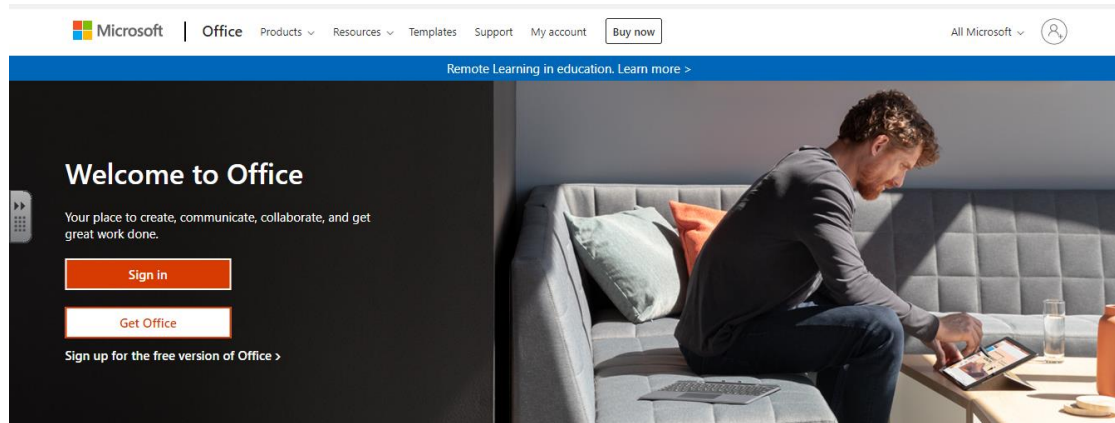


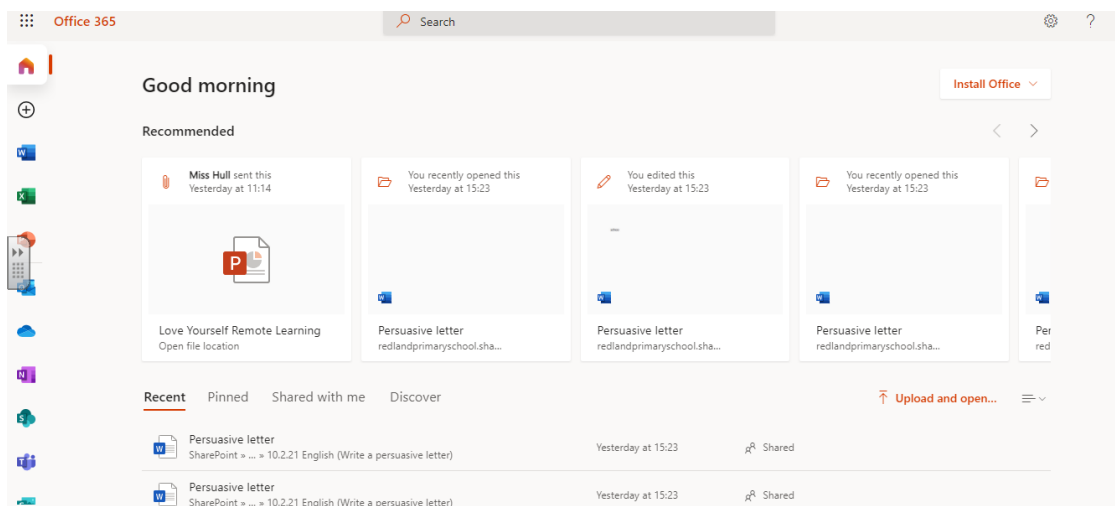
Microsoft Office Online

With your Teams email and password you also have access to Microsoft Office online.

