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that appears. Under New, select the Shortcut option. In the Type the location of the item text field (A), enter the following text.
`%windir%\explorer.exe shell:Apps folder\Microsoft.MicrosoftEdge_8wekyb3d8bbwe!MicrosoftEdge`

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In your web browser, go to forms.office.com, and sign in with your Microsoft 365 school credentials, Microsoft 365 work credentials, or Microsoft account (Hotmail, Live, or Outlook.com). Note: You can also log in to Office.com, look for the Microsoft 365 icons on the left, and then select Forms. Select New Form to begin creating your form.

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Open the “ File ” menu, and then click the “ Save As ” command. Select where you want to save your document. After typing a name for your template, open the dropdown menu underneath the name field, and then choose the “ Word Template (*.dotx) ” option. Click the “ Save ” button.

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Create a team On the left side of Teams, click Teams, at the bottom of the teams list, click Join or create a team, and then click Create a new team. Once you've created the team, invite people to join it. You can add individual users, groups, and even entire

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contact groups (formerly known as "distribution lists").

~~Create your first teams and channels - Microsoft Teams ...~~

Open a web browser, go to the Outlook.com sign-up screen, and select Create free account. Enter a username —the part of the email address that comes before @outlook.com. Select the dropdown arrow at the far right of the username field to change the domain from the default outlook.com to hotmail.com if you prefer a Hotmail address.

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Word document is, as we ' ve mentioned, a good way to organize and present your data. There are other ways you can do this, however.

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Go to account.microsoft.com 2. Select Create a Microsoft account 3.

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Each channel has a chat window and a place for files. First, you need a private team. Use an existing team or create a new one. You can add people to the team

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now, or wait until your prep work is...

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