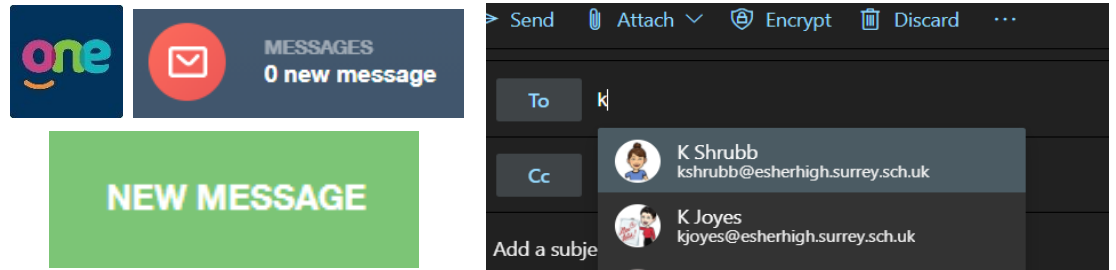
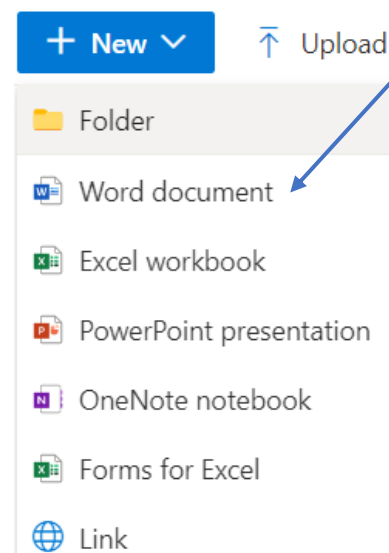


Students login via [www.office.com](http://www.office.com) and use their school username and password (username@esherhigh.surrey.sch.uk)

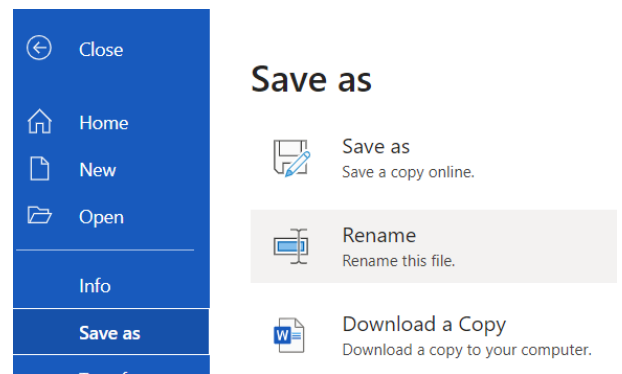
Stuck with something? Use **Edulink One** to **message** teachers directly OR use **Outlook**- just start to type a teacher's surname into the 'To' box and it will come up automatically...



1. **Organise** your **OneDrive** by adding a new folder for each of your subjects...



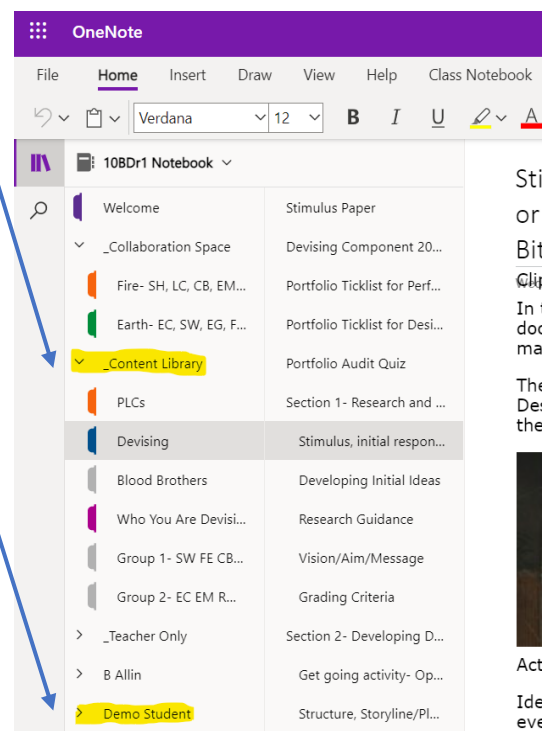
2. To **take notes/complete homework** online, go into the subject folder and start a new Word document. This will save automatically in the subject folder. When finished, click the **file** dropdown menu then **save as** then **rename**.



