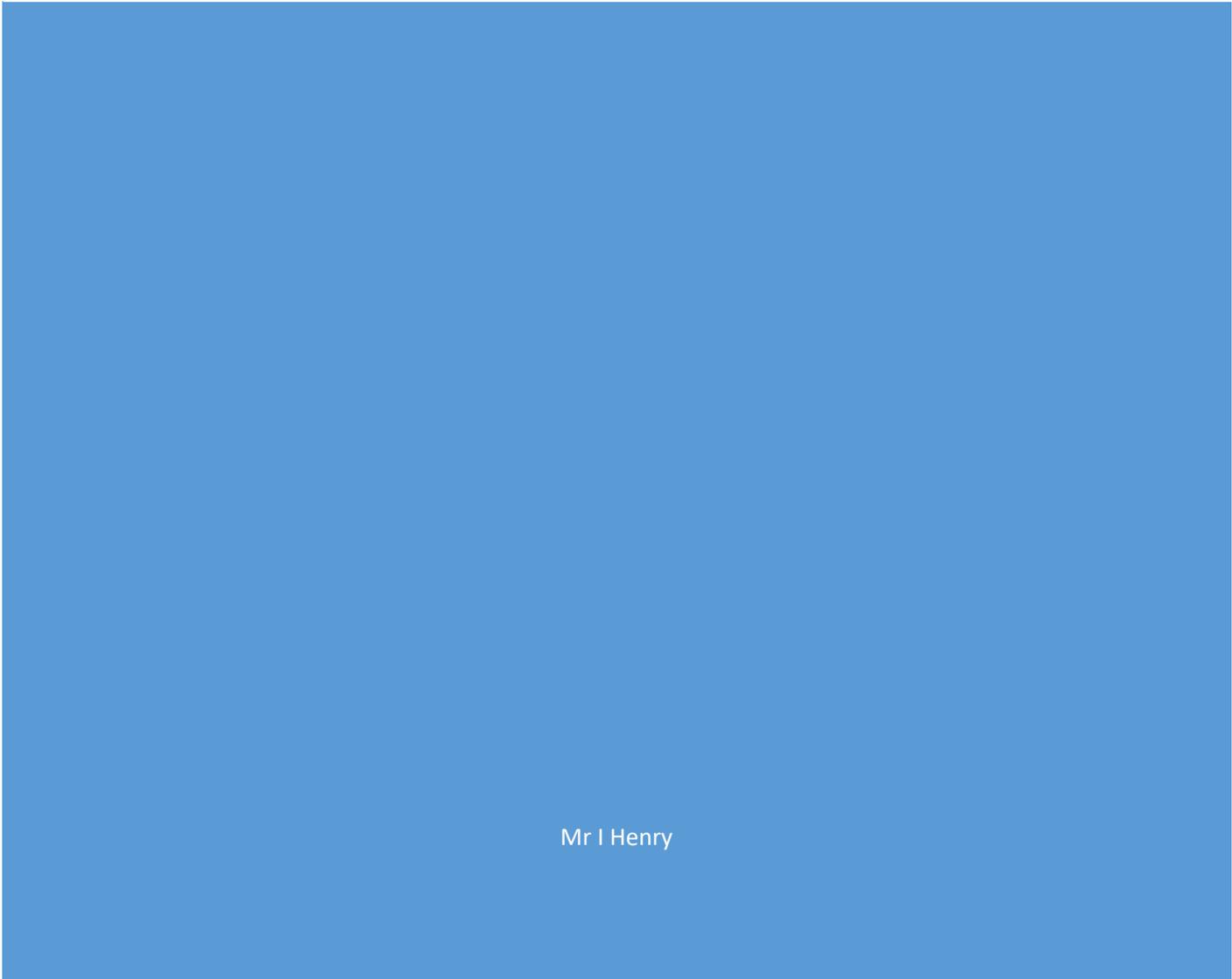




# STUDENT GUIDE MICROSOFT OFFICE 365



Mr I Henry

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## Students who have borrowed laptops

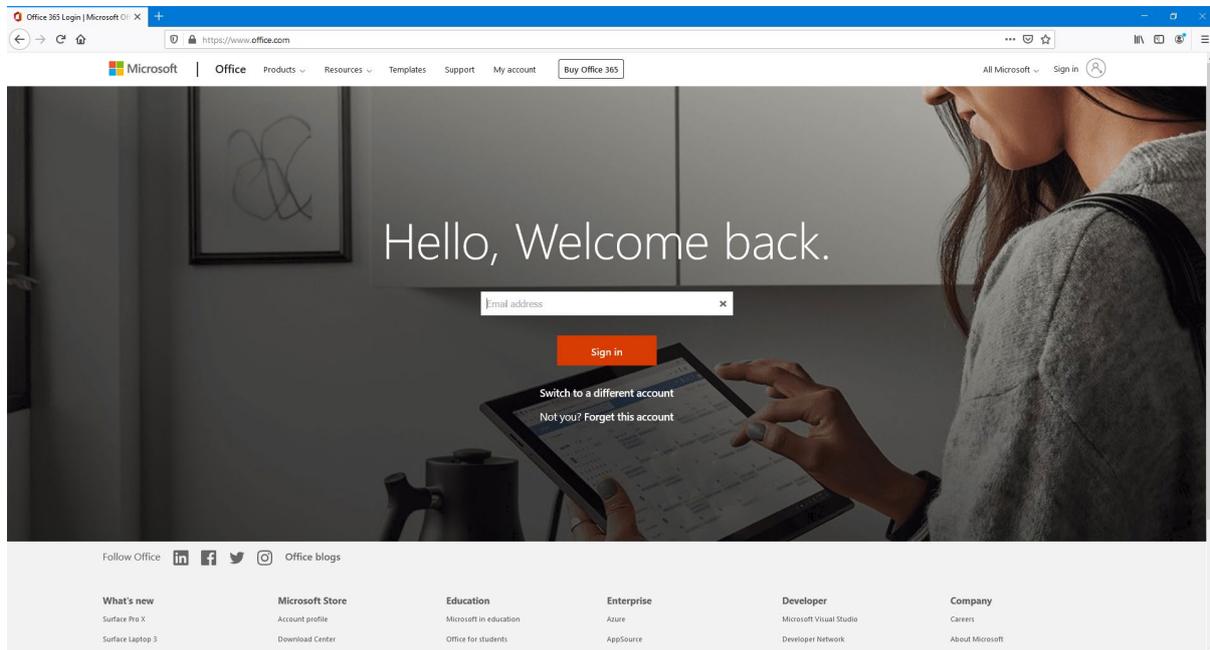
When logging on at home, please use the following details.

Username: .\student

Password: Password1

## How to log on

Go to <https://office.com>, you should see this screen.

