

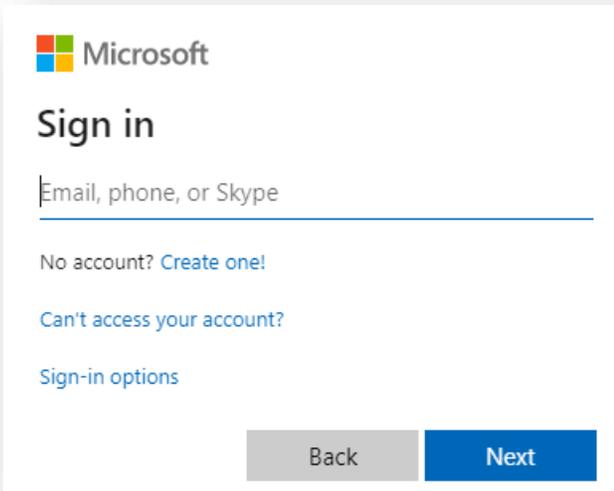
Microsoft 365 is a subscription service provided to you by Valley Forge Educational Services for use while you are enrolled as a student at The Vanguard School. While using this subscription service, please follow all guidelines as outlined in the **VFES Acceptable Use of Technology Agreement** provided to and agreed to by you each year.



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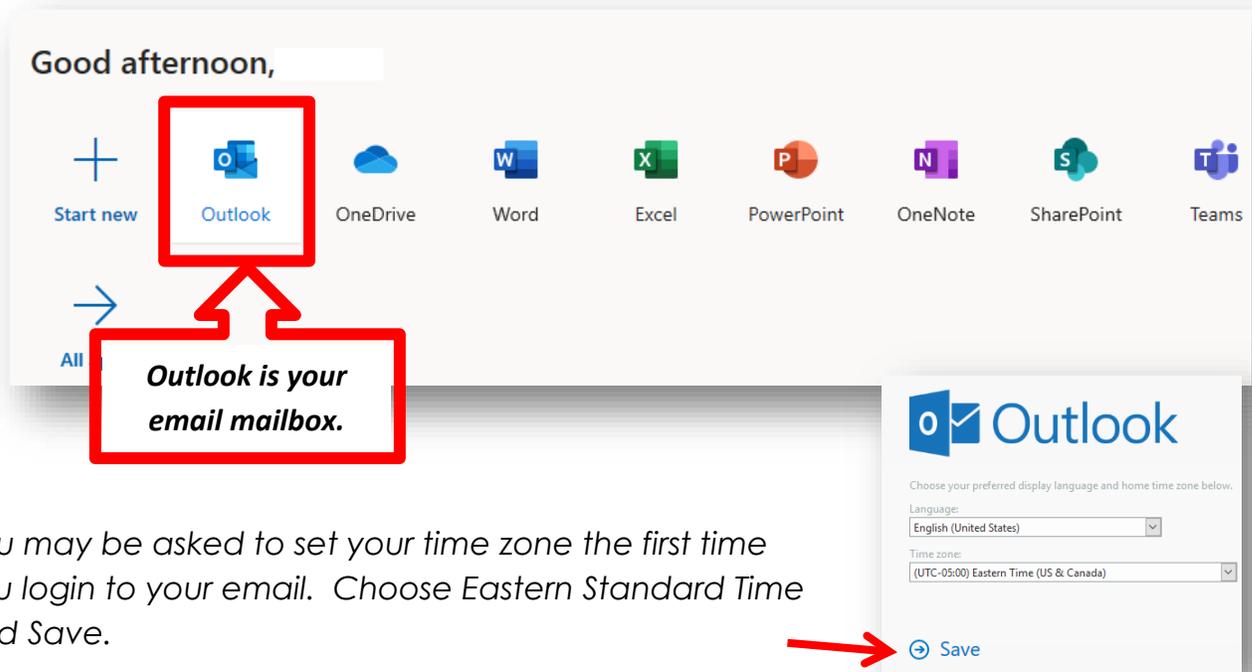
Welcome to Microsoft 365: You now have a school email address and a login to Microsoft 365! **To login go to:** <https://login.microsoftonline.com> or use the shortcut from the **Vanguard Student Resources Webpage**.



