



YEAR 6 GUIDE TO GETTING STARTED



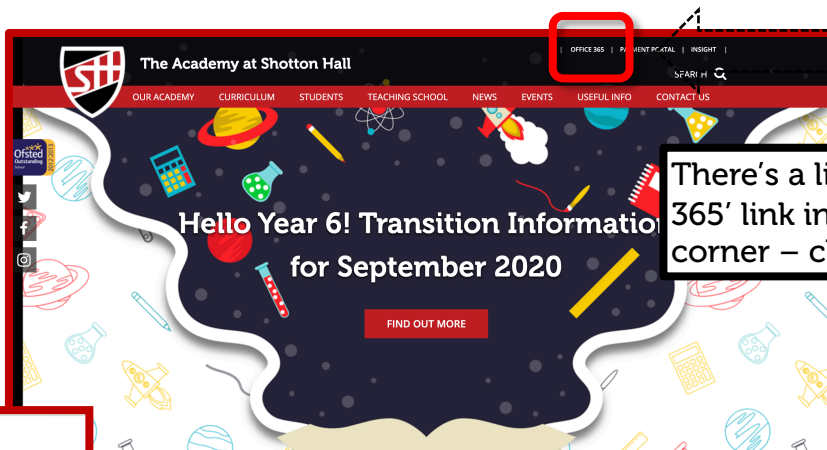
Welcome Year 6!

Logging On

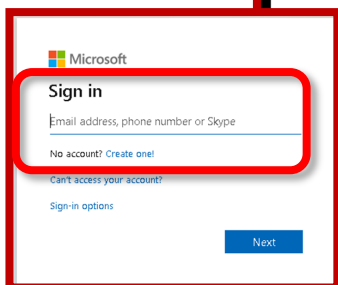
To get logged into Office 365 and access all the different Programmes that are available to you, you need to visit the schools' website:

www.shottonhallacademy.co.uk

Which looks like this!



There's a little 'Office 365' link in the top right corner – click here.

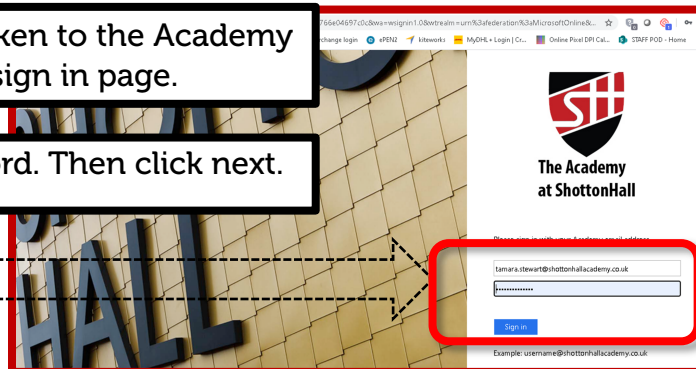


Enter your school email address ending in @shottonhallacademy.co.uk then click next.

You will be taken to the Academy at Shotton Hall's sign in page.

Enter your password. Then click next.

If you are on a private device (one you don't share with anyone), click yes to staying signed in.



An example of what an email address looks like is: `username@shottonhallacademy.co.uk`

VIRTUAL SCHOOL

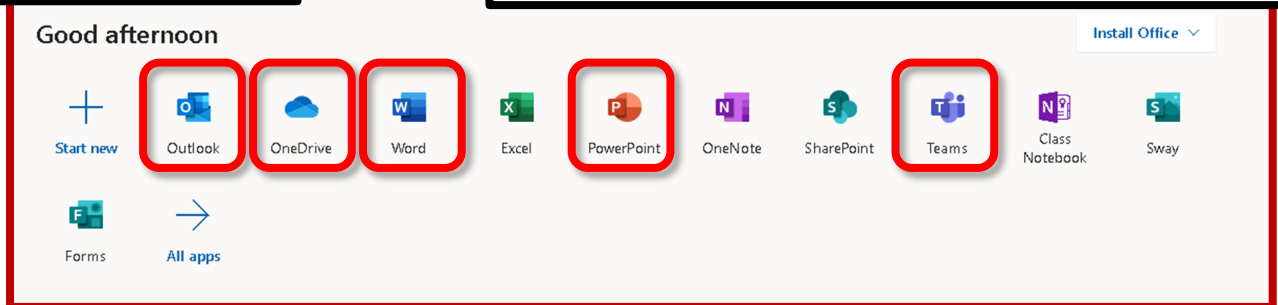
Welcome Year 6!

