

How to use Office 365

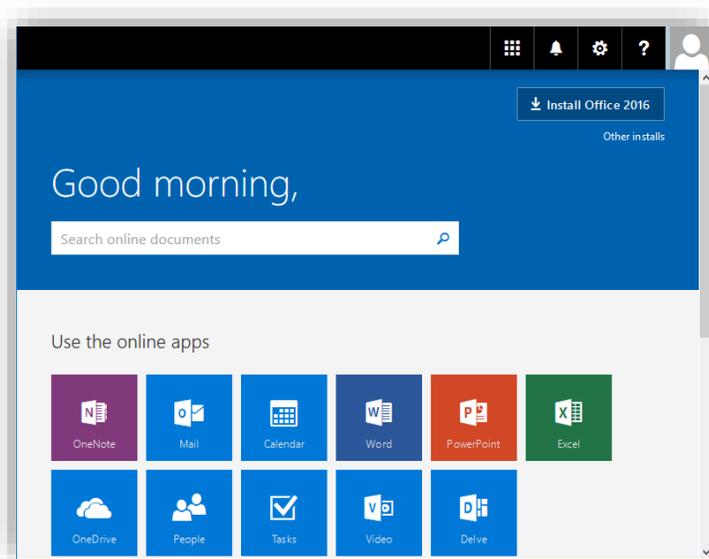
In Te Awamutu College, we use Office 365 to host Email, to edit documents on Word/Excel/PowerPoint online, to share and host files through OneDrive, and to collaborate in OneNote and Class Notebook. Our subscription also enables students to install desktop version of Office to Windows and Apple computers.

Sign in

Open <https://login.microsoftonline.com/> with your browser and sign in with your email address and password.



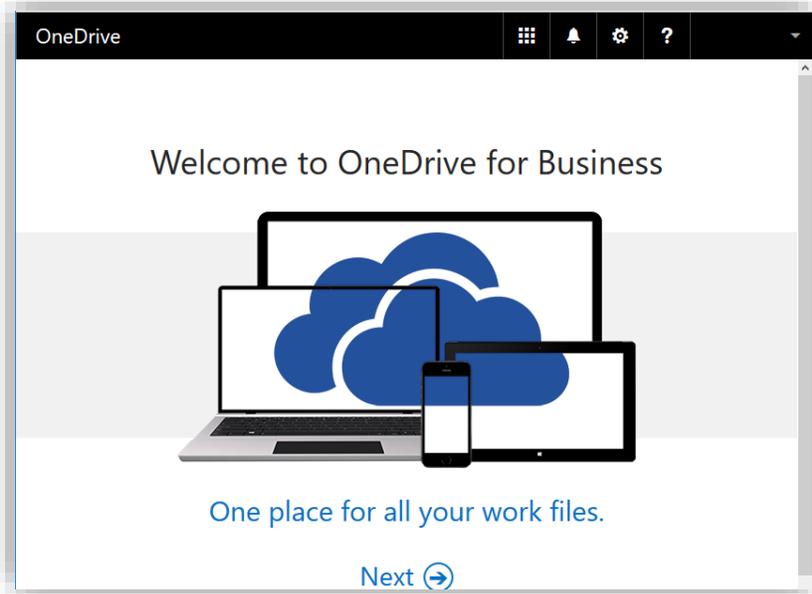
Upon successful login, the portal will show with all the available Office components. The layout may vary under different screen resolutions. Clicking each tile will open corresponding application page.



