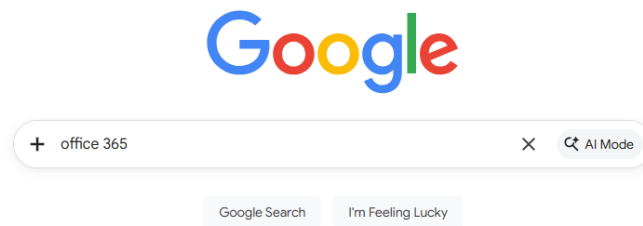


A Parents' Guide to Using Microsoft 365 in School and at Home

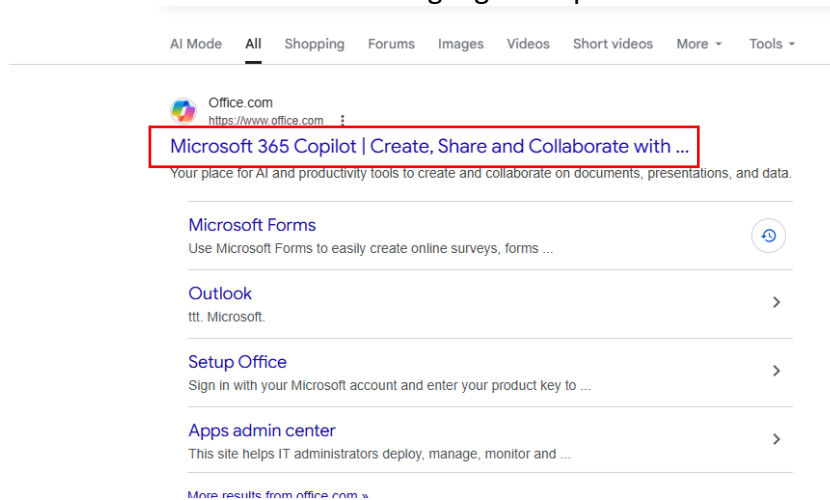


CARR HILL HIGH SCHOOL

First you will need to search on the internet for "Office 365"



And select the highlighted option





Once the page has loaded click to “Sign in”

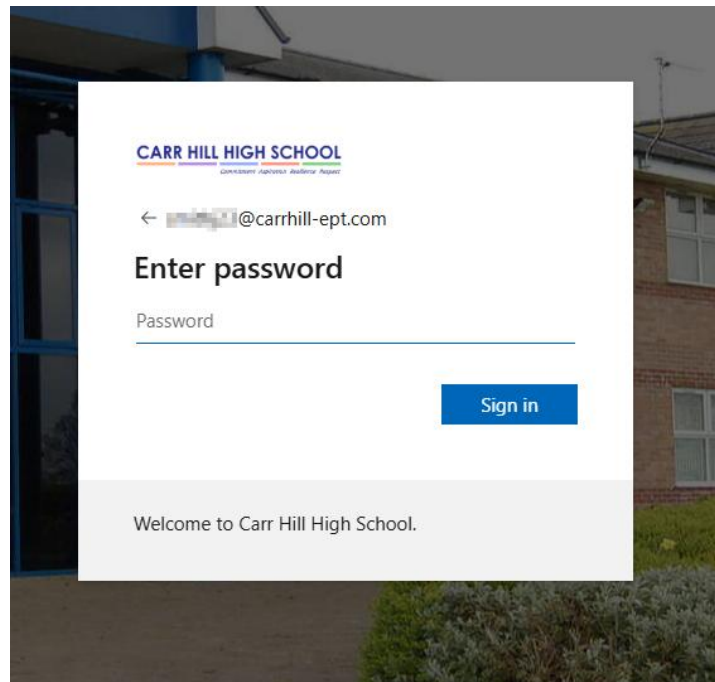
The screenshot shows the Microsoft 365 Copilot app landing page. At the top, there is a navigation bar with links for Microsoft, Microsoft 365 Copilot, Products, Features, Prompts, Support, and Buy Microsoft 365. The main heading reads "Welcome to the Microsoft 365 Copilot app". Below this, a sub-heading states: "Your everyday AI companion that understands your work, helps you stay focused, and moves you from idea to impact with less friction and more flow." A "Sign in" button is highlighted with a red box, and a "Buy Microsoft 365" button is also visible. To the right, there is a graphic showing various Copilot features like "Message Copilot" and "Ideas". Below the main heading, there is a section titled "Start a conversation with these prompts in Microsoft 365 Copilot Chat*" with four prompt cards: "Improve my writing", "Create an image", "Understand what is changed", and "Visualise my data". Each card has a "Try this prompt" button.

