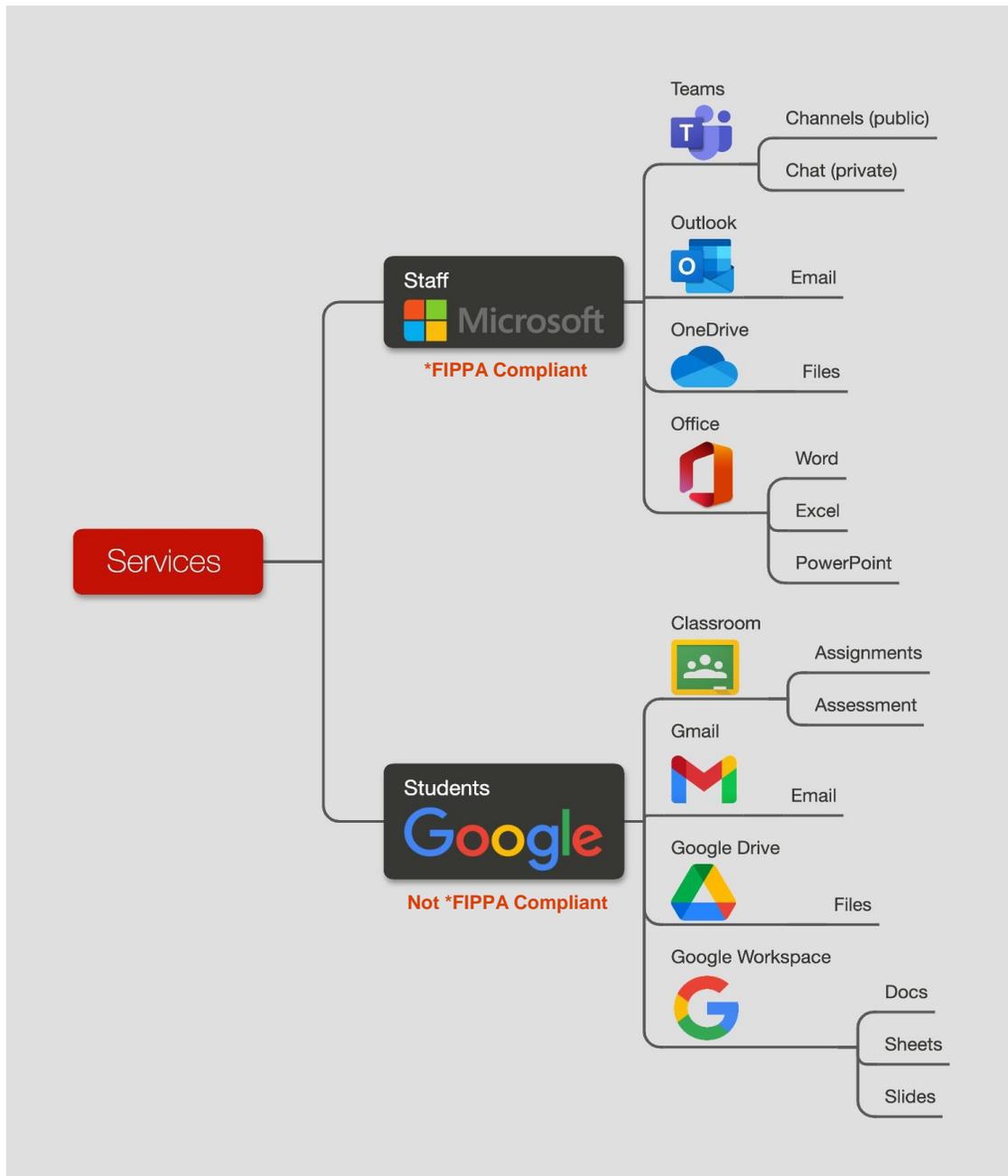




# Office 365 Quick Start Guide

## Overview



Services we will be using - Microsoft ([deltaschools.ca](https://deltaschools.ca)) for Staff Communication and Google ([deltalearns.ca](https://deltalearns.ca)) for Teaching. \*FIPPA Compliant - personal student information allowed (<https://www.oipc.bc.ca/about/legislation/>).