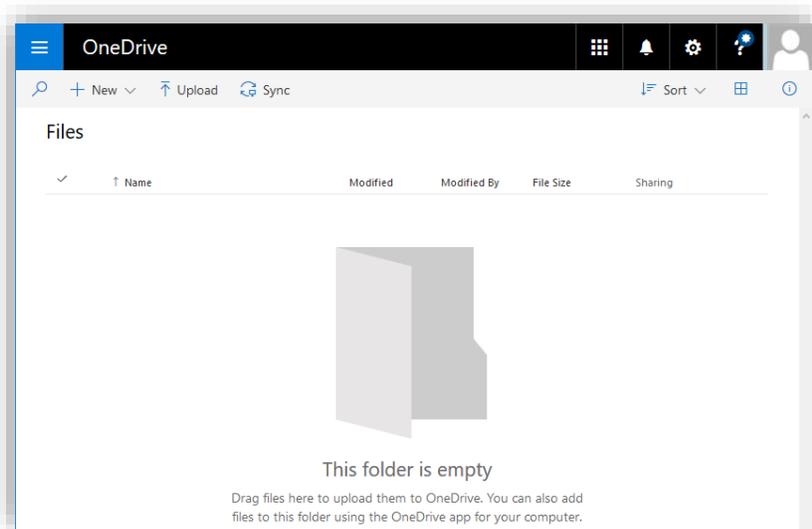
Activate OneDrive

Please activate your OneDrive to gain cloud storage as soon as you log in, since all online apps rely on the cloud storage.

Click OneDrive in the portal and a new page will pop up. It may take a while to successfully show the welcome page depending on the performance of the device and network.

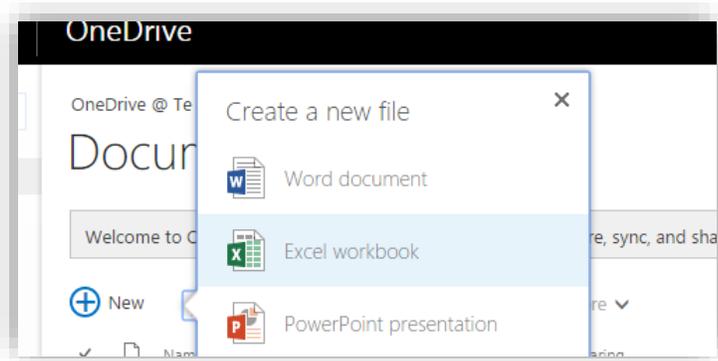


Clicking Next in the welcome page will lead you to the folder view, then your OneDrive is activated.

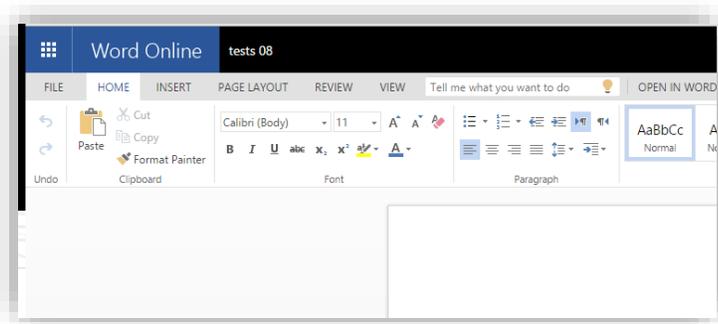


Create/Edit an Office document

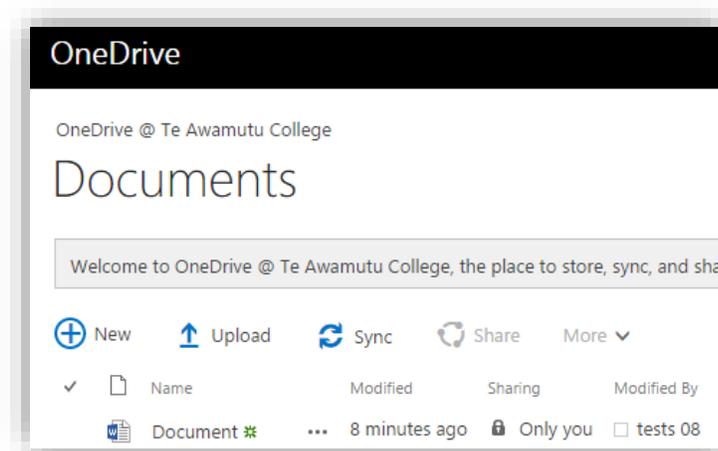
To create a new document, go into OneDrive, then click 'New' to choose a template from the list.



Click 'Word document' opens web-based Word and you can edit the document.



Click 'Excel workbook' or 'PowerPoint presentation' to create Excel or PowerPoint documents respectively. Documents created by online applications are saved to your 'Documents' folder in OneDrive.



Upload local documents

Go to OneDrive, and click 'Upload' to choose files from local devices.

