

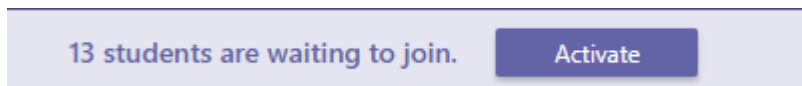
## Office 365 Class Teams –

Log onto Office 365

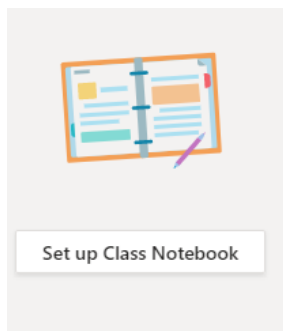
Click on Teams, your class team have already been created and populated with your pupils/teachers.

To start using the class team click

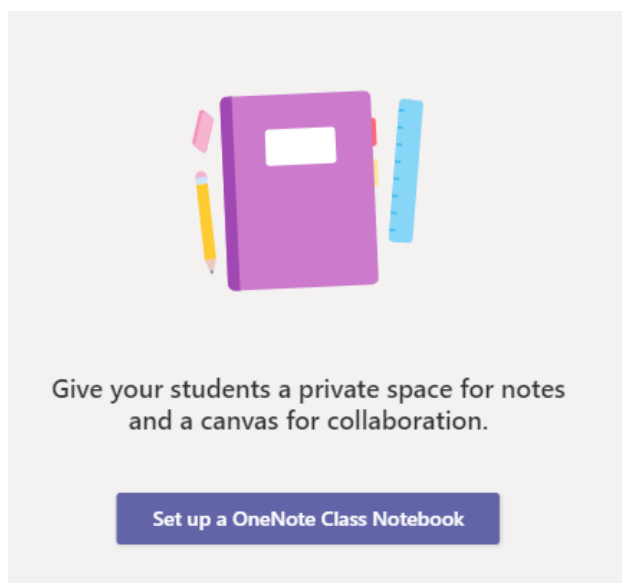
Activate the class team – Click the blue activate button



Setup your class notebooks



Wait a minute or so



Blank notebook


Go with Defaults

## Here's what you will get in your 2019-10B-Bu2 Notebook:

### Collaboration Space


Team notes are stored here for everyone to see. All channels will have sections here.

 Teacher can edit the content

 Student can edit the content

### Content Library


Publish course materials to students.


 Teacher can edit the content

 Student can only view the content

### Student Notebooks

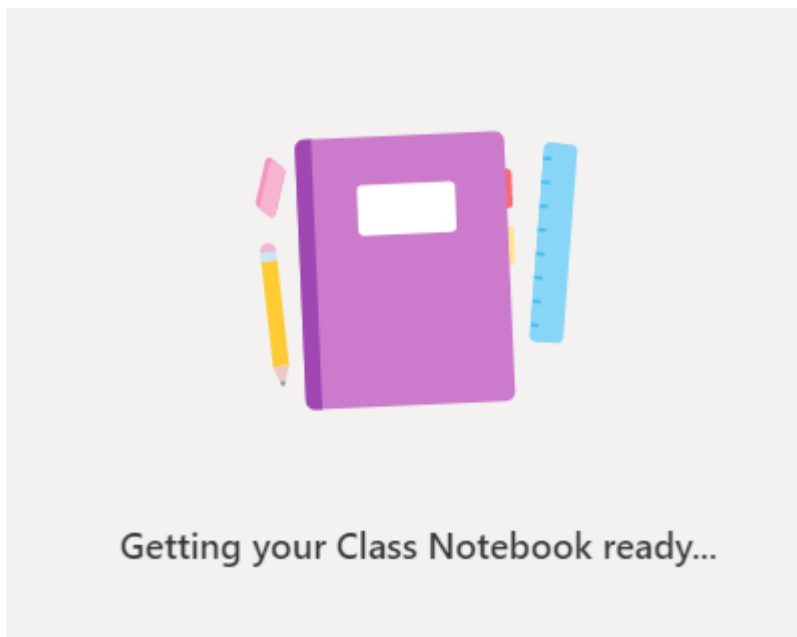
A private space for each student.

 Teacher can edit the content

 Student can edit his or her own content and can't view others' notebooks

Click Next

Click Create



To view all Class Notebooks - Click the Class notebook tab

To see all pupil notebooks use the  
button to expand.