# Logging In

**1** Visit [portal.office.com](https://portal.office.com) to access Microsoft Teams, Outlook, and other Office apps (OneDrive, OneNote, Word, Excel, PowerPoint).



1. Type in your new e-mail address eg. nlongbottom@deltaschools.ca for Neville Longbottom.

2. Type in your password (the one you use for Employee Connect and Deltalearns).

You will enter the Office 365 website for staff where you can access all the apps.

*Bookmark* the following in your web browser:



**OUTLOOK:** This is your new District e-mail app (@deltaschools.ca e-mail address). It works just like your @deltalearns Gmail app, but it is FIPPA compliant which means that you may use it for messages that are more private in nature or messages containing student information. **Check your Junk Email folder** when you first start using this and mark any legitimate e-mails as “Not Junk” - the software needs to be trained.

**USAGE:** *External* messages to parents or anyone outside the Delta School District.



**TEAMS:** This is a collaboration and communication tool. This is where staff can post information in different categories called “Channels” within certain “Teams”. We have our own **Seaquam Secondary Staff Team**. There is also a **Chat** feature and the ability to have video meetings (replacing Zoom).

**USAGE:** *Internal* messages to anyone on staff or anyone *inside* the Delta School District.

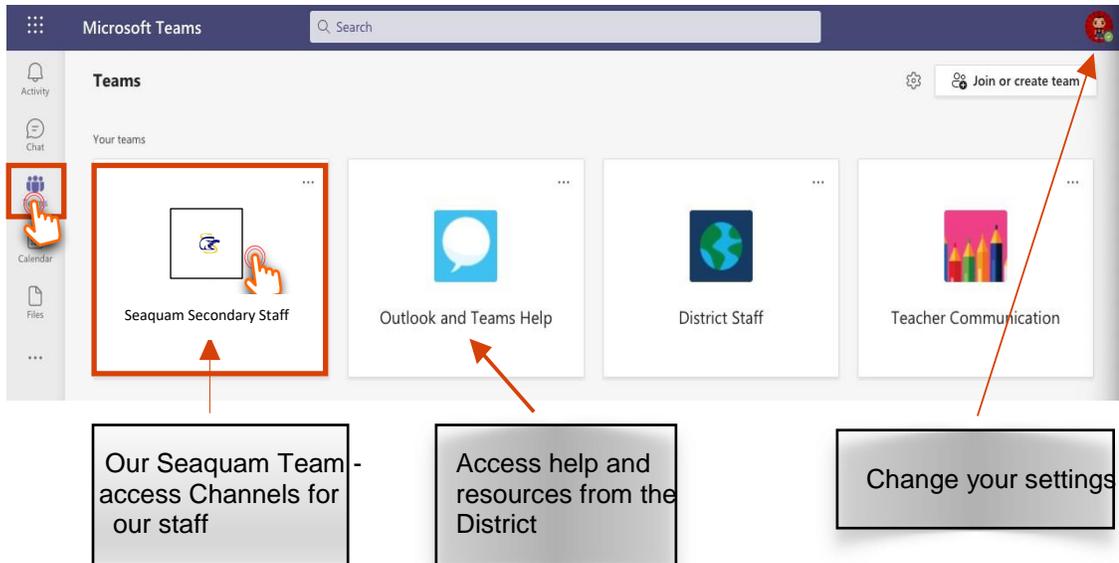
# Teams App Menus

**2** Teams will be used for all internal communication (with Seaquam staff and District staff). The two functions you will use the most in the app are **TEAMS** and **CHAT**.

