

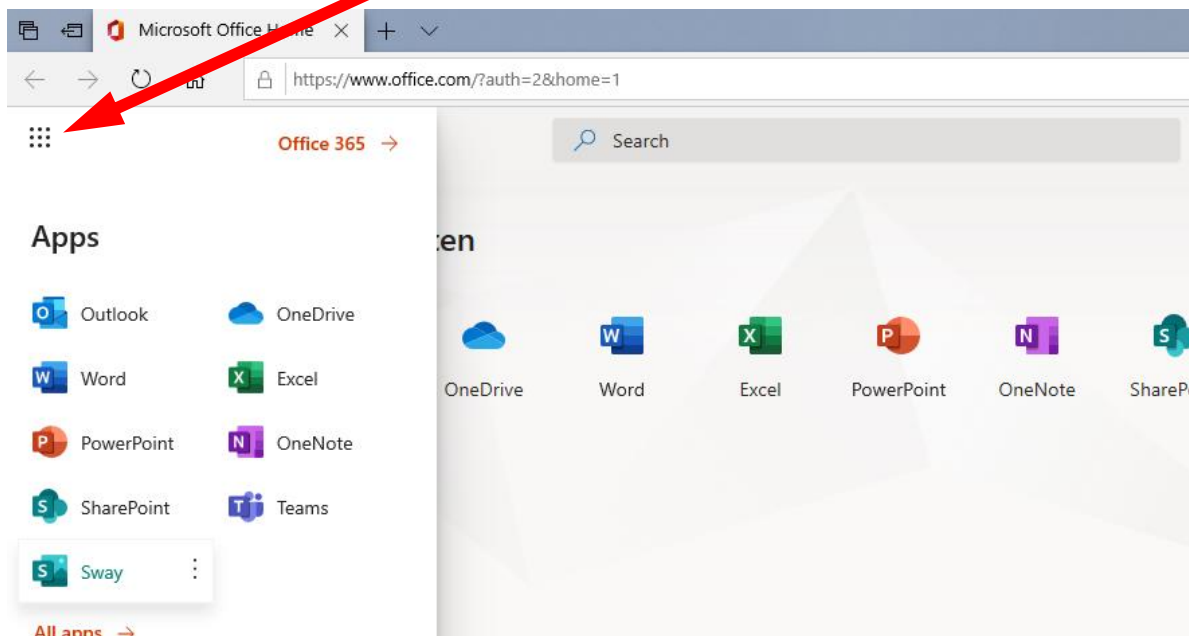
## Student Guide to Using Office 365

### Logging In

- To access Office 365 you must first navigate on the internet to <https://outlook.office365.com>
- This will take you to a page asking for your email address then click **NEXT**
  - Your email address is the username you use to log into the school computers followed by **@wintertoncommunityacademy.co.uk...** so if your username is **y160155ab** then your email address is [y160155ab@wintertoncommunityacademy.co.uk](mailto:y160155ab@wintertoncommunityacademy.co.uk)
- On the next page you will be asked for your password (This is the same password that you use to log onto the school computers.) then click **Sign IN**
- You will now be asked if you want to Stay Logged In, if you click YES you will not need to sign in next time, if you click NO you will. You choose which is most suitable for yourself.
- You will now be logged in.

### Accessing the Programs.

Once you have logged into Office 365, you will have access to various WEB BASED versions of the Microsoft Programs that you use at school. To find the available options click on the Menu button in the TOP LEFT corner of the web page (**A square of nine dots**). This menu is there in EVERY page of Office 365



Although there are many programs available, the main ones you will need are will be Outlook (for accessing email), Word, Excel, Powerpoint and OneDrive (for storing files).