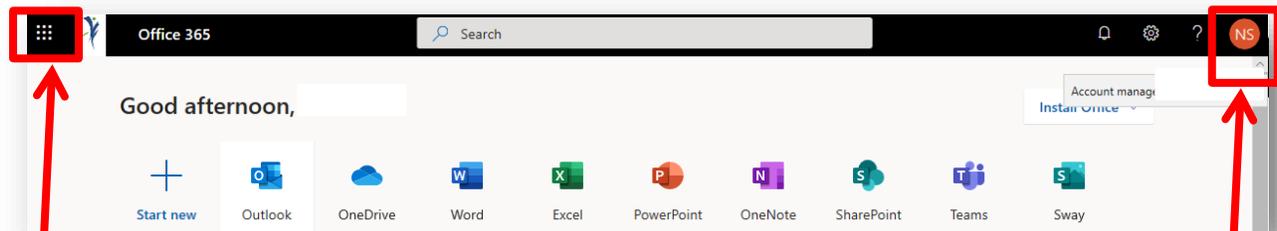
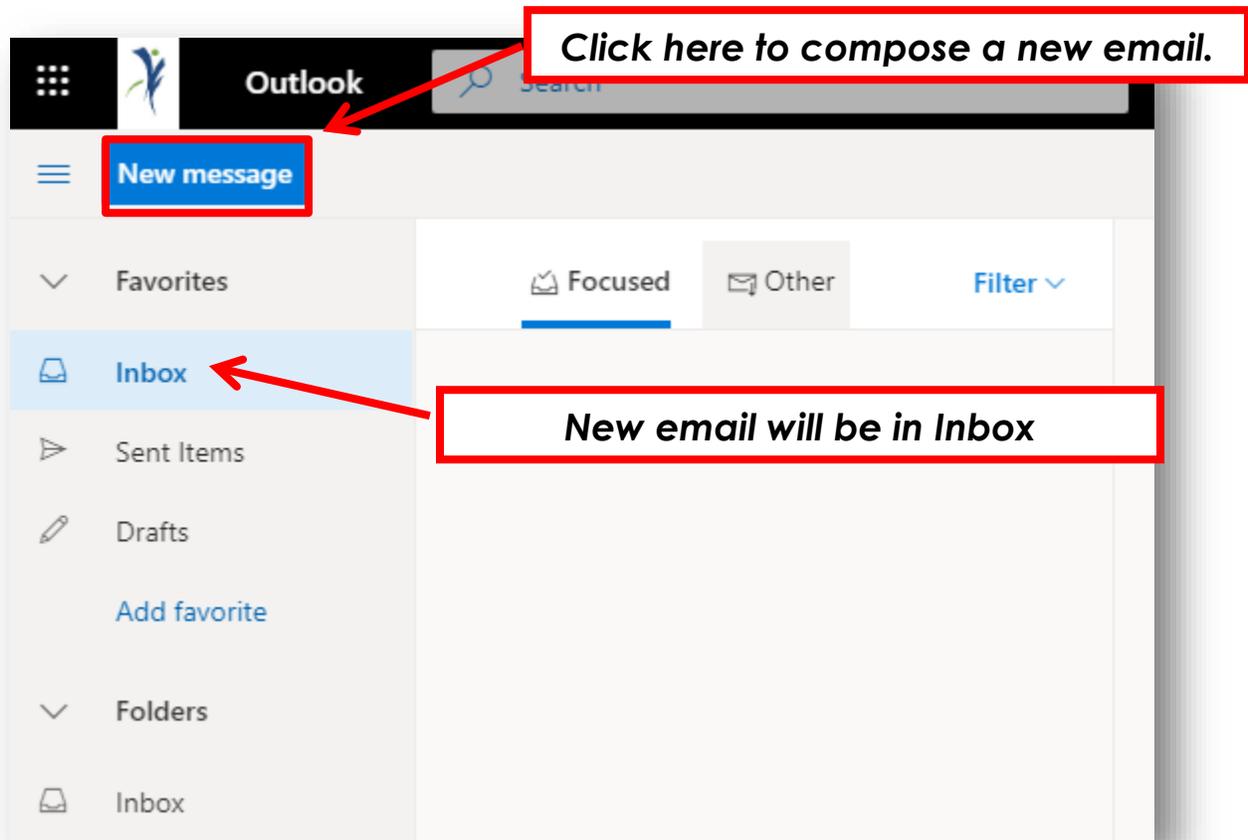
Sign in (email): *two first initials with last name@student.vfes.net*
 (Thomas Smith = thsmith@student.vfes.net)

Password: *Use the same password you use to access the computers at school and the school website.*

Outlook Email



You may be asked to set your time zone the first time you login to your email. Choose Eastern Standard Time and Save.