Seaquam Secondary Staff

 This means "click"

## 1. TEAMS

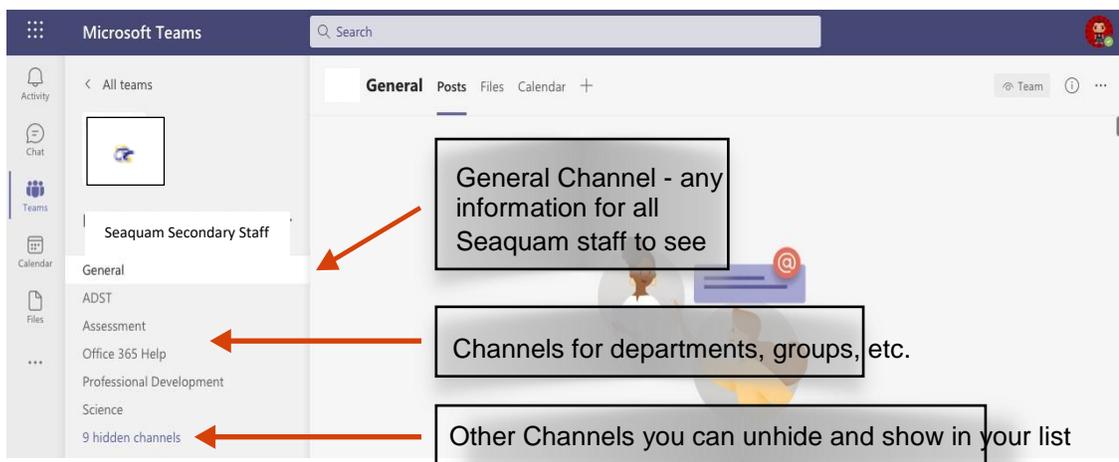


Our Seaquam Team access Channels for our staff

Access help and resources from the District

Change your settings

## 2. SEAQUAM SECONDARY STAFF TEAM



General Channel - any information for all Seaquam staff to see

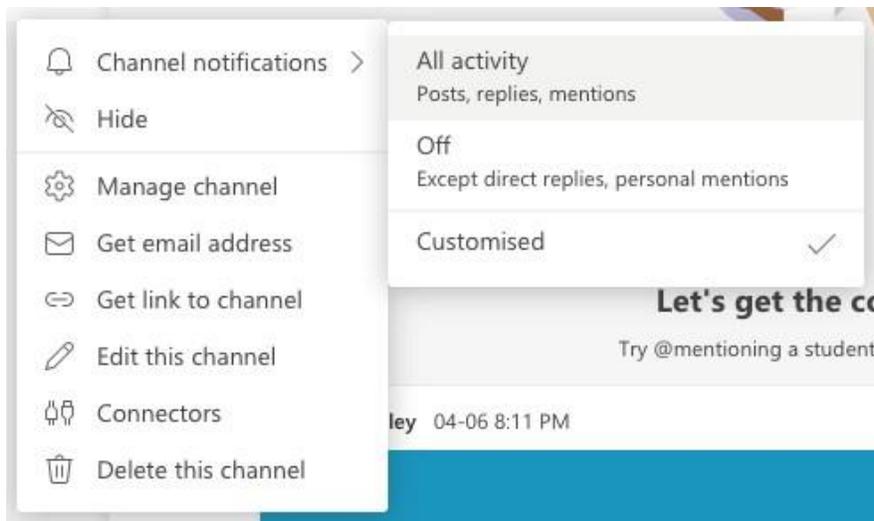
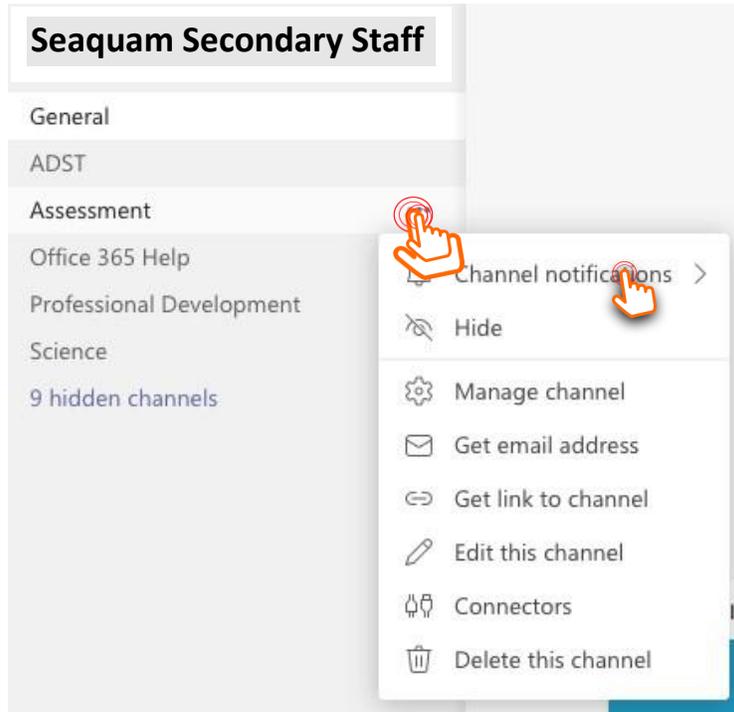
Channels for departments, groups, etc.