Type in your school email address, this is your school username with “@Carrhill-ept.com” at the end. If you are unsure of your school username it should be your last name, first initial and the year you joined the school, for example a student called John Smith, who started year 7 in 2023 would be smithj23

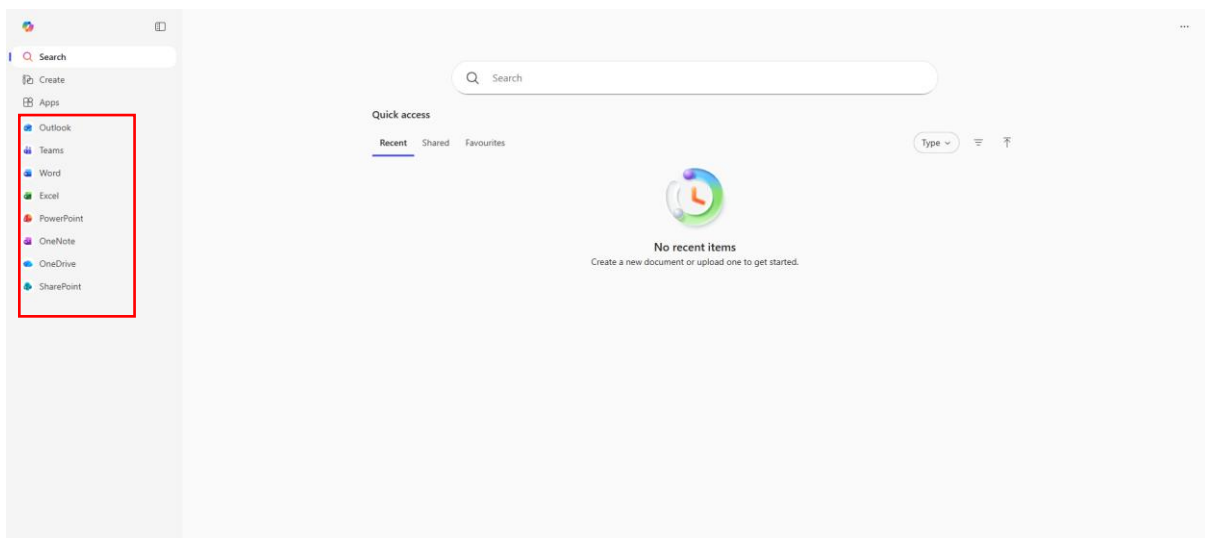
The screenshot shows the Microsoft Sign in page. The Microsoft logo is at the top left. The heading "Sign in" is centered. Below the heading, there is an email address field containing "smithj23@carrhill-ept.com". Below the field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in box, there are two buttons: "Back" and "Next". Below the sign-in box, there is a "Sign-in options" button with a key icon.



After you have put your email address in it will then ask for your password, this is the same password that you use to log on to a computer in school