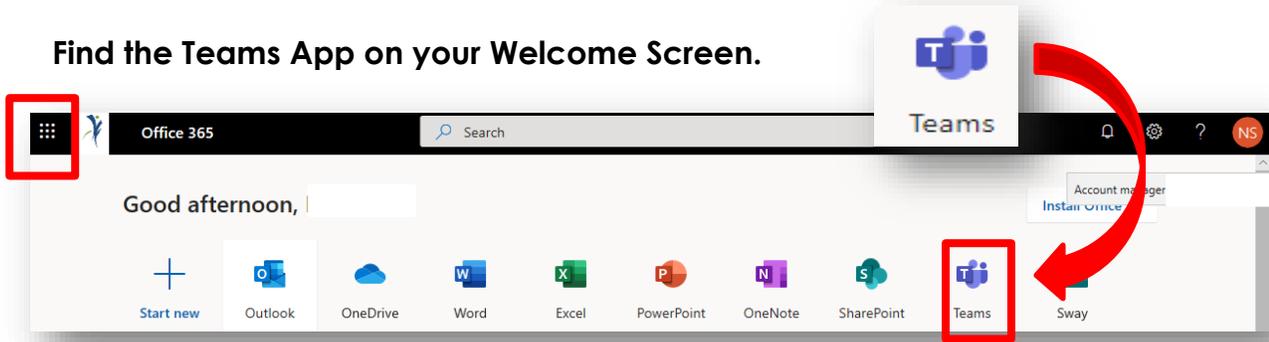


Click here anytime you need to get back to your Welcome screen. Your Welcome screen will list all your available apps.

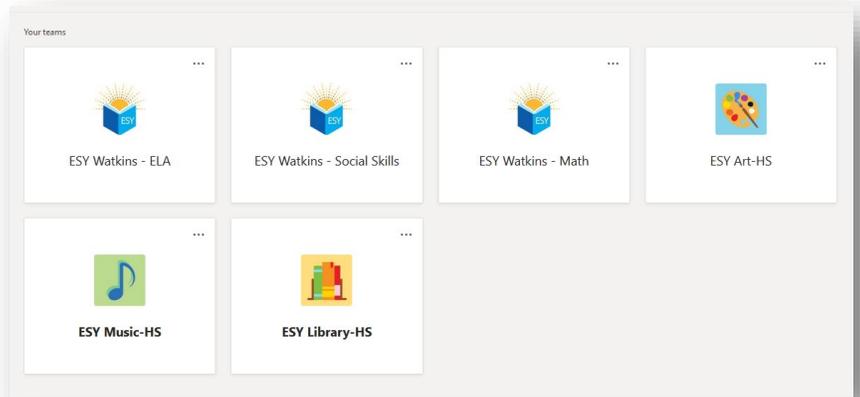
Click on your initials to sign out. If you are using your own dedicated device, you do not need to sign out.

Teams is where you will go for assignments and video/audio conferencing with your teacher.

Find the Teams App on your Welcome Screen.



You will see all of your **Teams** (classes) listed. Click on the team to open view your class to see files, assignments or to join a video/audio session with your teacher.



Teams App

Teams will work best if you use the Teams App. You may be prompted to install it when accessing Teams. Allow it to install if possible. As an alternative you can find it here:

Desktop/Mobile: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

IOS Devices: <https://apps.apple.com/us/app/microsoft-teams/id1113153706> (use the apple store)

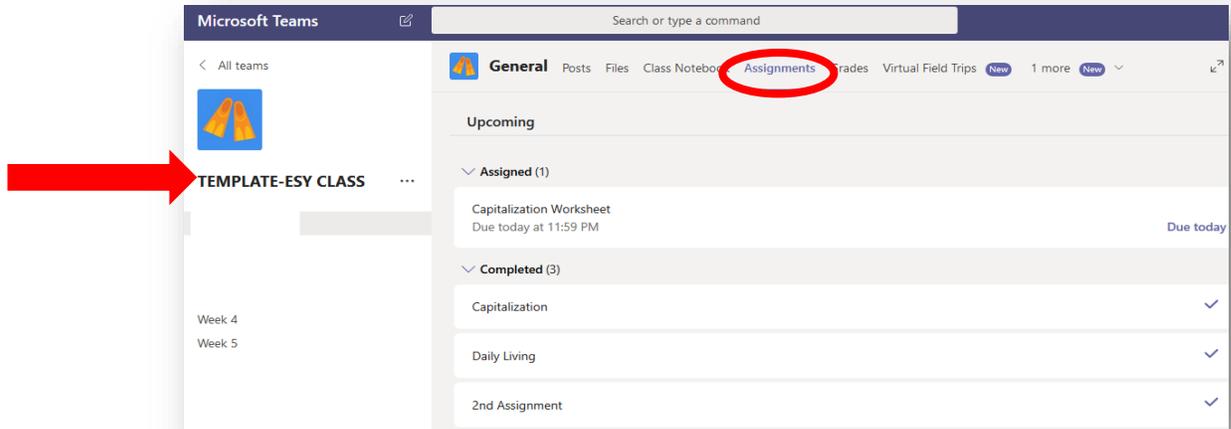
Google Play Store: https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_US

As an alternative, use the **Microsoft Edge** browser if the Team App is not available.

***If you are using a district-provided iPad/laptop you may need to request this app be installed.*

Video - Teams Overview: View this quick video for a great overview of Microsoft Teams: <https://www.microsoft.com/en-us/vidoplayer/embed/RE4rrKE?pid=ocpVideo0-innerdiv-oneplayer&postJsMsg=true&maskLevel=20&market=en-us>

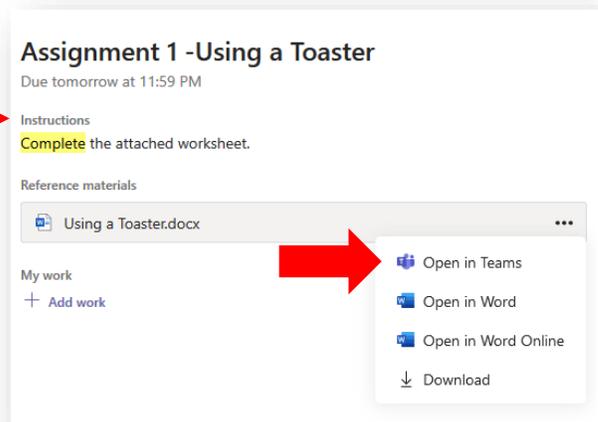
Assignments – Assignments are found in the **Assignments** tab in the **General Channel**. They may be assigned using an **Adobe PDF** file or **Word** file. Directions from the teacher will be included in the Assignment. Below are instructions for submitting assignments.



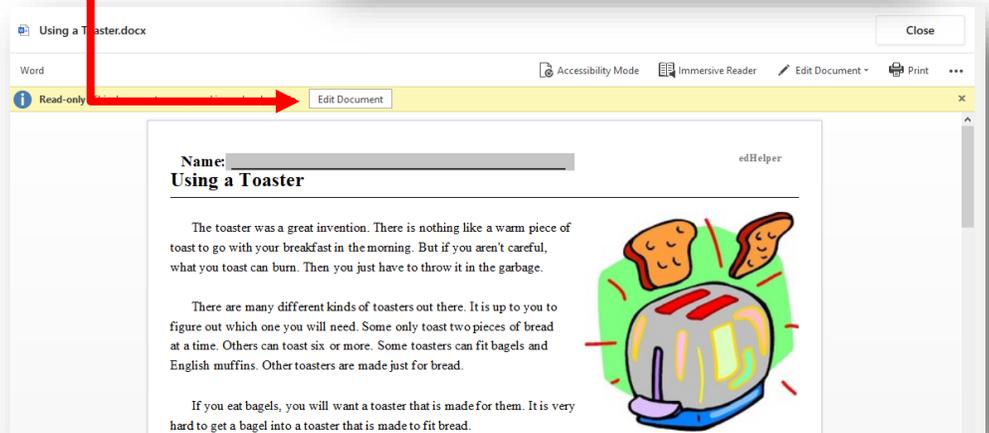
Word Documents

If the assignment includes a Word file, you will follow the instructions below to open, complete, and submit the assignment.

Read the instructions for the assignment.



Click on the Word Document and **Open in Teams**. You will see a Yellow Bar display above the document. Click on **“Edit Document”**.

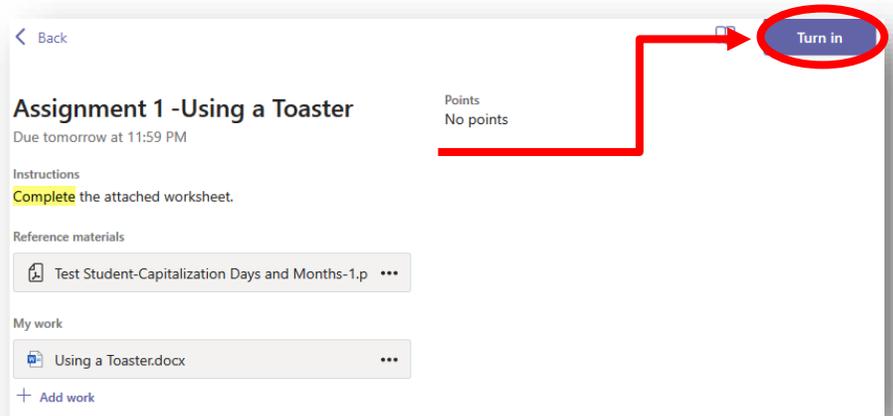


You are now able to edit in the document—type in answers, etc. See [Immersive Reader](#) for read aloud and other visual features.

