



GUIDE TO OFFICE 365

Last Updated: Wednesday 22 April 2020

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INTRODUCTION TO OFFICE 365

Staff and students at Sandwell Academy are licensed to use Microsoft's Office 365 service.

This service allows the following benefits for staff and students:

- Staff and students can download a copy of Microsoft Office to use offline **on up to five devices**.
- This includes a **5GB allocation of space on Microsoft OneDrive** that you can access **in and out of the Academy through any browser**.
- Work that you have on your OneDrive can also be edited through the web-browser through the Online Office Apps. This will be useful if you use a device that may be incompatible with Office (i.e. Chromebooks).
- Folders and files on OneDrive can also be shared with other users in Sandwell Academy. This includes teachers and other students – so work can be sent that way rather than email. This also gives you the ability to allow teachers access to edit the files.

NOTICE REGARDING OUTLOOK/EMAILS

In Office 365, there is icon to access **Outlook**.

Clicking on this will give you the following message (see: right).

This error message is normal. Sandwell Academy emails will not be accessible through this link.

To access your Academy emails, you need to go through the link on this webpage:

<https://www.sandwellacademy.com/page/webmail>

You will then need to log into Webmail through the link on that page, using your **full Academy email address** and password.



Something went wrong

A mailbox couldn't be found for mlatham@sandwellacademy.com.

[More details...](#)

[Refresh the page](#)

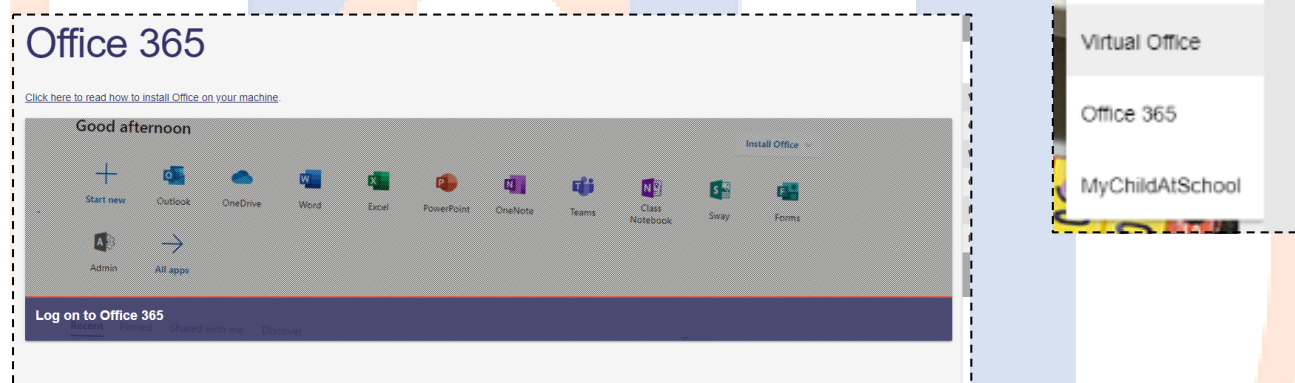
ACCESSING OFFICE 365

There are two ways to access Office 365: you can go directly through the following URL:

<https://portal.office.com>

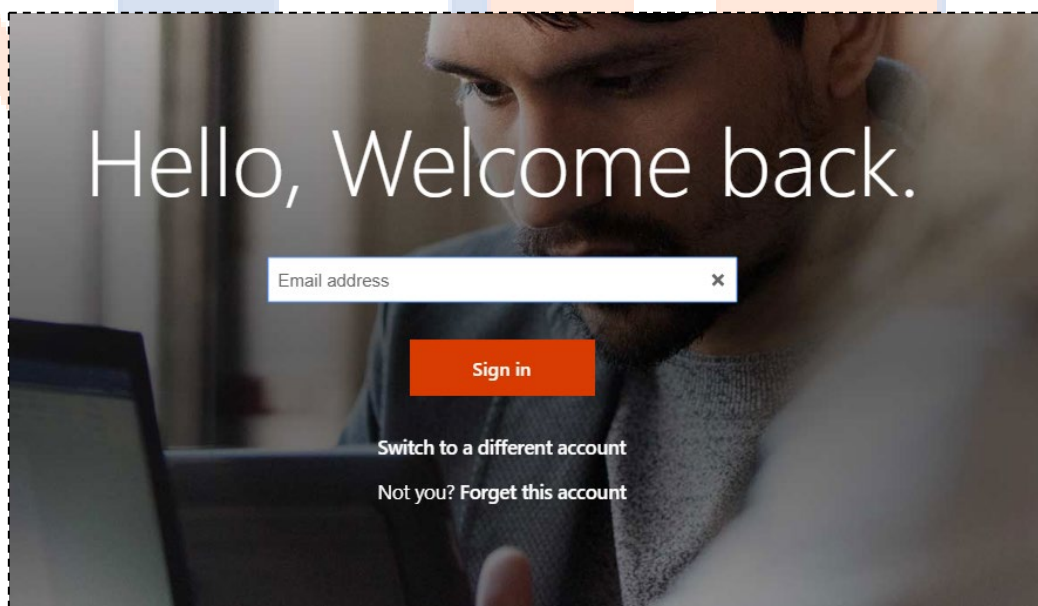
You can also access Office 365 through the Sandwell Academy website.

When you access the Academy website, click the three dots on the menu to access the Quick links menu. You will then see the Office 365 page below:



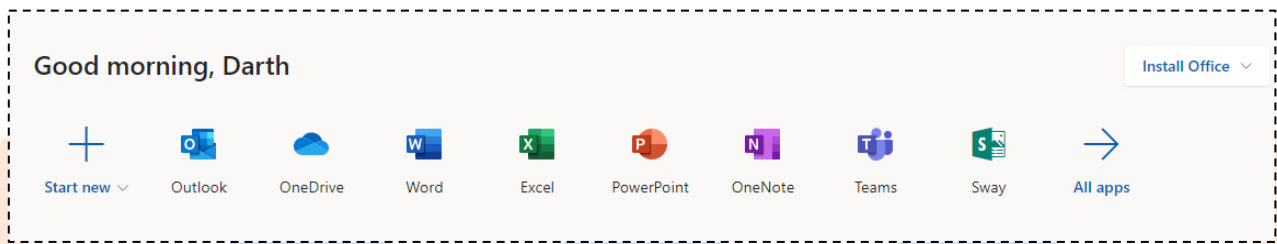
Click on **Log On to Office 365** to get to the login screen.

When loading Office 365, you'll get something along the lines of the below screenshot:



Log in with your **full Academy Email Address**.

You will then see following screen:



These allow you to access different modules of Office 365.

SA

INSTALLING OFFICE 365

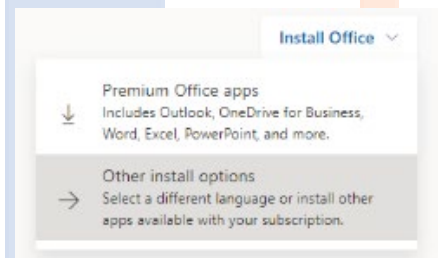
IMPORTANT NOTICE FOR NON-WINDOWS USERS

The **Office 365 Apps** you can download has versions that will work on **Windows PCs and Laptops** and **Apple Mac Workstations/MacBooks**. Anything other than these will not install.

They will also not install on mobile devices or tablets/iPads.

HOW TO ACCESS THE OFFICE INSTALL FILES

On the main page of Office 365, you can see a drop-down box with **Install Office** on it in the top right hand corner. Clicking on this, you'll see a link stating **Premium Office Apps**. Click on this a download will start which will begin the install.

