
**- RIVERS EDUCATION SUPPORT CENTRE –
REMOTE LEARNING DOCUMENTATION**



School URL: <https://www.riversesc.herts.sch.uk>

Login Name: _____

NAVIGATE

Navigate to the Rivers
ESC website

Follow the link to
Office 365

LINK

LOGIN

Login to your Office 365
account

Locate Microsoft Teams

LOCATE

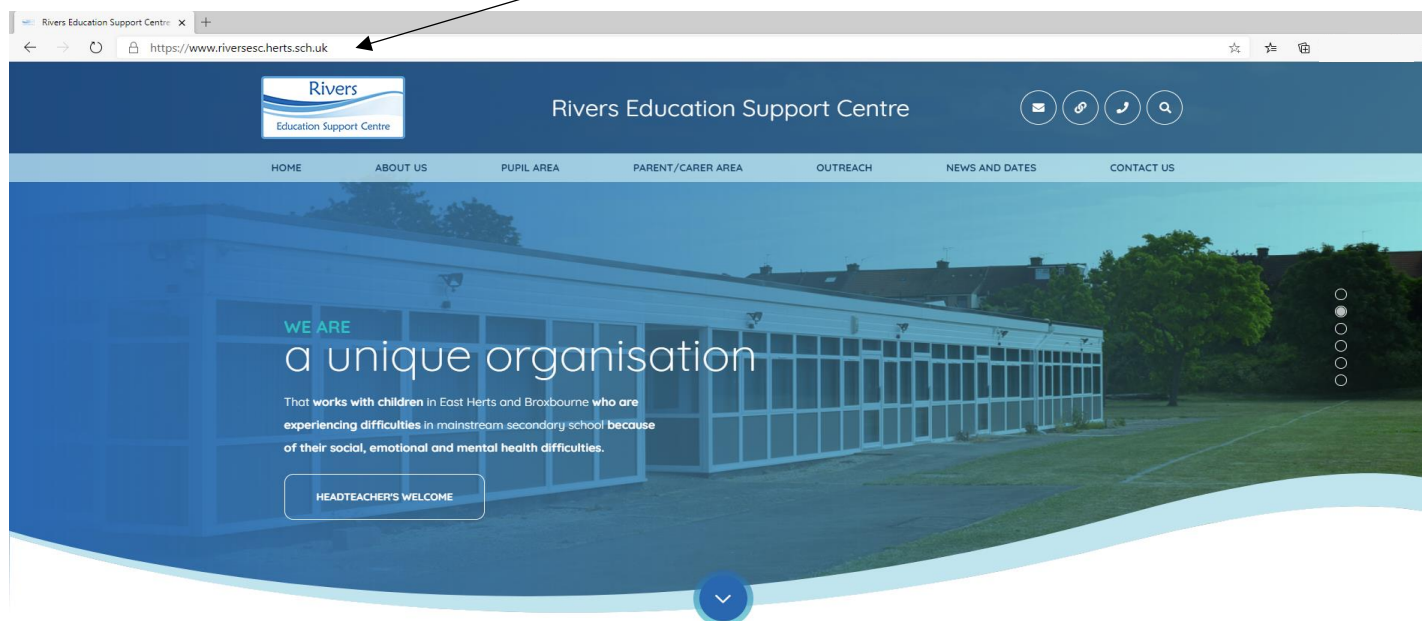
JOIN

Open your calendar and
join your meeting

NAVIGATING TO THE RIVERS ESC WEBSITE

Using the browser of your choice (Edge/Chrome), navigate to the Rivers ESC website using the url;

