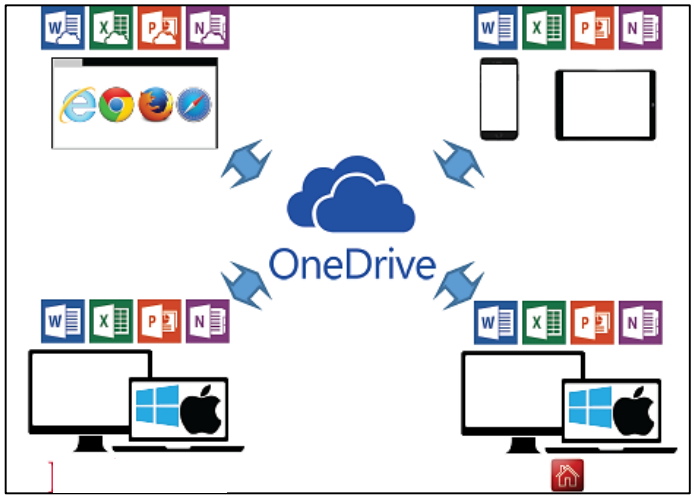
Office 365

About

What is Office 365?
Office 365 is a web based subscription to anywhere access to Microsoft's Office tools and applications using Mac or PC's.

Features
- Install Microsoft Program for your Personal computer and up to 5 computers or devices
- 1 Terabyte of OneDrive cloud storage
- Mobile app versions of Microsoft Office
- Sync files onto your computer
- Lite editing functions/features
- Office 365 can be access from anywhere
- Share files with real time editing
- An On-line version by using a browser

Collaborate with Office Online
Various apps to choose from to start using your Office Online. **OneDrive** is the location to easily find all of your folders and files.
You can store and access files from anywhere, and set permissions so that you can control who can access and edit documents.

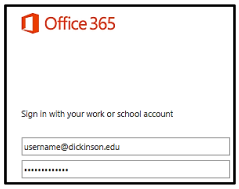


Mobile Devices
A great feature of Office 365 is that it allows you to access files and collaborate with users from mobile devices.

Get Started

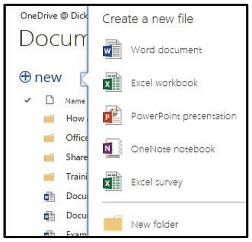
Accessing your Office 365 Account
https://portal.office.com/Home

To start using Office 365 on campus you must sign in with your school email account, the full address like username@berwickacademy.co.uk, then add your school password.

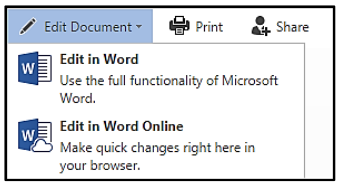


OneDrive - Create a New Document
In the **OneDrive**, under **New**, choose the program, like **Word Online** or any other office program. You are now ready to start adding details to your new document. While typing it is automatically saving your document.

In OneDrive you can Save a Document to another location, under **File**, **Save As**, **Download a Copy** to save to your computer or the network. Notice you can also create a **New Folder** too.