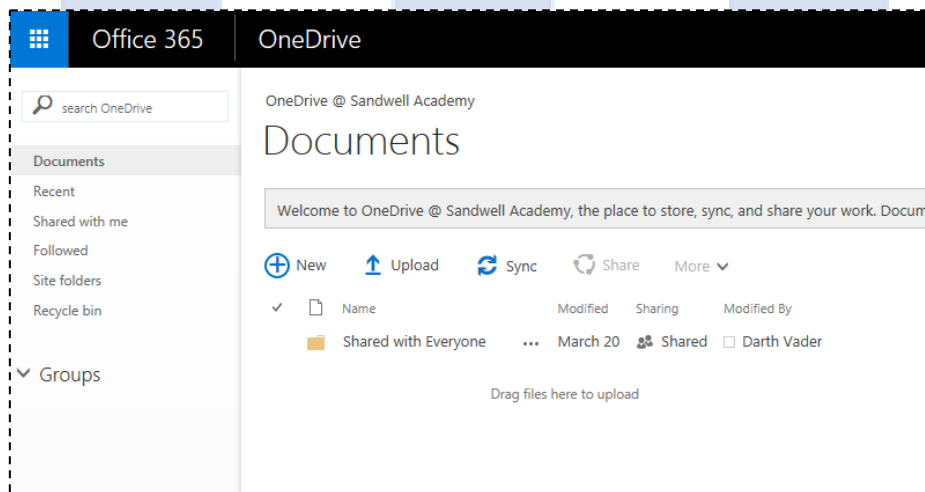


Mac Users: Depending on the version of the MAC O/S, it may show the Mac install automatically. If not, click **Other Install Options** and you will see a page where the Mac version of the software is installed.

MICROSOFT ONEDRIVE

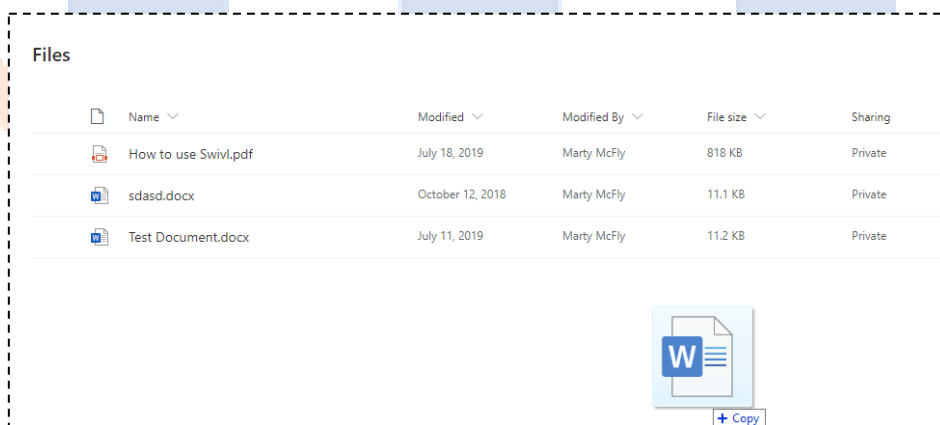


OneDrive is cloud storage that allows you to access work inside and outside the Academy. It offers the opportunity to share files to other users, as well.



HOW TO ADD FILES TO ONEDRIVE

You can drag files and folders from your computer into OneDrive by directing the file into the folder in your web browser.