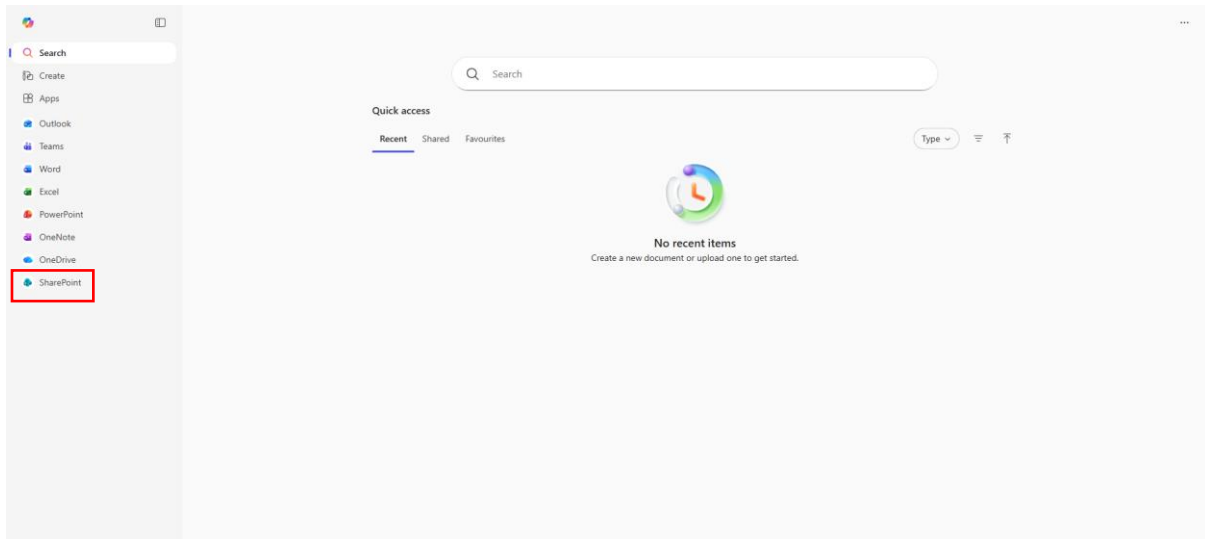
Once you have logged in you will see this screen, most of the things that you need are in the highlighted box and the important ones are described below



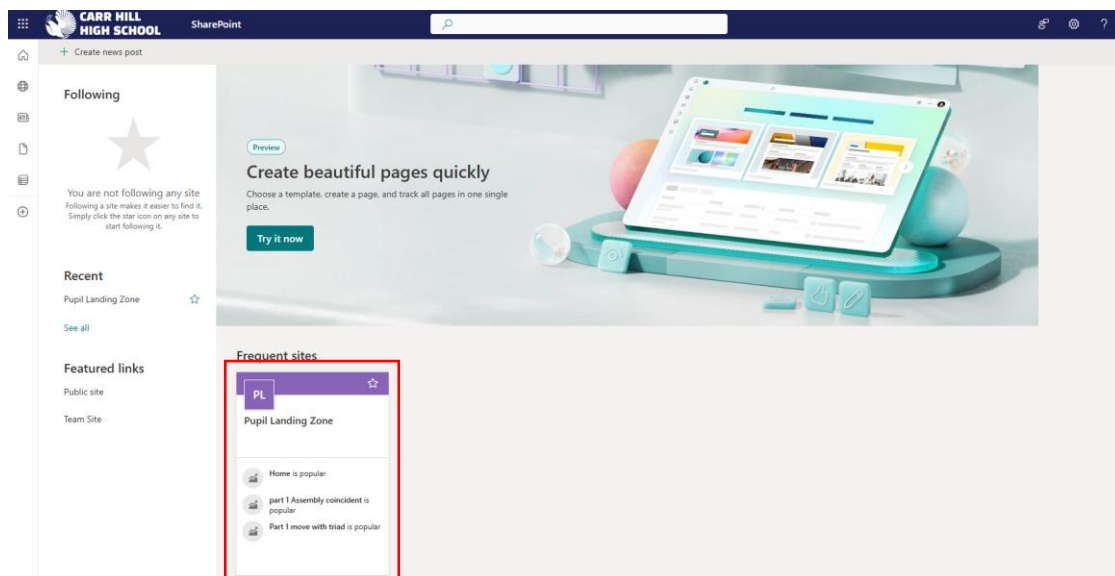


SharePoint

SharePoint is where teachers store class work and share documents with students, to access it click on “SharePoint” highlighted below

