

Logging on and using Office365 & OneDrive

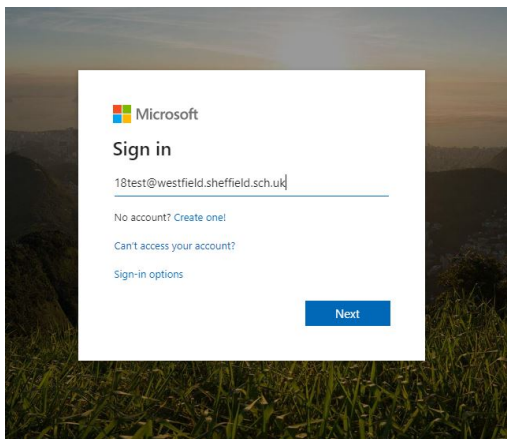
Introduction

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 or Office Online which is a full featured hosted version.

Logging On

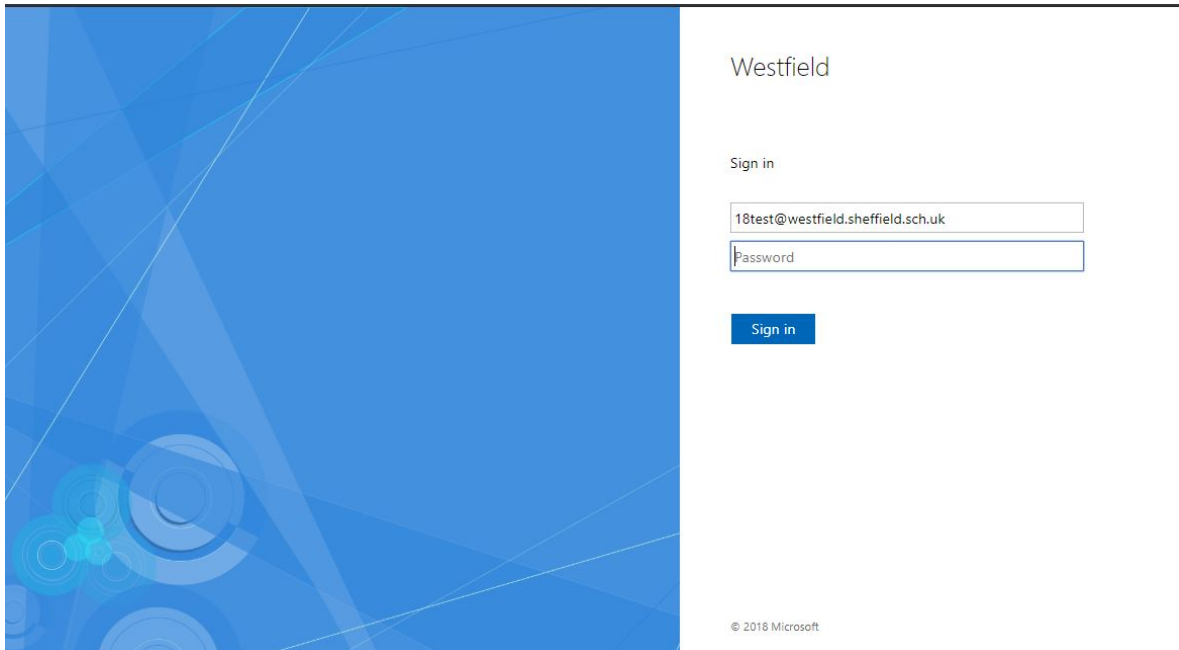
To log onto your personal portal go to – <https://portal.office.com> You will be presented with a logon box:



To Sign in use:

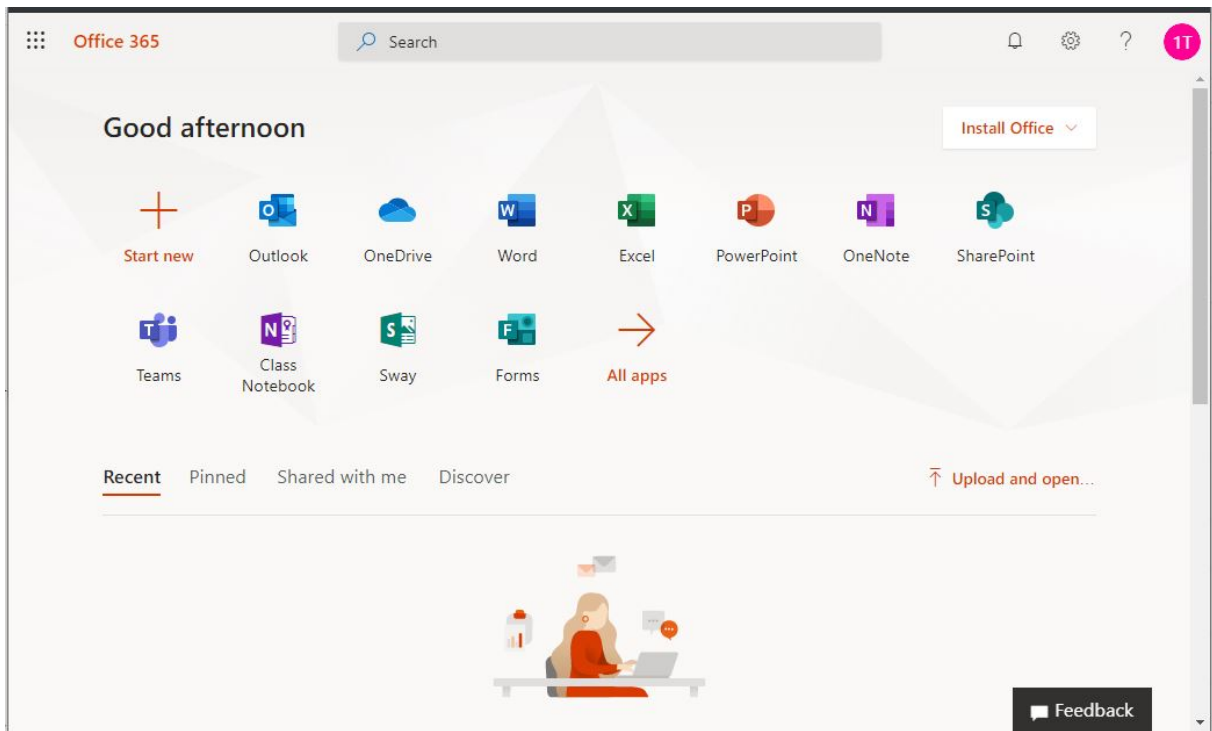
[yourschoolusername@westfield.sheffield.sch.uk](#)

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



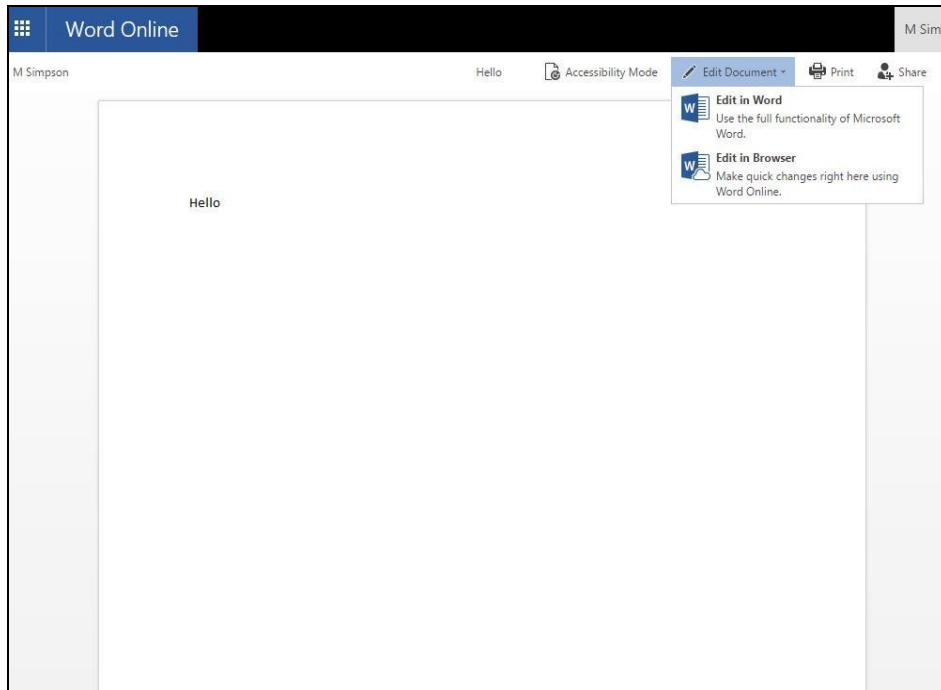
The password is the same as your normal school logon password.