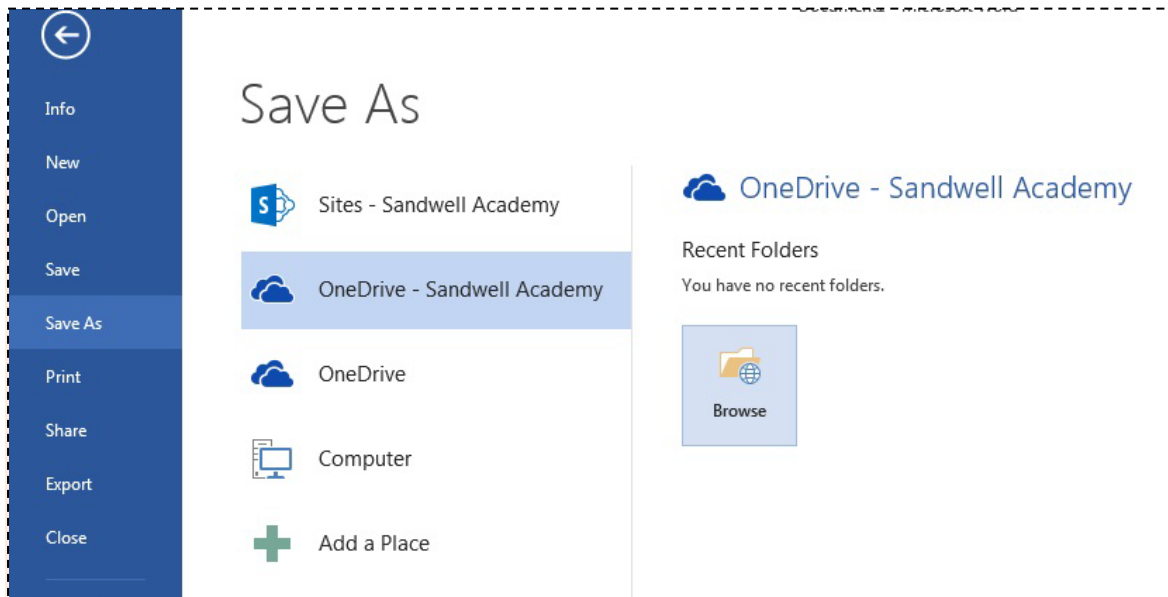


This will copy the file to your OneDrive from your PC.

ADDING TO ONEDRIVE FROM AN OFFICE APP

You are able to save a new file directly to OneDrive from within the App.

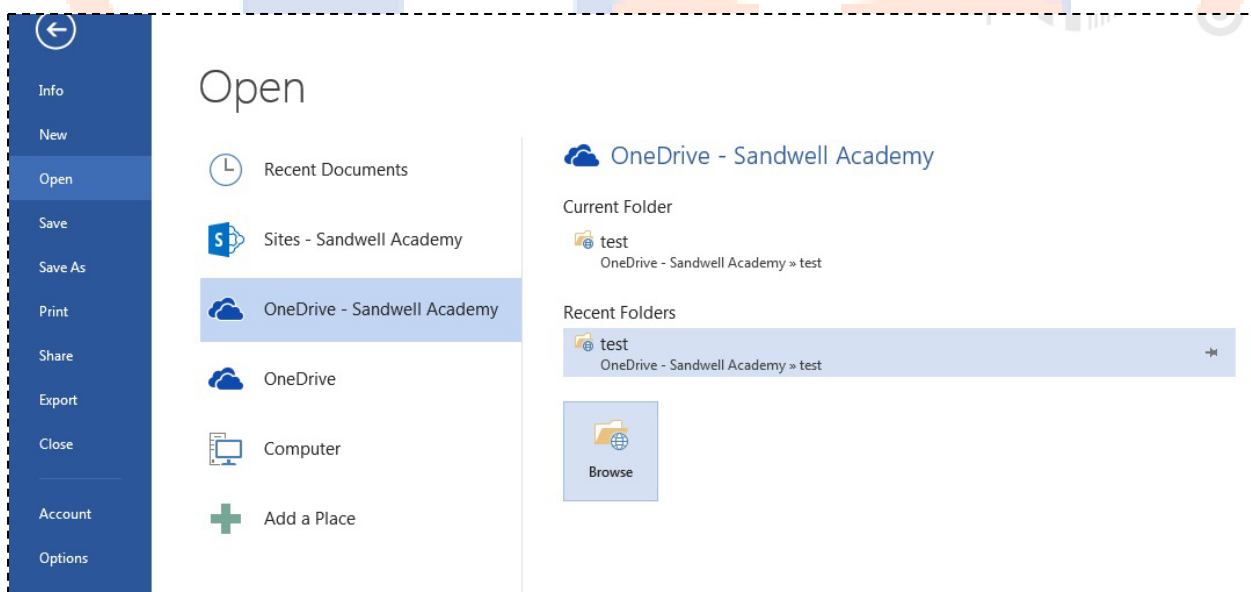
Click File > Save As > OneDrive. Your OneDrive will be named with your name.