<https://www.riversesc.herts.sch.uk>

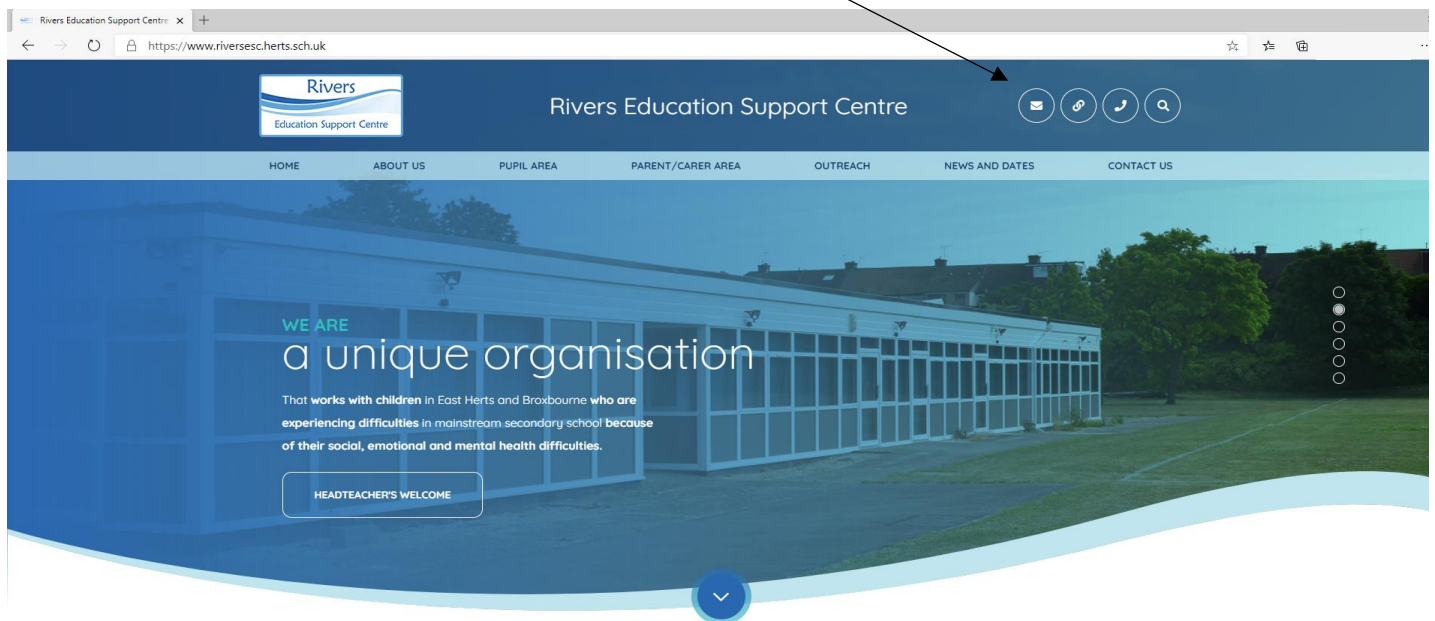


We aim to inspire and enable pupils to:

Following this link will take you to the Rivers Education Support Centre website.

USE THE ENVELOPE TO GO TO YOUR OFFICE 365 LOGIN

In the top right hand corner of the screen is a small envelope icon. Clicking this will take you to the Office 365 login for Rivers ESC.

