

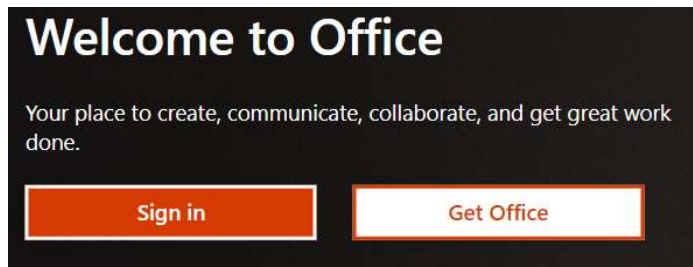
Office 365 - Student and Parent

Logging in

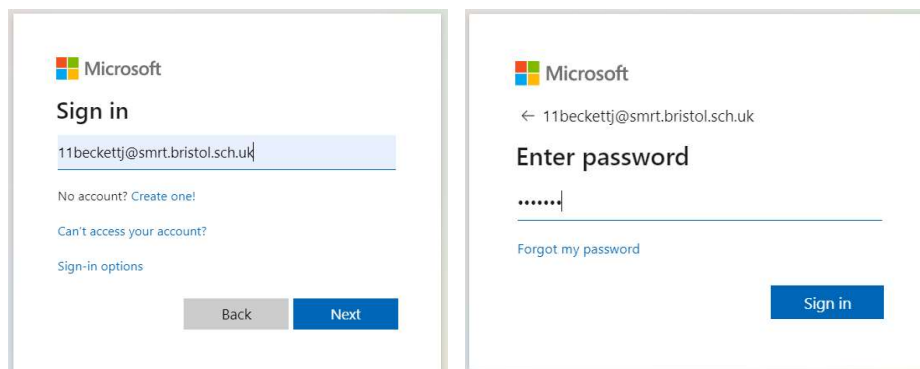
1. Browse to office.com in your preferred browser



2. Scroll down the page and click on the **Sign in** button



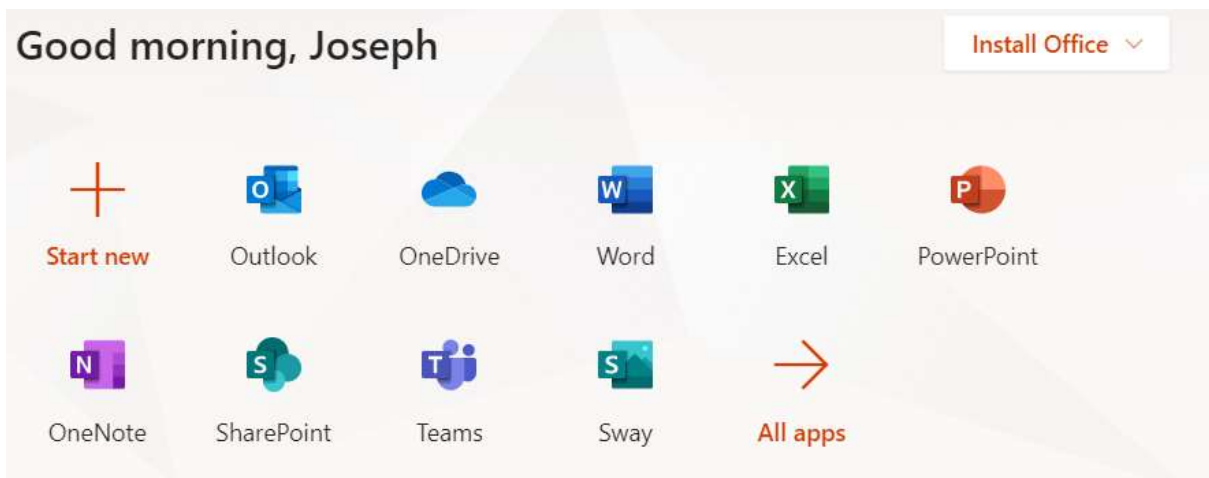
3. Log on using your school username and password



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Once Logged on

When you log on, you will see the following page. This is called the App Launcher. This is the hub where you can access everything you need.



You can log onto your emails ([Outlook](#)); you can access your cloud storage ([OneDrive](#)). You have access to online versions of [Word](#), [Excel](#) and [PowerPoint](#). You even have the option to install a desktop copy of Microsoft Office onto your home computer.

