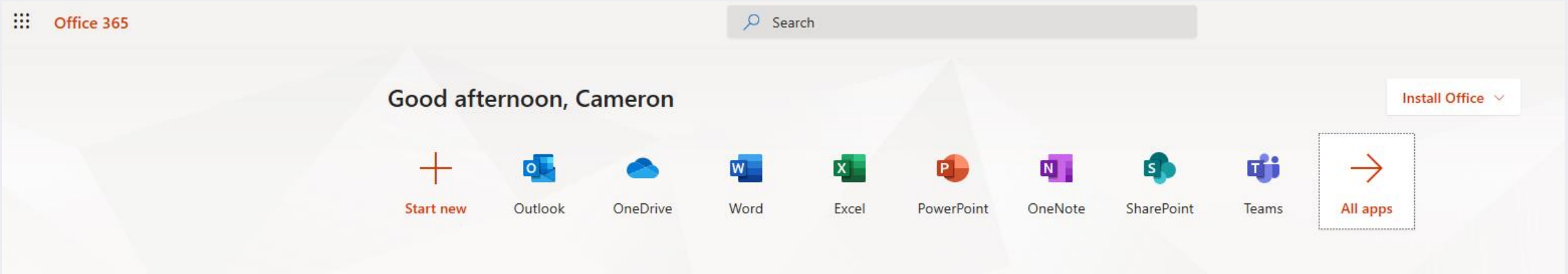




Microsoft Office 365

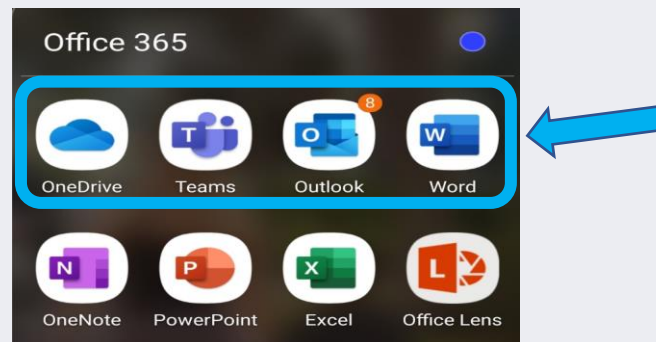
Student Guide



Benefits to Students:

- **OneDrive** is like a flash drive that will follow you anywhere you have access to the internet. This is where you should save all your files.
- You can install up to 5 copies of **Office 365 Suites** for free on your personal devices (includes Word, PowerPoint, Excel, and more).
- You can use **Word, Excel and PowerPoint** online through Office365 and it will automatically save to your OneDrive, so you do not need a flash drive and you will not lose your work.
- You can share or e-mail documents in your OneDrive to your teachers easily.
- Use **OneNote** to type, write, or draw with the free form feel of pen to paper.
- You can keep up with all your assignments and upcoming events with **Outlook** and **Calendar**.
- Using **Teams**, you can discuss, create, and turn in assignments in one easy location.
- **Office Lens** App, this can take photographs of work and upload to your OneDrive or share with others. (Mobiles Only)

Apps Students may want to download on phones:



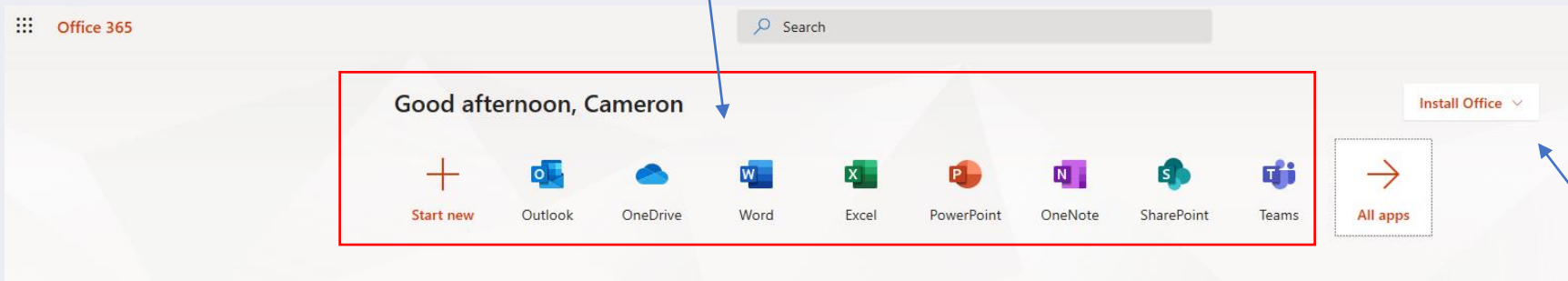
How to login to Office 365

The image shows the Office 365 login process in a web browser. The top part of the screenshot displays the 'Welcome to Office' page with a 'Sign in' button. The bottom part shows two overlapping screenshots: the Microsoft sign-in page with the email 'john.smith1@taw.org.uk' entered, and the Telford & Wrekin ICT Services organizational account login page with the same email and a password field.

1. In a web browser go to <http://portal.office.com/>
2. Click the button that says Sign In
3. Type in your school email
 - This is made up of your school username
 - E.g. Lily.Smith or John.Smith1
 - Then add @taw.org.uk after
 - E.g. john.smith1@taw.org.uk
4. You will then need to type your school computer password (the one you use to login to school computers)

Office 365 Tools

Here you will see the office programs you can use



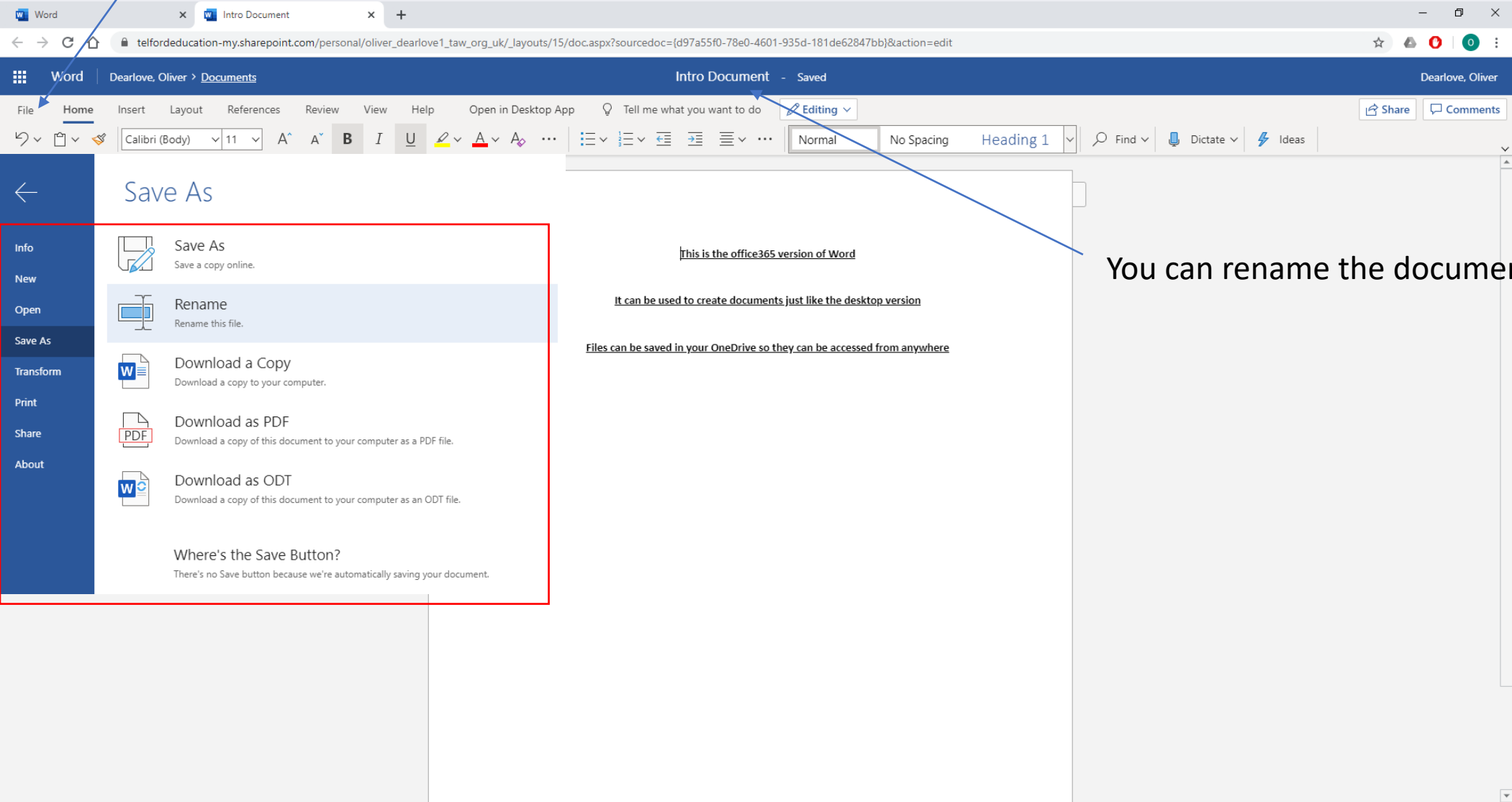
You can open web versions of the common office tools:

- Word
- Excel
- PowerPoint
- Outlook Email
- OneDrive storage

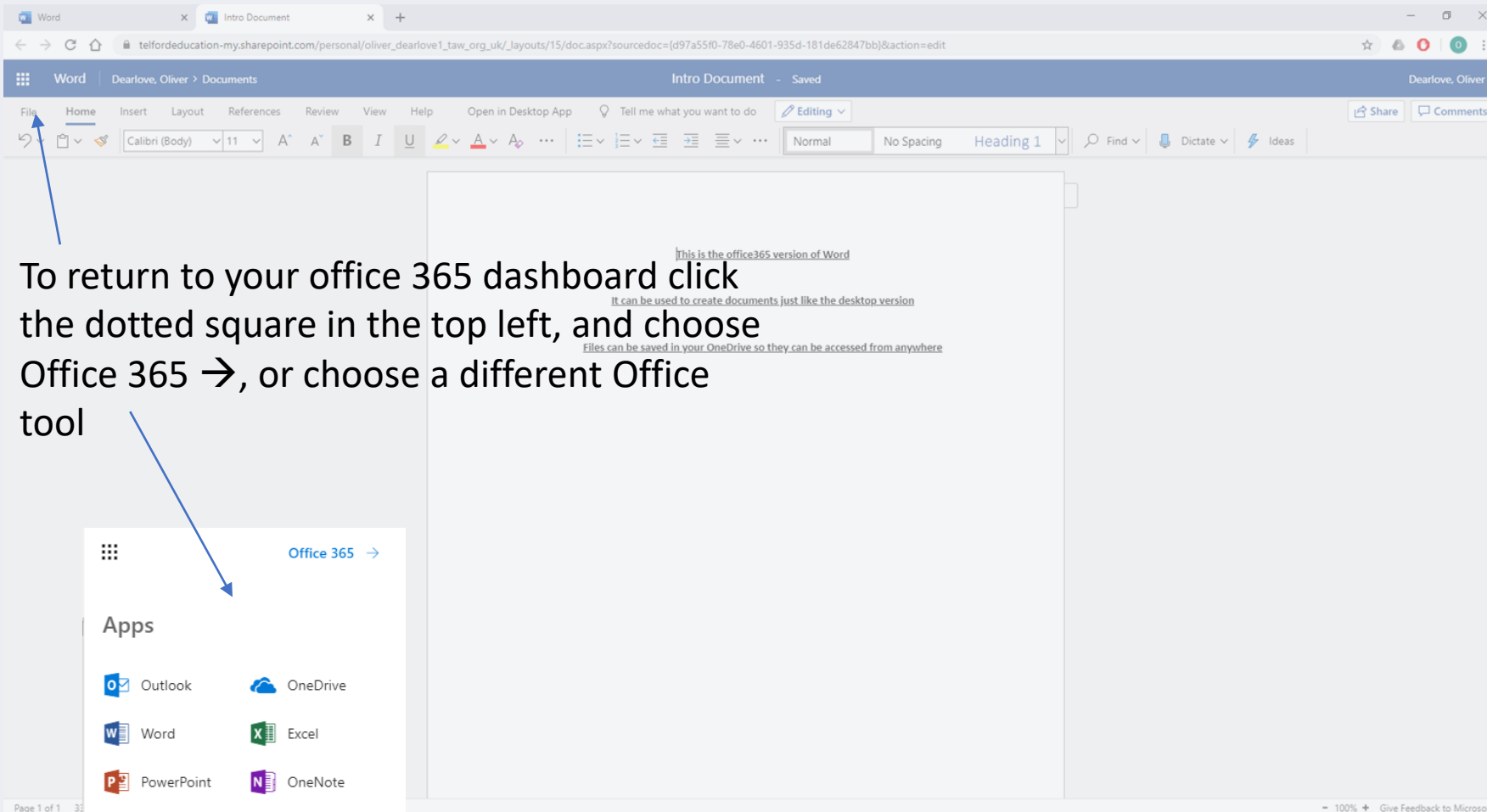
If you do not have Office installed on your computer, you can click this button and download a copy for free. You will need to login to your school Office365 account to activate.

This is the Office 365 version of Word. This can be used exactly the same as if it was installed on a computer. All work is automatically saved into your OneDrive area.

If you click File, you can save a copy, print, or email directly to a teacher



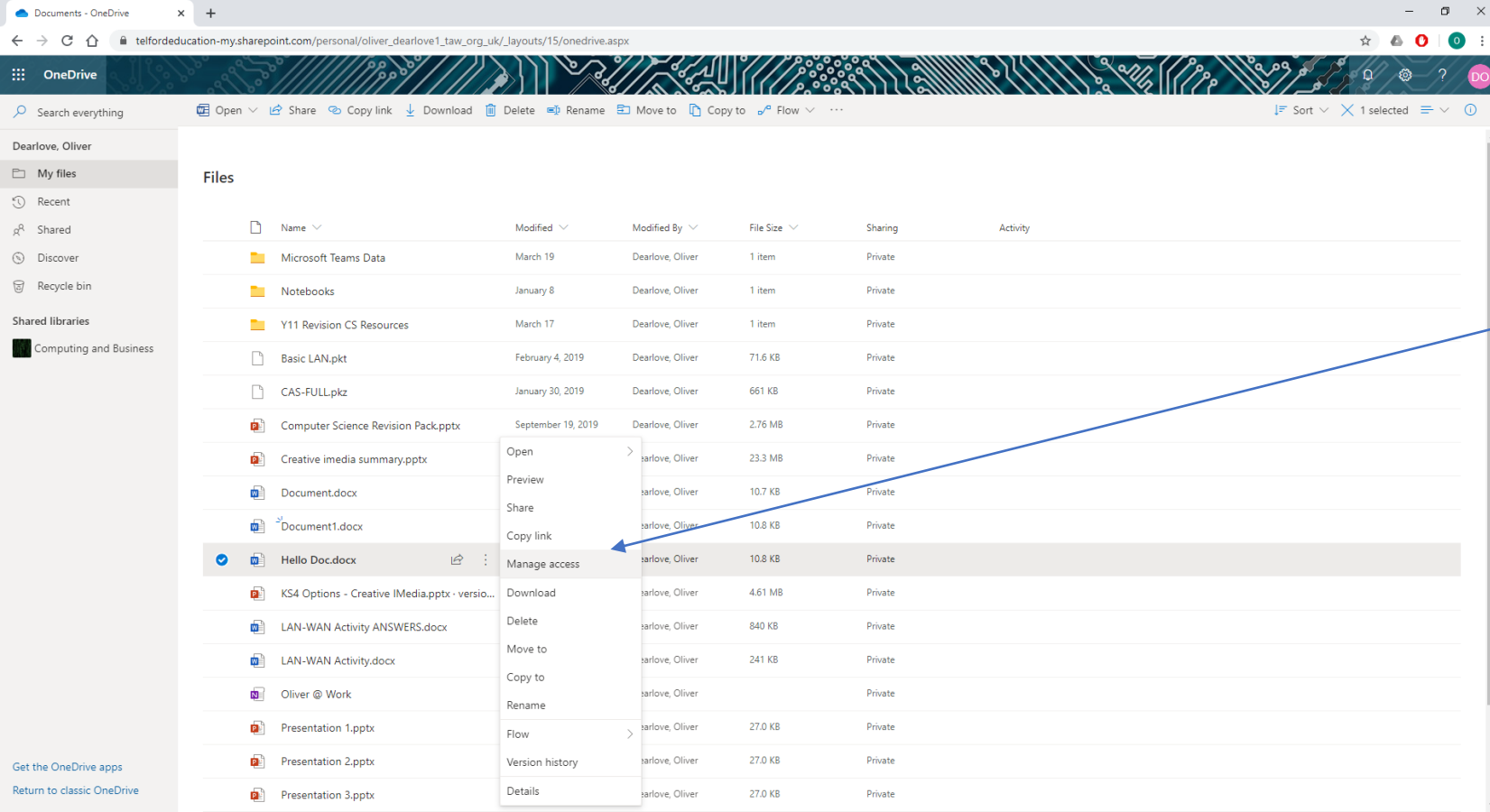
You can rename the document by clicking here



