

Initial IT Setup guide

Welcome to the College. As a student you receive a free Microsoft 365 account. This gives you access to all the Microsoft Office applications online and if you wish, locally installed on your machine at home.

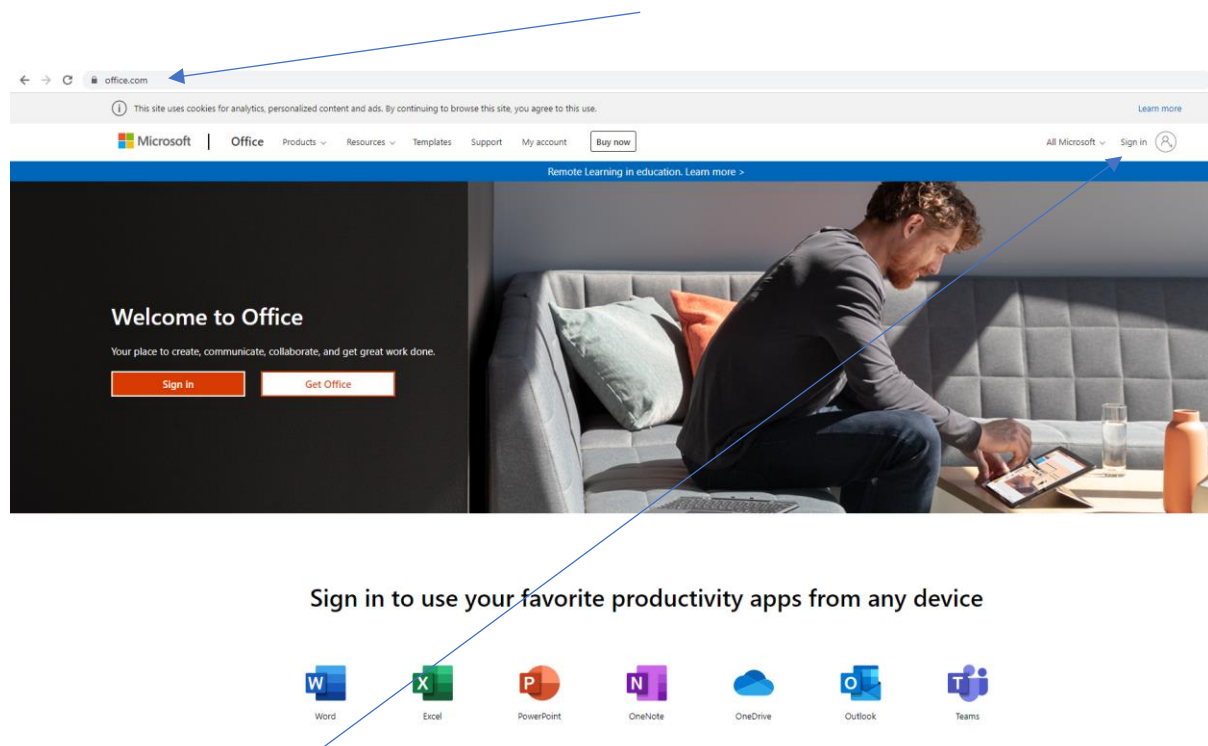
Office applications include (MS Teams, OneDrive, Word, Excel, Powerpoint, OneNote, Sway, MS Stream, Forms and a whole host of other applications. A summary is at the end of this document).

IT support have been setting up your College account and have configured a 365 account for you to use. To complete the registration of this account You now need to login and add a few things to finalise the process. Once this is done you can access your applications and your tutors will be able to communicate with you.

Please note : Your account will take up to 24 business hours to be added from the time of enrolment. If your account is not available after 48 business hours, then please email solarsupport@riversidecollege.ac.uk

Steps

First of all use a browser and navigate to <http://www.office.com>.

