

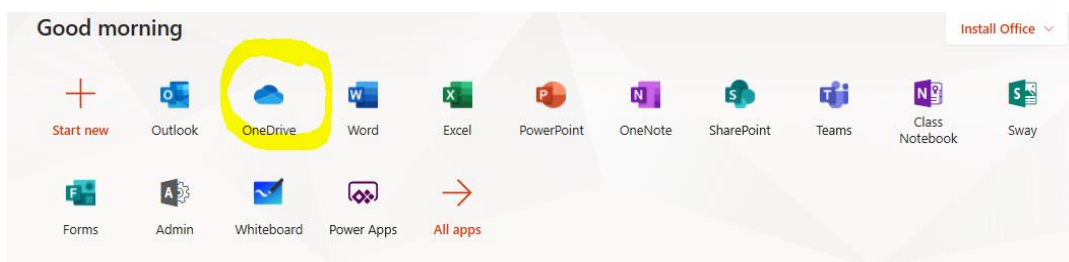
Hi All

To use your Microsoft Office 365 please logon to www.office.com and enter your full email address and your College password.

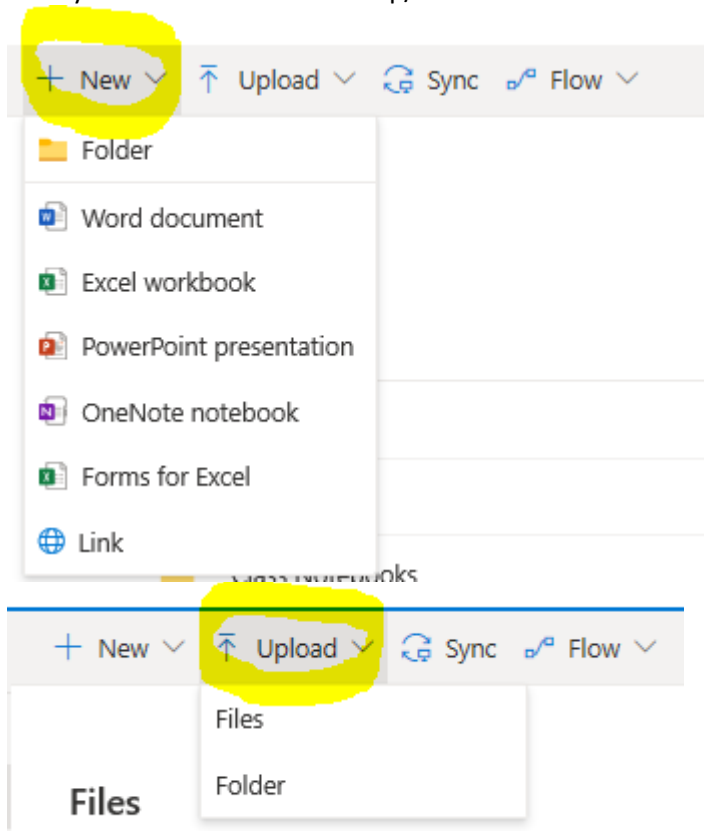
You will be presented with the apps below. You can access email by clicking outlook. Online versions of office (Word, PP, Excel) are available but full clients are installed on every College device.

More Importantly **OneDrive** can be accessed here. This is your own personal **OneDrive** where College work can be stored Instead of you Home Area and can be accessed at home whereas your Home areas cannot. For assistance with **OneDrive** refer to the link below which explains how you can store, share & sync with **OneDrive**.

<https://support.office.com/en-gb/onedrive>



Click on the **OneDrive** Icon & select new for the following options. This will open an online version of the Application you chose & will save changes automatically. Click Upload to move files or folders from your Home Area or Desktop/Documents.



If you want to get back to you Apps use the Waffle in the top left corner. Teams can be used to hold online meetings/video calls. For more help on Teams use the following link.

https://support.office.com/en-us/article/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?wt.mc_id=otc_microsoft_teams



Office 365 →

Apps

- | | |
|----------------|----------|
| Outlook | OneDrive |
| Word | Excel |
| PowerPoint | OneNote |
| SharePoint | Teams |
| Class Notebook | Sway |
| Forms | Admin |
| Calendar | iShare |

All apps →