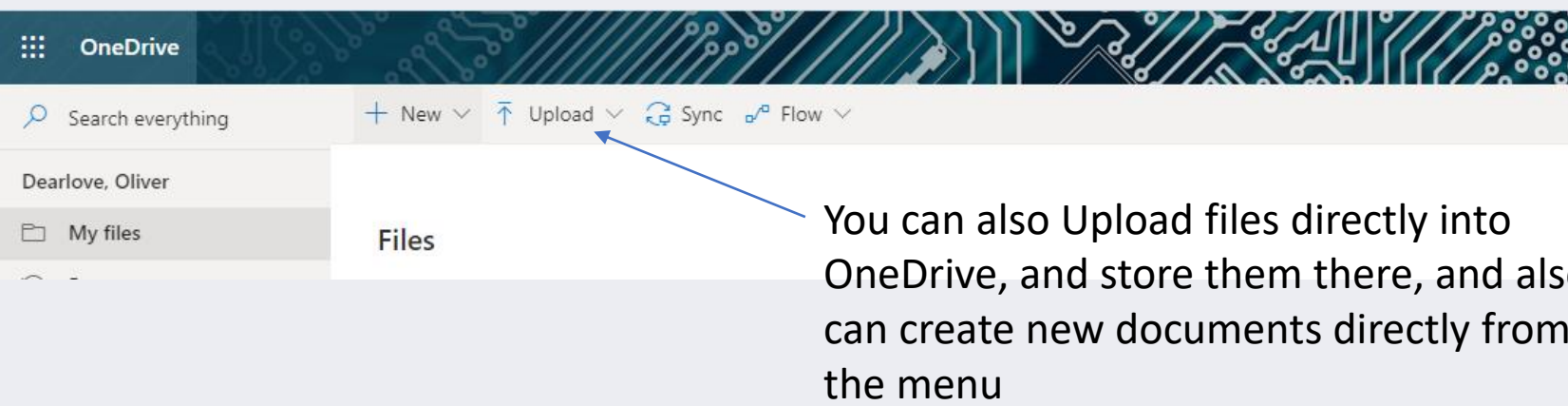
To return to your office 365 dashboard click the dotted square in the top left, and choose Office 365 →, or choose a different Office tool

When you exit back, it will save automatically to OneDrive

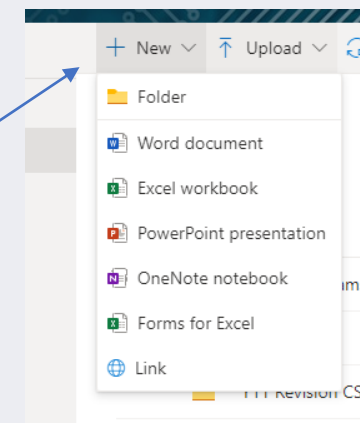
The same functionality exists in all the Office 365 tools.



OneDrive is where all your files are saved in Office 365. These are available to all the tools. From within OneDrive you can open documents directly, Download them to your computer or device, Share directly with others and the usual file tools, like copy, move and delete.