Have a play around to become familiar with it, you cannot break it so go wild!

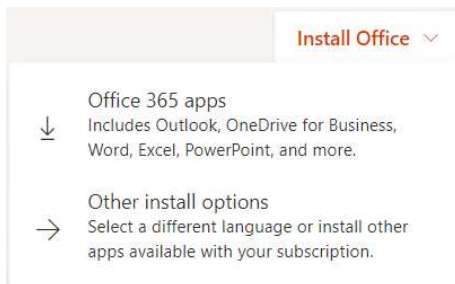
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Install Microsoft Office on your home computers

When you are at home, you can use the online versions of [Word](#), [Excel](#) and [PowerPoint](#). If you would prefer to have the desktop copy of Microsoft Office on your computer, you have that option.

To install Microsoft Office onto your computer:

From the App Launcher page click the Install Office Button and choose Office 365 apps.



Follow through the onscreen prompts.

Lost the App Launcher?

If you have but working away in [Word](#), [Excel](#) or [PowerPoint](#), and want to return to the app launcher, Click on the App Launcher button in the top left hand corner



And click on **Office 365** →

This will take you back.

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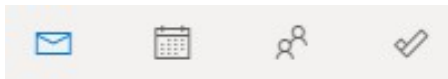
Outlook



Outlook is mostly used for sending and receiving school emails.

When you first log in, a few “Welcome” notifications will appear, read through those as they will give you handy information on how to use **Outlook**.

Email



How do I check my emails

- Look in your Inbox.
- The number of unread emails will be next to the word Inbox.

How do I send a new email

- Click on the “New Message” button to create a blank email.
- In the “To” box enter the name/address of the person you want to send an email to.
- Add a subject and type your email.
- If you want to send an attachment click “Attach”
- When you are done, click Send.

Junk or not?

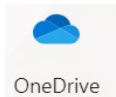
Don't forget to check if something important has accidentally been filed in the Junk Mail Folder

NB. *You can bypass the App Launcher by browsing directly to*

<https://outlook.office.com/>

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OneDrive



[OneDrive](#) is your online school storage. You have 1TB of file storage available

Whenever you save work here, you can access wherever you log on, it is not restricted to just being available in school.

The first time you access [OneDrive](#), it may take a minute or two, as it sets itself up. Once it is ready you will see the following:

Your OneDrive is ready 

Click on this and you will be taken to your [OneDrive](#) area. A few "Let's get started" notifications will appear, read through those as they will give you handy information on how to use [OneDrive](#).

Again, have a play around, you cannot break it.

Uploading Files to OneDrive

Method 1: Drag and Drop

You can drag files and documents from your computer onto the icon that says "Drag Files Here"

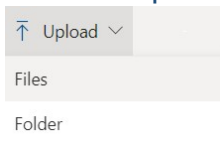


Drag files here

Once the files and folders are here, you can browse and edit them just as you would on your computer.

Nb: Once you have uploaded something, the "Drag files here" button will not show, it will just show a list of the files and folders you have uploaded. You can still drag and drop in the same manner, however.

Method 2 : Upload button



Click on the button that says upload, choose if you want to upload Files, or a folder.

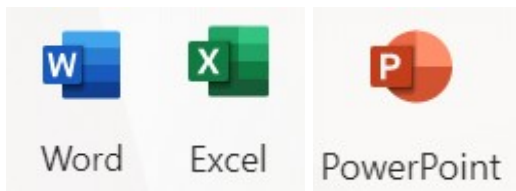
Browse to the files or folder you wish to upload and click upload.

How long this takes, depends on the size of the item you are trying to upload.

NB. Using the Upload button method, you can only upload 1 folder and its contents at a time. If you use the drag and drop method, you can upload multiple folders and their contents at the same time.

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Office 365 - Word, Excel and PowerPoint



You can use [Word](#), [Excel](#) and [PowerPoint](#) online. You can view/edit any [documents](#), [spreadsheets](#) or [presentations](#) that you have saved in your [OneDrive](#) wherever you log on, even if the desktop version of Microsoft Office is not installed on your computer.

The great thing about using Office 365 is it **AutoSaves** as you use it, meaning it much less likely you lose any work by forgetting to save yourself.