

Office 365 Education Essentials

Log on at: http://portal.office.com



Outlook

Access your school email, calendar, contacts and tasks.



OneDrive

Store and share unlimited files and create new Office documents.

Create, share and collaborate on documents with Office Online from any browser or any device.

ONLINE and OFFLINE apps









ONLINE ONLY apps



Create and share interactive reports, presentations, stories, newsletters, etc. Simply add text, images, video, ma<u>ps</u> and more.

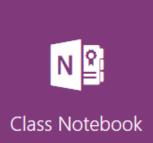
Collect simple data, create surveys and quizzes. Share your forms via URL, email, QR code or embed in a website or OneNote book.





Planner is a simple and highly visual way to organise teamwork. You can easily create new plans, organise and assign tasks, share files, chat about what you're working on, and get updates on progress. Each Plan comes with its own OneNote notebook, so you can share all your notes with your team or classmates. It's perfect if you are organising an event, managing an extended school project or just want to keep more organised!

STAFF and STUDENT workspaces



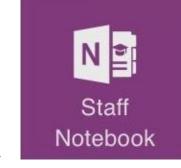
Create a Class Notebook for your class and get a personal workspace for every student, a content library for lesson handouts and a collaboration space for lesson and creative activities. Create and deliver interactive lessons, quickly distribute content to your

whole class, review student work and integrate assignments and grading with your LMS or Microsoft Teams.

organise and collaborate; a content library for staff leaders to share information; and private notebooks shared between leaders and individual staff members. Use Staff Notebooks for: professional learning, newsletters, policies,

Staff Notebooks contain: a collaboration space for everyone to share,

templates, parent contact log, classroom observations, evaluations, lesson plans, and lots more...



Learn more about Class and Staff Notebooks here: http://onenoteineducation.com



Teams is the digital hub for learning and teaching that brings conversations, content, and apps together in one place. Educators can create collaborative classrooms, connect in professional learning communities, and communicate with school staff – all from a single experience in Office 365 for Education. Class and Staff Notebooks are automatically included and you can access

Word, PowerPoint, Excel and customise with other educational apps.

Learn more about Teams here:

https://education.microsoft.com/courses-and-resources/resources/meet-microsoft-teams

SCHOOL-WIDE APPS...



Flow

apps to get notifications, synchronise files, collect data, and more.





Stream

video content.





http://education.microsoft.com





Simply communicate with teachers and students. Take part in video calls with a shared whiteboard, OneNote book and instant messaging.

Skype for Business

Keep up-to-date with Office 365 news, updates and stories at https://blogs.office.com/

Office 365 Education Essentials V3 by @standouted | Aug 2017

Microsoft Educator Community

Find, courses, resources, lessons and collaborate with educators worldwide at the Microsoft Educator Community:

