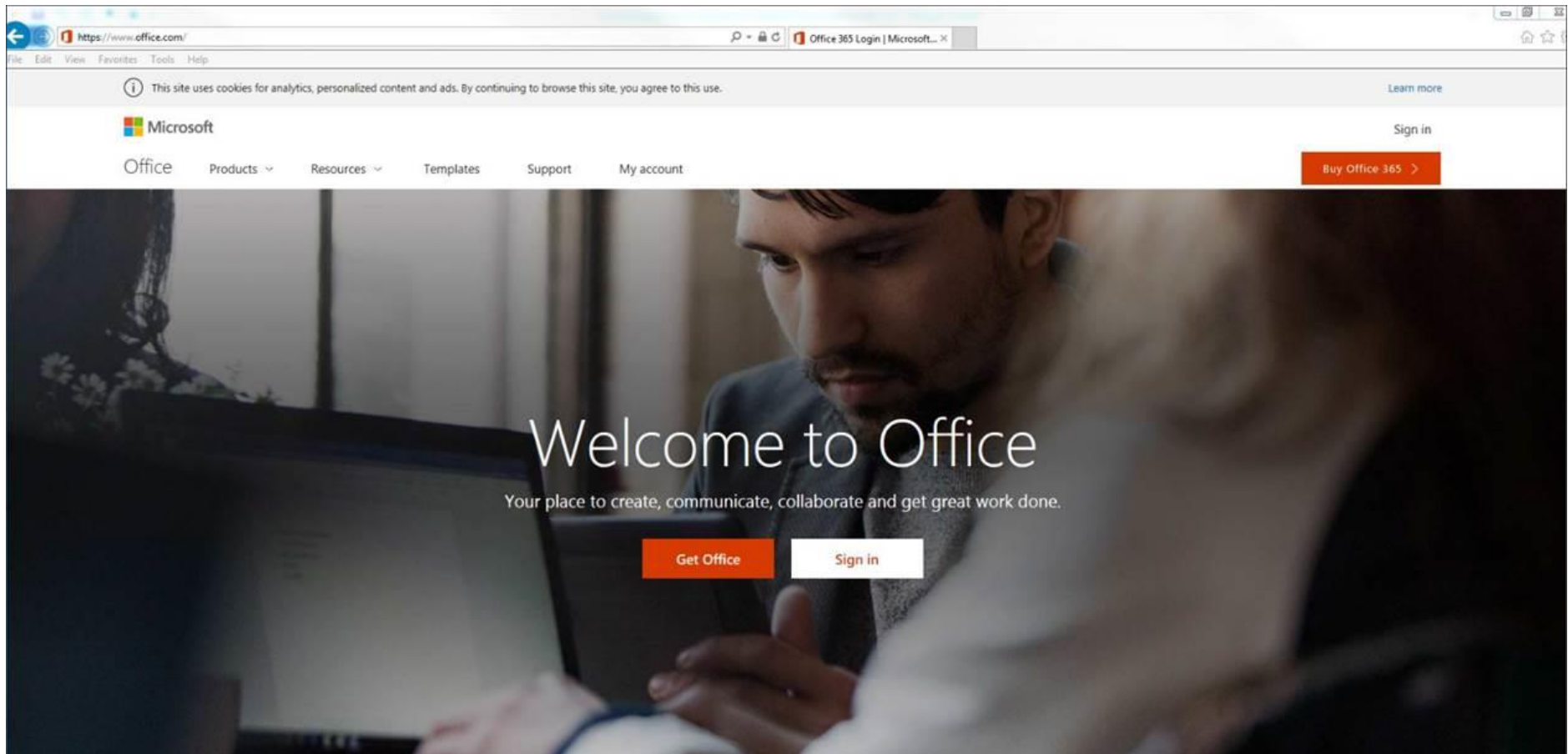


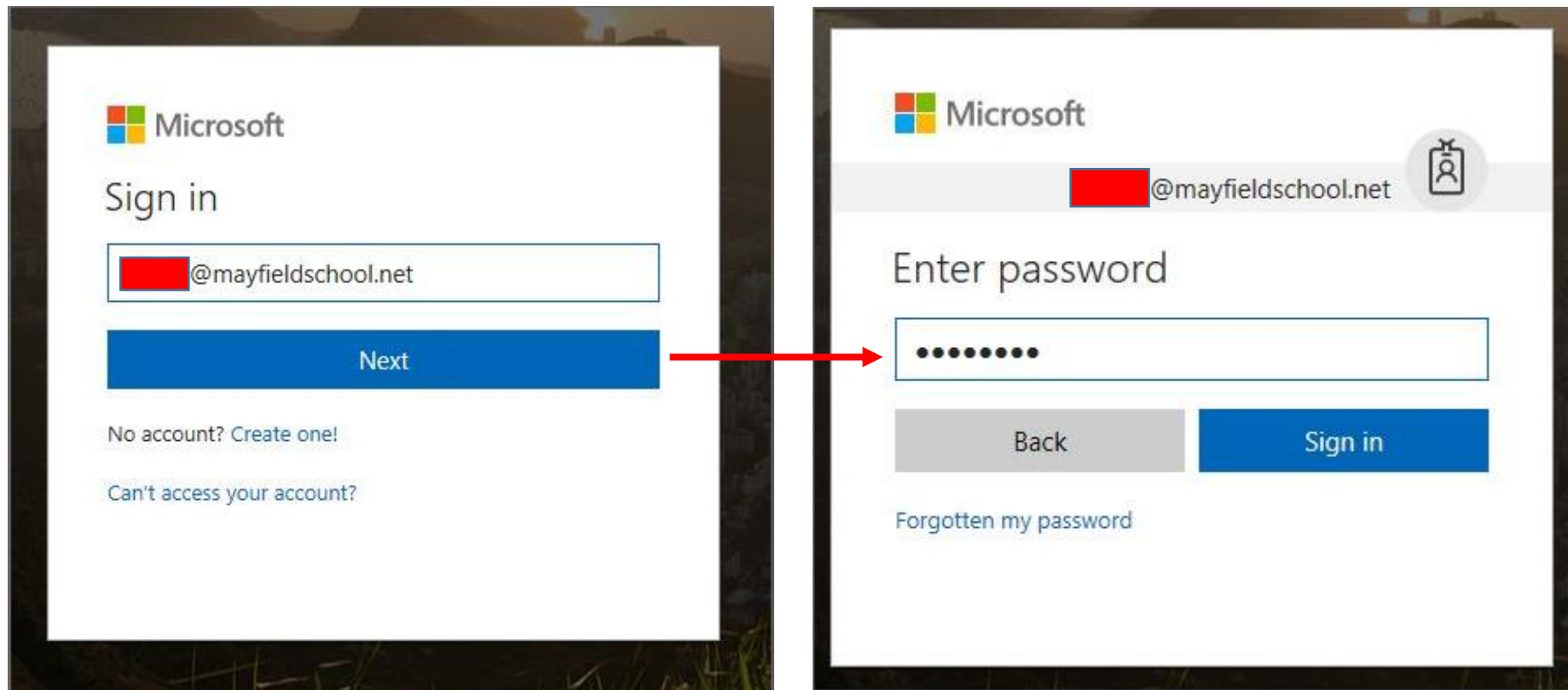
How to use Office 365

Signing in

To use Office 365, you will need to sign in with your school email address and windows password at <https://www.office.com>. Clicking on this URL will open a web browser and open up the Office login page like below:



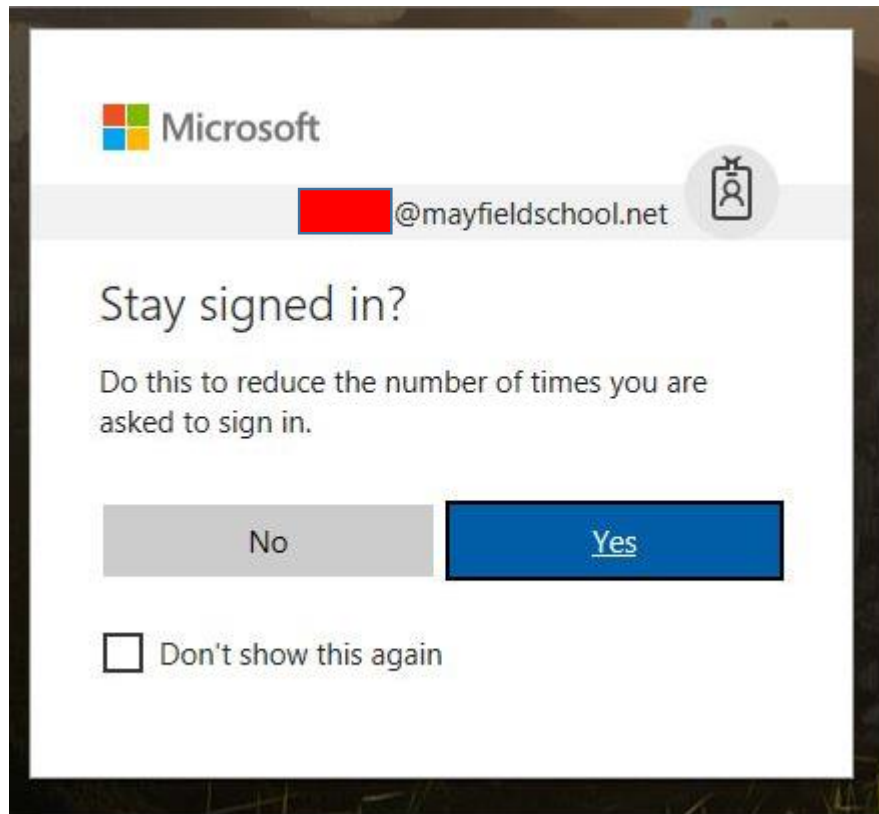
Click Sign in and login with your email address and the password you use to login to the system, as with the following example:



After entering your password and clicking 'Sign in' you will be asked if you would like to stay signed in.

