

Dear University Hill Families,

In preparing for the upcoming move to teaching and learning from home, I wanted to help in navigating Microsoft Office 365 for students. Microsoft Office 365 offers students free access to Apps such as Word, Powerpoint, One Note, Teams and email through Outlook. These Apps are all available to download onto any of your devices at home, including your phone, (see below). Students will also have access to their own email account through Microsoft Outlook. Every student in the board has an email address, it is their Student ID # (Pupil #) @ learn.vsb.bc.ca (an example would be [1234567@learn.vsb.bc.ca](mailto:1234567@learn.vsb.bc.ca)).

Some students know how to use Word and Powerpoint however some classes will be using an Office 365 App called Teams as a classroom hub to communicate, collaborate and share resources. Students will get an email confirming that their teacher has added them to their classroom in Teams. This will only happen if their classroom teacher has set up a classroom in Teams. Once in Teams, activity, chats, teams, assignments and calendar are all accessible within the App. Please take some time to explore and play with this App as well as others available such as Word, PowerPoint and OneNote as they may be used as tools to communicate student learning going forward.

\*NOTE\* In a recent guide I sent home to the community, students should think about changing their passwords as all University Hill Elementary students have been assigned the same password - 'student'. By changing the password sooner than later will help protect every student's account. <https://studentpass.vsb.bc.ca/>

\*IF YOU HAVE ANY QUESTIONS ABOUT PASSWORDS OR STUDENT ID/PUPIL NUMBERS PLEASE EMAIL [jcovert@vsb.bc.ca](mailto:jcovert@vsb.bc.ca)

## GETTING STARTED

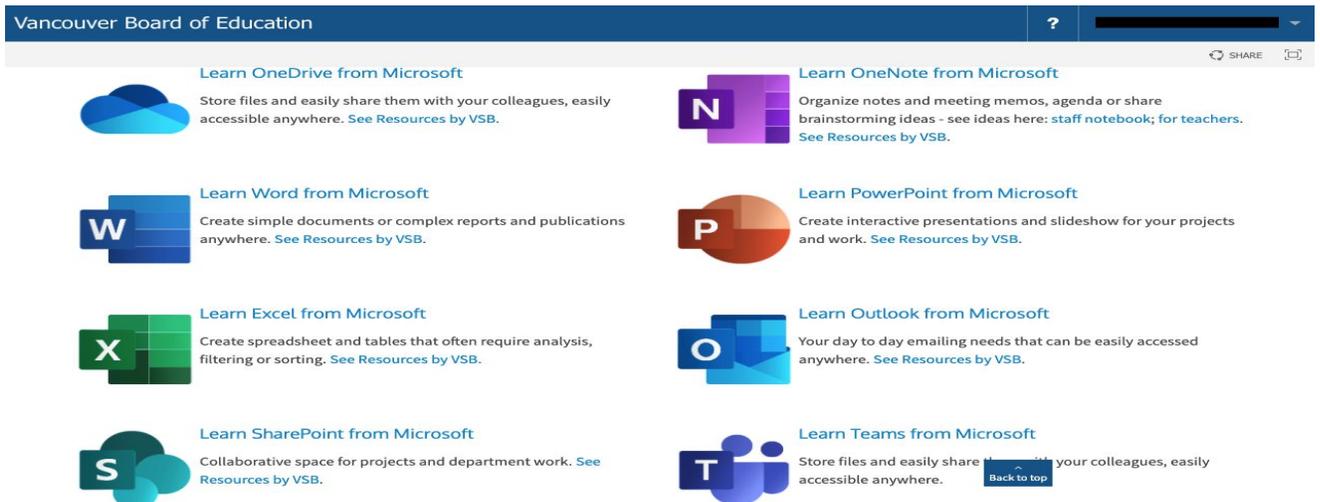
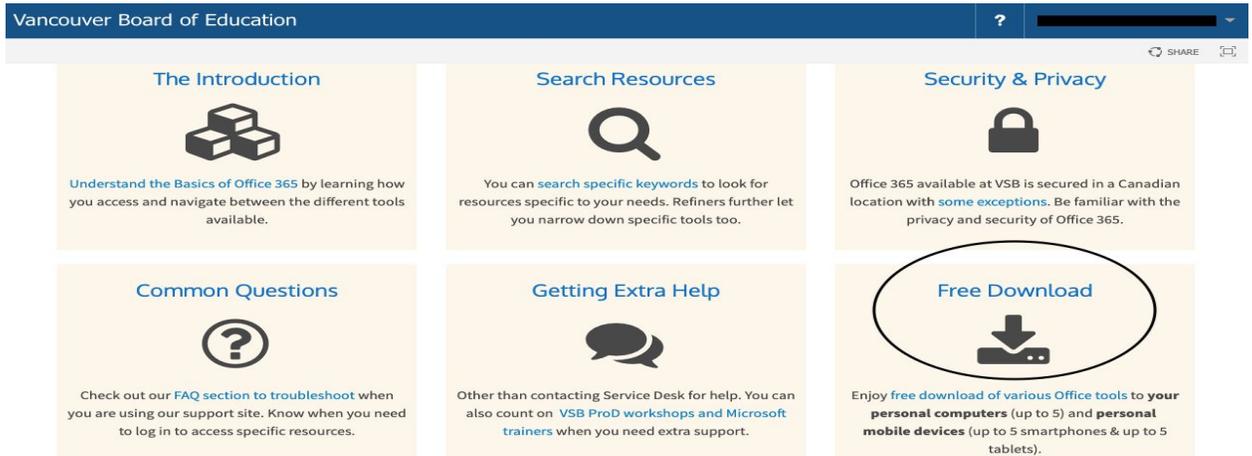
1. Go to: [https://office365.vsb.bc.ca/Pages/Logging-into-Office-365-\(VSB\).aspx](https://office365.vsb.bc.ca/Pages/Logging-into-Office-365-(VSB).aspx)
2. Login using your Student ID # (Pupil #) and password