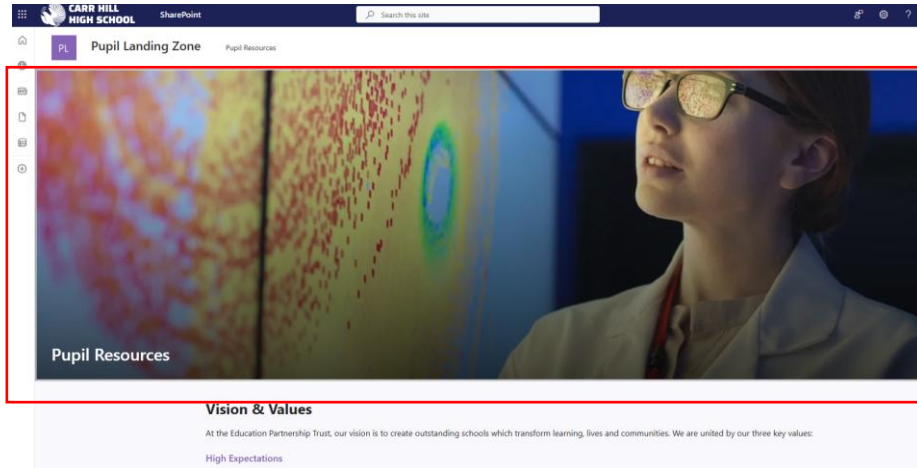


After you click on SharePoint you will see the below screen, Click on to the “Pupil Landing Zone”





You will then see this screen Click on the picture to access the school folders



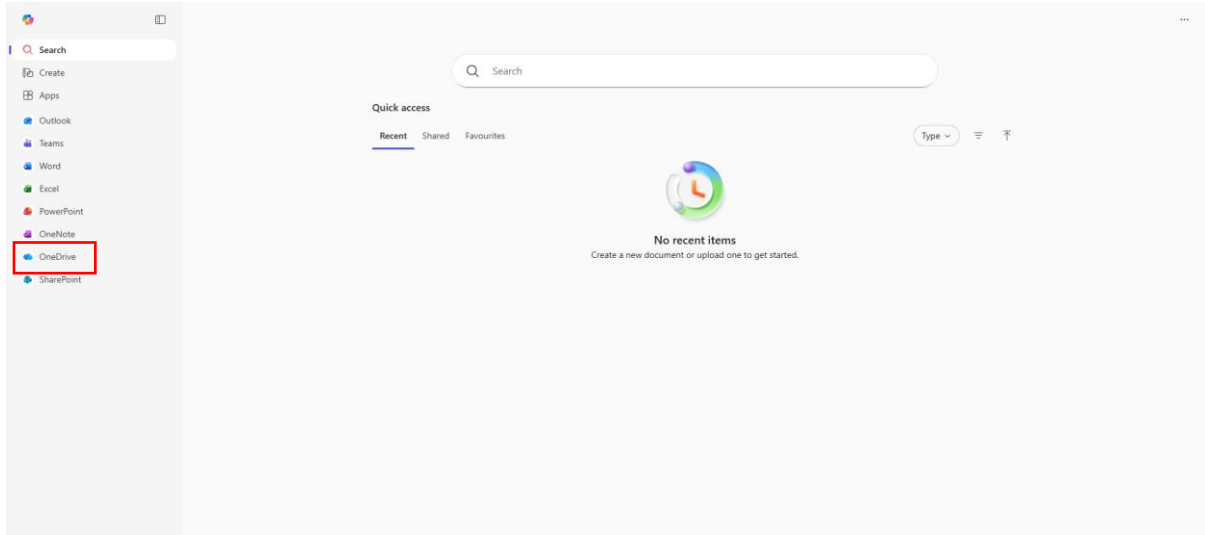
You can then access the files and folders uploaded by teachers

Name	Modified	Modified By
Art & Photography	July 10, 2023	EPT Admin
English	March 25, 2024	EPT Admin
Exclusion Work	June 21, 2024	EPT Admin
Geography	February 26, 2024	EPT Admin
History	July 10, 2023	EPT Admin
ICT & Business Studies	March 3, 2025	EPT Admin
Mathematics	September 19, 2024	EPT Admin
MFL	July 10, 2023	EPT Admin
Misc	August 23, 2016	EPT Admin
PDC-PSHE	January 27, 2025	EPT Admin
PE	September 7, 2023	EPT Admin
Performing Arts	July 10, 2023	EPT Admin
Religious Studies	July 10, 2023	EPT Admin