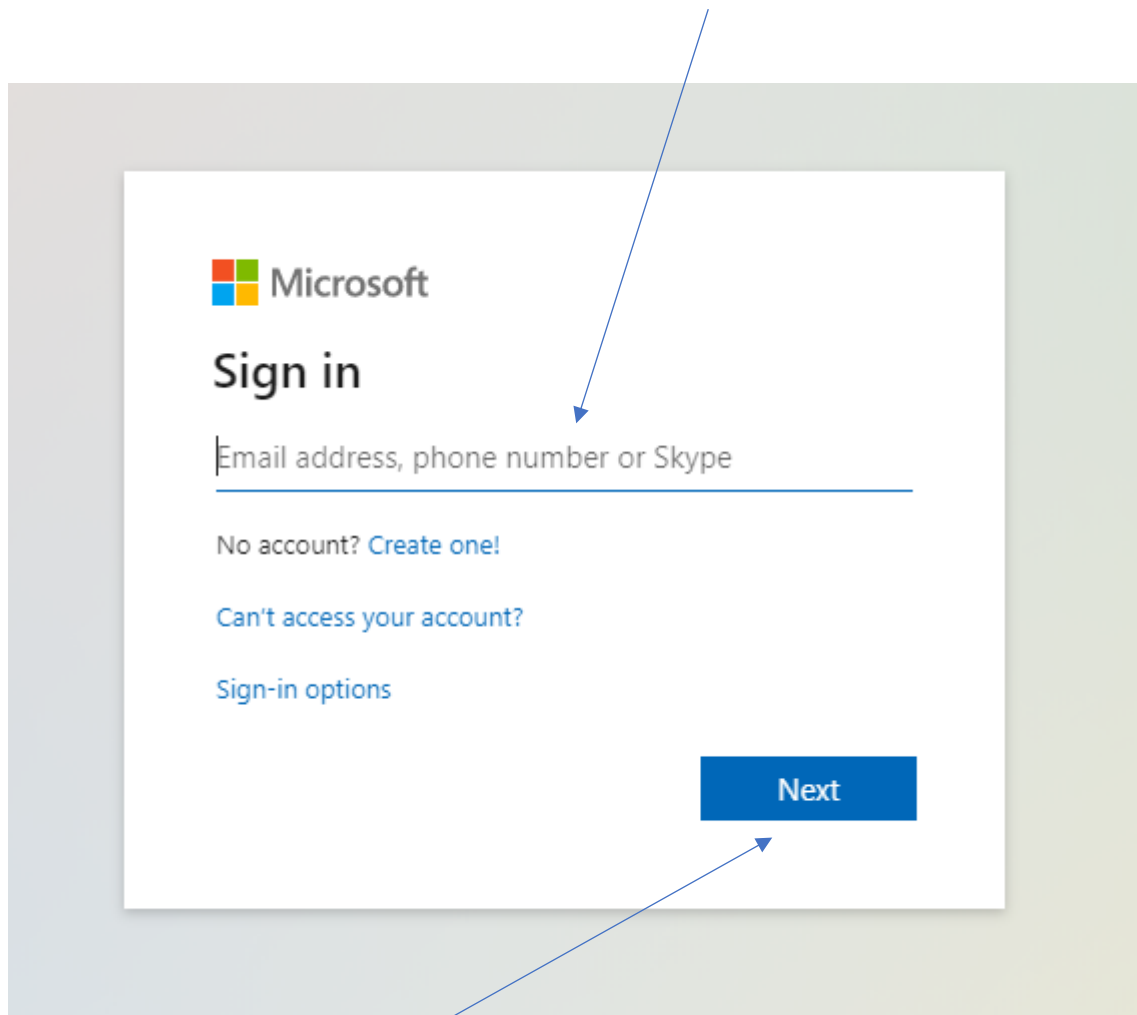


Now click sign in

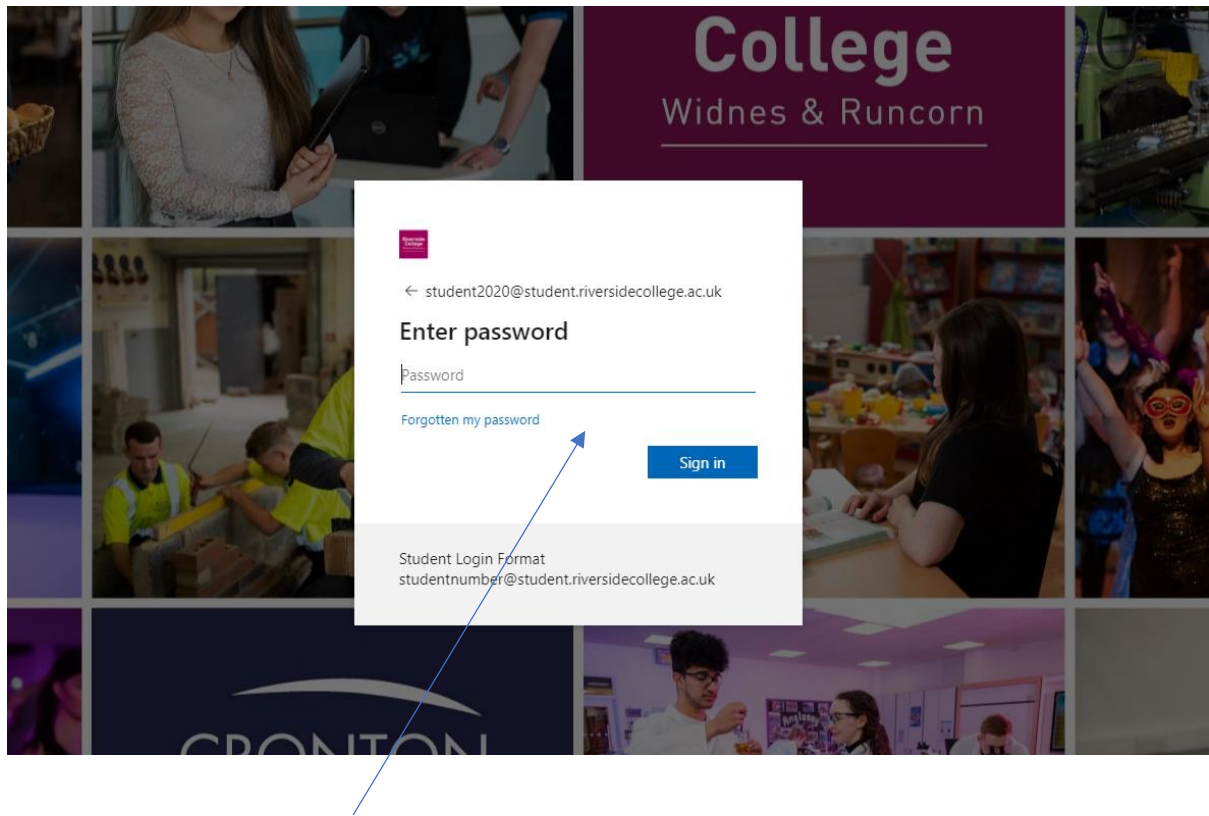
You already have an account to sign in with. On the front of your ID badge will be a student number. These can start with 2 letters and then contain a series of numbers. Your login is

[Student number from card]@Student.RiversideCollege.ac.uk

For example - *RC00001234@Student.RiversideCollege.ac.uk*

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next". Two blue arrows are present: one pointing from the top of the page down to the input field, and another pointing from the text "Now click Next" at the bottom of the page up to the "Next" button.