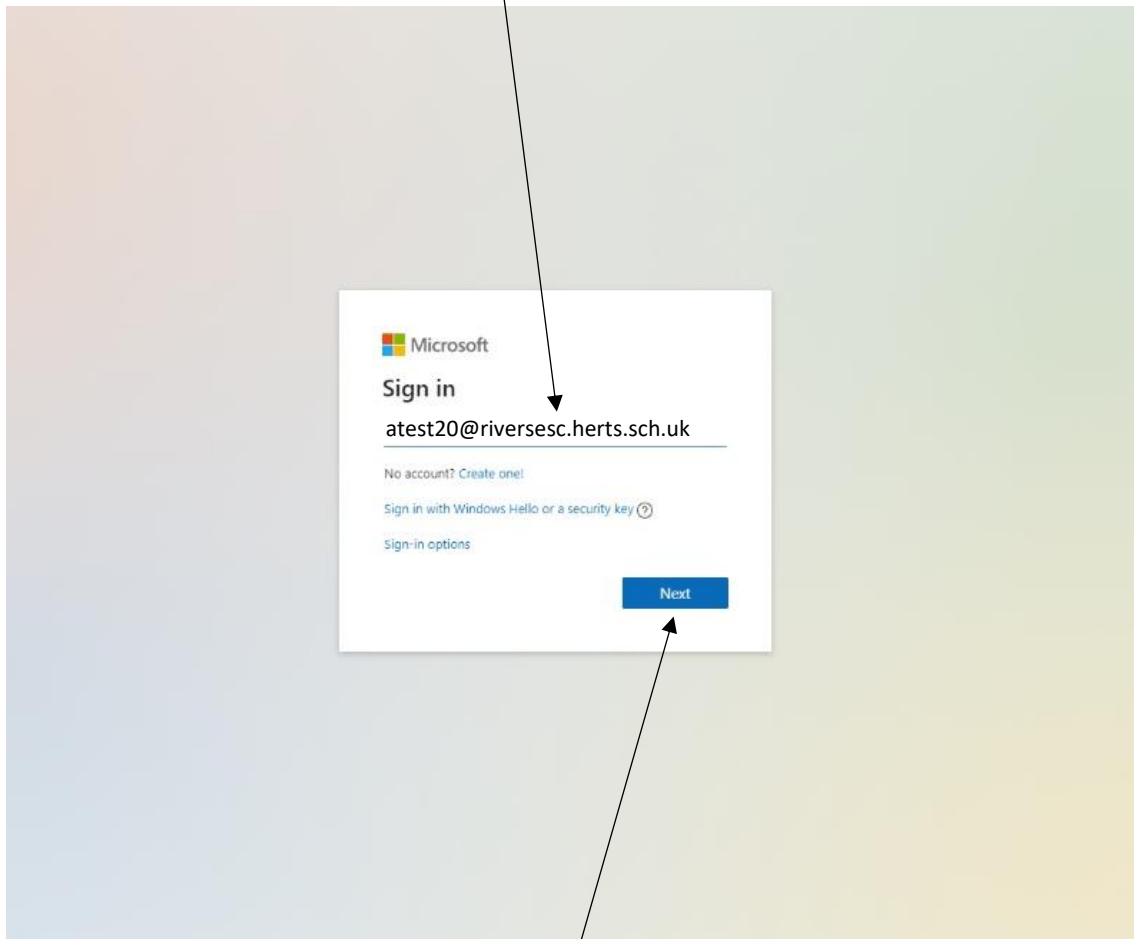


We aim to inspire and enable pupils to:

LOG IN TO YOUR RIVERS ESC OFFICE 365 ACCOUNT

Once you get to the log in page, you will need to enter your username (I have used an example.)

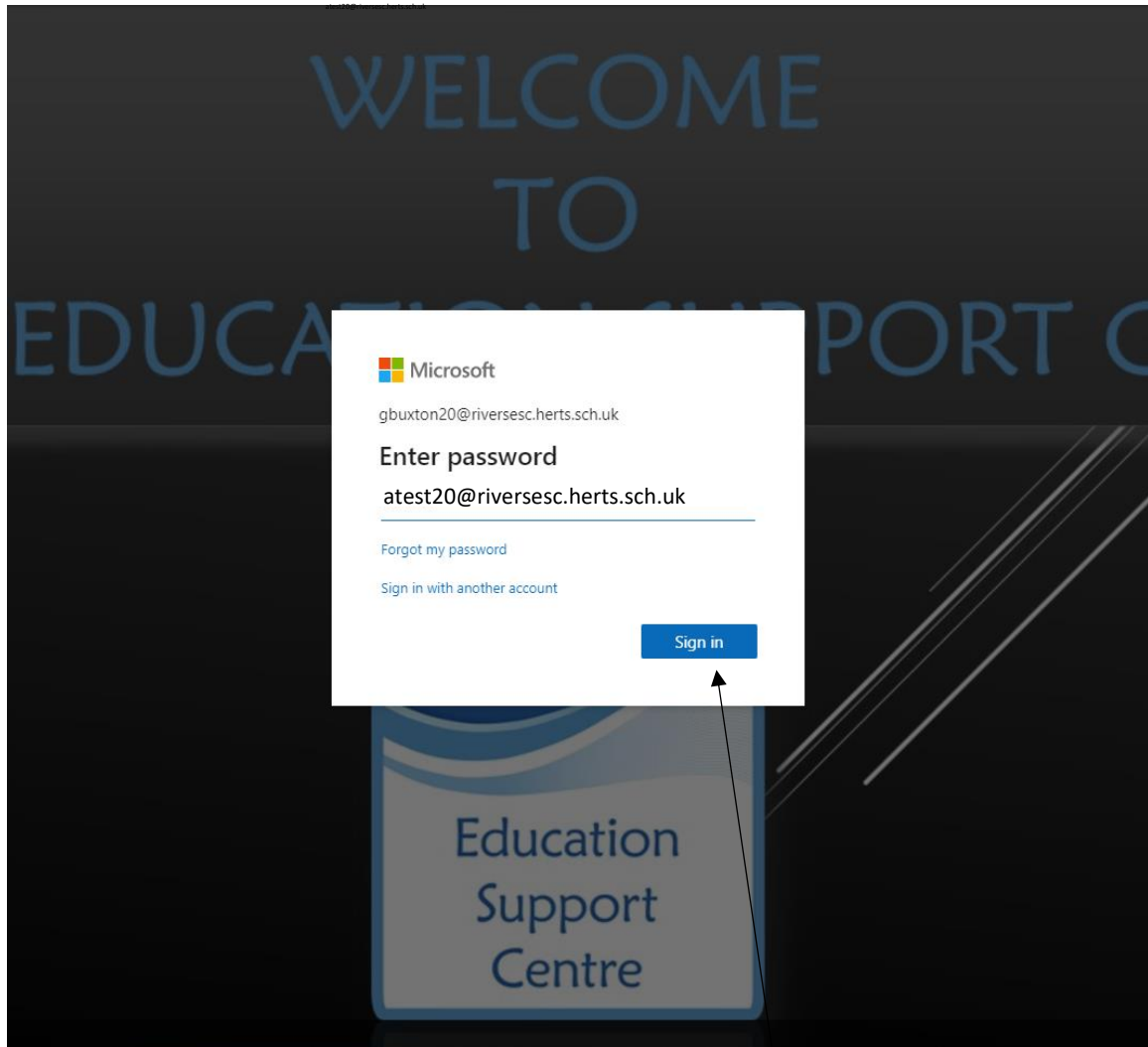
Your username is the first letter of your first name, your surname and the number 20, followed by @riversesc.herts.sch.uk.