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:

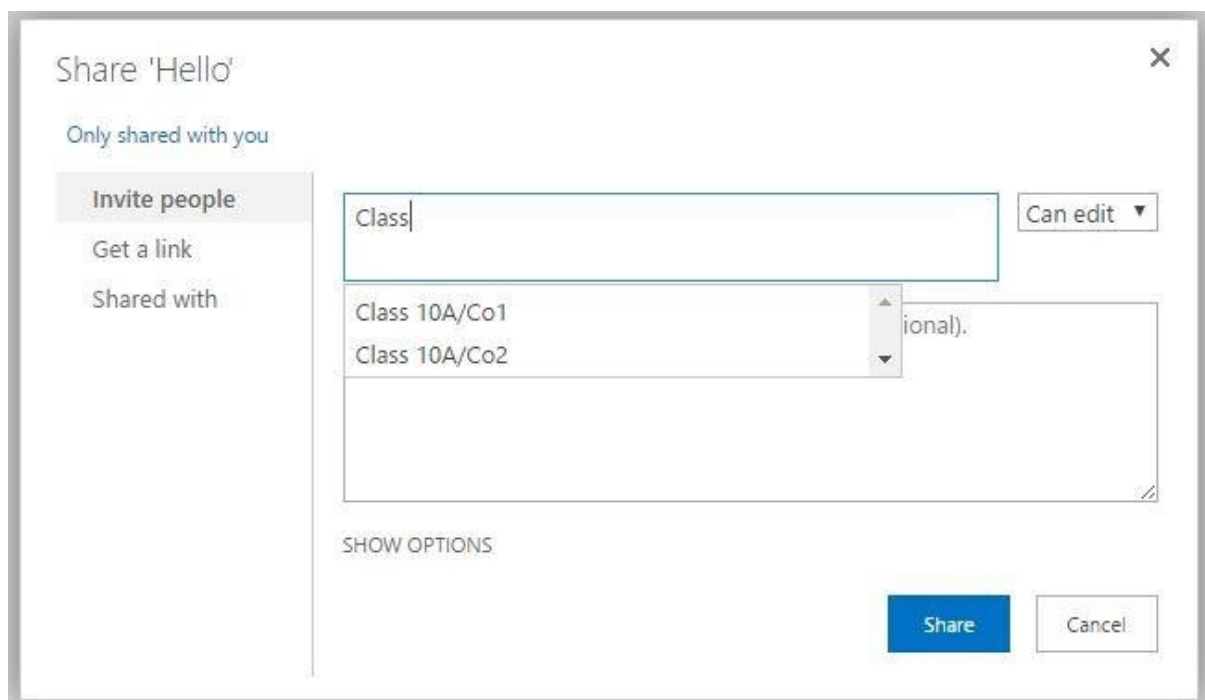


Using

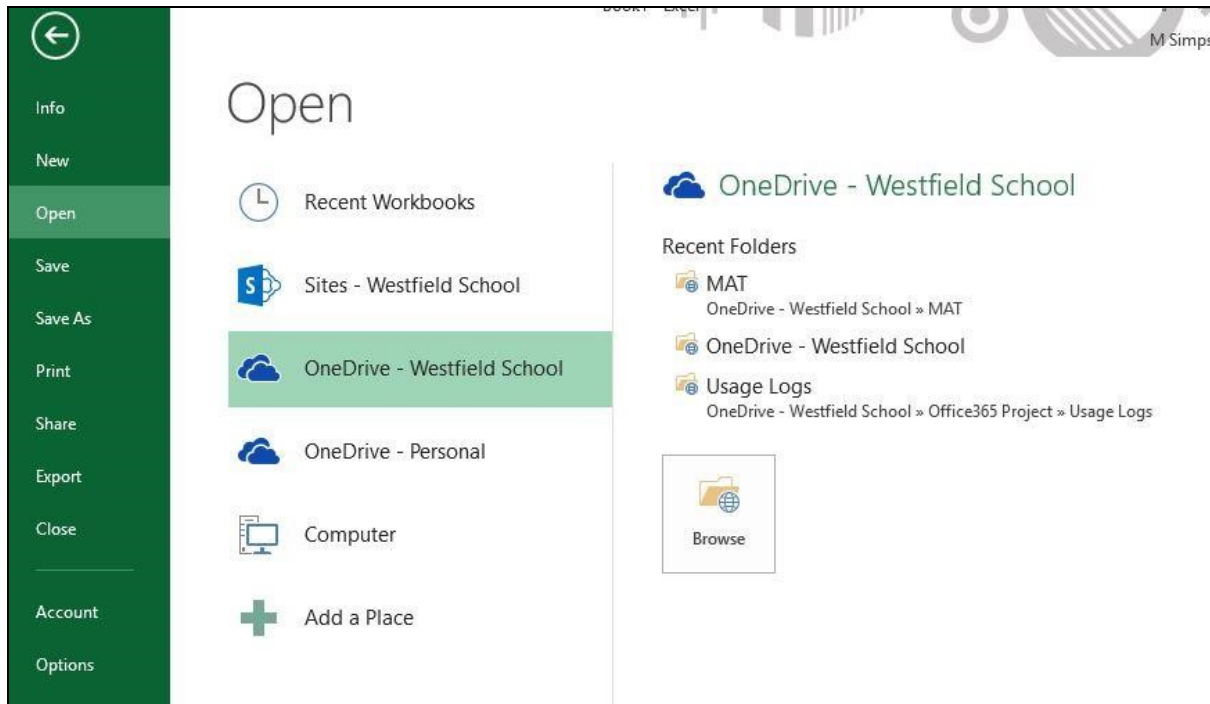
Once logged on you will find a familiar interface where you can upload and share documents. If you click on a document it will open in a preview mode with the option to either edit in browser (Using Office online) or Edit in Office (Installed Microsoft Office)



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 all users there are full class lists allowing you to share with individual classes:

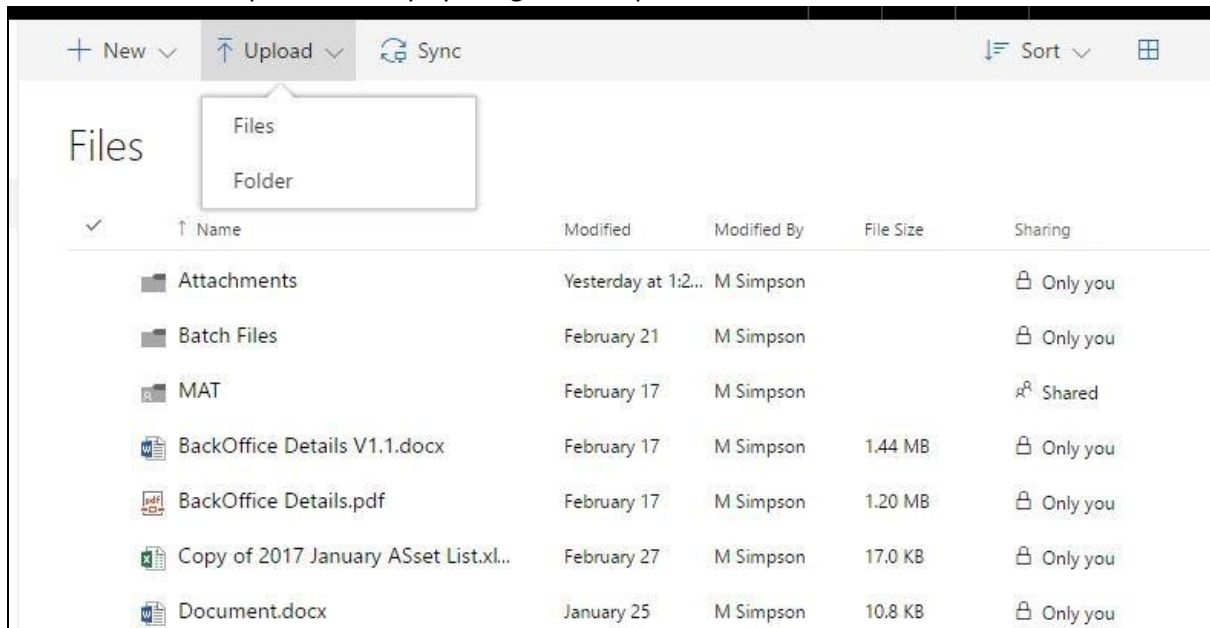


All documents stored on Onedrive can also be accessed using your familiar Office applications simply by choosing File>Open> you will then have the option to open files from your onedrive. You can also save documents using the same procedure.



Uploading documents

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



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