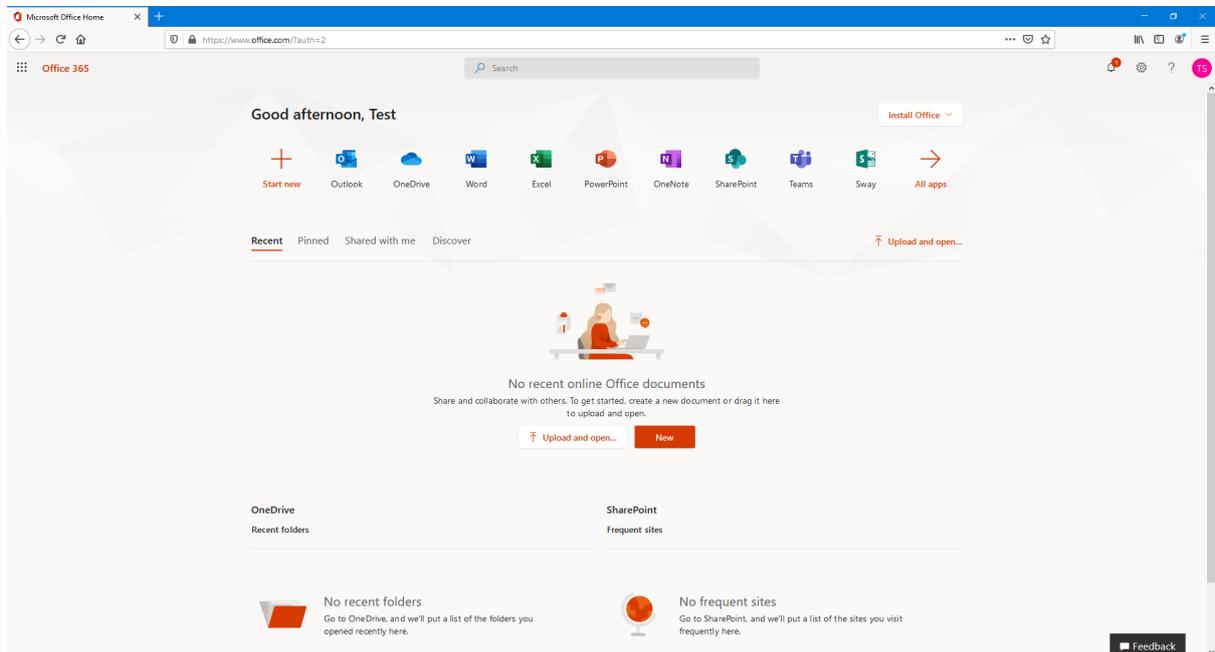


Your email address and password should be provided to you either by your Form Tutor or Teacher.

Your username resembles your computer log in details for school with @aatrust.co.uk on the end, for example student@aatrust.co.uk.

## What you have access to

Once logged on, you will have access to a range of things.



Outlook

OneDrive

Word

Excel

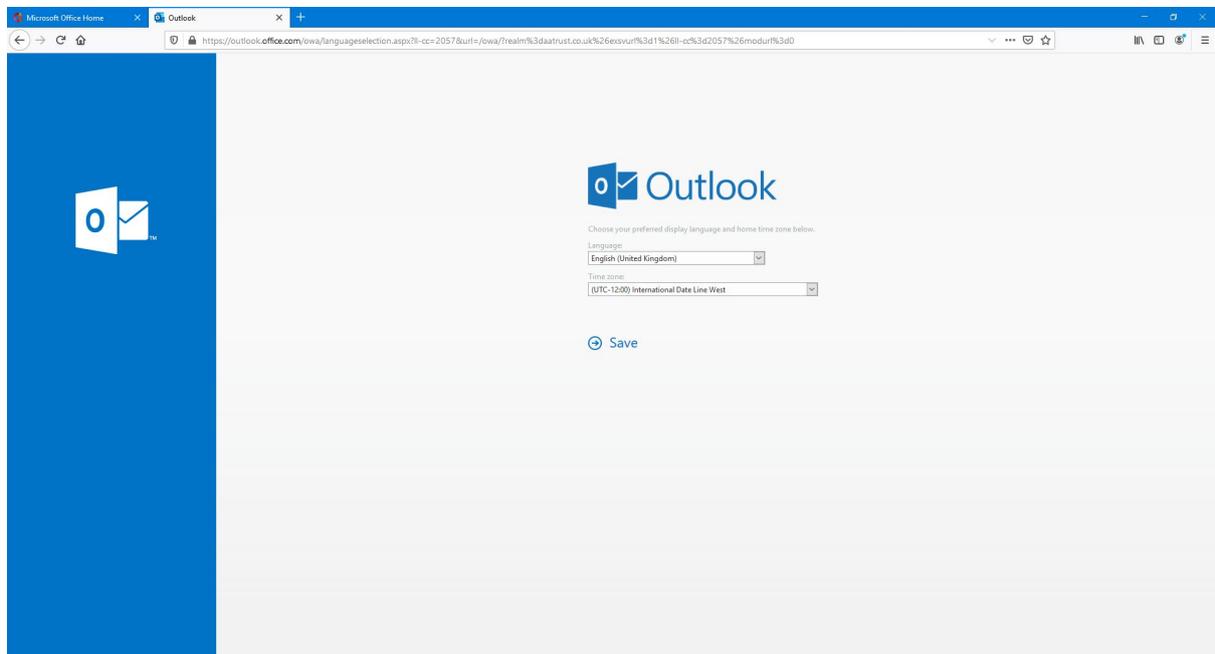
Powerpoint

Teams

# Emails

## Setting up

If you click on Outlook, you will have access to your emails. On first run, you will be presented with this screen:

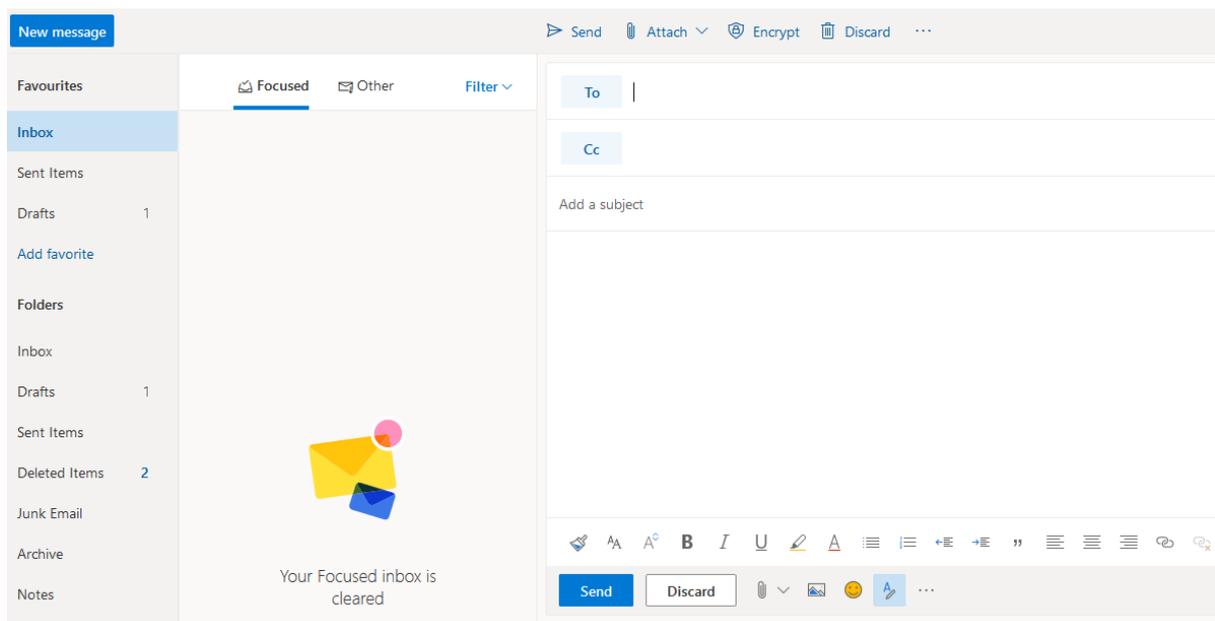


Select English (United Kingdom) and (UTC +00:00) Dublin, Edinburgh, Lisbon, London. Click Save.

Once you have done this you will be able to use the email system.

## New Email

To create a new email simply select “New Message” in the top left corner of the screen.



## OneDrive

OneDrive is much like a USB stick online. You will have 5Tb of space to store your work.

The options in OneDrive are:

+ **New** – This will allow you to create a new Word, Excel or PowerPoint document along with a folder or a link to a site that you need to use for your work.

**Upload** – You can upload current files or folders from you PC

**Sync** – This will create a folder on your PC and will sync you OneDrive documents to it if you wish to work without logging on to Office.com