3. **Rename** your Word document to include the lesson title and date. (i.e. Poetry- 06.01.21)

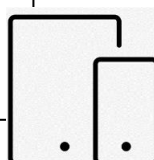
Many teachers will use the **content library** in **OneNote** (Class Notebook) to post worksheets, PowerPoint slides of the lessons, videos and other resources to help learning from home.

Students can **edit their own sections** within Class Notebooks to act as a virtual exercise book as well.



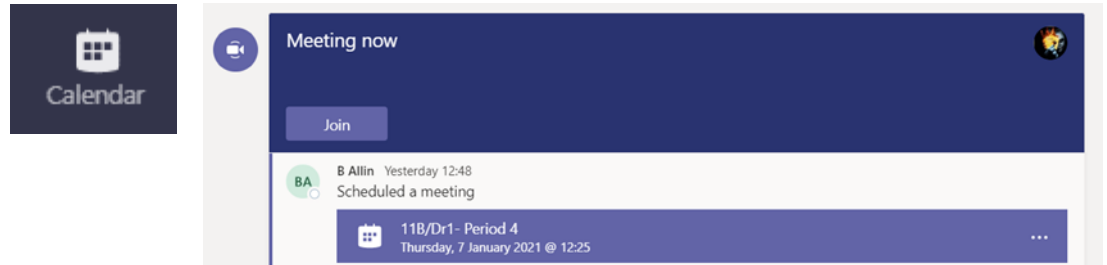
**Using a tablet or mobile?** Download Teams, OneNote and Outlook for free via the Apple and Google App Store. Lessons run much smoother in the apps!

**Using a mac?** Use Google Chrome as a web browser instead of Safari to access web-based apps.





Use **Teams** to access all **online lessons**. On the sidebar, click the calendar icon to see all scheduled lessons. If a lesson does not appear, visit the **class team general channel** and join the lesson from there at the correct time. Look for 'hidden teams' at the bottom.



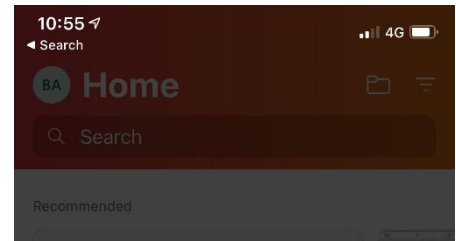
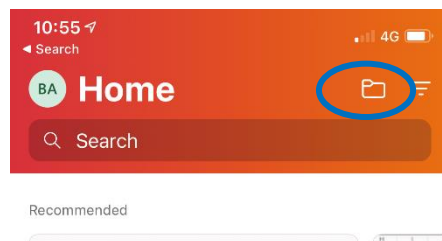
All **homework tasks** are set in the homework section on **Edulink One**. Here you will see the basic description of the task and the homework deadline date. You can **turn in any assignment** within the assignments tab on the left toolbar in **Teams**.



View homework tasks/deadlines





Submit homework tasks



**Download the free Microsoft Office 365 app** on a mobile or tablet.

Many students prefer to handwrite notes in exercise books or on paper, draw charts/graphs, sketch artwork, etc. Within the Office 365 app students can...

- Tap the plus  icon to access 'lens' function to take pictures of work and upload directly to OneDrive
- Access their school account OneDrive via the file folder  icon
- See any recent documents that have been worked on in any of the Office 365 apps