Other Channels you can unhide and show in your list

To keep posts organized, try to find the most appropriate **Channel** to post messages in rather than posting everything to General. Anything posted to any of the Channels can be viewed by any Seaquam staff member.

# Notifications

**3** You get to select which Channels you wish to receive notifications from. Hover over a channel to access the ellipsis (...) which leads to settings for that Channel.

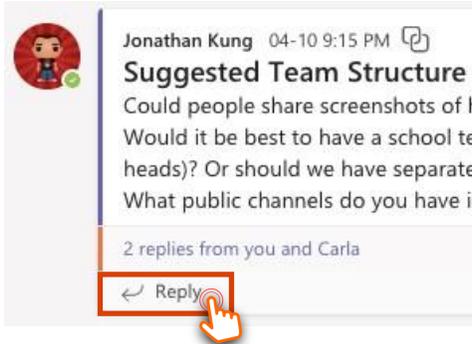


Turn notifications **off** for Channels you aren't interested in. Turn notifications **on** for Channels you are interested in - either "**All activity**" or go through the "**Customised**" settings for even more specific notifications.

# Teams Channel Conversations

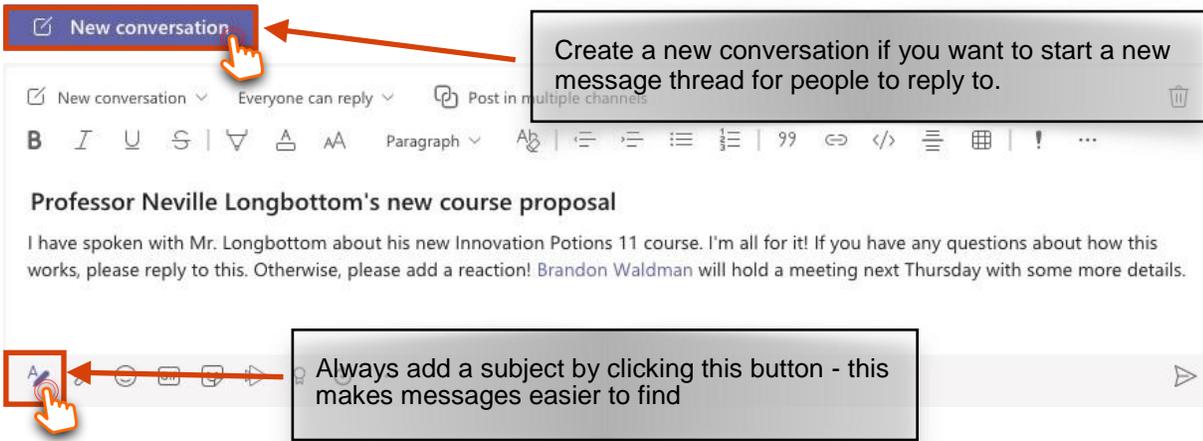
**4** Decide which Channel to post in (and one that matches your topic). If your topic has already been discussed, reply to a previous post instead. Otherwise, click on “New conversation” to begin.