## Word, Excel and PowerPoint

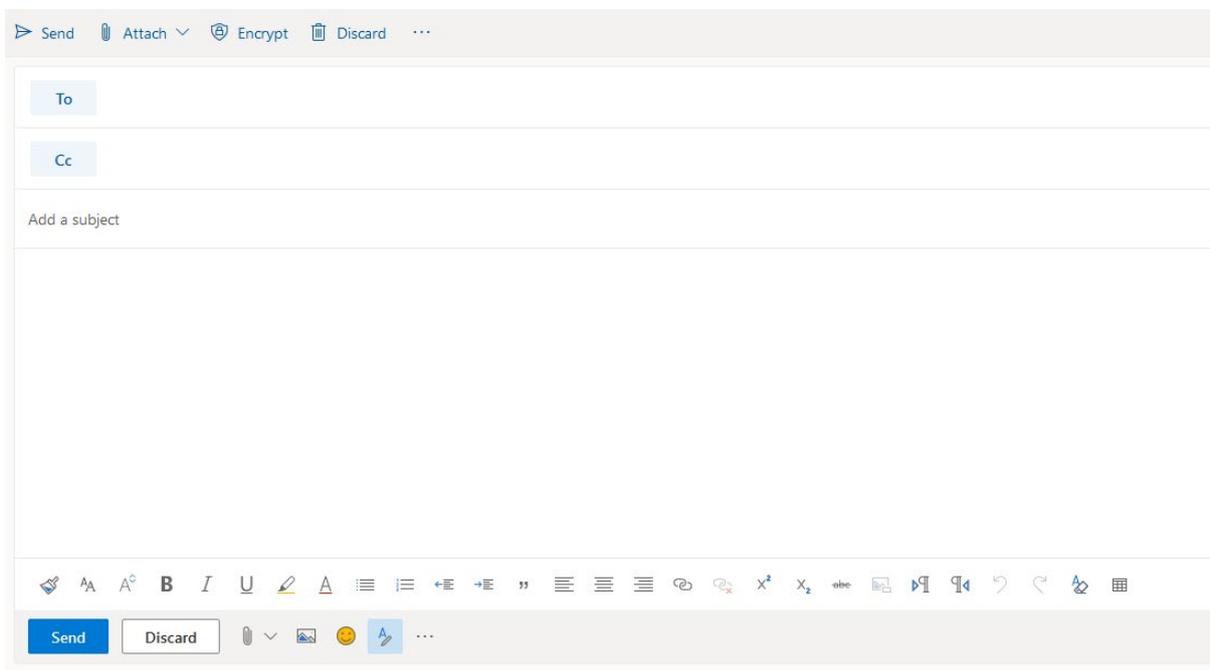
Microsoft Word, Excel and PowerPoint online are very much like the full versions that are installed on our computers. The documents you create online will automatically be saved into OneDrive.

### Sharing work

There are 3 ways in which you can share this work with your teacher, depending on how they wish you to submit work that is set. The first option is Teams (see page 9).

### Email attachment

Once you save your work, you can attach this file on an email to the Teacher.



On the email, if you select the “Attach” option above, you can select the document you have just created or search your OneDrive by selecting “Browse Cloud Locations”.

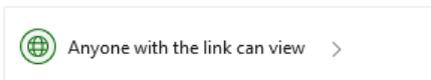
### Onedrive

When you have finished your work, go to OneDrive, find the document and left click the tick next to it like below

<input checked="" type="checkbox"/>	 Name	Modified	Modified By	File Size
<input checked="" type="checkbox"/>	 Document.docx	A few seconds ago	Test Student	10.7 KB

Select Share... you should get the menu as below

## Send Link ... X



Enter a name or email address

Add a message (optional)

Send



Copy Link

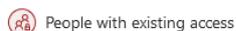
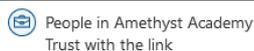
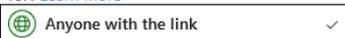


Outlook

Select "Anyone with the link can view", the next menu will appear with these options.

## Link settings X

Who would you like this link to work for? [Learn more](#)



### Other settings

Allow editing

Set expiration date X

Set password

Block download

Apply

Cancel

Select "Specific People", and then search for the teacher you are submitting to. Click send.

## Send Link ... X



Enter a name or email address

Add a message (optional)