You can then save it in your OneDrive folder like normal.

WARNING
Sandwell Academy has no responsibility for any work lost or deleted from OneDrive.

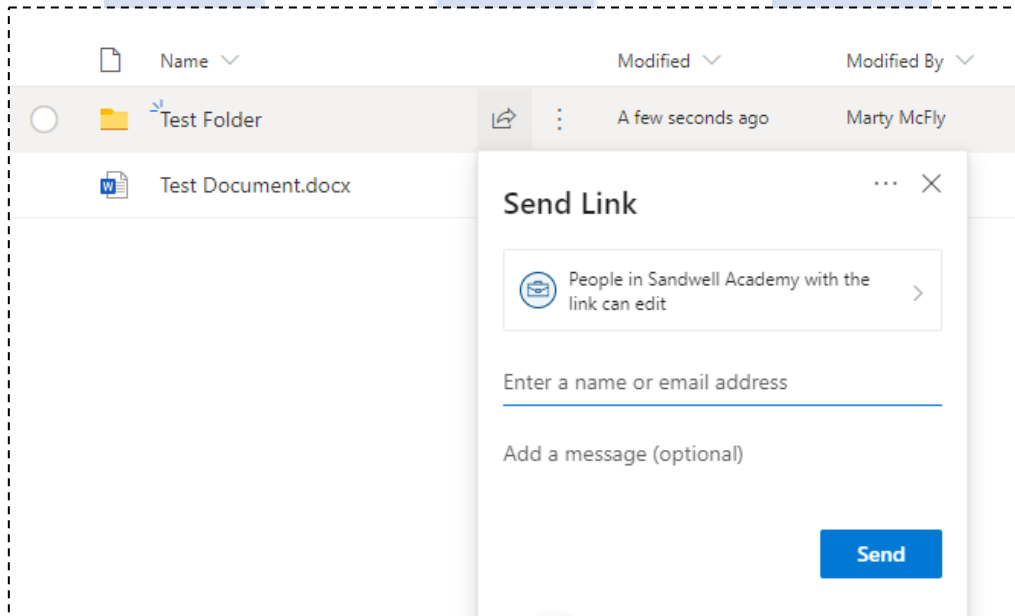
To open it from OneDrive, in an Office desktop app, click File > Open > OneDrive



