



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



Word Online



Excel Online



PowerPoint Online



OneNote Online

ONLINE ONLY apps



Sway

Create and share interactive reports, presentations, stories, newsletters, etc. Simply add text, images, video, maps 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.



Forms



Planner

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



Class Notebook

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.

Staff Notebooks contain: a collaboration space for everyone to share, 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, templates, parent contact log, classroom observations, evaluations, lesson plans, and lots more...



Staff Notebook

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



Microsoft Teams

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

Create automated workflows between apps to get notifications, synchronise files, collect data, and more.



PowerApps

Use your systems and data to build new apps – without writing code.



Stream

Safely and easily share and manage video content.



SharePoint

Access your school intranet and create websites for your classes.



Yammer

Safely connect with others, join discussions and share resources.



Delve

Discover the information that is relevant to you and stay up-to-date.



Skype for Business

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

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

Microsoft Educator Community

Find, courses, resources, lessons and collaborate with educators worldwide at the Microsoft Educator Community: <http://education.microsoft.com>

