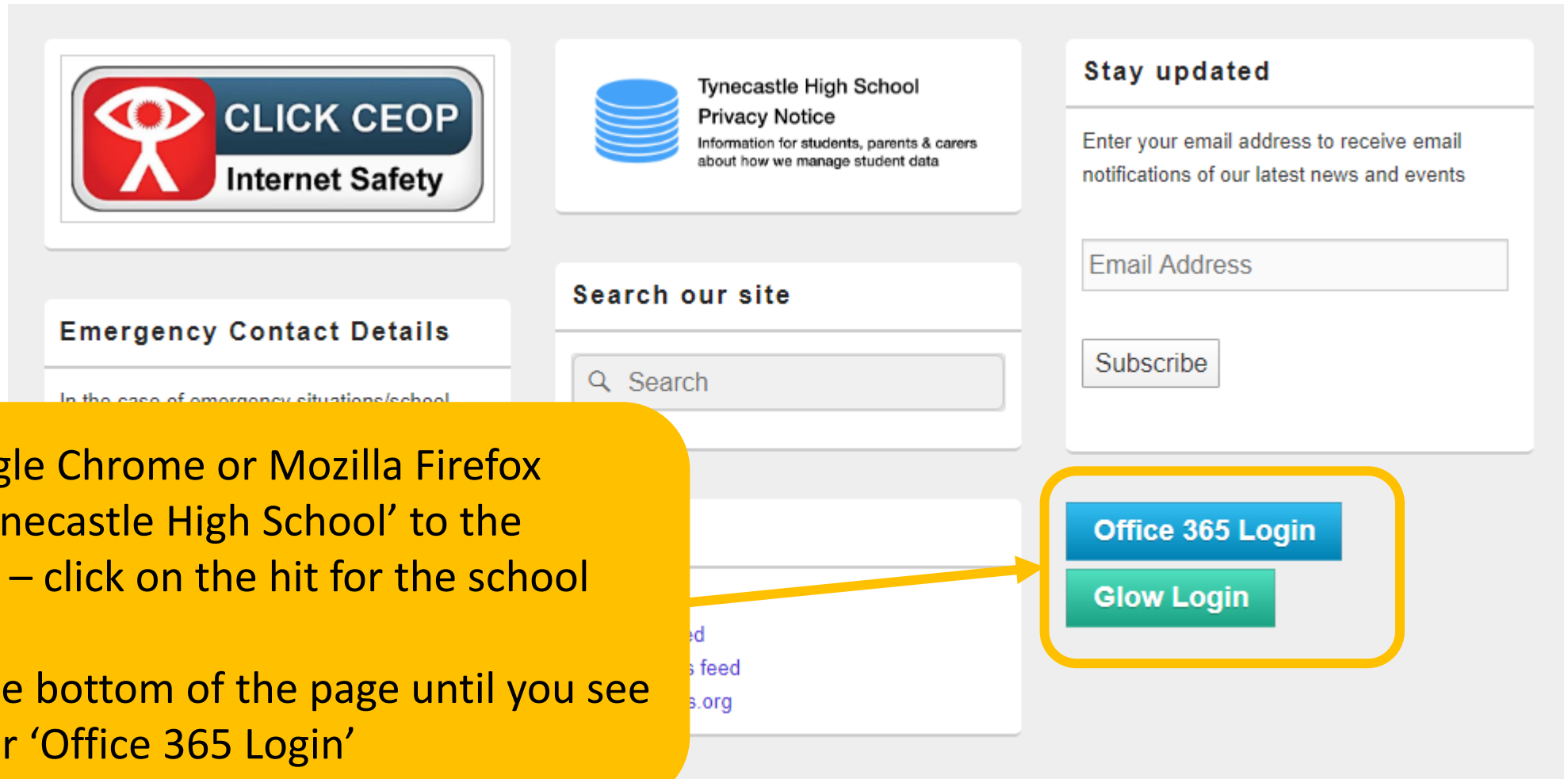# LEARNING @ HOME USING OFFICE 365

- Daily Expectations for all Tynecastle students are:
  - Register
  - <mark>Check school e-mail through Office 365</mark>
  - Check work posted on Microsoft Teams, iTunes U, OneNote or e-mails

- Some of you may be unsure about how to check your e-mails, so we have put together a short guide to help you with this

LOGGING IN TO OFFICE 365 USING THE SCHOOL WEBSITE

1. Open Google Chrome or Mozilla Firefox
2. Type in 'Tynecastle High School' to the **search bar** – click on the hit for the school website
3. Scroll to the bottom of the page until you see the logo for 'Office 365 Login'

LOGGING IN TO OFFICE 365

1. When you click on the Office 365 Login you will be directed to a Login in page which requests your user name and password
2. Your user name and password is **the same** as the one you use to log in to any PC when you are in school
3. If you have forgotten your username or password please e-mail: admin@tynecastle.edin.sch.uk

Sign In

·EDINBVRGH·
THE CITY OF EDINBURGH COUNCIL

Microsoft Office 365 Login

Learning & Teaching

Type in your user name (payroll number for staff, SCN for students) and password.

User name: _____
Password: _____

Sign In
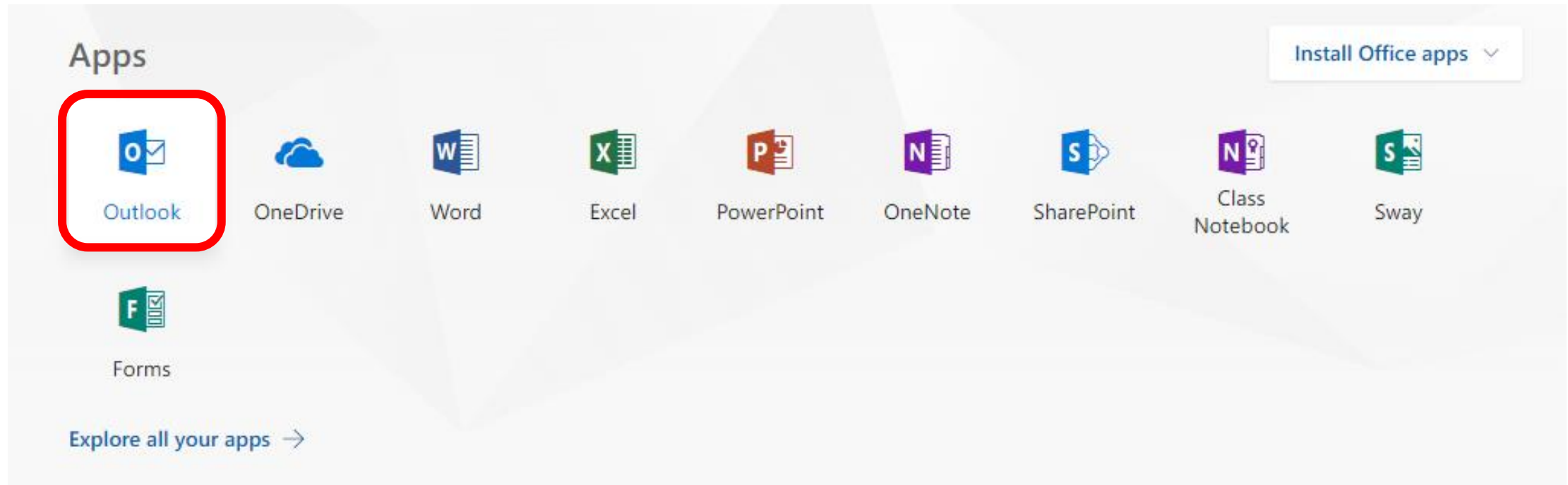
LEGAL WARNING: You have accessed a computer managed by The City of Edinburgh Council and CGI. Unauthorised access or use of this site (and any connected systems data) is prohibited and constitutes an offence under the Computer Misuse Act 1990. By accessing this site, you signify your acceptance of the terms and conditions set out in The City of Edinburgh Council ICT Acceptable Use Policy.