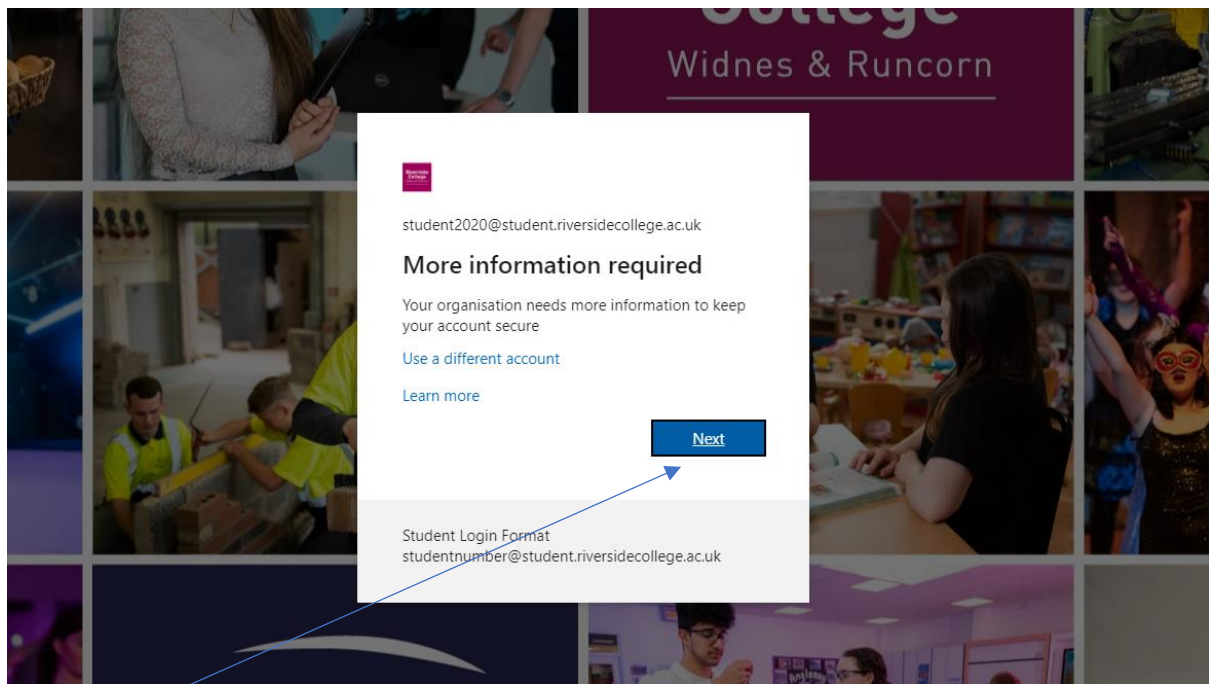
Now click Next



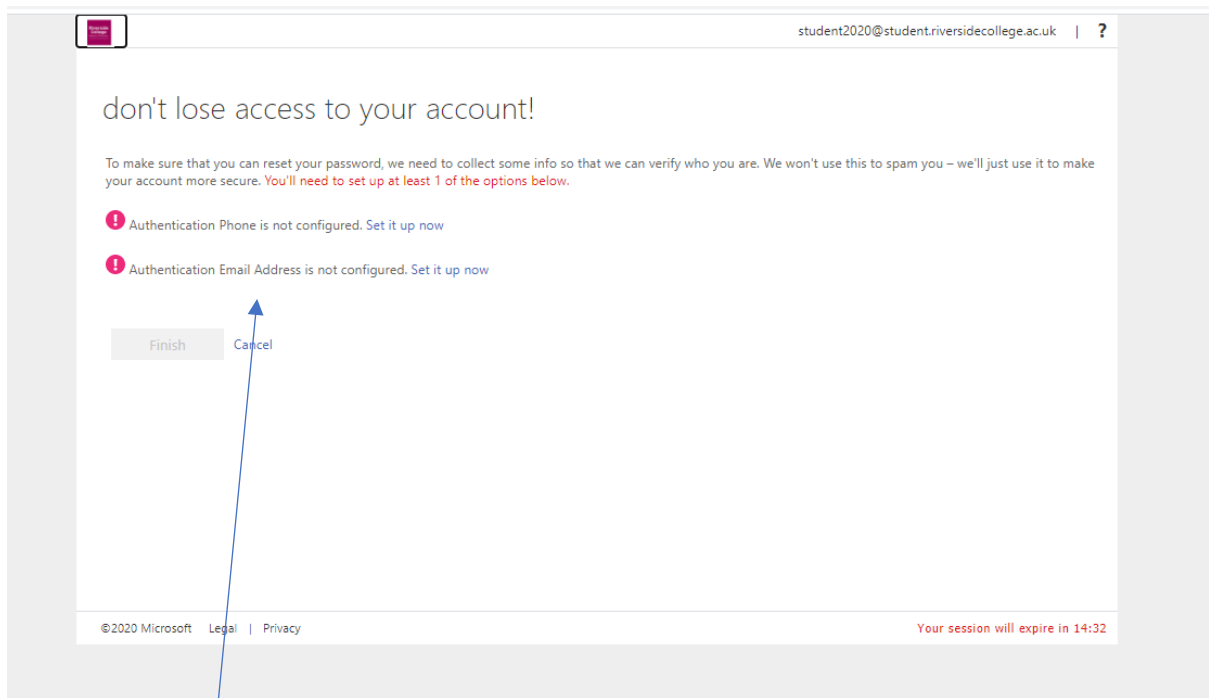
Now enter your password. The password has been automatically generated for you. Your password is **Solar[your date of birth]** (make sure you use a capital C and your DOB is DDMMYYYY)

For example - **Computer12082004**

Press Sign in and you should be able to login. If it does not work then make sure that you have read the above carefully and entered the password correctly. If you are still having issues then contact the following email solarsupport@riversidecollege.ac.uk



You now need to add some additional information to your account. This will enable you to access your account if you forget your password at any time of the day.



There are two forms of authentication that can be setup. Ideally set both up so that it is easy for you to retrieve your account if you forget your password. Click on **Set it up now** on one of the two types.

student2020@student.riversidecollege.ac.uk | ?

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region ▼

Enter your authentication phone number

text me call me

Back

©2020 Microsoft Legal Privacy Your session will expire in 14:51

This screenshot shows a web browser window with a Microsoft account verification page. The browser's address bar shows a URL starting with 'https://login.microsoftonline.com'. The page header includes the user's email 'student2020@student.riversidecollege.ac.uk' and a help icon. The main heading is 'don't lose access to your account!'. Below it, a message says 'Please verify your authentication phone number below.' The form is titled 'Authentication phone' and contains a dropdown menu for 'Select your country or region' and a text input field for 'Enter your authentication phone number'. There are two buttons, 'text me' and 'call me', and a 'Back' button. The footer contains copyright information '©2020 Microsoft', links for 'Legal' and 'Privacy', and a session expiration timer 'Your session will expire in 14:51'.

The first allows you to add a mobile number which will be used to give you an authentication code when required direct to your mobile. Choose the country or region and add your number. This will then send a code to your mobile which you can add to the form, completing the authentication.

student2020@student.riversidecollege.ac.uk | ?