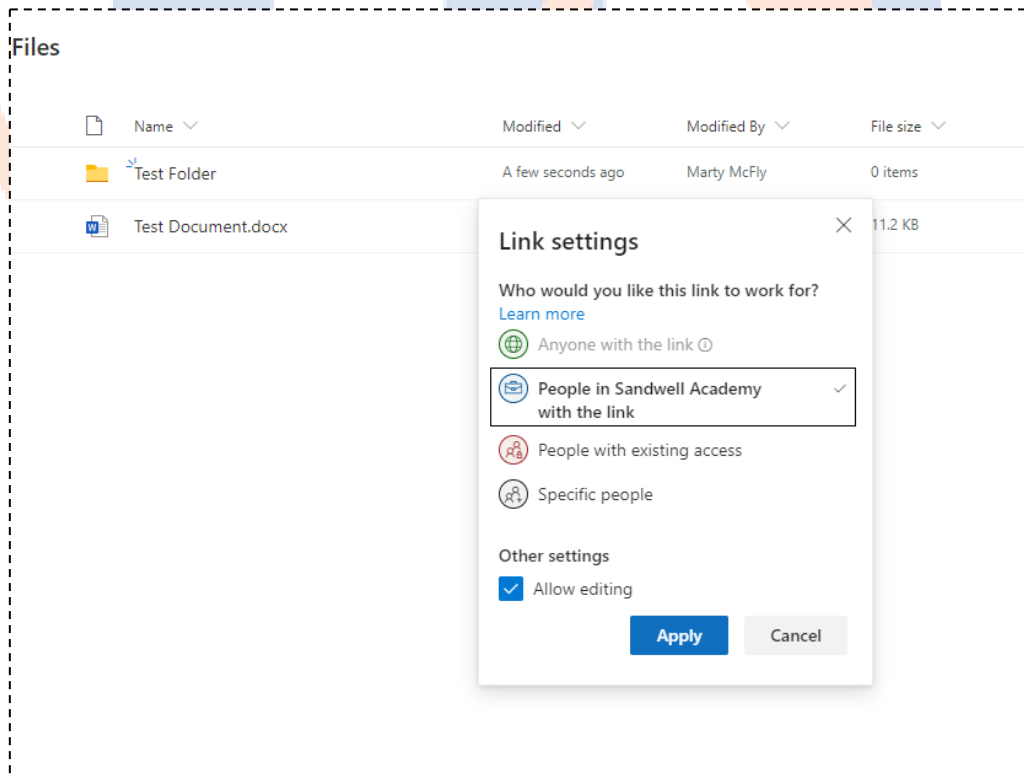
You can then select the file you want from your OneDrive folder.

SHARING A FILE/FOLDER WITHIN ONEDRIVE

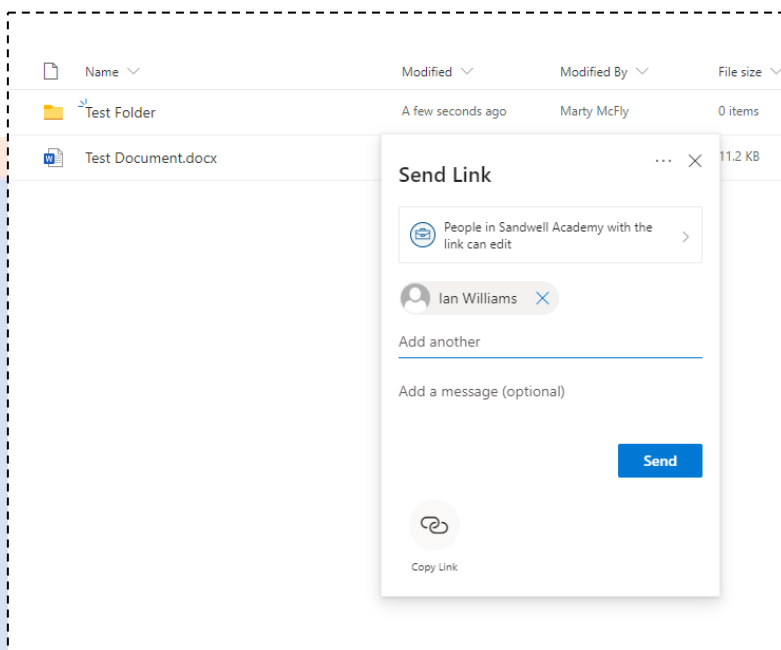
The following will work with **files** or **folders**. You will find the share icon on the right-hand side of the file and/or folder which gives you the option to share it.



Clicking **People in Sandwell Academy with the Link** expands the option below and gives you the ability to allow editing of the file as well.

