### How To Access Microsoft Teams and OneNote - Student

- 1. Go to: https://student.det.nsw.edu.au/
- 2. Log in with your student username and password.
- 3. Locate and click on 'Microsoft Office 365' (under 'Learning').

Student Portal		<b>1</b>	2 2 2 0			
💼 Home	Search			F	lide	My bookmarks Hide
🔶 Email	Google	<b>Q</b> Enter you	ir search woll s h	ere. Search	ı	List name
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A Notifications	GSuite	Microsoft Office	Premier's Reading	Everyday Maths		The Hide
🦪 Change password	FI	365	Challenge	Hub		G Suite (Google Apps for Education) Microsoft Office 365
⑦ Secret Questions	Student					Premier's Reading Challenge
🚊 Change Colours	voices					BBC - Games
🖞 Sign Out	25 Calendar			F	lide	eSafety Kids
		,				Show more -

4. If the following window opens, select 'Yes'

Stay signed in?							
Do this to reduce the number of time you are asked to sign in.							
Don't show this again							
No	Yes						
NSW Department of Education							

5. Once in, locate and select the 'T'.

Office 365	
<ul> <li>▲</li> <li>▲</li> </ul>	Good afternoon
w.	You edited this 30 June
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6. Click on 'Teams', then select the team with your class name.

	Microsoft Team		Q. Search		
Activity	Feed ~	= \$3	Se General Posts Files Class Notebook Assignments Grades	Team	· ···
Assignments	Matthew added you to 5/6B 2021	27/5	28 May 2021 7/5, 2:53 pm		
දිරිරි Teams			11 replies from		
Files			<ul> <li>← / Reply</li> </ul>		
			15 June 2021 This message has been deleted.		
			2 replies from M ← Reply		

7. When you have questions regarding work for your teacher, you can post them here, or comment on an existing post by clicking 'reply'.

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		28 May 2021		
	3 pm			
	11 replies from ← Reply			
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BE	R			
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1B	Matthew Bullen (Matthew Bullen) 19/6, 12:48 pm (			
	thanks			
			Let's ke on des	eep you up to date. Turn ktop notifications.
	New conversation			

### To access your online content there are two ways:

# By Week:

1. Locate and select the week you are working in:



Once in, select 'View assignment' for the daily assignment you plan to work on:

A	Assignments 12:57 pm						
•	Example Assignment for How-to Guide						
	Due 13 Jul						
	View assignment						
	$\leftarrow$ Reply						

2. Open the attached files and complete them. When you have completed all work, submit your daily york by clicking 'Hand in'. If you need to upload other documents such as photos etc, click on 'Add work'.

< Back		C <sub>0</sub> Hand in
Example Assignment for How-to	Points 3 points possible	
Guide		
Due tomorrow at 23:59 Instructions		
Please read all instruction carefully and fill in your answers in the		
slideshow attached. My wa		
💽 Test Slic es.pptx 😶		

## New work will be uploaded each school day.

### To access all assignments at once:

1. Select 'Assignments'. This will show you all assigned, completed, and incomplete assignments in one window.

56	Ge	eneral	Posts	Files	Class Noteboo	k Assignments	Grades				2	C
	~	Assigned	4									
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						No comp	oleted a	ssignment	s yet.			