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email Address

Enter your authentication email address

email me

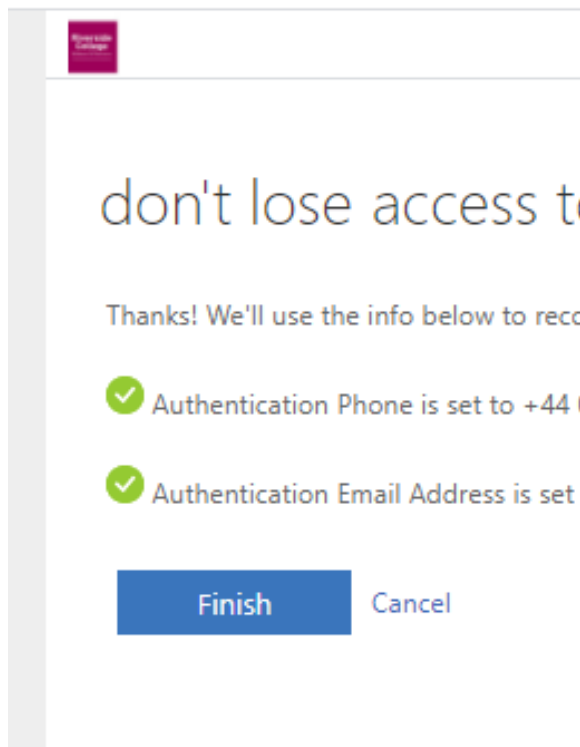
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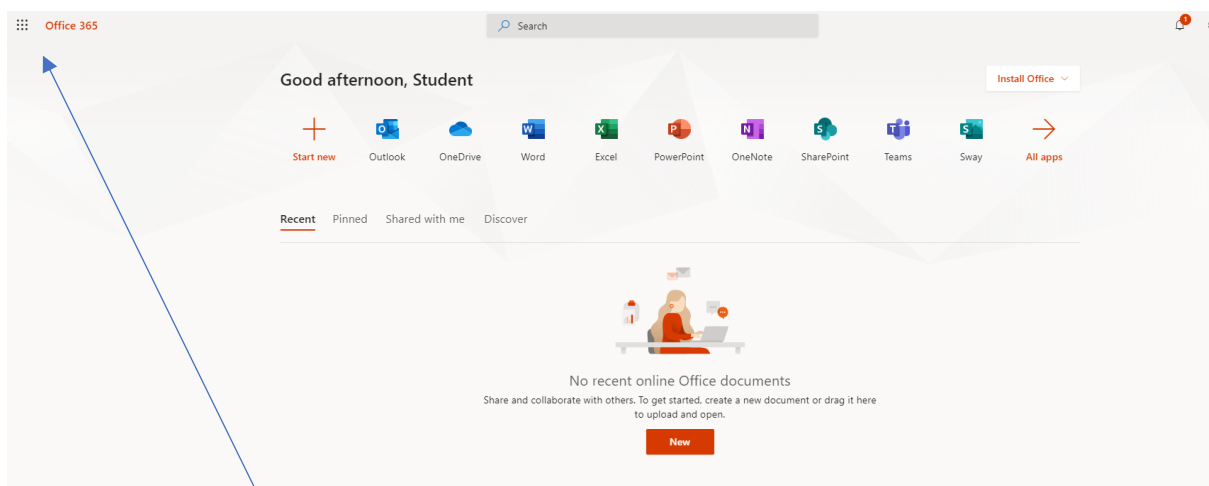
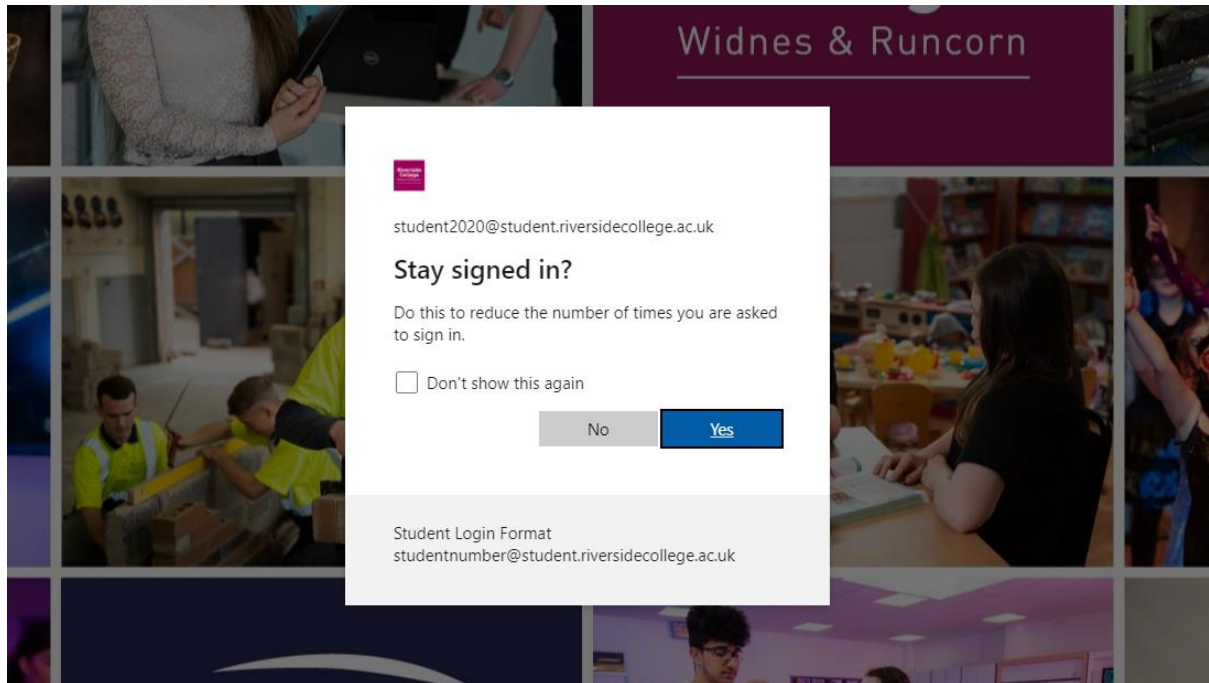
The second allows you to add an email address to do the same thing, just through your personal email address.