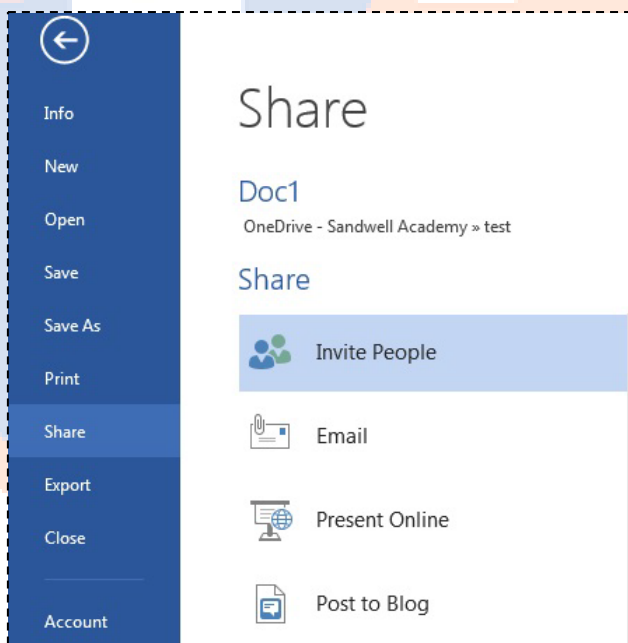


You can also add people to send the file out as well.



SHARING WITHIN OFFICE APPS

With the file open in either an Office programme (like Word, Excel etc), click File > Share > Invite People.



Type the name or email address of the person you would like to share the file with.

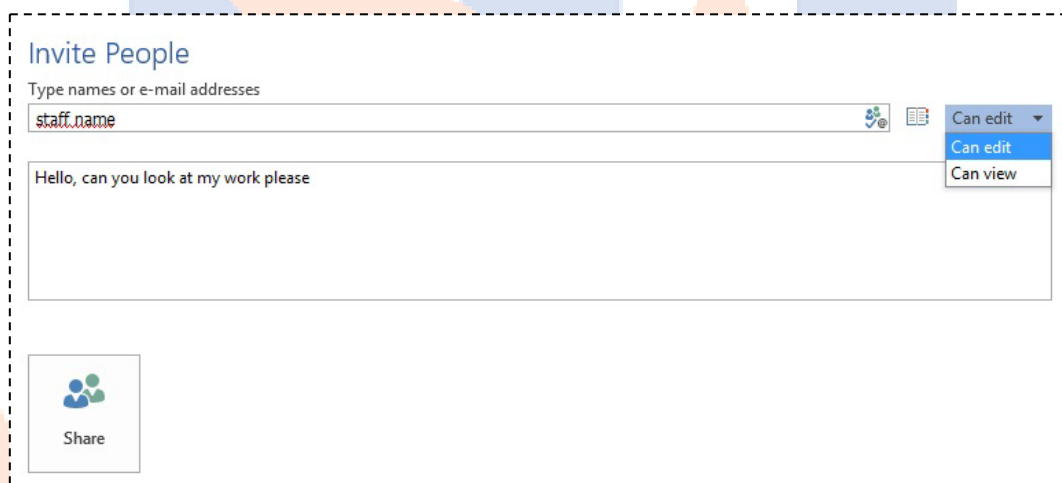
Then select the permission you want to grant to the person you are sharing with. (**Can edit** will give the receiver the ability to edit your file and **Can view** will only let them view it).

Those with the can edit permission will be able work on a document at the same time as you. Those working on the document will be seen by clicking on the group button at the bottom left of the office app shown in the picture below.



You can also add a message to go along with the file.

Then press share button.



UPDATE LOG

WEDNESDAY 22 APRIL 2020

- Tidying up of formatting.
- Addition of an introduction of Office 365
- Re-doing of screenshots for **Accessing Office 365**
- Addition of different ways to save and open files in One Drive

TUESDAY 1 OCTOBER 2020

- Creation of document
- Addition of **Accessing Office 365**
- Addition of **Saving and Opening Files with OneDrive**
- Addition of **Sharing An Office Document in OneDrive**