Once you have entered your username, click next and you will then be asked to enter your password.



LOG IN TO YOUR RIVERS ESC OFFICE 365 ACCOUNT



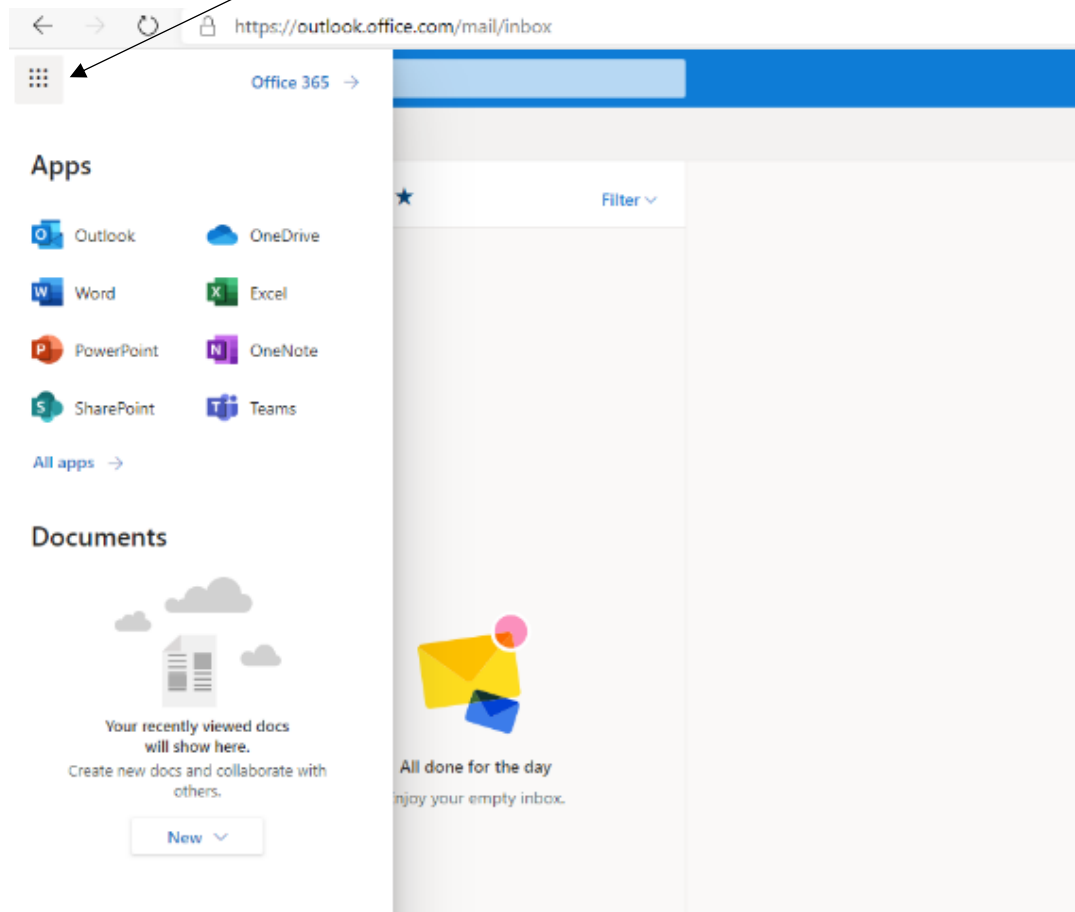
When you enter your password, it will appear as a string of dots so it is secure. There is a small eye to the right of where you enter your password, incase you need to check you have typed it correctly.

Once you have entered your password and you are sure it is correct, click the Sign In button.

