

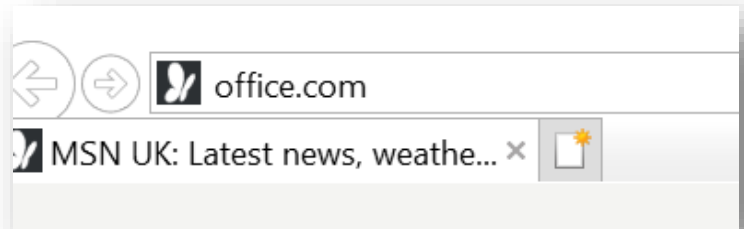
Office 365 – An Easy Guide!

You now have the functionality to use your school MS Office 365 account on up to 5 devices, including your school iPad.

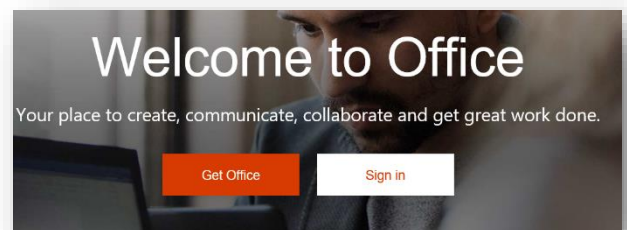
Office 365 allows you to easily create, share and collaborate with any member of the foundation, in an environment you are familiar with.

How to start

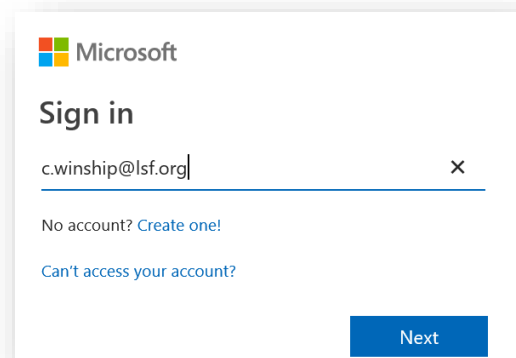
Type office.com into any browser; Internet explorer, Safari and Chrome are the most common examples.



Next click Sign in.

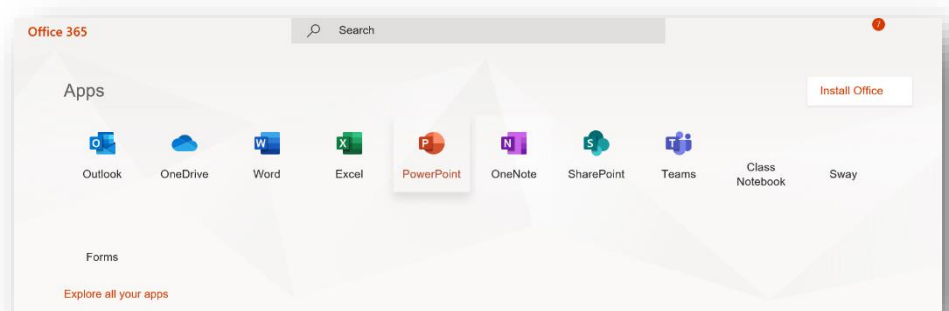


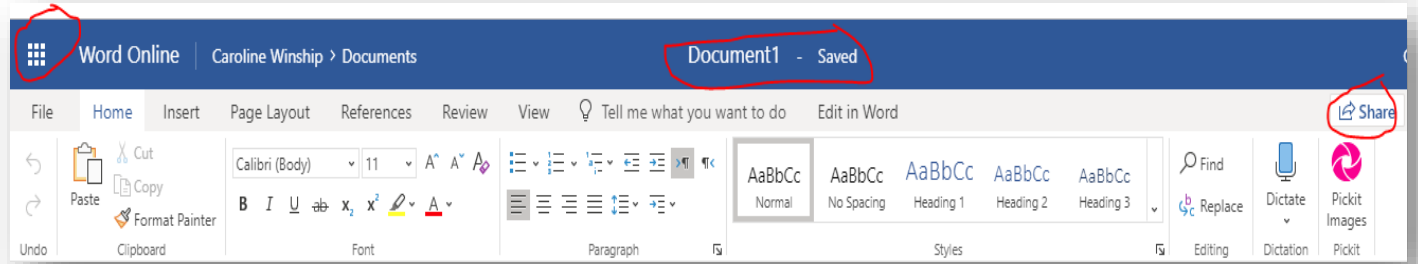
Sign in with your school email. Click Next, and then type in your usual school password.




This will then open the following Window. These are all your MS Office apps. Many are familiar however, there are a few new ones!

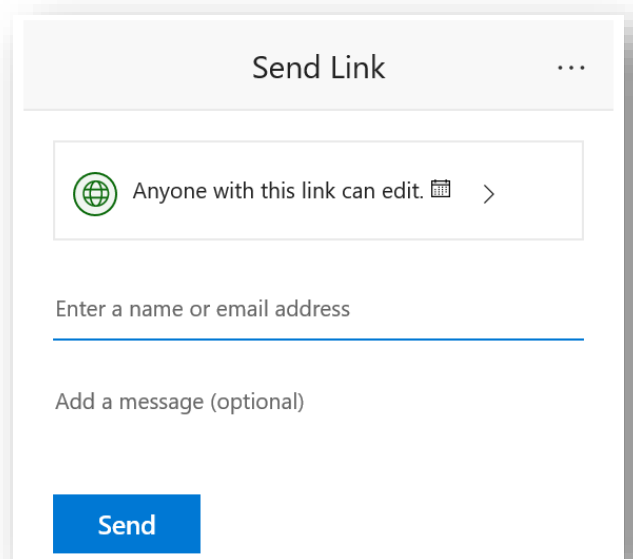
OneDrive is your secure file storage area, for all your files created using your school MS Office365 account.





When you click on an app and the application loads, (in this example I am using Word). There is additional functionality associated with using Office 365. This is common to all the apps.

- From the left you have 9 dots in a square,  this is called the Waffle and when you click on it, it will take you back to your list of apps.
- I have circled the Saved option, as when working in Office 365 your files will automatically save. To name the file Click where it says Document 1 and then type your file name. This will help to identify your files.
- Finally, I have circled the Share option as you now have the ability to share, and collaborate with any member of the foundation.
- When you click the Share option this window will open. You will then need to type in the name of the person you are sending the file to. They receive an email notification and can then open and edit the file.
- This functionality will work with any of the Office 365 apps.



Thank you for taking the time to read this guide. This is meant as a quick start overview and is by no means a comprehensive look at the functionality of Office 365.

Please do email me if you have any questions or would like to explore Office 365 further.

c.winship@lsf.org