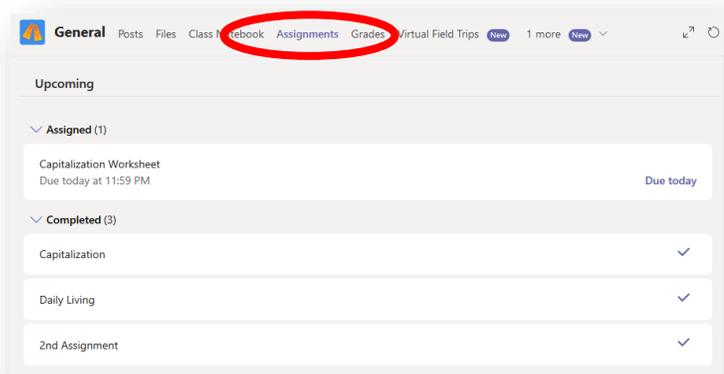
- You can use the **highlighting** feature on the toolbar to answer multiple choice questions. The file “auto saves” when you are editing it. Click on close at the top to close and save the document.

When ready, click on **Turn in** in the top right. This will submit the assignment to your teacher for review.

The file is now turned in.



Come back to your “Assignments” tab to view any feedback from your teacher or to view upcoming work.



Adobe PDF Fillable Forms

If the assignment has an Adobe fillable form included, you will follow the steps below to open, complete, and submit the assignment.

1. **Open/Save** - Click on ... (more) to the right of the assignment and *Download*.

You can now choose to **Open** the file (or Save* the file to your computer).

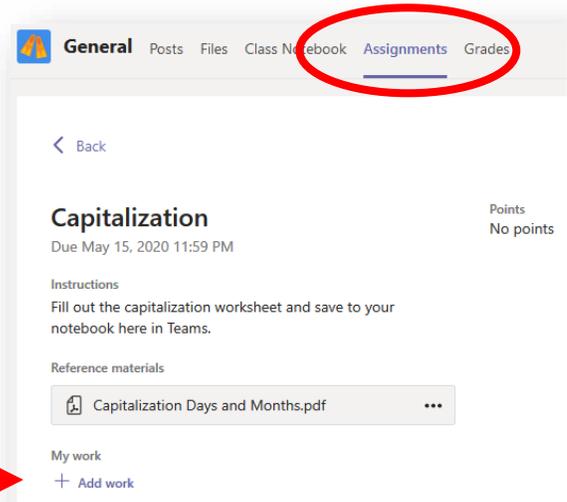
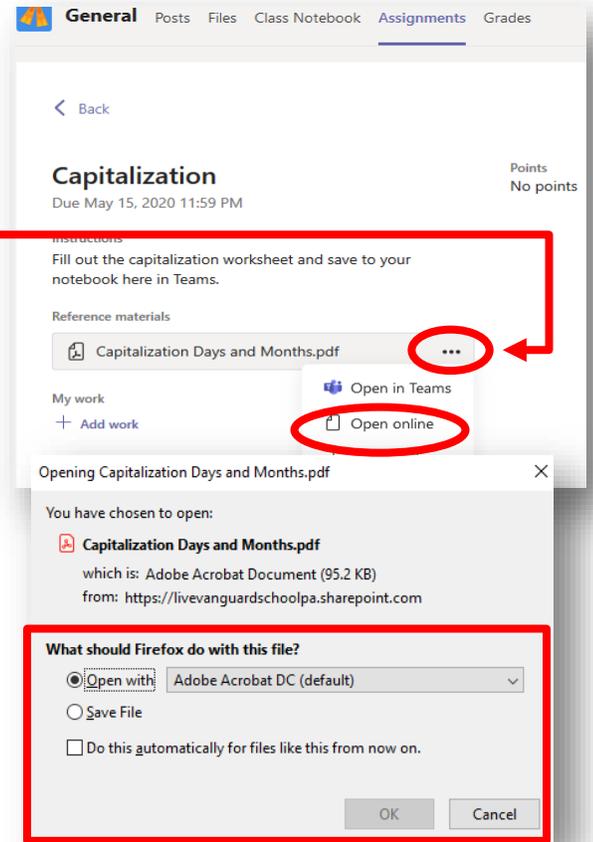
If you **Open** the file, it should open in Adobe Reader and be available as a fillable document.

Be sure to **Save** the document to your computer using **File>Save** so you know where the file will be.

**If you Save the file, it will likely go to the Downloads folder on your computer and you can open it from there.*

2. **Complete/Save** – You can now complete the worksheet on your computer. Be sure to save it along the way while you complete it! Take note of where it is saved on your computer.