LOCATING AND ACCESSING MICROSOFT TEAMS

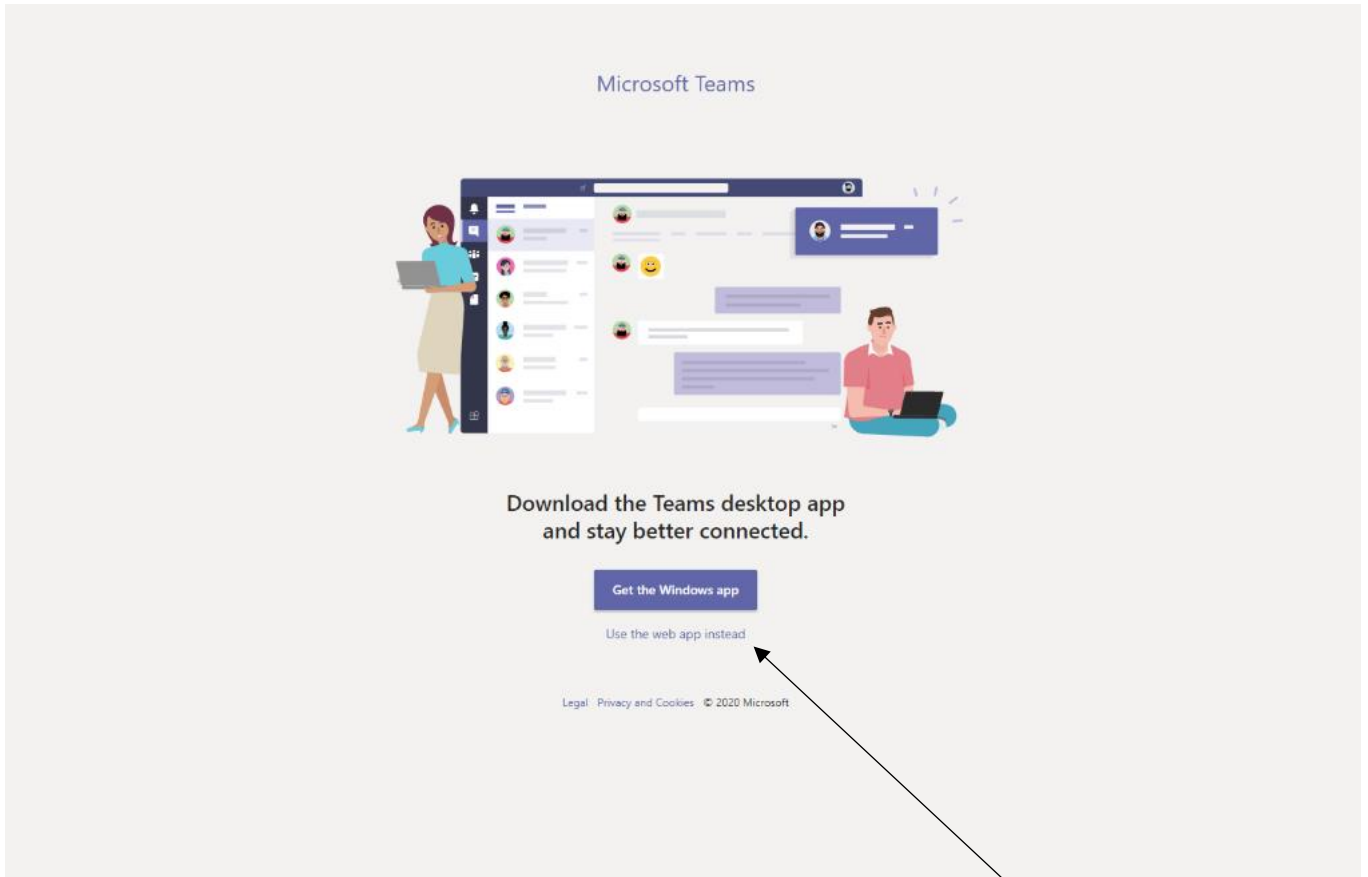
When you have logged into your Office 365 account, in the top left hand corner of the screen is a small grid with nine squares inside it.

Click it and it will list all the apps you have access to.