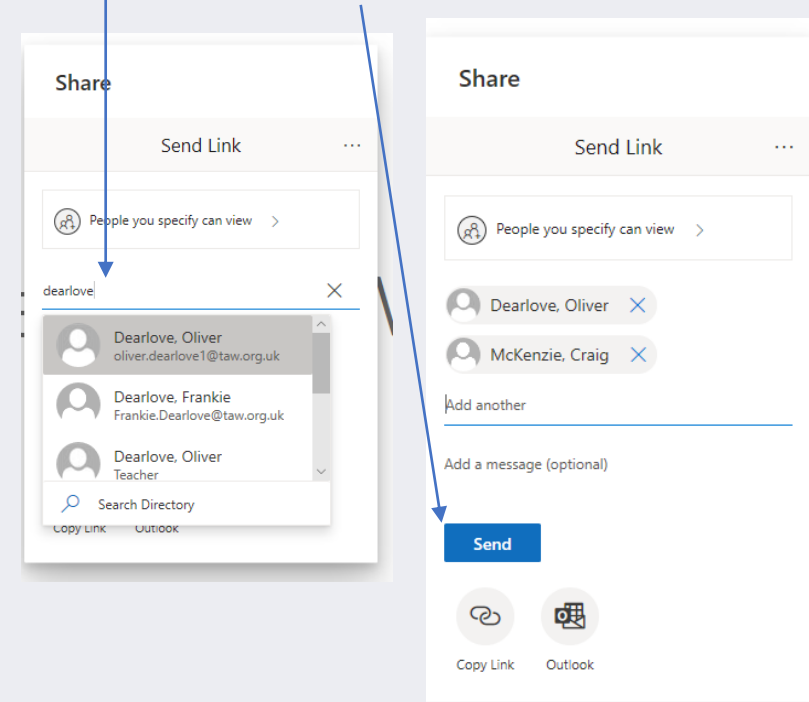
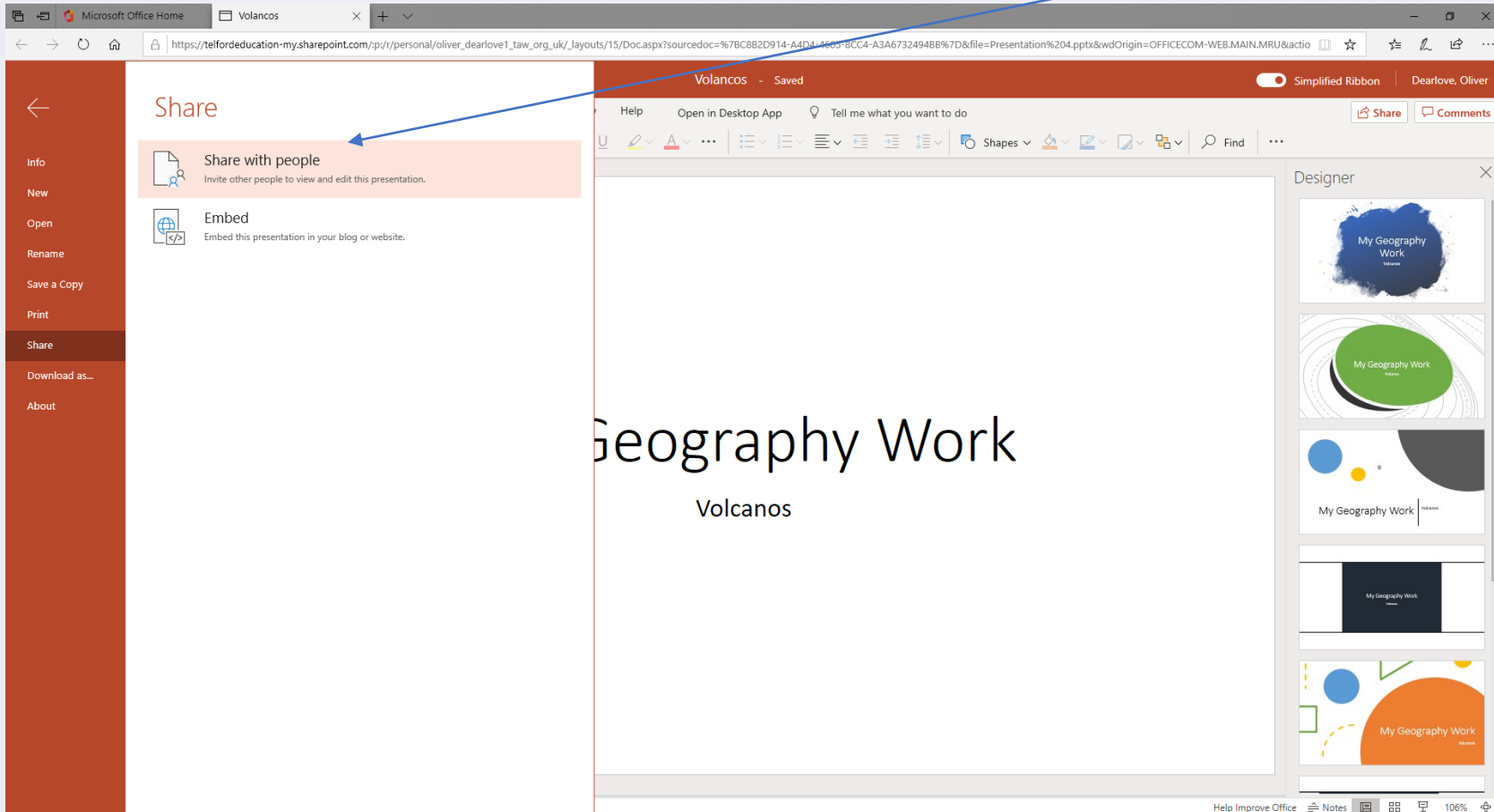