## 1. REPLY TO CONVERSATIONS

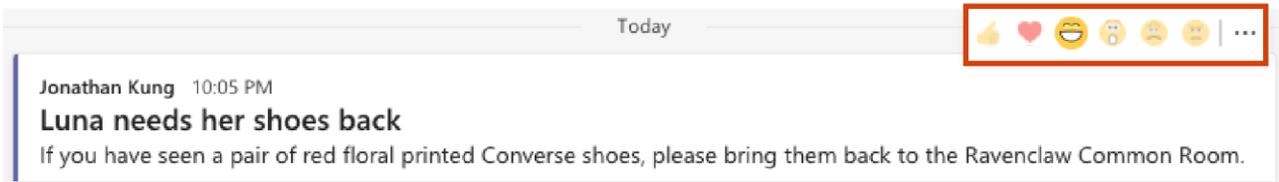


If the topic you would like to talk about already exists, instead of starting a new conversation, hit **reply** and add to an existing conversation. This will reduce clutter and avoid having multiple conversation threads about the same topic. You can use the search at the top of the app to find previous conversation topics.

## 2. CREATE NEW CONVERSATIONS

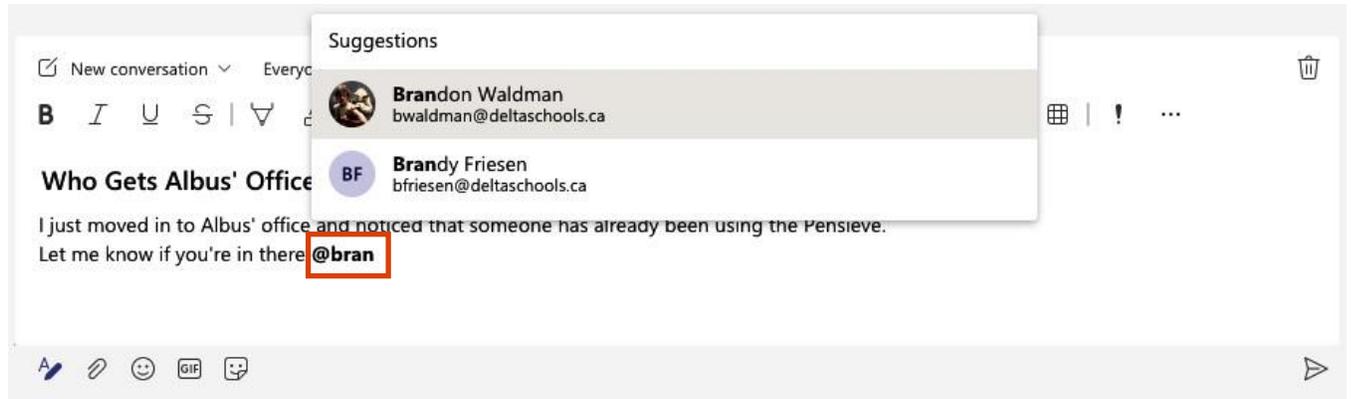


## 3. ADD REACTIONS



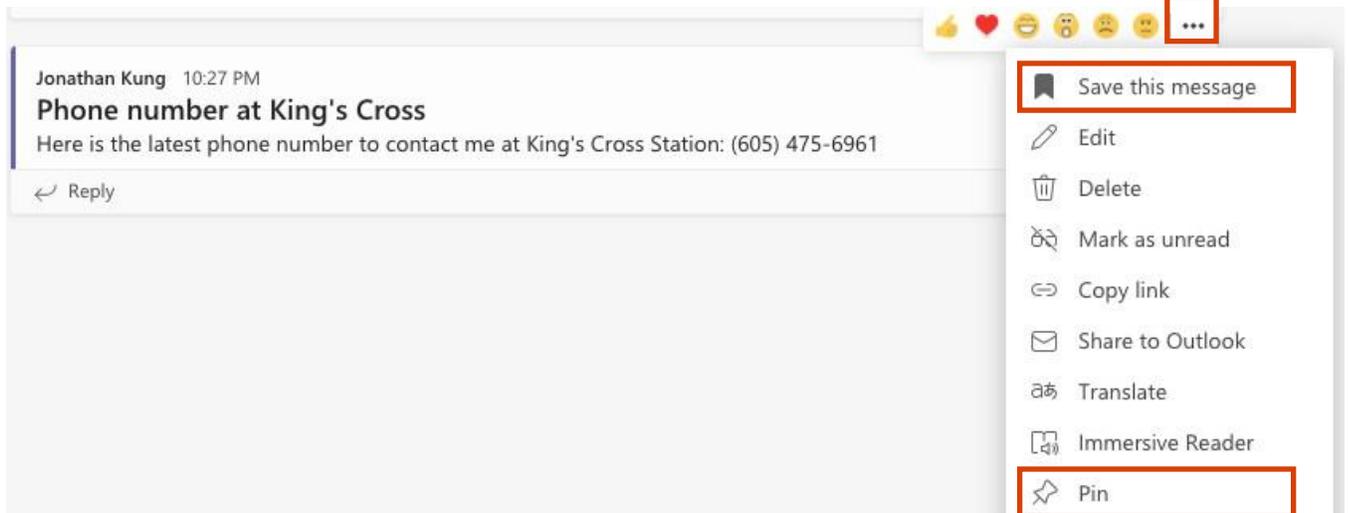
