

 **Keywords**

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|  | Username | A unique sequence of characters used to identify a user. |
|  | Password | A word or other string of characters, sometimes kept secret or confidential. |
|  | Email | A system of sending typed messages electronically |
|  | Carbon Copy | A copy of written or typed material​ |
|  | Attachment | A computer file sent within an **email** message. |

**What you need to be able to do**

* Log onto the school network and your Office 365 account using a secure password.
* Use Outlook to send and receive emails.
* Join video meetings using Microsoft Teams.
* Complete classwork using OneNote.



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| Passwords – safer schools(YouTube) | Qr code  Description automatically generated | Powerful Passwords(YouTube) | Qr code  Description automatically generated |

**Office 365 Apps**

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|  | Outlook | An app that is mainly used for sending and receiving email. |
|  | Teams | An app that can be used to post and reply to messages, share and access files, access video meetings (lessons) and submit assignments.​ |
|  | OneDrive | An app that allows you to store all your files in one place and access them virtually anywhere. |
|  | OneNote | An app that can be used to organise and take notes and complete classwork and homework. |

**Year 7 Unit 1 – Usernames, Passwords and Microsoft Apps**