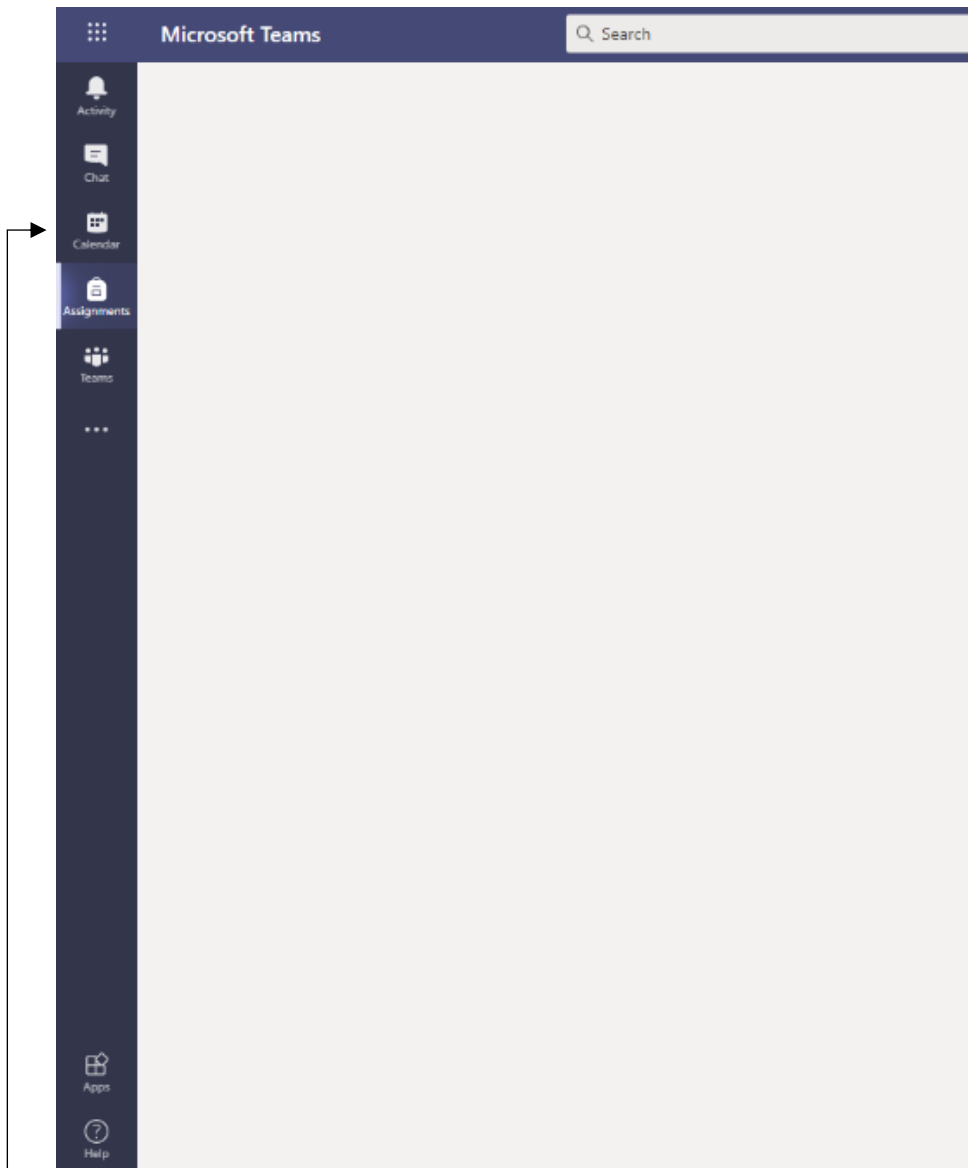
At the bottom of the list of apps, is Teams. Click it to take yourself to the Microsoft Teams web client.

CHOOSING WHICH TYPE OF TEAMS APP TO USE



Sometimes when you open Microsoft Teams, it will encourage you to **'Get the Windows app'**. For now, we're going to click **'Use the web app instead'**. This will take us to the next page where we can find our calendar.