Instead of typing out a reply, sometimes it is quicker just to add a “Reaction”. Hover over any message and a toolbar will pop up. Click on a reaction. Reactions will be tallied so they can also be used to do quick informal votes.

## 4. @MENTION PEOPLE OR GROUPS TO NOTIFY THEM

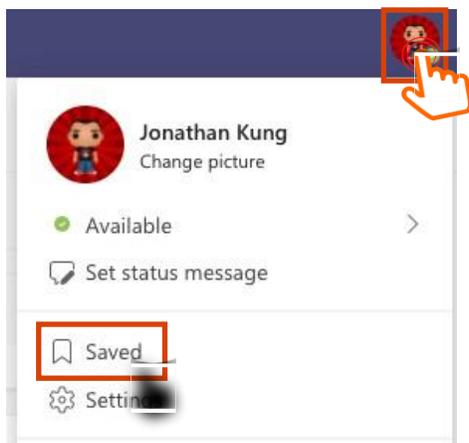


To @mention a person or group (even an entire Channel), just type “@” and start typing a name. Do this to notify certain people or groups who should pay attention to your message.

## 5. SAVE OR PIN MESSAGES



Hover over a message and click on the ellipsis (...) to **Pin** or to **Save** that message. Pinning a message highlights it for everyone to see with a pin icon.