You should add both so that if you change your number or email then you can still use the other to authenticate.



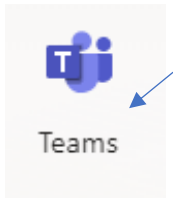
once you have authenticated both methods then a green tick will appear next to each and you can click finish.

You will now be asked if you want to keep your account logged in. This should only be selected as yes on a personal device and not one in a public space.



We finally are now into your 365 account. You can now access your apps through this screen or through our Solar site / Student intranet. Anywhere where you see the **Waffle** you can click and access your apps

You now need to access MS Teams by clicking on the Teams icon. See additional guide on use of Teams.



Office 365 Summary

MS Teams – A key communication tool for your time at the College. Tutors will use this to communicate with you, share resources, assess work and link you to web content. You will also have access to a class notebook and various other teaching applications through this package.

OneDrive – This is where you store your files. It's a cloud storage platform that allows you to access your files wherever you want as long as you have an internet connection.

Outlook – This is an email application to allow you to send and receive mail. As part of your 365 account you get an email address which is the same as your username.

Word – This is a word processor where you can type up your assignments. This can be used within the browser to access files stored in the cloud or can be installed locally to a machine of your choice.

Powerpoint – You can create slideshows of text and images again either through the browser or on the stand-alone version.

OneNote – This is a digital notebook that will allow you to create organised digital



notes. MS Teams also comes with a built in OneNote class book which allows tutors to distribute worksheets. Everything is stored in the cloud and syncs from device to device.

Sway – Another presentation application which is more suited to being displayed across the internet and various devices. You can add text, images and video.

MS Stream – An internal video streaming service which allows you to access content similar to YouTube. Channels created can also be accessed through MS Teams.

Excel – Allows you to manipulate data figures and analyse them. You can use graphs and reports.

Publisher – This is a basic desktop publisher that allows you to create printable documents using text and images. The main benefit of using Publisher over word is its improved layout functionality as well as pre-determined templates.

Forms – You can create quick and easy forms for users to collect information for surveys or basic data entry.

There is also a whole host of other applications included in 365 which are available. New content is being added all the time so keep an eye on the list of applications.