USING E-MAIL IN OFFICE365 (OUTLOOK)

- Your school e-mail is in the Outlook app within O365.
- Once you have logged into O365, click on the Outlook icon to read and reply to e-mails.

USING E-MAIL IN OFFICE365 (OUTLOOK)

⌃ Favourites   +
    Inbox   6
    Sent Items
    Deleted Items   23
    RSS Feeds
⌃ Emma Calderwood   +
   ⌄ Inbox   6
    Drafts   2
    Sent Items
    Deleted Items   23
    Archive
    Conversation History
    Junk Email   2
    Notes   10
    RSS Feeds
   ⌄ Groups
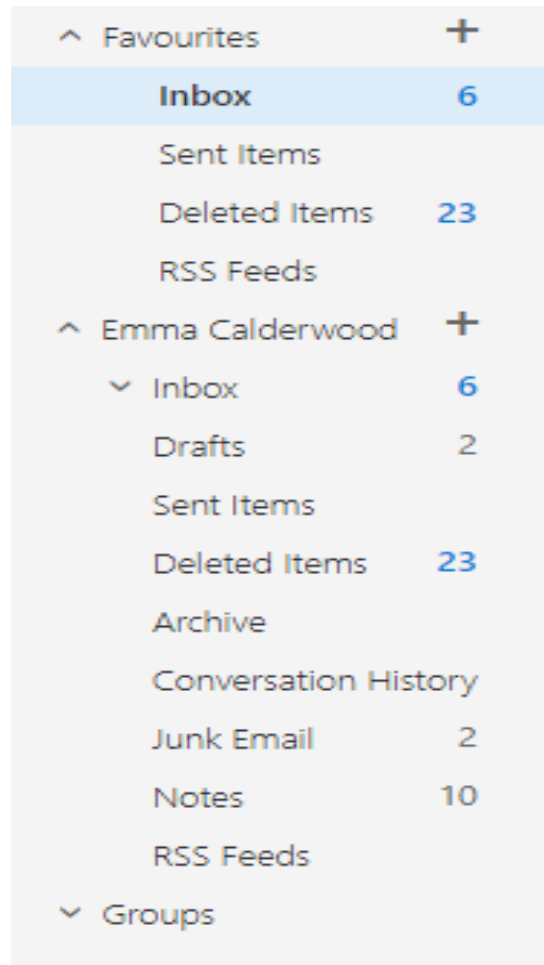
- The **left hand side** of your screen shows the different areas in your e-mail. The three areas that are most important are the *inbox, sent items & deleted items.*

- Inbox contains all the e-mails that you have **received** **from other people**

- Sent items contain all the e-mails that you have **sent** **to other people**

- Deleted items contain e-mails from your inbox or sent items that you no longer need, and have been **deleted**

Send Attach Discard •••

To   To Field: Type in the name of the person you want to send
      and e-mail to   Bcc

Cc

Add a subject   Subject Field: In a few short words – what is your e-mail about?

Add a message or drag a file here   Message (Body): This is the message that you want to send.
                                      The message body must include:

                                      Hi

                                      The message

                                      Thanks

Send Button: Click the button to send your e-mail

Send   Discard   Attachment Button: If you want to attach a document then click
                   on the paper clip to attach your file

E-MAIL NETIQUETTE - BE RESPECTFUL

As with every type of online interaction, there are certain 'rules' that everyone needs to follow when getting in touch using e-mail. Just like classroom expectations – Be Ready, Be Respectful, Be Your Best – the same applies when we're Learning @ Home!

When sending an e-mail to your teacher:

1. Always use your school e-mail address
2. Use the Subject Heading box to let your teacher know what the e-mail is about in a few words – keep it short
3. Don't use CAPITALS – it's seen as SHOUTING
4. Use the message box to write your e-mail message to your teacher
5. Be as polite as you would be in 'real life' – start your message with 'Hi!' and don't forget to say 'Thanks!' at the end
6. We will try to reply to you as soon as we can, although this may take a day or two. If your request can't wait, contact admin@tynecastle.edin.sch.uk