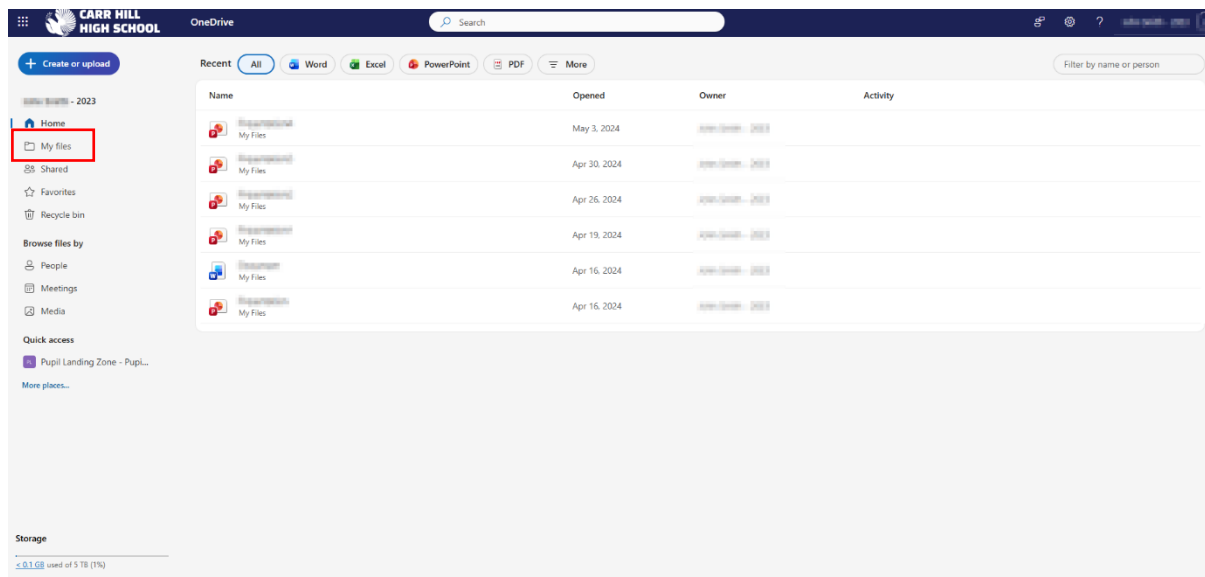


OneDrive

OneDrive is where you can save your own personal work, to access it click on “OneDrive” highlighted below

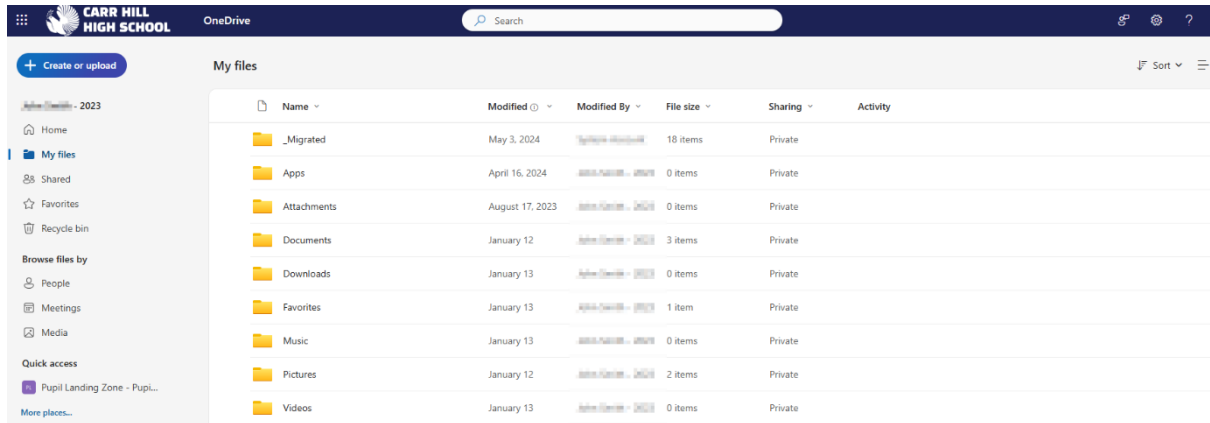


When you click on “OneDrive” you will see this screen with a few of your most recent pieces of work, to see it as you would in school click on “My files”