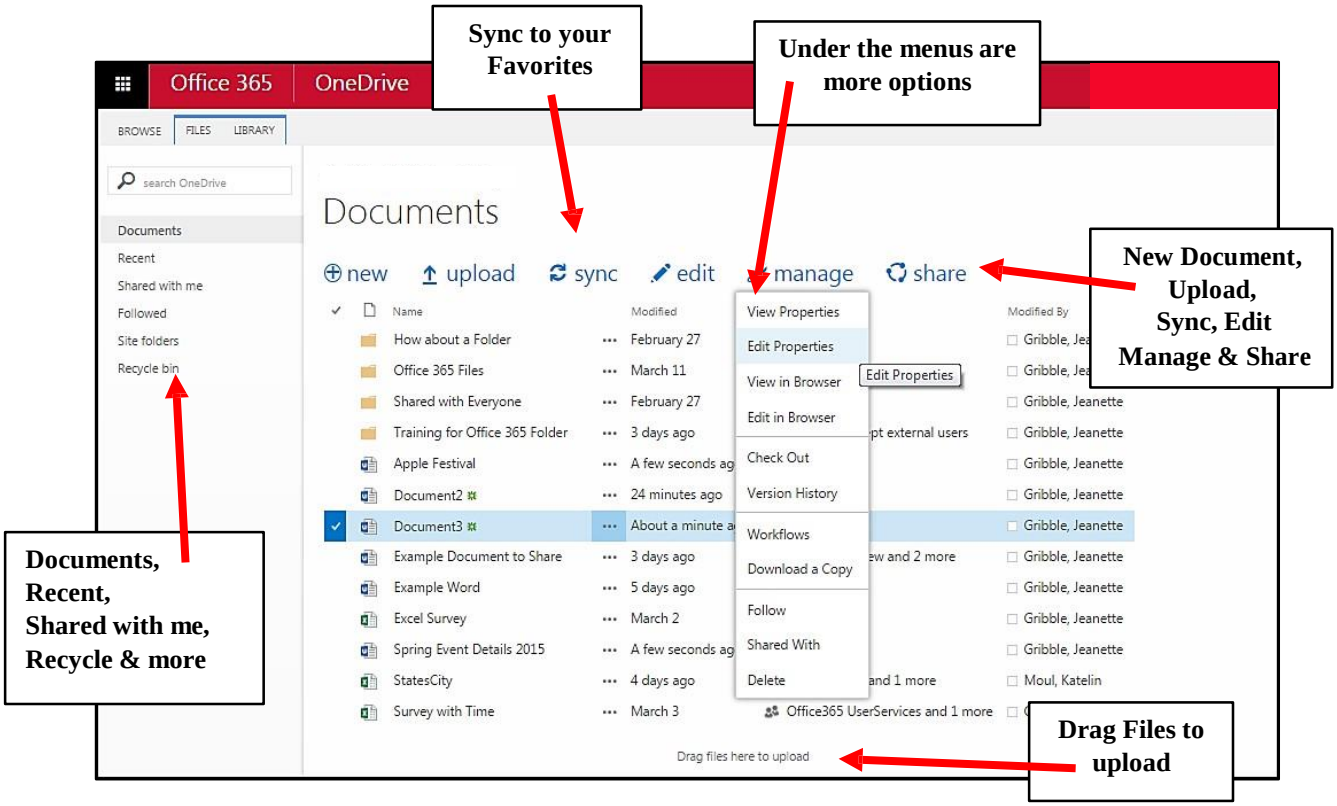
Editing in OneDrive
Office 365 **OneDrive** documents can be **Edited in Word** or **Edited in Word Online.**
Under the **Edit Document**, you will find these two choices.

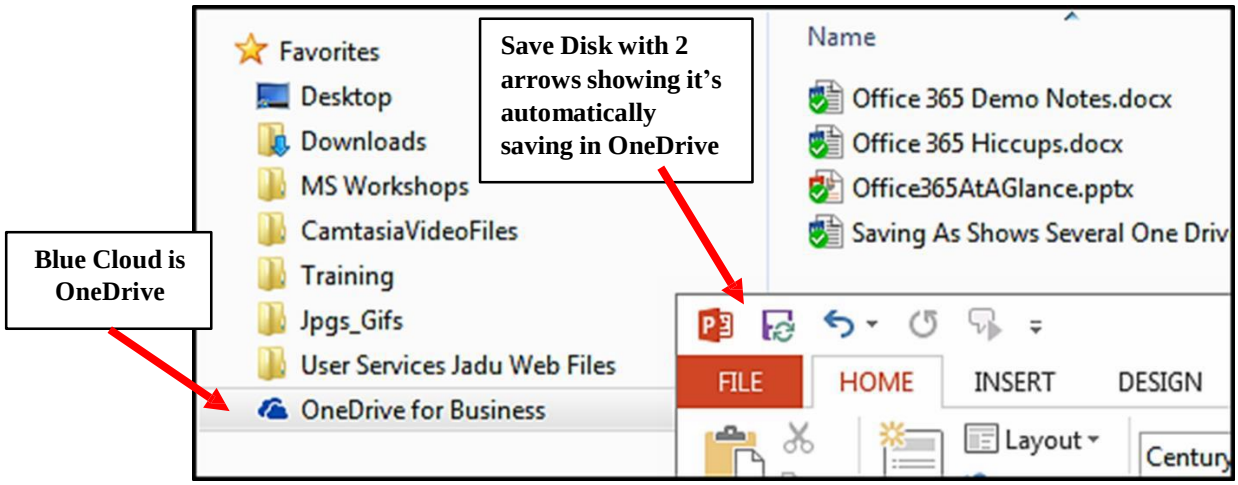


Sharing Documents in OneDrive
In **OneDriv**e several users can be editing the same document at the same time. A colored flag and the users name appears at the exact place when someone is editing a shared document as they are typing.
The easiest way to Share is under **File, Share, Share with people**. Start by typing the user's last name and it will populate it from mail server.
Set Options: **Can Edit** or **Can View, Send Invite** by email along with **Get a link** is also available.

OneDrive At a Glance

The OneDrive **Documents** area is where you manage your documents. Go under **New** to create a new **File, Folder** or **Survey**. Add a file under **Upload** or **Drag files to upload** located at the bottom area. **Rename** is found under **Manage,** under **Edit** select the program to open the file. Remember to put a check beside the document first.



Sync to Favorites in OneDrive for Windows Computers

Once you Sync Office 365 a blue cloud will appear in your Favorites on your windows computer. Sync is currently not available in Mac's. In the **Documents** area, in OneDrive choose **Sync** to start the process. An online step-by-step tutorial found on the Office 365 webpage will help you set this up.