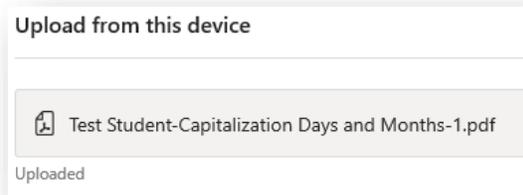
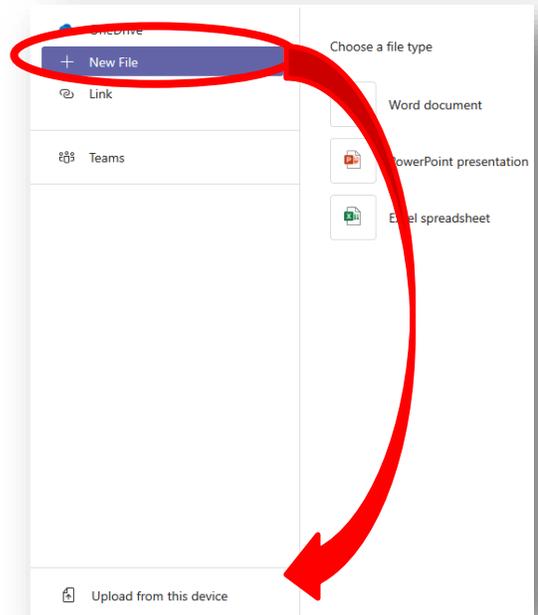
3. **Submit** - Now go back to your Team in Microsoft 365 and click on the Assignment. Scroll down to “My work” which is below the Assignment. Click on “Add work.”



Click on **New File** and **Upload from this device**.

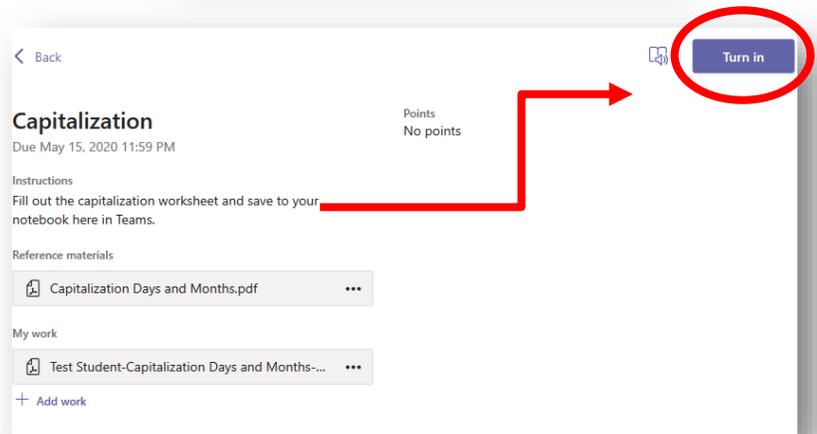
Browse to the saved file on your computer and click on **Open**.

The file is now uploaded to your work folder.

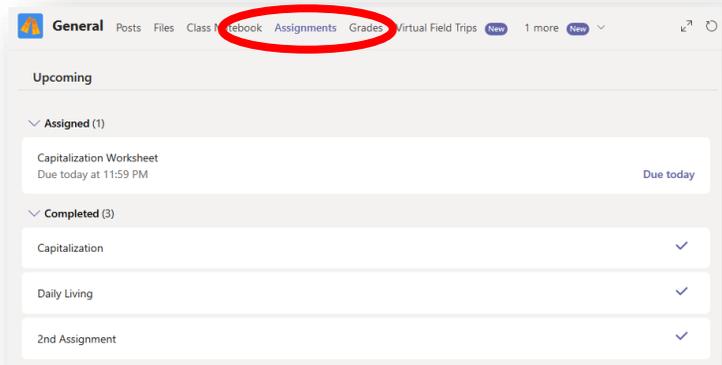


When ready, click on **Turn in** in the top right. This will submit the form to your teacher.

The file is now turned in.



Come back to your "Assignments" tab to view any feedback from your teacher or to view upcoming work.