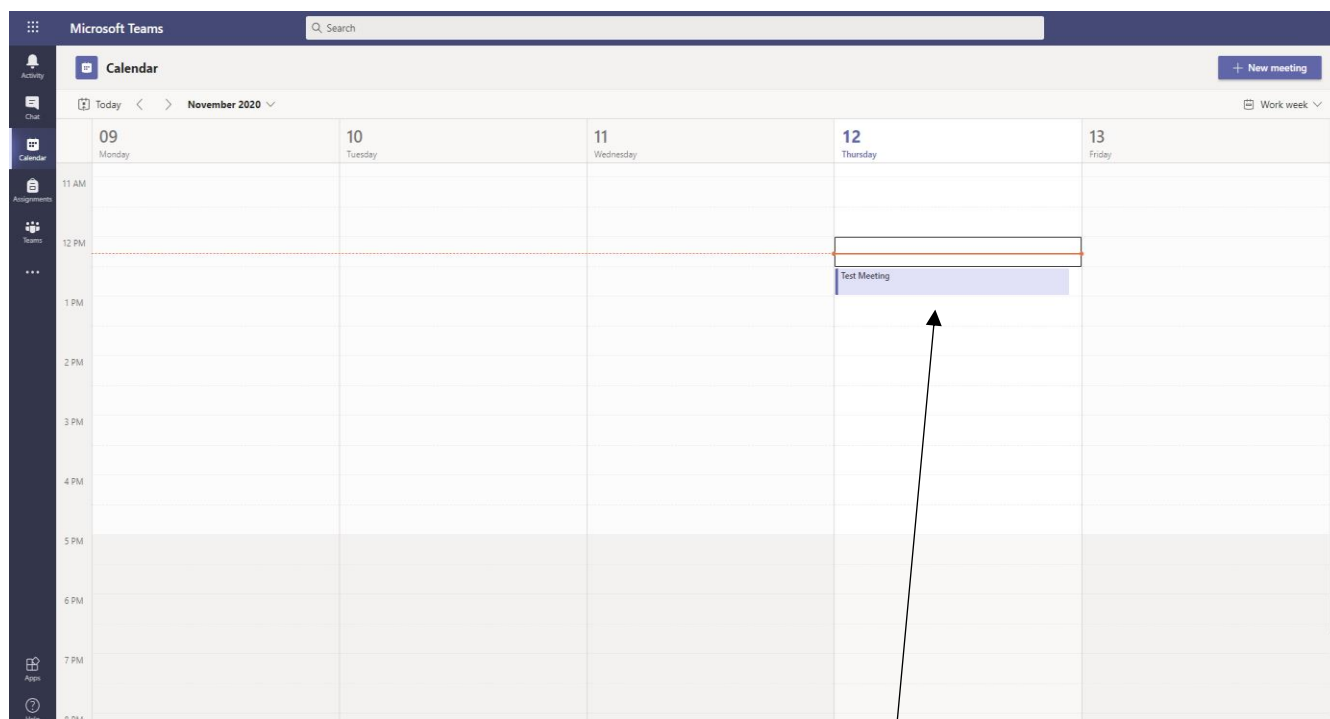
FINDING AND CHECKING YOUR MICROSOFT TEAMS CALENDAR



When you finish loading the web app, you will have this or the Chat screen in front of you. On the left hand tab, you will need to find and click the calendar icon.

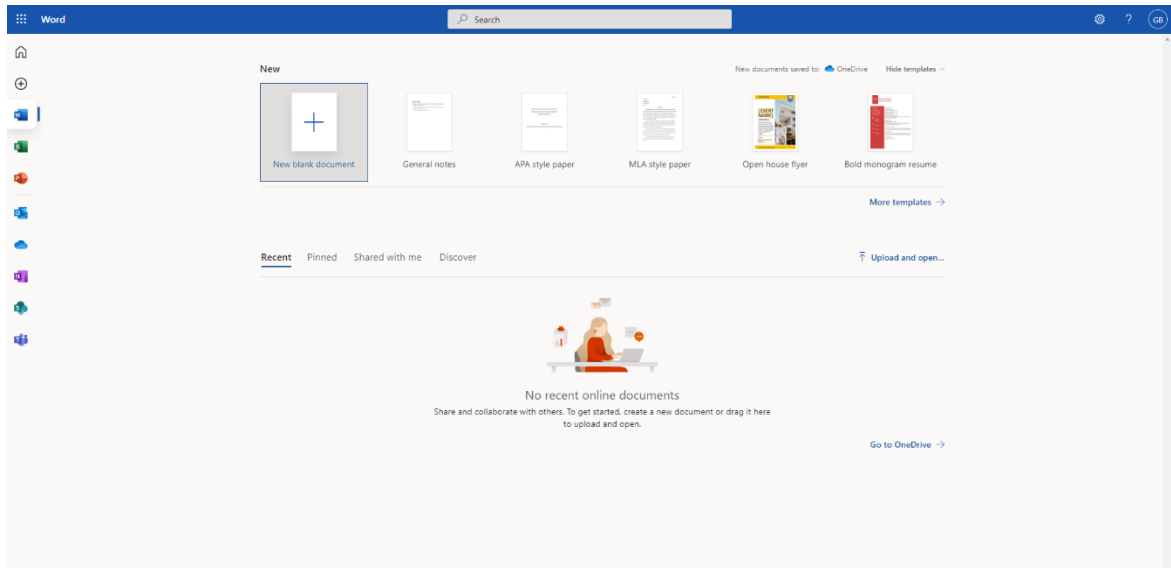
CHECKING YOUR MICROSOFT TEAMS CALENDAR

Once you have clicked on the calendar icon, you will see all of the scheduled events you have been invited to or are a part of.



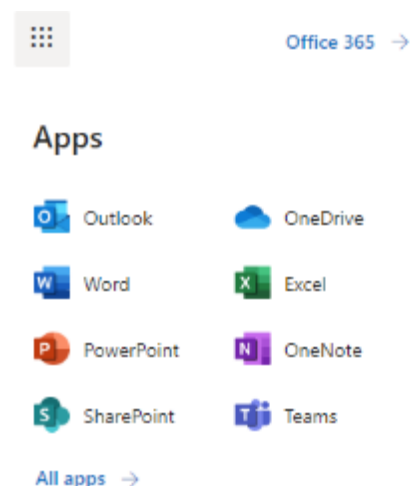
I have set up a test meeting so you can see what these entries in your calendar will look like.