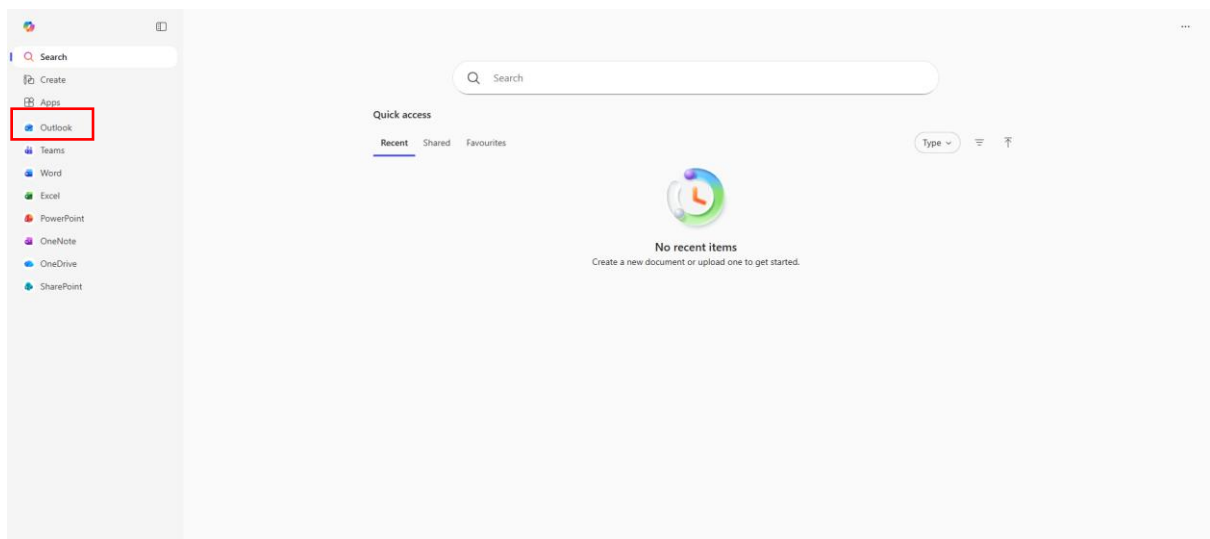


This is what you will then see, which is also what you will see when you are working in school



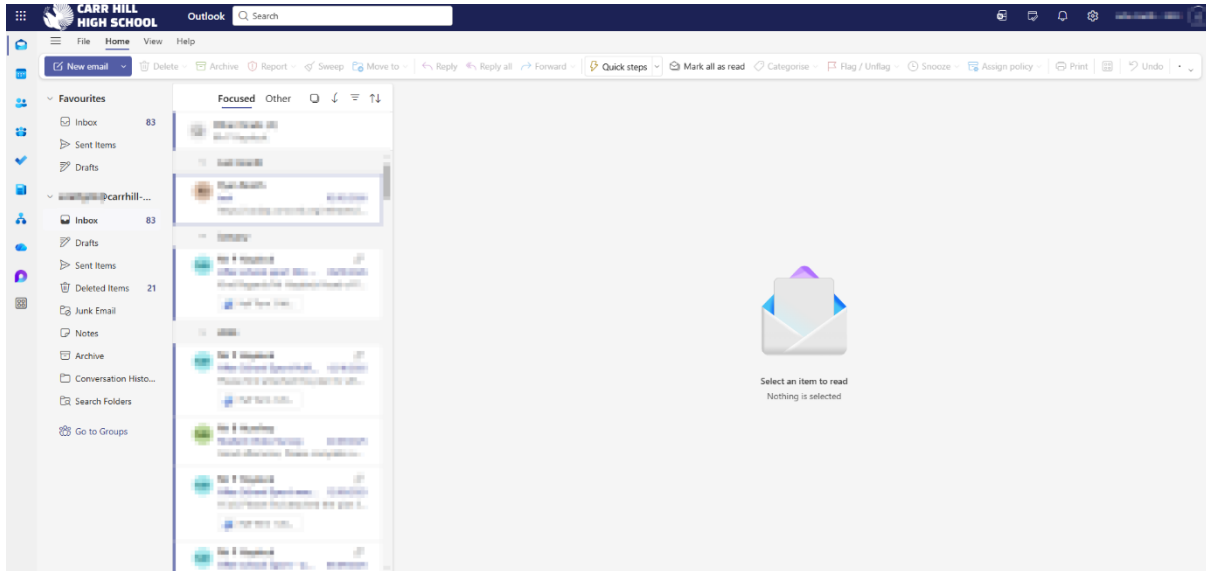
Outlook

Outlook is where you can access your emails that may have been sent by teachers and when you reset your password for things like Arbor, to access it click on "Outlook" highlighted below