The screenshot shows the top portion of a web page. At the top right, there is a dark blue bar with the text "Sign In" and a right-pointing arrow. Below this, the VSB logo (a blue square with "VSB" in white) and the Office 365 logo (a red square with a white "O" and the text "Office 365") are displayed on the left. To the right of the logos is a search bar with the text "Go to Office 365" and a search icon. Below the search bar is a horizontal navigation menu with the following links: "For Students", "For Teachers", "For Staff", "Getting Started", "FAQ", "Support & Training", and "Office 365 Updates". At the bottom of the page, there is a large blue banner with the text "Logging into Office 365" in white.

3. Once you've logged in you can start to explore Office 365.

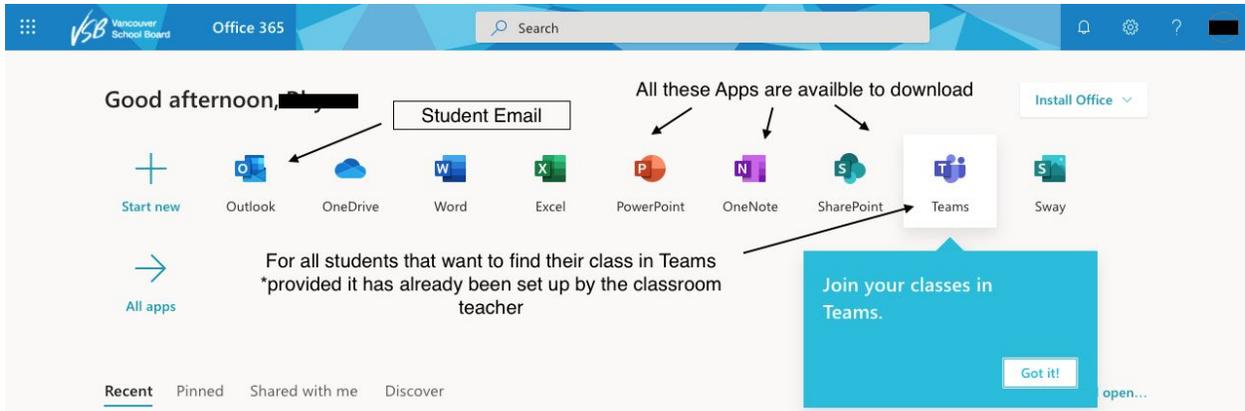


4. After selecting the Get Started and Explore, it will bring you to this page. If you scroll through the page it provides you guides and tutorials for anything Office 365. I've circled where you can download the Apps to any device you want after you've logged in.