Teams Video/Audio Conferencing

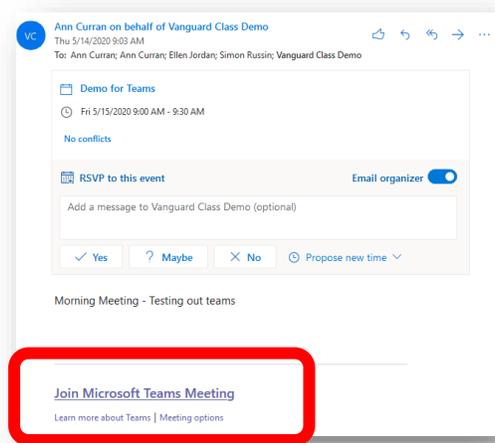
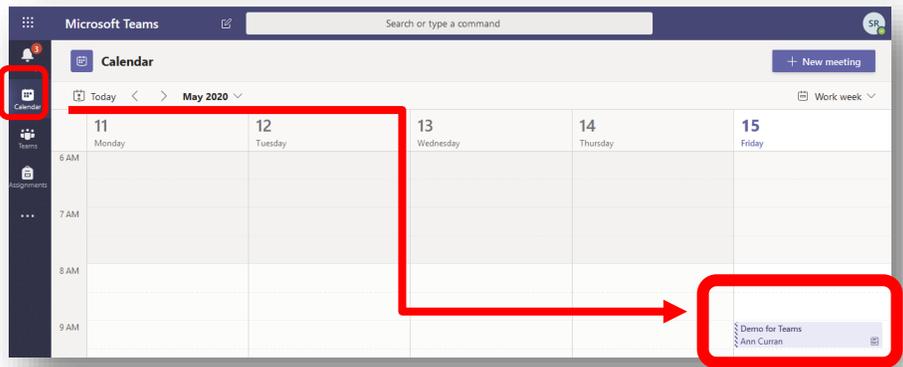
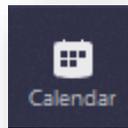
There are two ways to join your teacher for a class video/audio session. Both methods will take you to the same place.

1. **Calendar Invite/Email:** If your teacher invited you via a calendar invite. This invite can be found in two places:

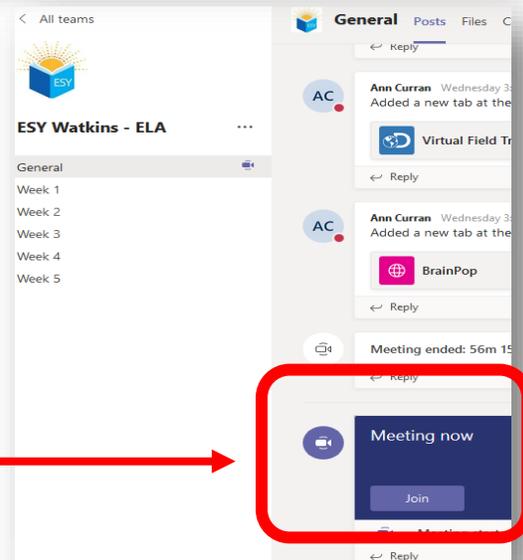
a. An invitation in your Outlook email (located at the MS365 home apps screen)

or

b. Look on your Calendar in Teams and open the invitation from there.



2. **Join in Teams:** The second way to join your teacher for a video/audio conference is to go directly to the Team for that class. If the teacher started the session, you will see a Link to Join the session.

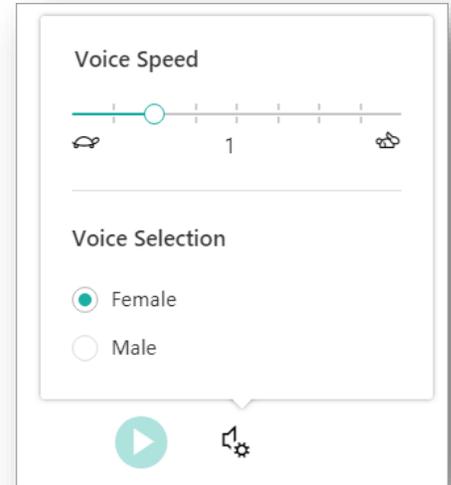


Video – Using Teams Video Conferencing:
<https://www.microsoft.com/en-us/videoplayer/embed/RE4rxIX?pid=ocpVideo2-innerdiv-oneplayer&postJsMsg=true&maskLevel=20&market=en-us>

Immersive Reader (Microsoft Documents)

You can do one or more of the following in **Immersive Reader**, depending on how you'd like to focus on the message or assignment text.

- Select **Play** to hear your document read aloud and to see the text highlighted simultaneously. The narrator starts reading from the top of your page by default, unless you have selected a word, in which case it will start reading from the selected word. Select **Pause** to stop narration.
- Select **Voice Options** on the top right of the document to change the speed of narration.

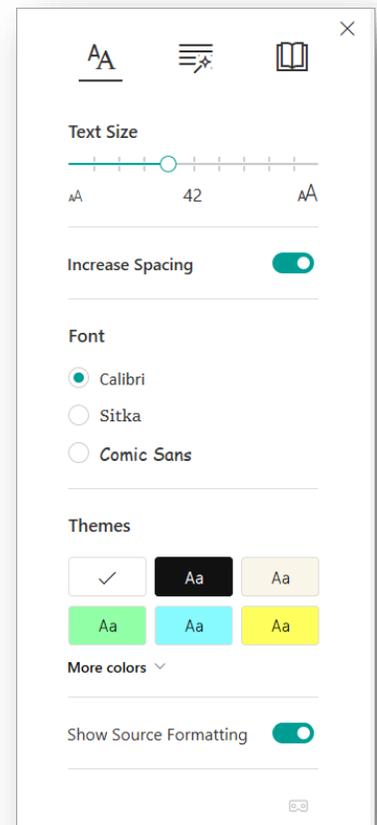


➤ **Text Options**

You can change the appearance of your document by using **Text Options**. Text options can help you focus on your content and remove visual distraction.