If you are using a public computer select no for obvious security reasons, whilst at home you may choose to remember your details provided you are either; using your own machine or a shared machine with your own separate logon.

In school, you can choose to also remember the details as this is unique to your profile. So, for these reasons choose Yes/No accordingly below.



Once you have been authenticated with your logon details, you then have access to Office packages in the cloud which looks something like the next screen shot:

Good morning

Search online documents

Apps

Install Office apps

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Class Notebook
- Sway
- Forms
- Admin
- Security & Compliance

Explore all your apps

Documents

Upload and Open New

Recent Pinned Shared with me Discover

Name	Last opened by you	Sharing	Activity
Document1 mayfieldschool-my.sharepoint.com » ... » Documents	05 Mar		
Document mayfieldschool-my.sharepoint.com » ... » Documents	05 Mar	Only you	

See more in OneDrive

OneDrive

Recent folders

Name	Last opened by you
Documents mayfieldschool-my.sharepoint.com » ... » ...j_mayfieldschool_net	05 Mar

From here you may use Office packages as you normally would which will be in the cloud and automatically saved to your OneDrive as you make progress with your work.

Installing Office

You may have noticed the 'Install Office apps' button in the top right corner of the screen; clicking this will bring a drop down box showing an option to install Office 2016, select this and the package will begin to download. Once the download is complete you can then install this on your computer as you normally would with other software, see the next 2 screen shots below related to this:

Good morning

🔍 Search online documents

Apps

Outlook
 OneDrive
 Word
 Excel
 PowerPoint

Teams
 Class Notebook
 Sway
 Forms
 Admin

Install Office apps ▾

Office 2016
 Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote and more.

Other installation options
 Install a different language, the 64-bit version or other apps available with your subscription.

[Explore all your apps →](#)

Documents

📁 Upload and Open **New** ▾

Recent Pinned Shared with me Discover

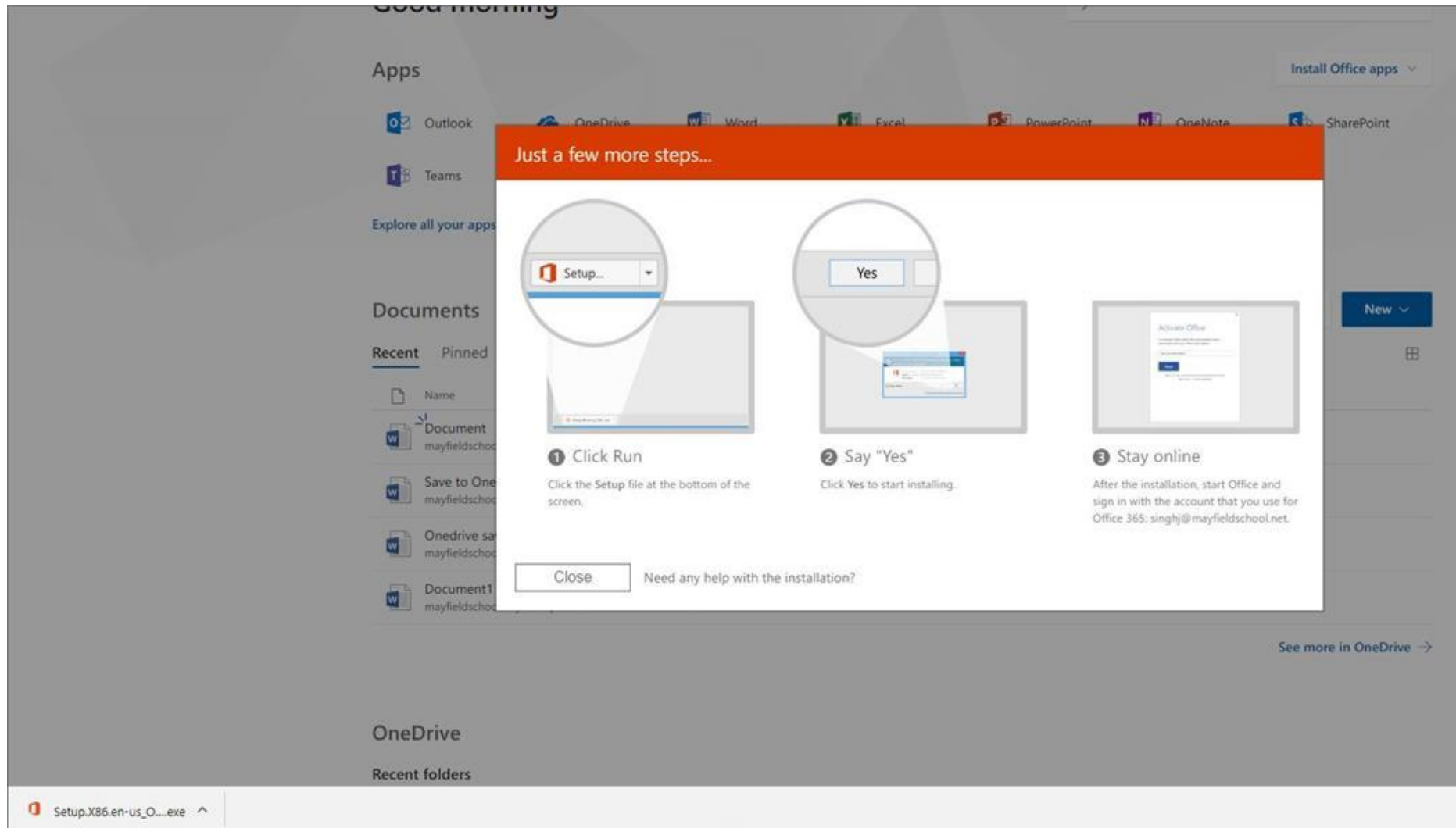
Name	Last opened by you	Sharing	Activity
Document mayfieldschool-my.sharepoint.com > ... > Documents	2h ago	Only you	
Save to OneDrive mayfieldschool-my.sharepoint.com > ... > Documents	Yesterday at 15:00		
Onedrive save test mayfieldschool-my.sharepoint.com > ... > Documents	Yesterday at 10:55		
Document1 mayfieldschool-my.sharepoint.com > ... > Documents	5 Mar		