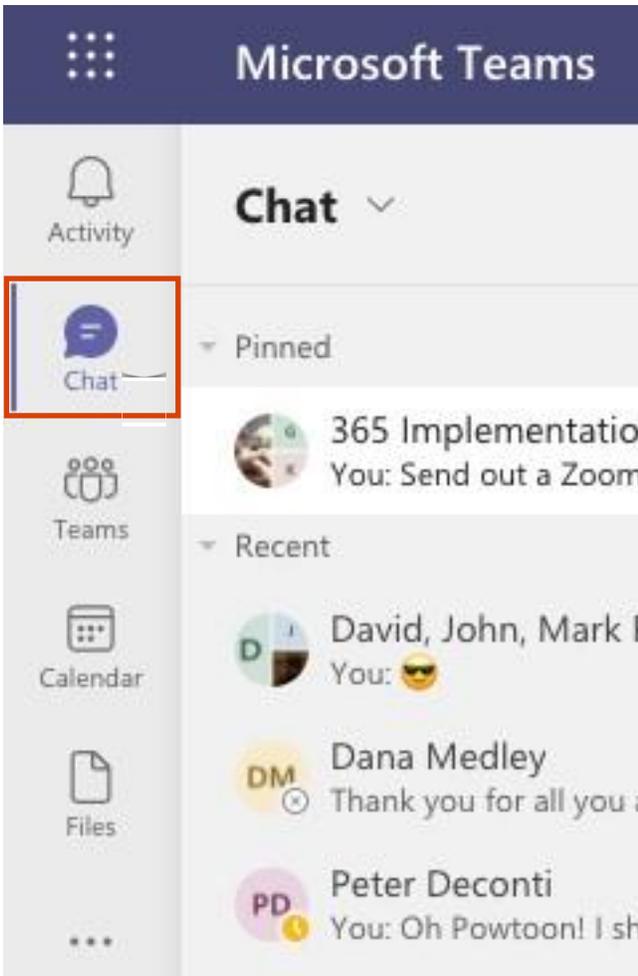


Access all your important **Saved** messages by clicking on your profile icon on the top right corner of the screen and then the **Saved** button.

This will take you to a page with all your saved messages.

# Chat

**5** Unlike Conversations in Teams Channels which are public to all members of the team, Chat is private to whoever you are chatting with (like text messages on your phone).



Use Chat whenever you want to share something with an individual or just a few people.

Use this instead of e-mail.

For collaborating with groups of staff, use Teams Channels instead.

Most of the same messaging features such as **@mentions**, **Reactions**, and **Saving** apply to Chat as well.

Just like other text messaging apps, you can create groups, paste links, send files, add emoji (try typing **:name\_of\_emoji**), add Gifs, and more.

## Extras - Tips for Wizards

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### 6 If you can handle the basics, here are some optional things to try that might make it easier for you to use the Teams App.

Add extra lines in a message by hitting **SHIFT-RETURN** or **SHIFT-ENTER**. By default, when you type a message and hit **ENTER**, the message will be sent.

Type **CMD-.** or **CTRL-.** (period) to show all the keyboard shortcuts. Learn the keyboard shortcuts to do things faster than by using mouse clicks and menus.

Type **CMD-/** or **CTRL-/** (forward-slash) to show all the commands you can access in the top **Search Bar**.

In the **Search Bar** at the top, type **@name\_of\_person** and hit the **TAB** button on your keyboard. This allows you to quickly send a direct message to anyone from anywhere in the app.

## Final Notes

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The purpose of this guide is to give you the basics on how to use the Teams App since most of our **internal** communication (with staff or people in the District) will be done in this app from now on (no more e-mailing).

Outlook should only be used for **external** communication when needed. This way, all work messages will be sorted, saved, and searchable from within the Teams App rather than in many different places. Outlook is very similar to other e-mail apps like Gmail (in fact, you can set it to copy the same keyboard shortcuts as Gmail in settings).

At this time, only the web-based apps are being supported as the downloaded apps for your computer would have other troubleshooting issues to solve and may look different from our tutorials.

Feel free to download the Teams and Outlook Apps for your mobile devices. They work well, but make sure you take the time to adjust your notifications.

If you have questions, please ask in the **Office 365 Help** Channel on Teams and anyone who knows can help out. Or send me a chat (@jkung) - please, no e-mail!