Send



Copy Link

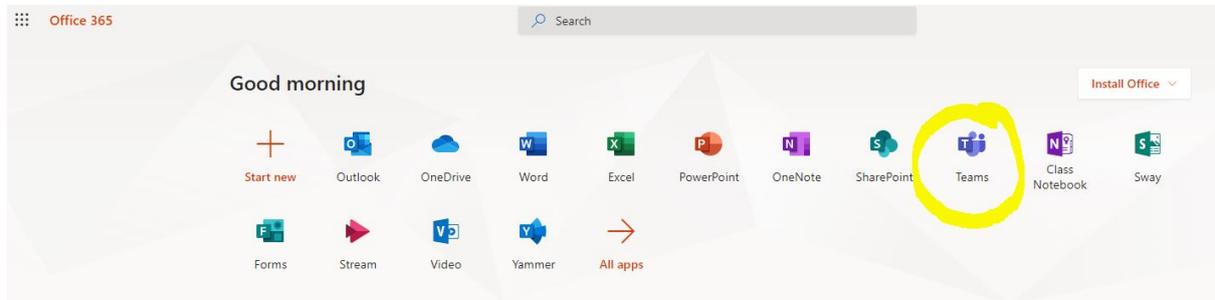


Outlook

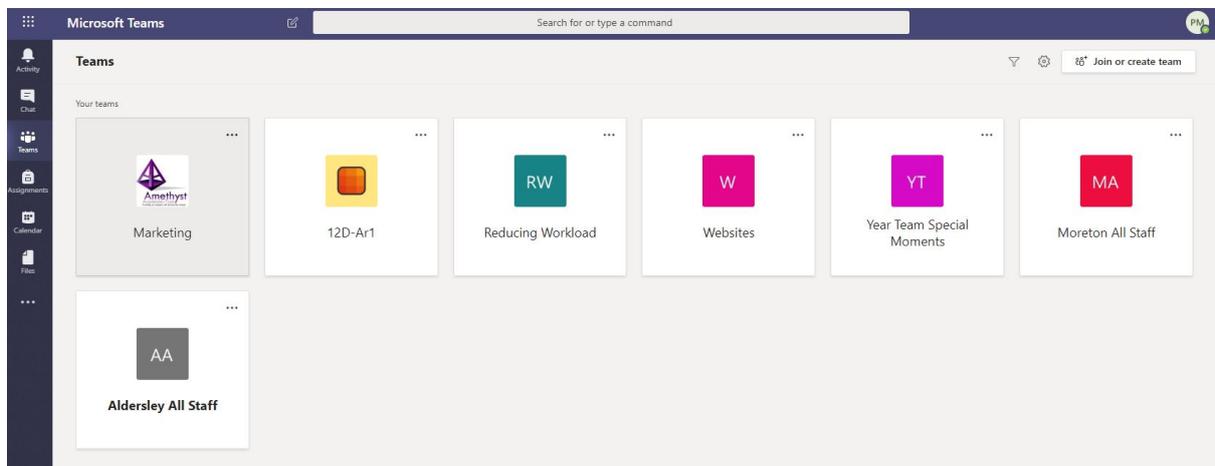
## Teams

If you select Microsoft Teams on your list of Apps, you will be greeted by a list of your classes.

Teachers will interact and set your work via this platform.



From the teams main screen, you will see a list of all your classes as in the image below. If a team has its title in bold writing this means that there is new information there. This may be a new post or assignment from your teacher so please make sure you check this.



Once you have entered your class you will see the “class” view with a number of tabs across the top.

The main ones you need to be aware of are the following.

1. The Posts tab is where the teacher will interact with you and you can ask questions.
2. The Files tab is an online file storage area where class documentation is kept.
3. The Assignments tab will show you all the homework that has been set and when it needs to be handed in by. When an assignment is set you will get a notification in the posts area of the class with a link to the assignment.

To get back to the main screen with all your classes on click the < all teams button on the left hand side above your class name.

Microsoft Teams

Search for or type a command

Activity Chat Teams Assignments Calendar Files

All teams

12D-Ar1

General

Birmingham Trip

Photography

General Posts Files Class Notebook Assignments Grades Home +

Team

**E Thomas** 27/01 12:39  
Hi all  
↳ Reply

**E Thomas** 27/01 12:43  
I will not be in this afternoon. Can you work on the following tasks : complete all 3 pieces of written analysis, typed up and sent to me by the end of the day on here. Ensure your sketchbook is up to date Mood board, brainstorm, context paragraph.  
You should all be working on your second recreation though if this is not possible because of equipment then work on the observational section of your folder.  
↳ Reply

**E Thomas** 27/01 12:45  
Observational section - ART - Pencil drawings PHOTO- initial photographs to support your theme (good quality photographs) Textiles- Develop and draw out what your ideas are for a final piece / interpretation.  
↳ Reply

**E Thomas** 27/01 12:50  
All help sheets in files.  
↳ Reply

28 January 2020

**E Thomas** 28/01 07:11  
I will not be in today so can you ensure all these tasks are completed . Many Thanks  
↳ Reply

31 January 2020

**E Thomas** 31/01 09:04  
The tasks set over this week should now be complete and handed in during Monday's lesson.