[See more in OneDrive →](#)

OneDrive

Recent folders

Name	Last opened by you



Once installed, open office and sign in with your credentials which will activate the package on your computer.

Using Applications


When you have signed in and you see the applications under 'Apps' on the web browser, you can click on the package that you would like to work with and use it all through the cloud. The example below shows creating a word document and renaming/saving it to your OneDrive.


First click on the word package under Apps which brings you to the next screen:

Word Online


Recent

- Document.docx
mayfieldschool-my.sharepoint.com » personal » si...
- Onedrive save test.docx
mayfieldschool-my.sharepoint.com » personal » si...
- Document1.docx
mayfieldschool-my.sharepoint.com » personal » si...


New in  OneDrive for Business




New blank document




General notes




12-month timeline




Trip planner




Resume (timeline)




Memo




Event flyer




Travel brochure




Get Started Right Away



Literature Review

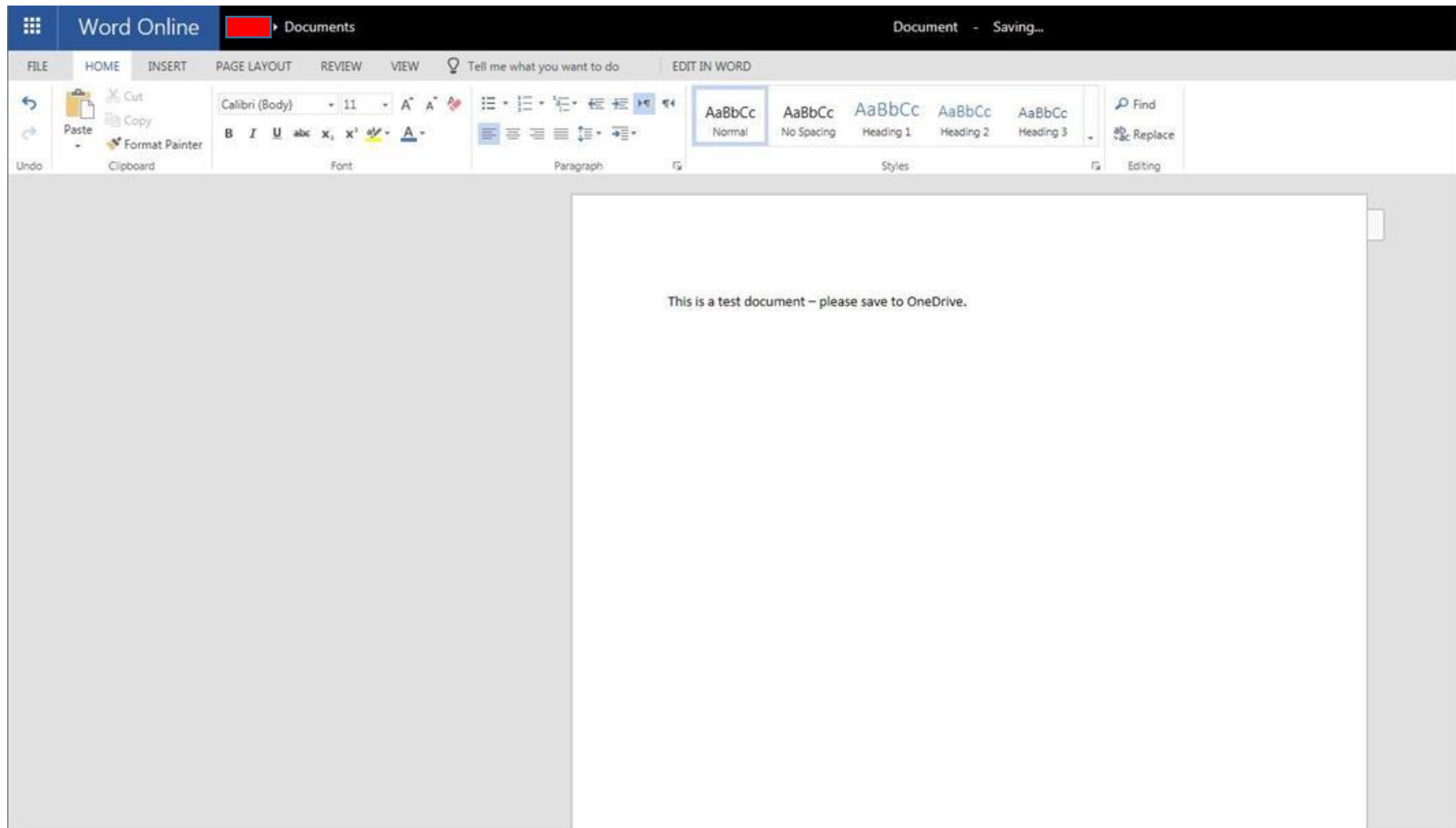


Literature Review (light)



Literature Review (dark)

From here, it is much like using the package as you would use it normally, so from here we will open a New blank document, do a little work and then save it to OneDrive after renaming it:



Now to save, click 'File' and select 'Save As' and then 'Rename' in the next list of options:

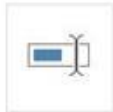
- ←
- Info
- New
- Open
- Save As
- Print
- Share
- About
- Help

Save As



Save As

Save a copy online.



Rename

Rename this file.



Download a Copy

Download a copy to your computer.



Download as PDF

Download a copy of this document to your computer as a PDF file.



Download as ODT

Download a copy of this document to your computer as an ODT file.

Where's the Save Button?

There's no Save button because we're automatically saving your document.

Document - Saved

RD

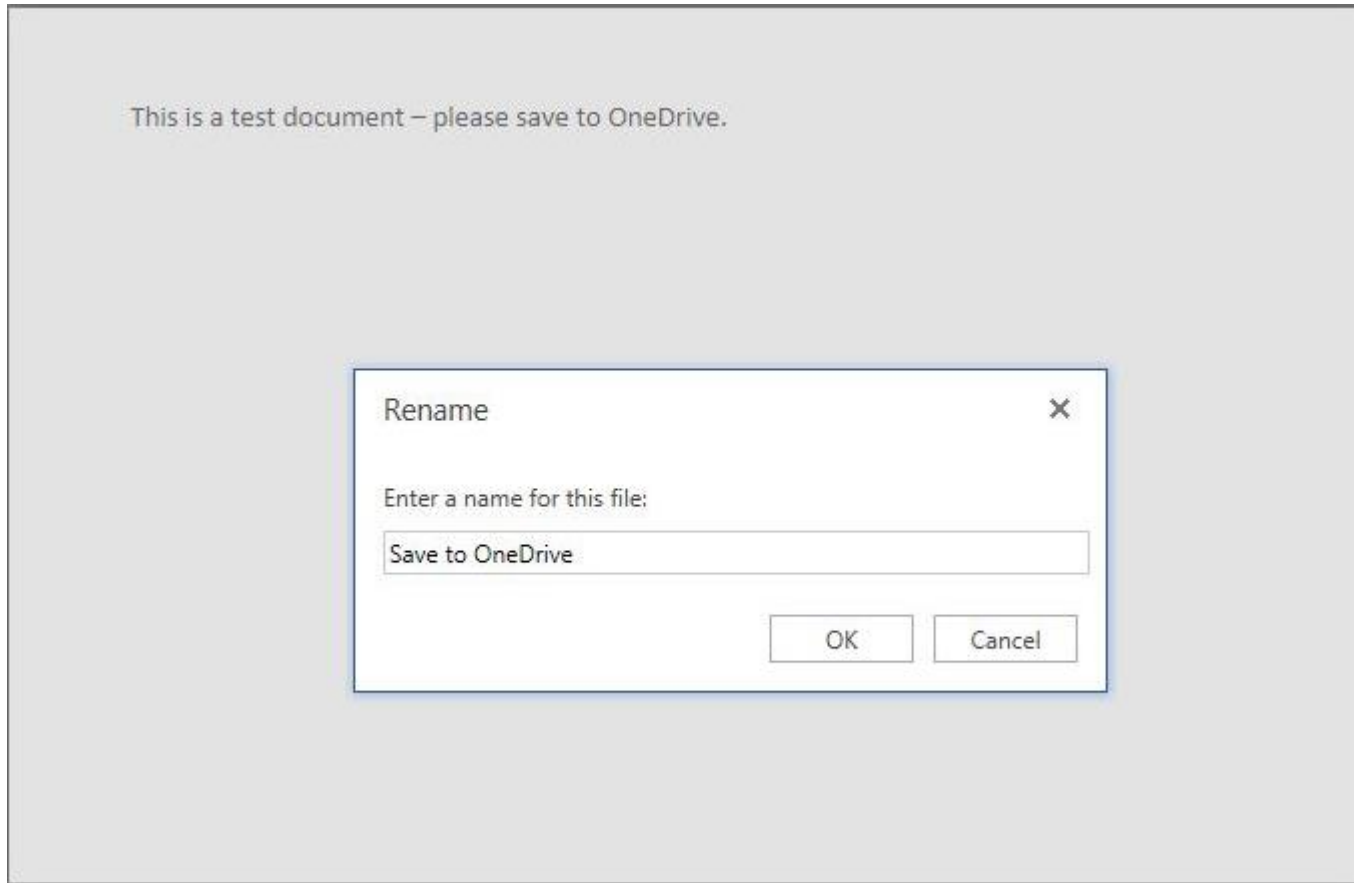
oCc AaBbCc AaBbCc AaBbCc AaBbCc
nal No Spacing Heading 1 Heading 2 Heading 3