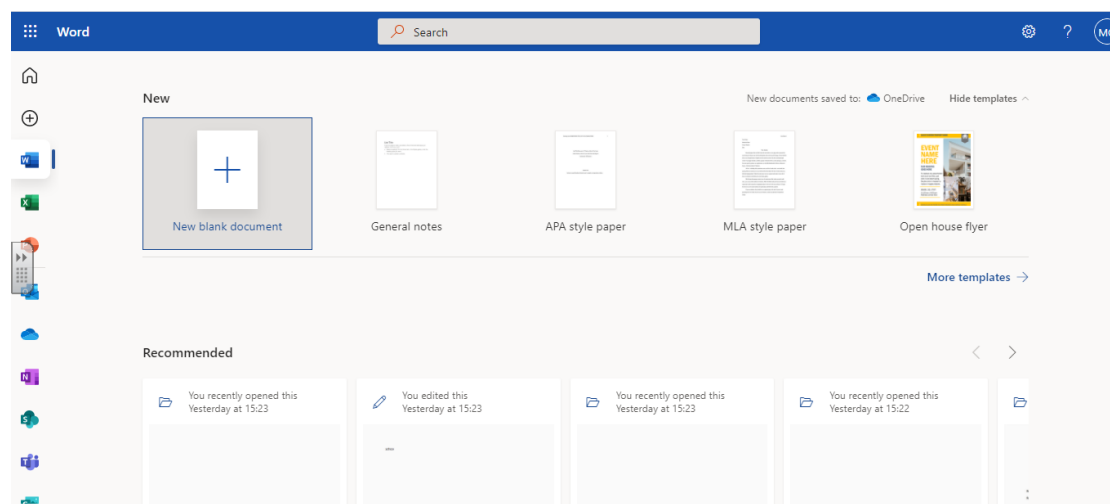
Step 1: Search Microsoft Office Online using your web browser. The website should look like the screenshot below.



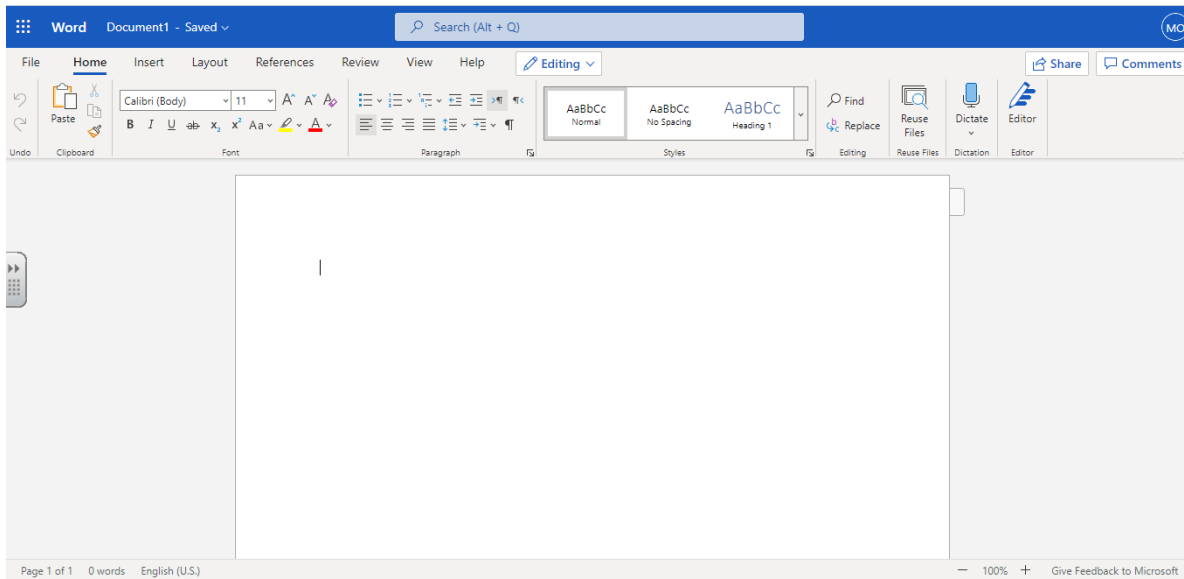
Step 2: Click 'sign in' and use your Teams email and password. Once logged in, the following screenshot will appear, with all of the Office icons along the left hand side.