When you click on Outlook it should just load you straight into your emails as below

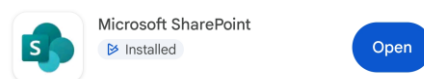


As well as accessing these apps on your computer you can also access them all on a mobile phone, however, they are not all in one place and you will need to download each app individually on the Playstore (Android phones) or Appstore (Apple Phones)

Open the Playstore or Appstore and search for “SharePoint”, “Outlook” and “OneDrive” they should look like this

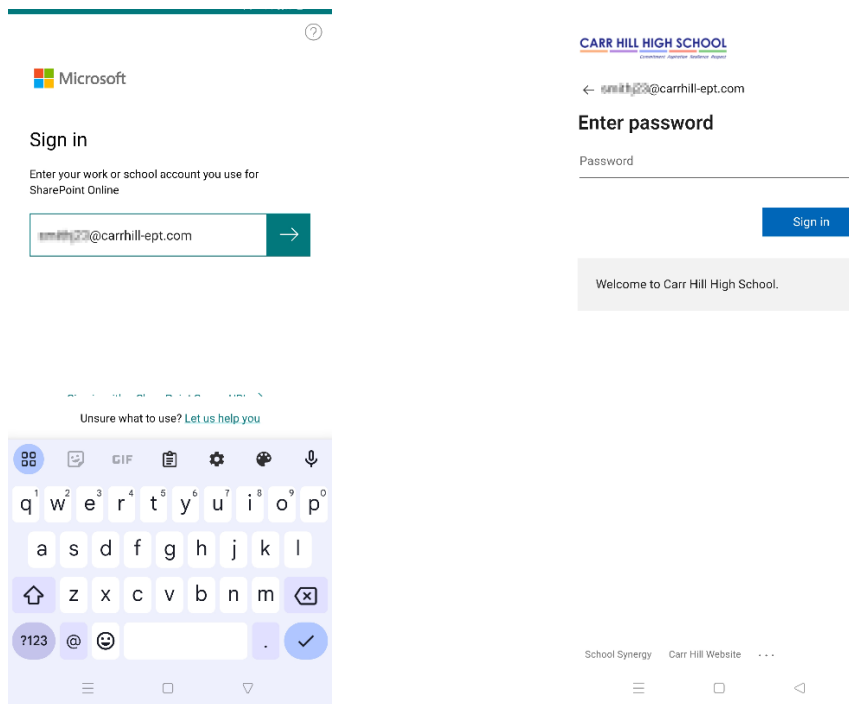


Press install to download the app and it will show like this once installed



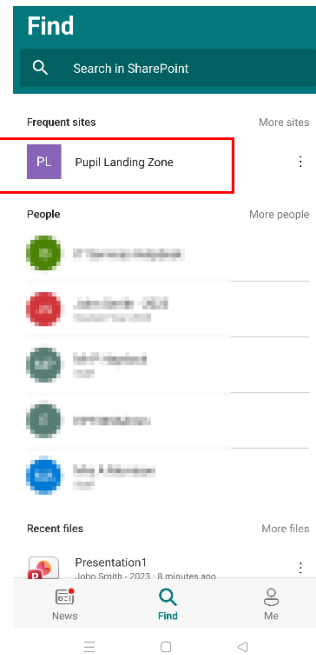


The log on process for each app is pretty much the same as on a computer needing your email and password



OneDrive and Outlook will just open up after this step and you can use them as you do on the computer, SharePoint has a few more steps

After you have put in your email address and password you will see this screen, Tap on “Pupil Landing Zone”



Then tap on the picture



You will then be able to see all the folders same as before