Find
Replace

Styles Editing

t document – please save to OneDrive.

Give the file a meaningful name and click OK:



To see where the file is saved, click the 3x3 square next to where it says 'Word Online' and click 'OneDrive'



Office 365 →

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class Notebook



Sway



Forms



Admin

[All apps](#) →

Documents

New ▾



Save to OneDrive

mayfieldschool-my.sharepoint.com > ... >...



Onedrive save test

mayfieldschool-my.sharepoint.com > ... >...

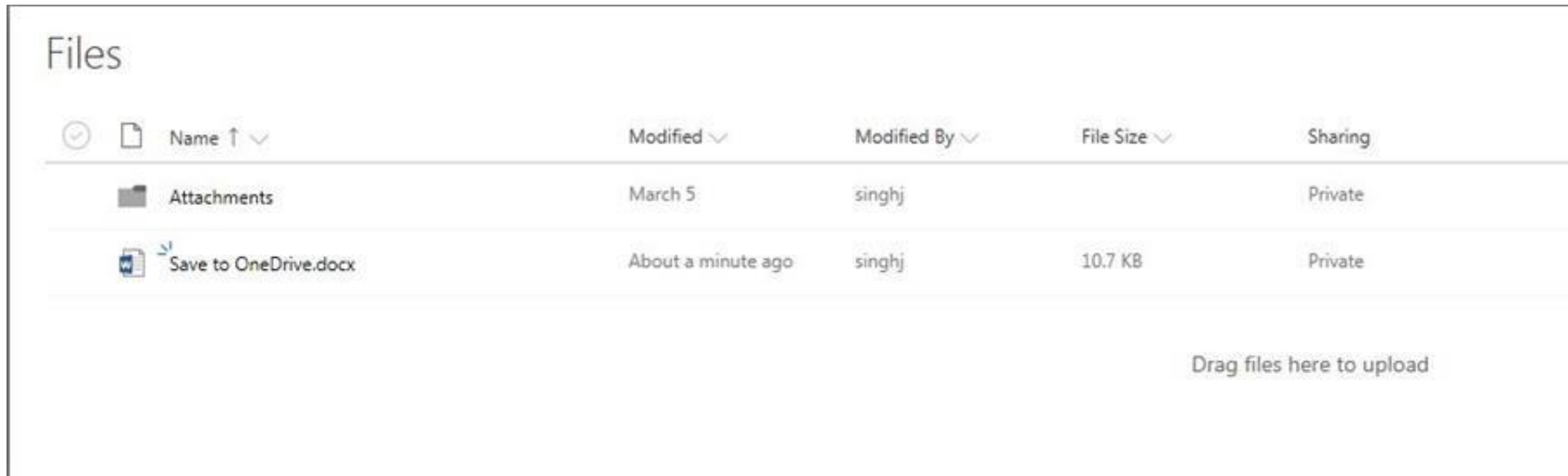


Document1

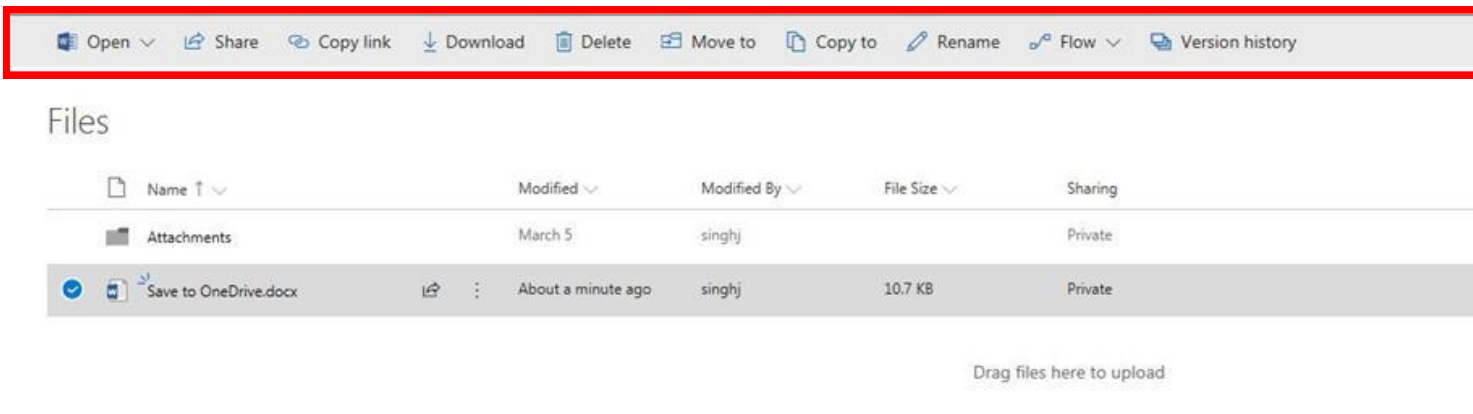
mayfieldschool-my.sharepoint.com > ... >...