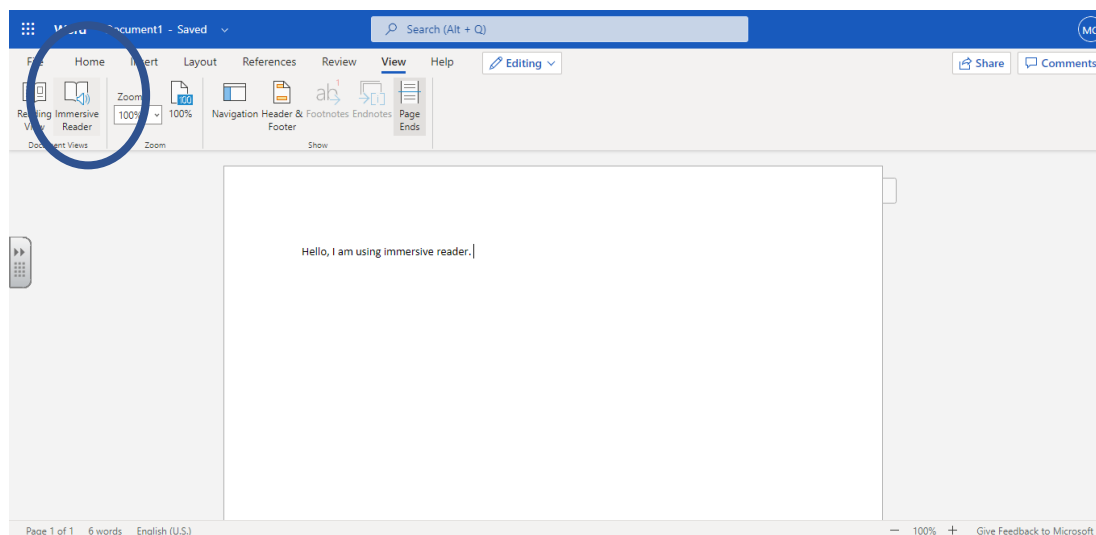
Step 3: Choose the Office feature you'd like to access. This may be Word, PowerPoint, Excel or Teams. I have chosen to access Word for this example. Clicking the Word icon gives you the option to open a 'New blank document'.



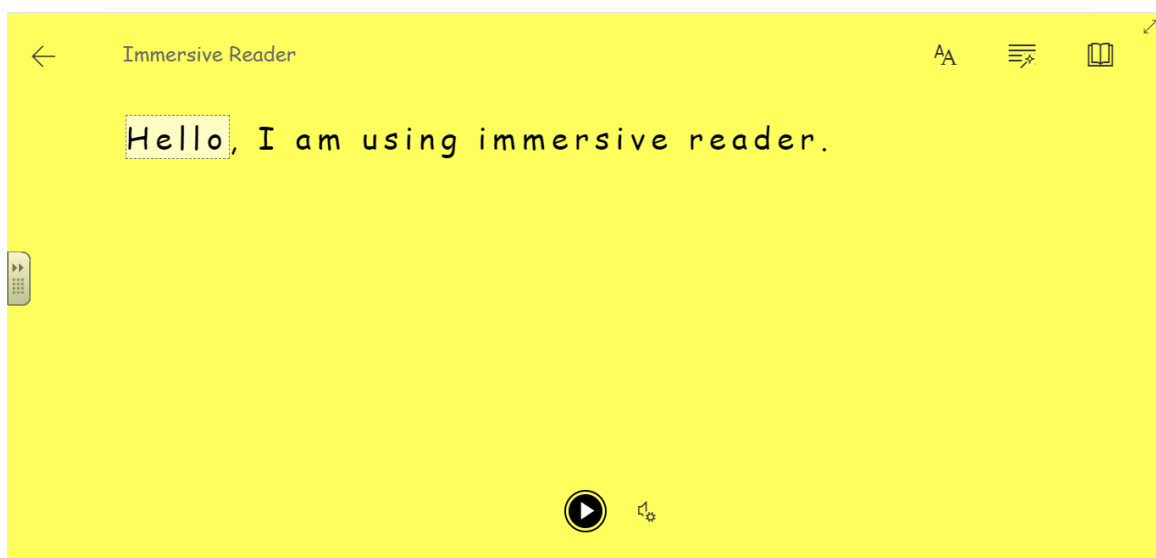
Step 4: Opening a 'new blank document' will open a Word document as it would if you were in school. See below screenshot.