Set **Text Size**, **Spacing**, **Font**, and **Themes** that suit your learning needs. You can increase or decrease text size and the amount of spacing between letters and words. The Theme color you select becomes the background color of the document.

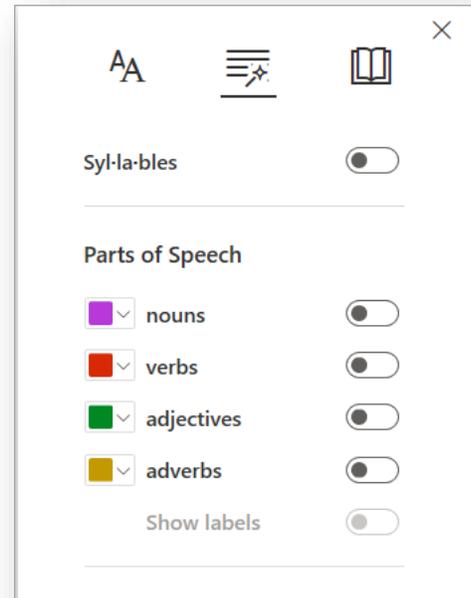
Switch on **Show Source Formatting** to retain formatting from the original text, such as bolding or underlining.



➤ **Parts of Speech in Grammar Options**

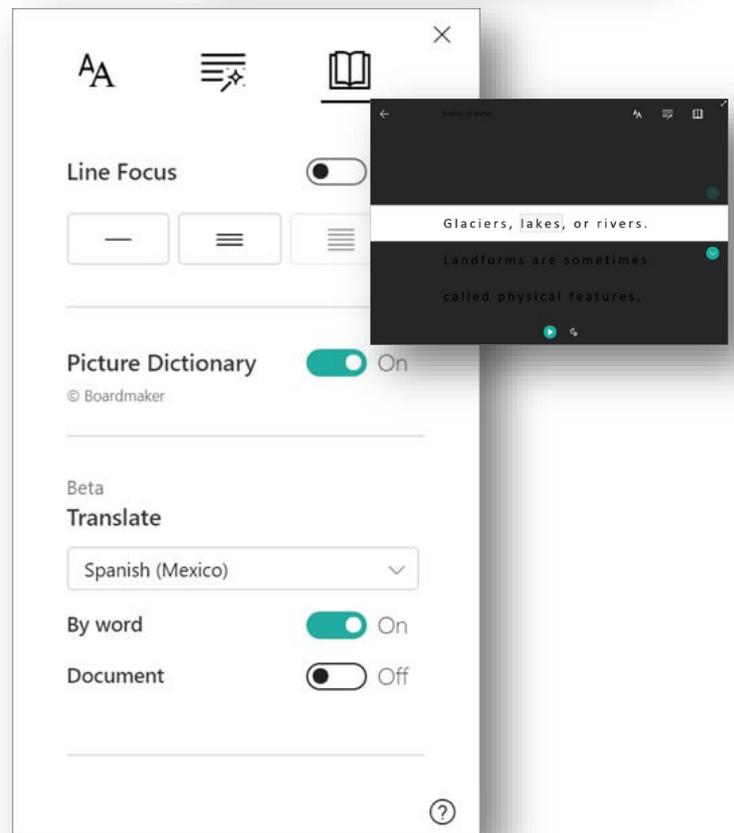
Select one or more of the following options:

- **Syllables** to break words into syllables.
 - **Nouns** to highlight nouns in your document in purple.
 - **Verbs** to highlight verbs in your document in red.
 - **Adjectives** to highlight adjectives in your document in green.
 - **Adverbs** to highlight adverbs in your document in yellow.
- Switch on **Show labels** to see the label underneath the highlighted parts of speech.



➤ **Reading Preferences**

- **Line Focus** enables readers to narrow the focus of their reading experience by highlighting sets of one, three, or five lines within their chosen material in Immersive Reader. Use the toggle to turn it on or off.
- **Picture Dictionary** gives you the ability to click on any single word to hear it read aloud and see a picture that helps define the word.
- **Translate** lets you translate your text into other languages by word or document.



Select **Close** to exit **Immersive Reader**.