LOCATING AND USING YOUR OTHER OFFICE 365 APPS

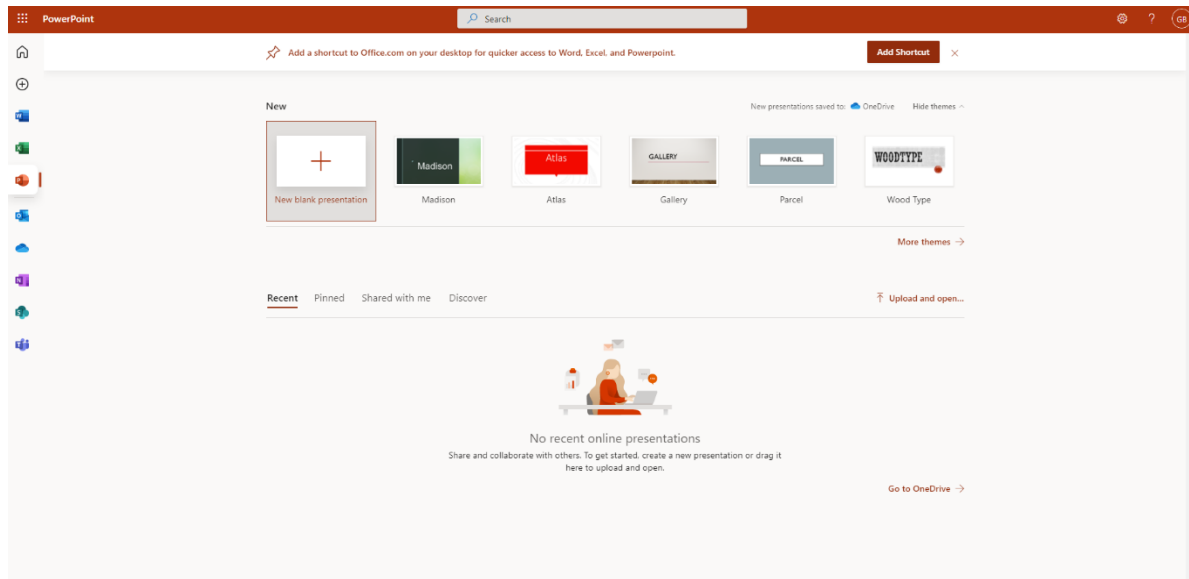


From the small grid with the nine squares inside it, you will be able to access a number of different apps. These are some examples of how those apps look when you open them in your browser.

What you can see above is a screenshot from Microsoft Word Online

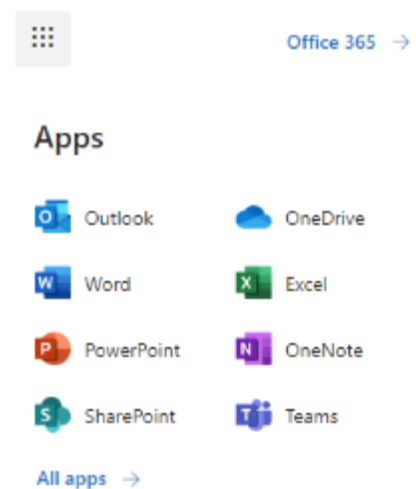


LOCATING AND USING YOUR OTHER OFFICE 365 APPS

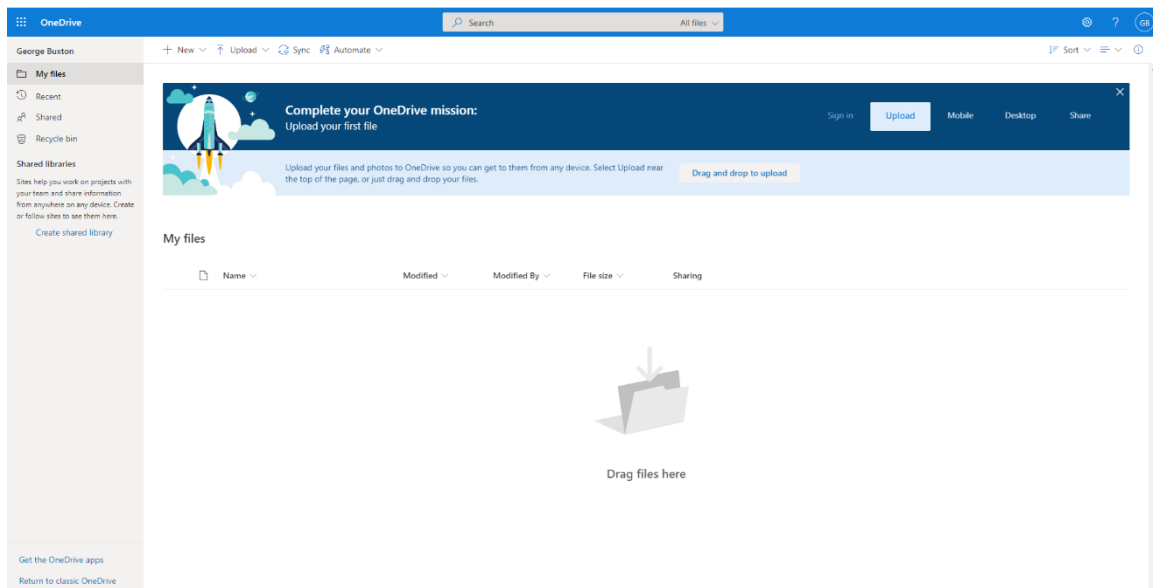


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What you can see above is a screenshot from Microsoft Powerpoint Online



LOCATING AND USING YOUR OTHER OFFICE 365 APPS



From the small grid with the nine squares inside it, you will be able to access a number of different apps. These are some examples of how those apps look when you open them in your browser.

What you can see above is a screenshot from Onedrive.

