

Logging on and using Office365 & OneDrive

Introduction

We now have the ability to use Microsoft Office 365 & Onedrive throughout school and offsite/at home. This is a quick start guide for all users.

Both staff and students have 1tb of personal online storage, files can be worked on by either using an installed version of Office of Office Online which is a full featured hosted version.

Logging On

To log onto your personal portal go to – <u>https://portal.office.com</u> You will be

presented with a logon box:



To Sign in use:

*yourschoolusername@*westfield.sheffield.sch.uk

Then click next. You will then be redirected to this page:



Westfield
Sign in 18test@westfield.sheffield.sch.uk
Password Sign in
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The password is the same as your normal school logon password.

Once logged in you will be able to access email, onedrive, office applications and any work shared with you by your teachers from the Office 365 dashboard:

 Office 365		🔎 Search					Q @	?	1
Good afte	ernoon						Install Office \vee		
+	0	•	w	×	P		5		
Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint		
Teams	Class Notebook	S 📓	Forms	All apps					
Recent Pinr	ned Shared	with me Dis	scover				↓ Upload and open.		
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Using

Once logged on you will find a familiar interface where you can upload and share documents. If you click on a document it will open in a preview mode with the option to either edit in browser (Using Office online) or Edit in Office (Installed Microsoft Office)

🗰 Word Online				M Simp
M Simpson	Hello	Accessibility Mode	🖌 Edit Document 👻 🖶 Print	Share
Hello	ΠΕΙΟ	C Accessionity mode	Edit in Word Use the full functionality of Word. Edit in Browser Make quick changes right H Word Online.	Microsoft

There is also an option to Share, when you select this option you are presented with a box allowing you to share the file/folder. In addition al users there are full class lists allowing you to share with individual classes:

only shared with you			
Invite people Get a link	Class		Can edit
Shared with	Class 10A/Co1 Class 10A/Co2	ional).	
	SHOW OPTIONS		



All documents stored on Onedrive can also be accessed using your familiar Office applications simply be choosing File>Open> you will then have the option to open files from your onedrive. You can also save documents using the same procedure.



Uploading documents

Documents can be uploaded easily by using the web portal as shown below:

$+$ New \vee	↑ Upload ∨ ♀ Sync				↓ F Sort ∨ ⊞
Files	Files Folder				
× 1	Name	Modified	Modified By	File Size	Sharing
A	ttachments	Yesterday at 1:2	M Simpson		台 Only you
B	atch Files	February 21	M Simpson		台 Only you
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	ocument.docx	January 25	M Simpson	10.8 KB	合 Only you

If you have any problems with this please email studentITsupport@westfield-chorustrust.org