Office 365 Dashboard

Welcome to Office365! Your school account gives you access to the entire Microsoft Office Suite for free! You can use online by clicking the app name, or you can install them onto your device by clicking Install office and selecting Office365 apps.

When you log in, it will look like this!

The apps you are most likely to use straight away are:



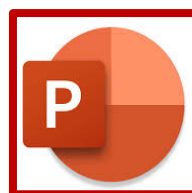
Outlook
Send & receive emails to and from your teachers!



OneDrive
For saving your work



Word
For word processing (written tasks)



PowerPoint
For making presentations



Teams
For meeting as a class with your teachers for lessons



Welcome Year 6!

Email Basics

Outlook is what we use to send emails. Your teachers will contact you by email, but if you are also stuck or have a question, you can email them too!

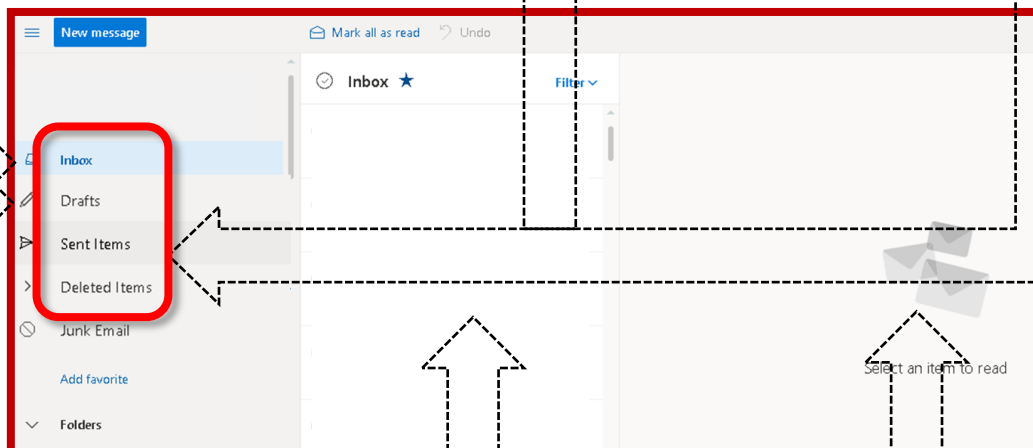


Click the Outlook logo on the dashboard to open your email.

Inbox: All the messages you have received from people are here

Sent Items: All the emails you have sent to other people

Deleted Items: All the emails you have deleted



Drafts: Emails you have written, but have not sent yet

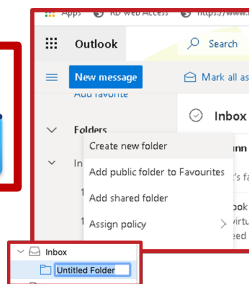
This is where your messages will appear

This is where you will be able to read emails you have selected

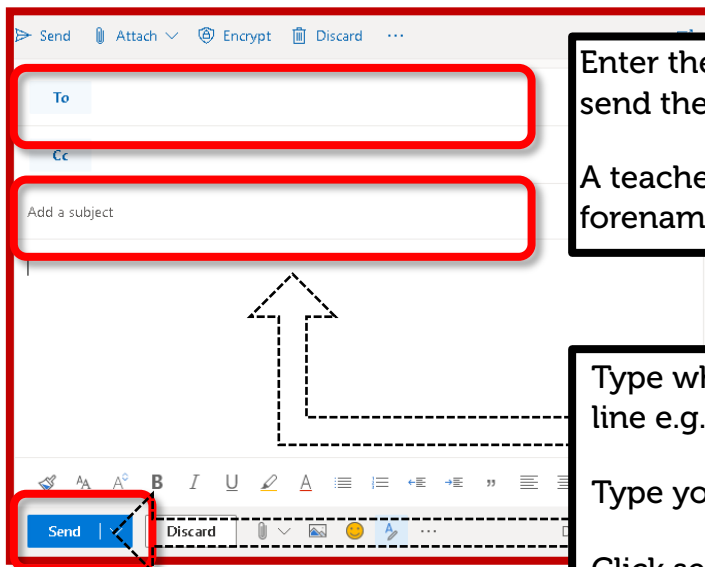


Welcome Year 6!

Email Basics – Sending an Email



Click 'New message' to start writing a new email.



Enter the email address of who you want to send the message to.

A teachers email is:

forename.surname@shottonhallacademy.co.uk

Type what the email is about into the subject line e.g. fractions homework

Type your email into this window.

Click send.

Other things to note:

You reply to an email by clicking:



You can delete an email by clicking:



Don't forget to start the email saying 'hello!', and sign off with your name