**Level 1 Tutorial**

In your English courses we will be using Microsoft Teams and Microsoft OneNote Class Notebook as our digital tools for managing the course and collaborating inside and outside the classroom (we won´t be using It's Learning). This tutorial will introduce you to some of the features that you may find useful in this course. Work in pairs through these tasks at your own pace. Ask for assistance if you get stuck!

 The following two teams have been created by your instructors: *Name Course 1* and *Name Course 2* and you have been added as team members. Log in to Office365 and find the Teams app and open it. You should now have access to the two teams mentioned above. Navigate to *Name Course 1*, General channel, Conversation tab and then post a greeting, or an to indicate that you are in.

Microsoft Teams is the digital hub for teachers and students in Office 365 for Education. We will use this app to communicate, collaborate, manage assignments etc.

 Use @ to mention me specifically and ask me a course-related question.

You can use this option in the future to direct a question/comment to a specific classmate and/or course instructor. You can also post questions/comments here without mentioning anyone specifically. Use this option to ask for help if you get stuck while working through these tasks.

 Click your profile picture (bottom left corner), then Settings, then Notifications. You can now manage your notification settings for mentions, messages, and more.

Navigate to **Activity** (upper left corner) whenever you need a summary of everything that's happened in the teams and channels you care about the most. Head over there to find out how many likes, @mentions, and replies you've gotten recently (and more).

 Download the Teams desktop app.

You now have access to Teams even when there are issues with the Online version.

 On your mobile phones, find and download the Teams app. Then manage the notification settings.

You now have access to your course-related content, conversations etc. on your mobile phones as well. You can also receive notifications on your phones when something has been added/changed.

* If you have successfully completed all these steps, you are ready for the next level of this tutorial. Congratulations!

Navigate to *Name Course 1*, Digital tools channel, and find the file 'Level 2 Tutorial'. Save the 'Level 2 Tutorial' on your computer, then work your way through the tasks. Good luck!