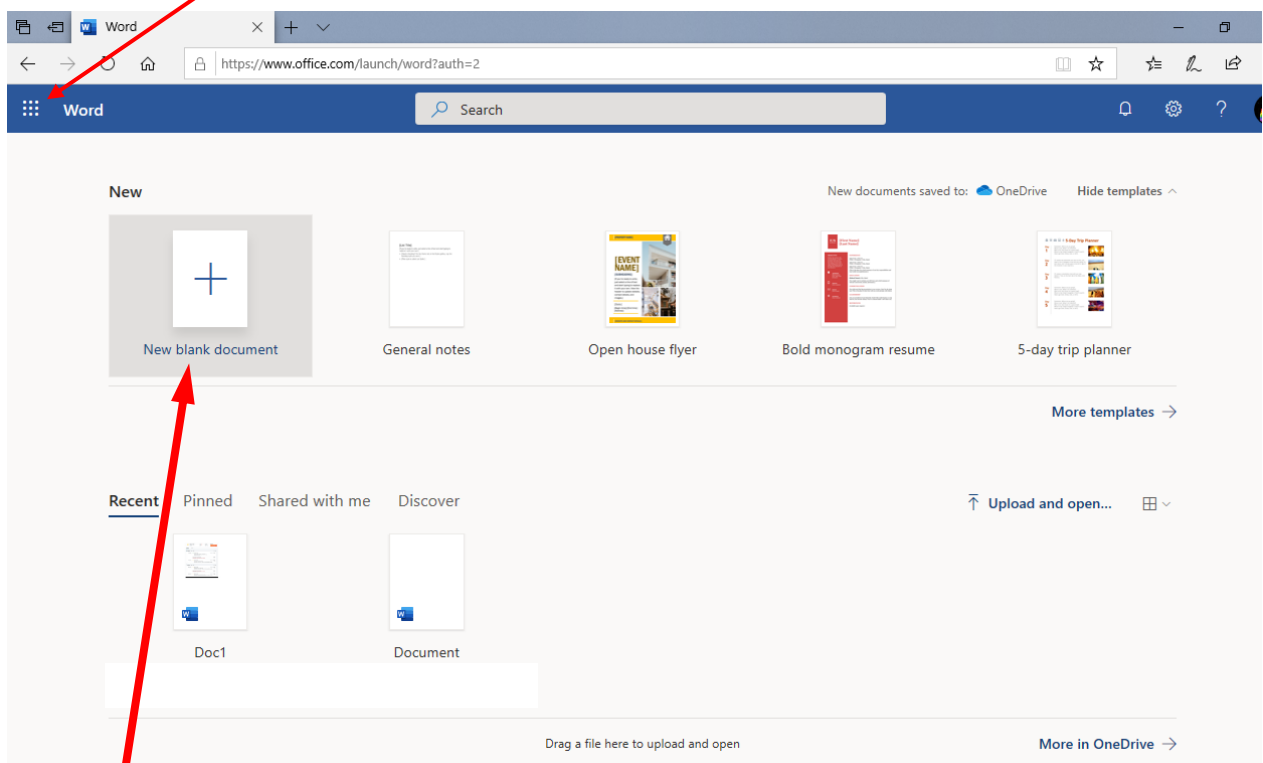
## Using the Programs

Although these programs are web-based versions of the programs you are familiar with, there are some things which are different because of being web based. Luckily these “differences” are the same across the different programs. We will work with WORD, but this is the same for all the main office programs.

### Creating a new Document.

Click on the Menu (Nine Dots) and click on the Word Icon.

You will see a page like this

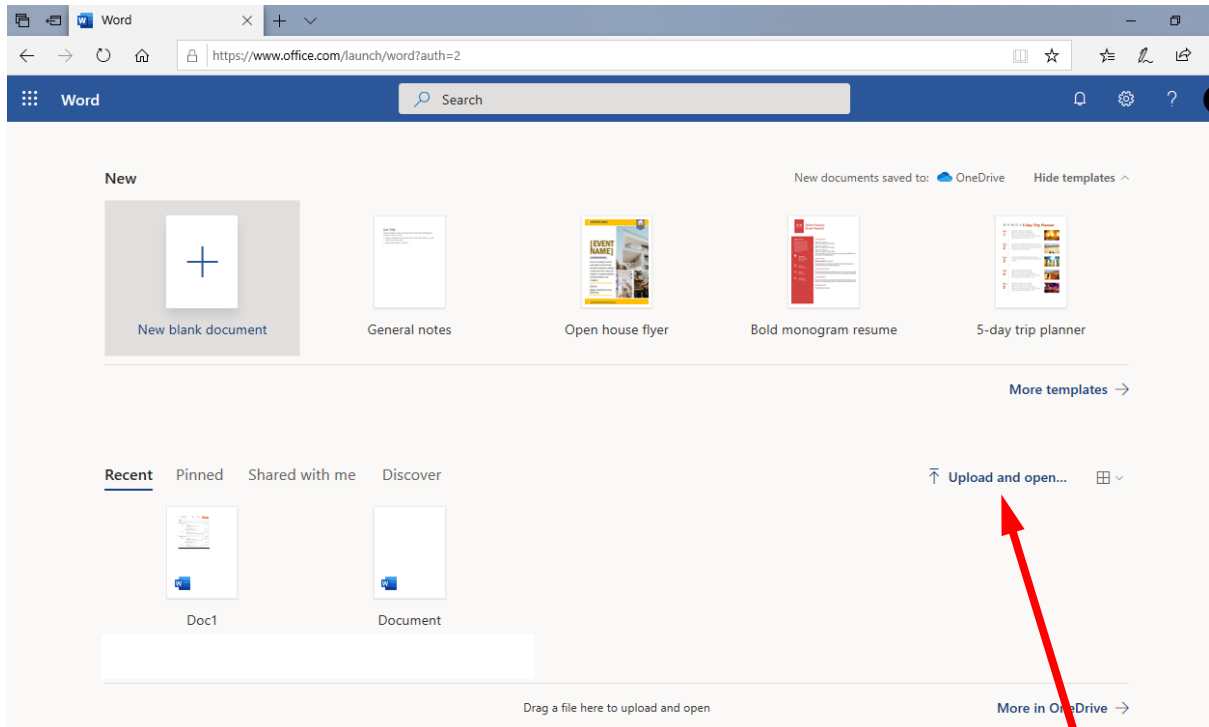


**Click Here to create a New Blank Document** and you will be presented with a page that looks similar to the version of Word that you use in school and will provide you with most of the features that the desktop version provides.

Unlike the desktop version, the web-based versions of these programs will automatically save your work into OneDrive as you go along ensuring that you will not lose your work in the case of a loss of internet connection or your laptop running out of battery.

## To Open a Document from your computer

If you have a document that you already have saved on your computer, downloaded from Home Access Plus or on a memory stick, you will need to upload the document into Office 365 first to be able to access it online.



The process of getting your document into Office 365 though is simple, just click **Upload and Open** and then browse your computer to find the file and then click open. The file will then be copied into OneDrive and opened for you to edit.

## Saving your work.

Office 365 will automatically save everything that you do, almost instantly whilst you do it, and store it in the OneDrive online storage. However if you have created the document from the New Blank Document button, you will want to give it a proper name before you finish, otherwise you will have a folder full of documents called Document 1, Document 2 etc...

If however you'd like to save your work onto your own computer/memory stick, etc... then:

- Click on the File Menu
- Click Save As
- Click Download a Copy
- When the Download File dialogue displays click Save As and choose where you want to save your file. You can now upload the file in Home Access Plus if required