[More docs](#) →

You can now see below your OneDrive area with the file saved.



If you click on the left side of this file, you will see a list of options above which highlights all the things you can do with it such as; download, delete, rename, share etc. The Share option will enable you to do just that, share with a colleague/student to be able to work on it together which is using the collaboration part of Office 365 (this is a topic on its own which may be covered at a later date).

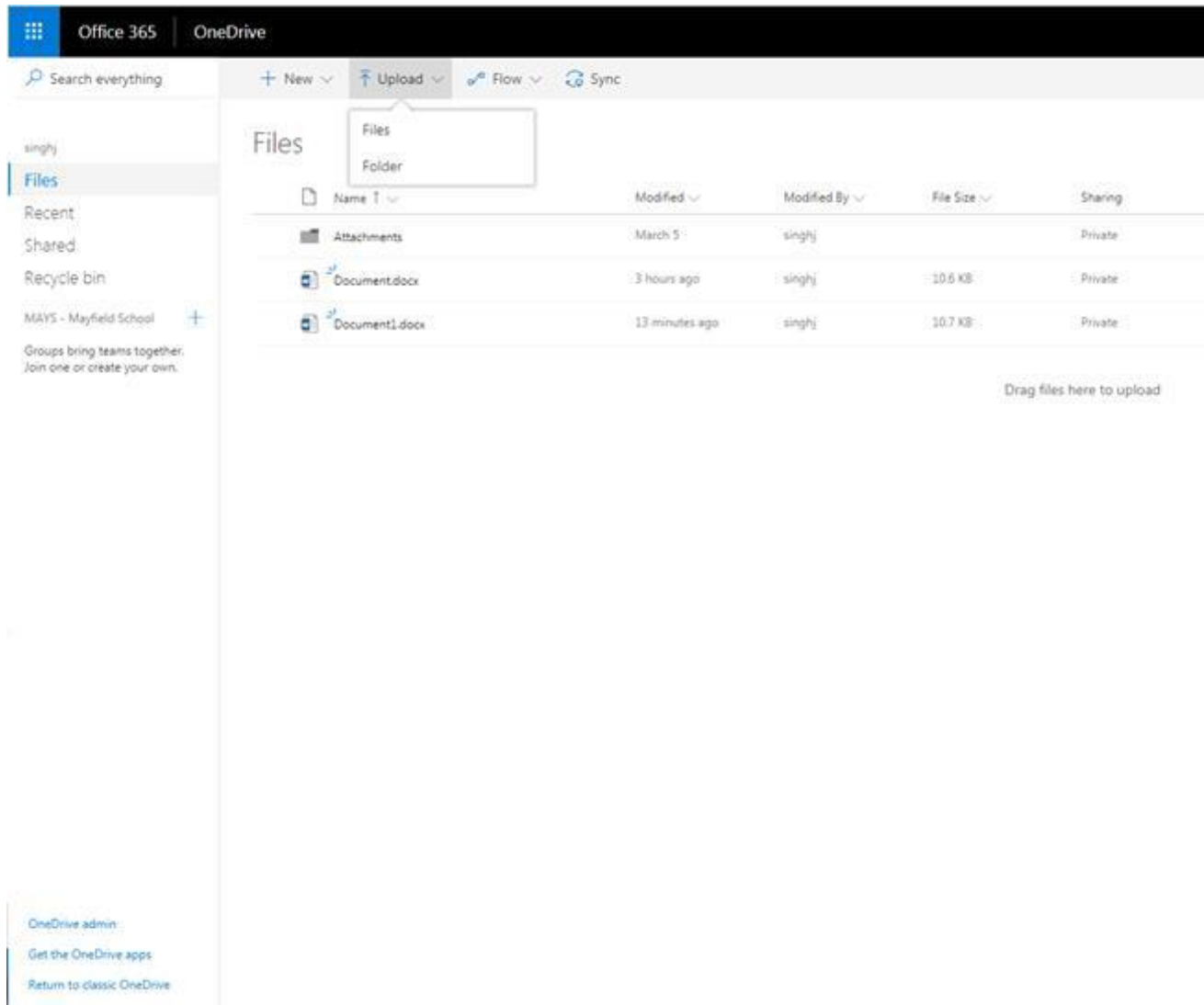


Uploading Files

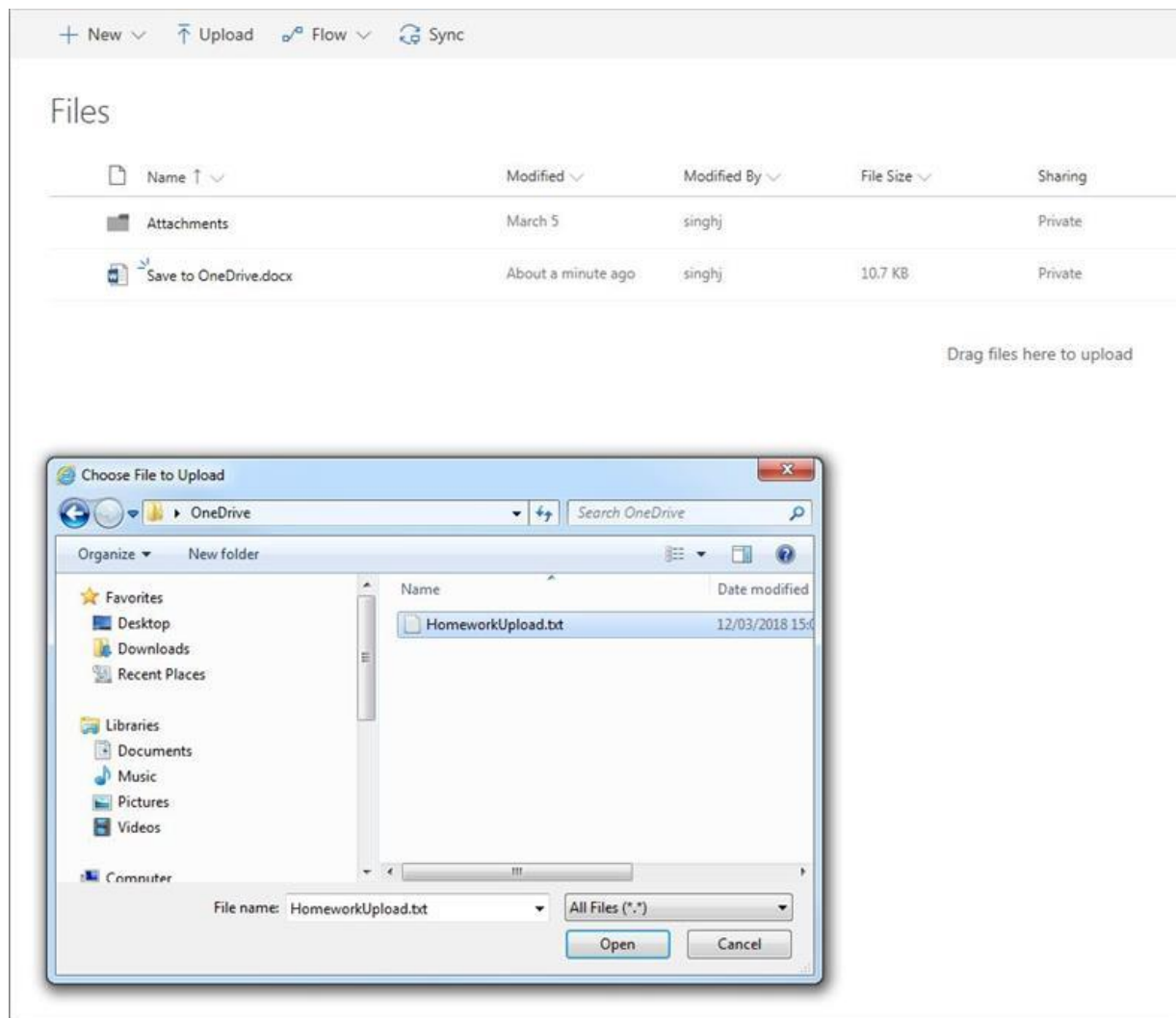
In situations like using the local office package on a computer, or uploading other files that are not office related, you may find you need to save them to your OneDrive so that you can open them here on site by logging in to your Office 365 account or anywhere else. This functionality is much like having a 1TB USB on your possession but is virtual in the cloud.

In this case you will upload the files to your OneDrive which are then accessible on any computer as long as you have an internet connection.

To do this, whilst in your OneDrive are, click 'Upload':









As I'm working on a Windows machine it will bring up the Windows Explorer for me to locate the file that I am wanting to upload:



Select this file and click open, you will then see the file will begin to upload as below to your OneDrive and you will be able to see it, continue working on it at any location.

+ New ▾ ↑ Upload □ Flow ▾ ↻ Sync

Files

 Name ↑ ▾	Modified ▾	Modified By ▾	File Size ▾	Sharing
 Attachments	March 5	singhj		Private
  HomeworkUpload.txt	A few seconds ago	singhj	19 bytes	Private
  Save to OneDrive.docx	6 minutes ago	singhj	10.7 KB	Private

Drag files here to upload

This should be everything you need to get started with Office 365. However if you are having any issues with your Office 365 or would like further assistance in getting setup, please come up and see Mayfield IT Support in IT3 and we will take a look with you.