## LP+365 Administration & Configuration

School Name: Date:

The activity sequence below lists the process for schools to follow to administer and configure LP+365. The user guides referenced are linked to copies on the <u>Support Centre</u> homepage.

Step 2 – Enable O365 features:  1. Sign in to www.office.com with Global Admin credentials.  2. Select SharePoint.  3. Site settlings from the admin cog.  4. Select Site Collection Features.  5. Activate the "Video and Rich Media" feature.  6. Select Regional Settings.  7. Change the time zone to your time zone.  8. Select OX.  6. Select the menu icon (top left).  7. Select Outdook and it will open in a new tab.  8. Select the menu icon (top left).  9. Select OneDrive and it will open in a new tab.  10. Select the menu icon (top left).  11. Select OneDrive and it will open in a new tab.  10. Select the menu icon (top left).  11. Select OneDrive and it will open in a new tab.  10. Select the menu icon (top left).  11. Select OneDrive and it will open in a new tab.  10. Select the menu icon (top left).  11. Select OneDrive and it will open in a new tab.  10. Select the menu icon (top left).  11. Select OneDrive and it will open in a new tab.  10. Select the menu icon (top left).  11. Select OneDrive and it will open in a new tab.  12. Select the Class Notebook Tab.  Step 3 - Create office 365 accounts for all Teachers and Students. http://portal.office.com  Step 4 - Read the pre-requisite document 'H-365-278-LP365-Prerequisites.pdf'.  Step 5 - Register LP-365. Sign into LP+365 at http://learning.lpplus.net as the Global Administrator and to review accept App consent and complete the registration process 'H-365-312-Registering-the-App.pdf' LP will assign the licenses and email you to confirm they have been assigned.  Important: If a redirect error message is displayed when you accept the second consent screen please close your browser and wait 30 minutes before signing back and returning to https://learning.lpplus.net to complete the registration process. This is due Microsoft's one-off consent taking up to 30 minutes to finish authorising the LP-365 All-plus plus plus plus plus plus plus plus	Step Activity	Initials	Date
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2. Select Settings/App Settings/Manage App Settings.			
3. Enter your school's social media details.			
4. Disable any other settings you do require.	4. Disable any other settings you do require.		
5. Select save at the bottom of the page.	5. Select save at the bottom of the page.		

Step 12 - All users need to access Office 365 before using the App. Please confirm all users have completed the	
below before they use the App. They should visit <a href="https://portal.office.com">https://portal.office.com</a> and:	
<ul> <li>Set their email location and regional settings (Select Outlook and complete when prompted).</li> </ul>	
<ul> <li>Activate their personal OneDrive (Select OneDrive).</li> </ul>	
<ul> <li>Activate Class Notebook (Select Class Notebook).</li> </ul>	