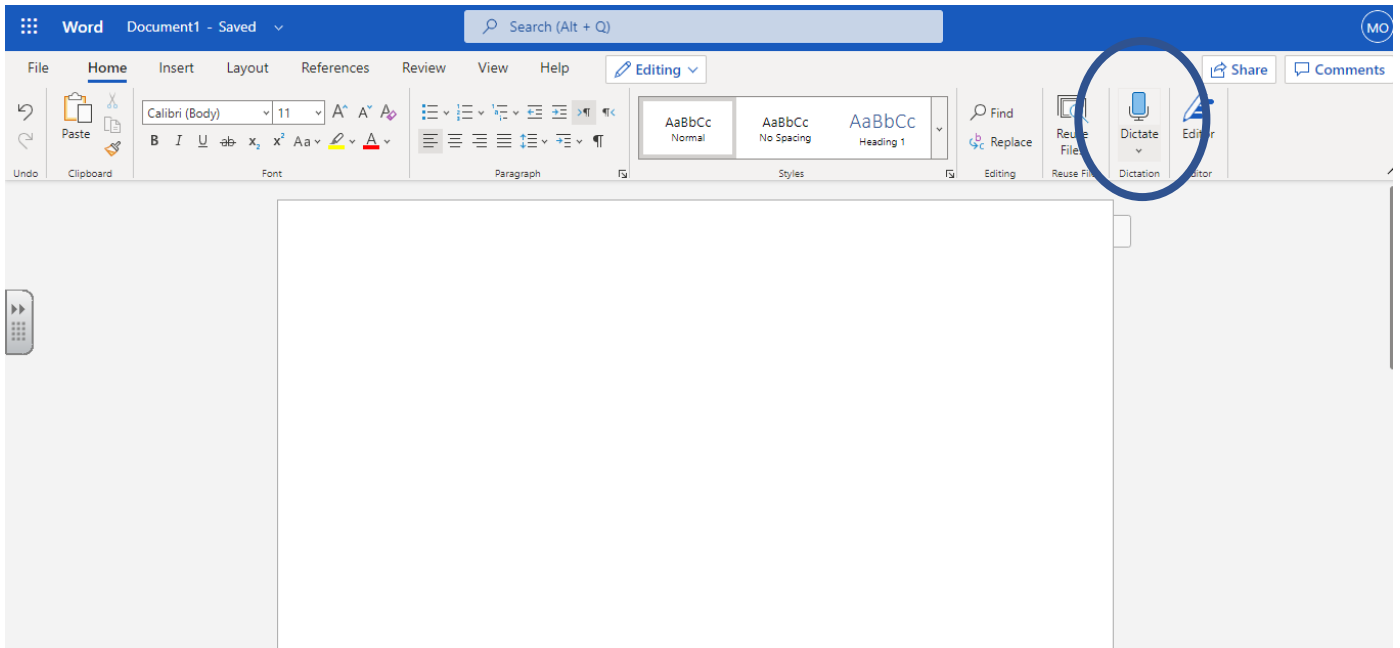
Features of Word Online: Immersive Reader



If you type something on Word Online, you can then click the 'view' tab and an 'immersive reader' button appears. Clicking on this button will read the text to you. You will also get options to change the background colour, text size and style. Immersive Reader can be seen in the screenshot below.



Features of Word Online: Dictation



On the Home tab, you will find a 'dictate' button. Clicking this button will allow you to speak into your device and Word will type what you are saying. Please note that this will only work if your device has a built-in microphone (most tablets and laptops do).