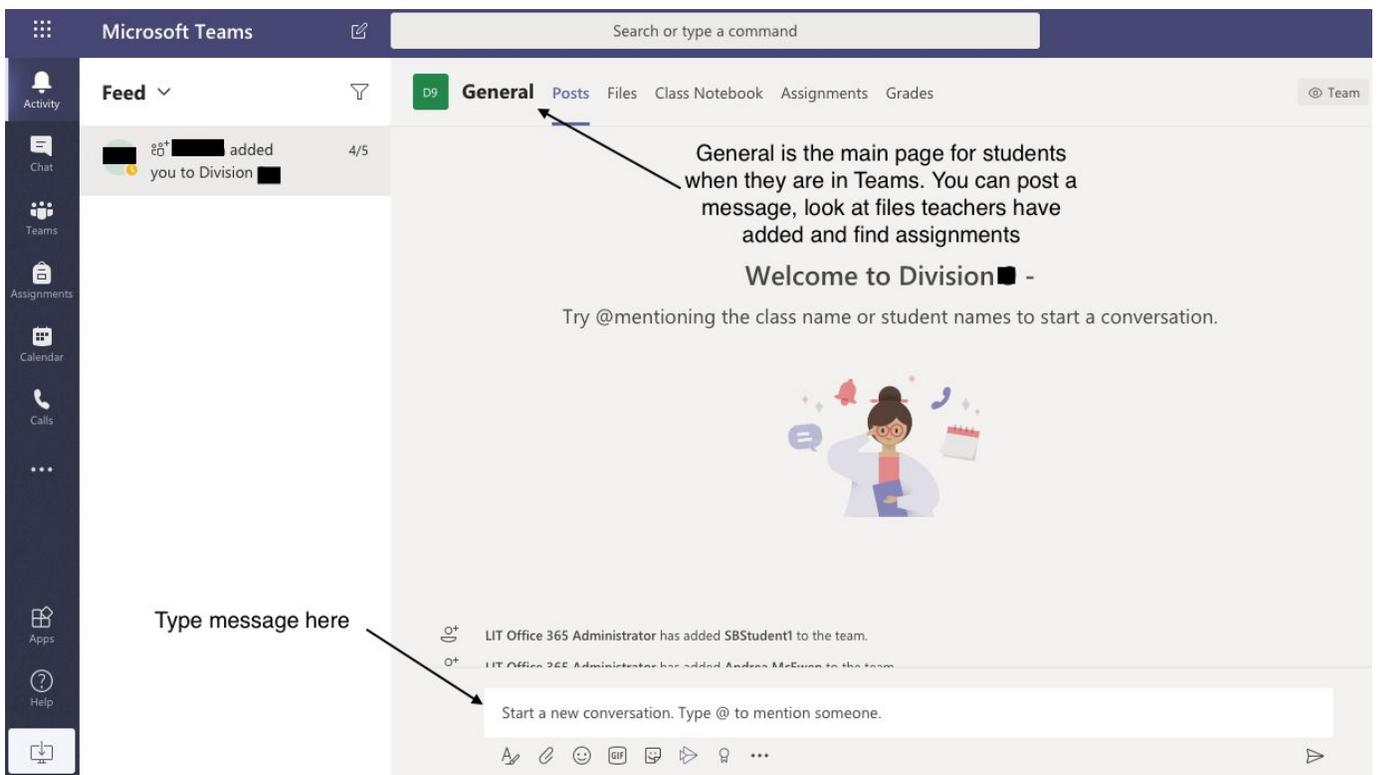
5. By selecting Go to Office 365 it will lead to the following window which allows you to open the App in another window tab.

6. Once you've selected an app this another signin window will appear. Once signed-in your computer may ask whether you want to remember/save this login and password, for quick and easy access for future visits to the site I would agree. Also once signed-in you can navigate other apps (Outlook, Word) without having to sign in again.



## TEAMS - Quick Guide

Once in the Teams app your general page will be similar to this. (If your page looks slightly different it may be because your classroom teacher hasn't set up a classroom in Teams yet.) Please play with all the options to better familiarize yourselves to the Teams app.



In the above screen shot are several actions in the menu bar to the left. Activity shows you the latest happenings in your Teams classroom. Chat, to communicate with the teacher. The Teams tab, if you belong to more than one Teams classroom, for example, a student could belong to their divisions Teams page and a resource teacher's Teams page. Assignments, find any assignments posted by your classroom teacher. Calendar, if you have class meetings they will be posted in the calendar.