



LEARNING FROM HOME @ OTAHUHU COLLEGE

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How to access Microsoft Apps and Teams

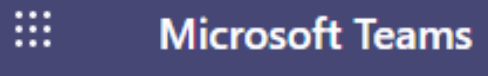
- Go to our schools website: www.otahuhucollege.school.nz
- Click on 'Office 365'



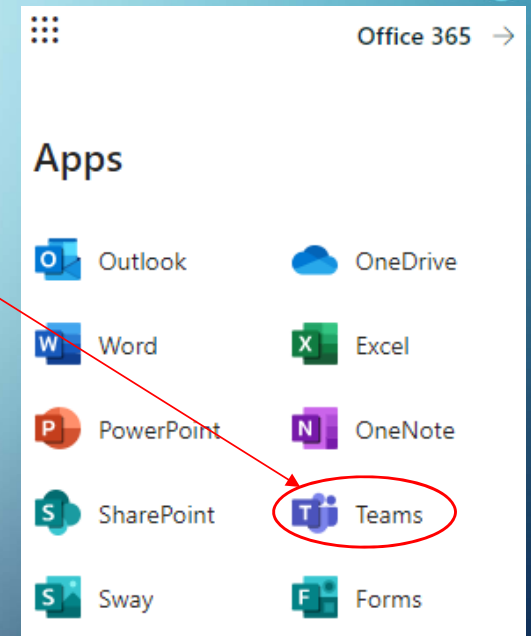
- Enter your school login details (email address and password)

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Microsoft Teams



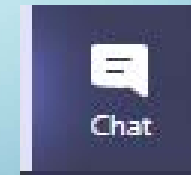
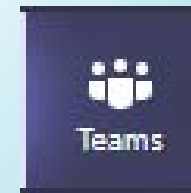
- Go to Office 365 and use Teams to communicate with your teachers and to get information for each of your subjects.
- Your teachers will teach you remotely through your Class Team when you have that class for the first and last time each week in your timetable.
- Check your Teams daily as they contain important information and updates.



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How to use Teams

- Click on the Teams button to see all your classes.
- Use Chat to contact anyone from school.
- The Chat section is private but remember to always respect those you are communicating with.



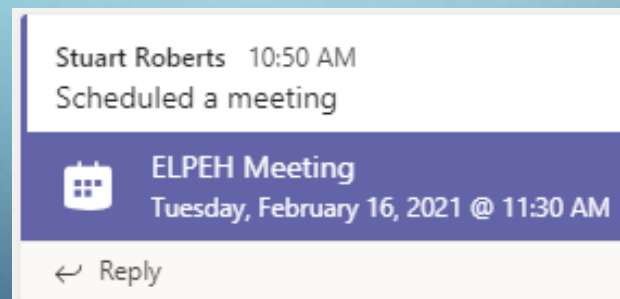
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How to Join a Meeting (Class Team)

- It is your responsibility to Join a Meeting
- In General, you find a Join Button when the class is meeting together

General

- Note: Meetings may be recorded for those who are unable to attend (so be on your best behaviour!)



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Learning From Home Etiquette (Manners)

At Otahuhu College we are:

- Respectful, Supportive, Encouraging and On Time.

The same applies when we are online:

- Mute your microphone if you are not speaking.
- Don't share your screen if your teacher has not asked you to do so.
- Before you say or do something online, ask yourself "Would you do this in class with your teacher present?"

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Check your emails regularly in Outlook

You will need to keep on top of all your work and keep up to date with any new information from the school.

You can also communicate directly with any of your teachers.



Kia Tamatane!