You can also Upload files directly into OneDrive, and store them there, and also can create new documents directly from the menu

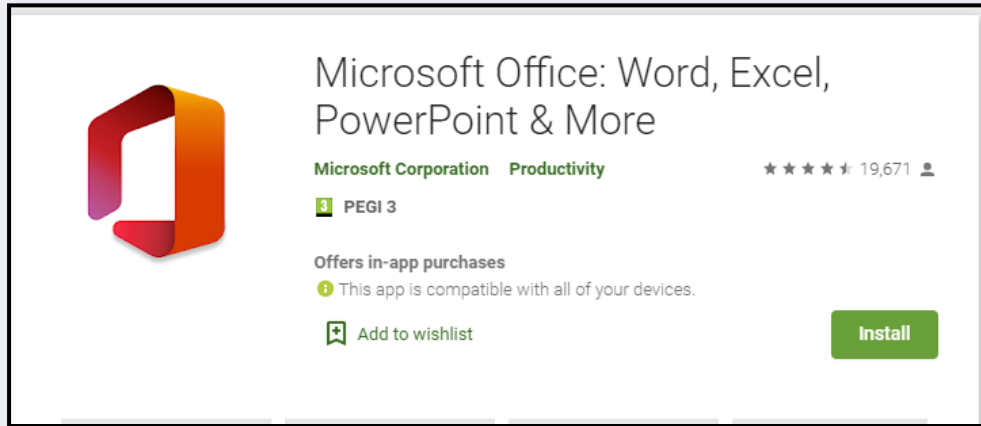


How to Share with Others

1. From within the Office 365 tool, click on file
2. Click the option that's says Share, then Share with People
3. Start typing the name of the person you wish to email it to, and choose their name from the list, then click Send. Hint, you can send to more than one person at a time, just type another name.



Office 365 Mobile Apps



Microsoft Office: Word, Excel, PowerPoint & More

Microsoft Corporation Productivity ★★★★★ 19,671

PEGI 3

Offers in-app purchases

This app is compatible with all of your devices.

Add to wishlist

Install



Microsoft Office 4+

Word, Excel, PowerPoint & More

Microsoft Corporation

#31 in Productivity

★★★★★ 4.7, 3.9K Ratings

Free · Offers In-App Purchases

- All the office 365 apps are available on both Android and iOS.
- If you search for and install the Microsoft Office app, it will then ask you to sign into your School Office account (Email and computer password)
- It will have all the same abilities as the web version seen earlier
- Once installed it will also allow you to open Word, PowerPoint files from other systems like Show My Homework and work on them