

Introduction to Office 365

Program

WHY CHOOSE OFFICE 365?

ONEDRIVE

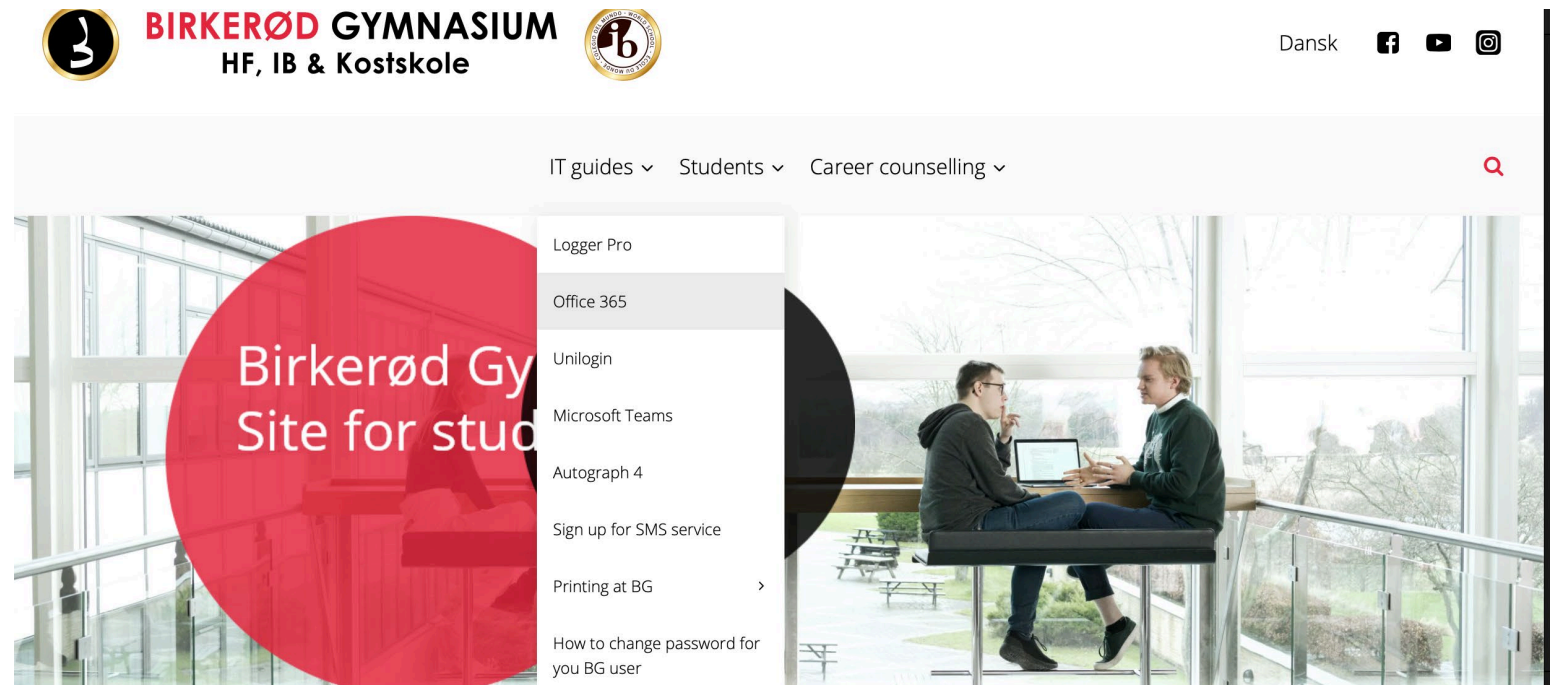
ONENOTE

TEAMS

MANAGE NOTIFICATIONS

How do I access the Office 365 suite and other IT programs at school?

- On the student site, there are a number of good IT guides:
- Office 365:
<https://student.birke-gym.dk/office-365/>
- Teams:
<https://student.birke-gym.dk/microsoft-teams/>



The screenshot shows the website for Birkerød Gymnasium, HF, IB & Kostskole. The header includes the school's logo, name, and social media icons for Facebook, YouTube, and Instagram. The language is set to 'Dansk'. A navigation menu is open, showing options like 'IT guides', 'Students', and 'Career counselling'. The 'Office 365' option is highlighted in the menu. A large red circle is overlaid on the page with the text 'Birkerød Gy Site for stud'.

Why do I need the Office suite?

- The most important tools for studying
- Makes it easy to structure knowledge from the teaching and thus remember it.
- Makes it easy to collaborate with classmates and other BG students.
- Protects your data while you're a student at BG

Onedrive

- Gives you storage space in the cloud (frees up space on the computer)
- Create Word documents, PowerPoint presentations, Excel sheets and share them with each other with a link - or through Teams.
- If you are logged in to your Onedrive, your documents will automatically be saved in the cloud - and you will not have to remember to press "save".
- How to log on:
- Your unilogin username followed by @stud.birke-gym.dk. The password is Birke123 first time you log on – then change it later for the same password you use for Lectio.

Onenote

- A great tool for organizing your notes
- Create folders for your subjects as "sections"
- Continuously integrate powerpoints, images, sound clips and other files so you know where to find them again.

Teams

- Use Teams as a collaboration tool (social media for school work)
- Good to get in touch with IT quickly
- Can be used for virtual teaching
- Video meetings are also good for:
 - Group projects where you work from home
 - To get in touch with each other if you are scattered at school.
 - Meetings with your teachers

Manage notifications

- It can be hard to avoid being distracted by social media when you are in school.
- Therefore, we require that you familiarize yourself with how to manage your notifications on your computer and phone.
- You should turn off notifications
 - In school hours
 - Especially for apps that you know will be an issue.

Use the breaks to check in with your friends and family

Questions?

- Don't hesitate to contact the IT office
- The IT office is in B11,5
- You can also use the team *Elever IT hjælp*– or contact them in a chat message on Teams.
- Or you can write them on Lectio 😊