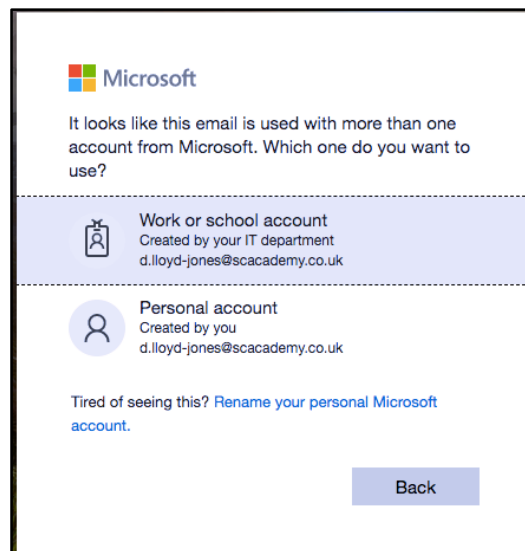


## Logging into and using Microsoft Office 365

Microsoft launched a new service several years ago called Office 365 which utilises the ability of users to download software (rather than using a physical CD) and access their documents in a cloud storage solution called OneDrive. Students of the academy have an account of Microsoft Office 365 and as long as they are a student of the academy, there is no charge to use the service. An added bonus of the account is that you can use the log in to download Office software on up to five computers. This includes Word, PowerPoint, Excel and Outlook.

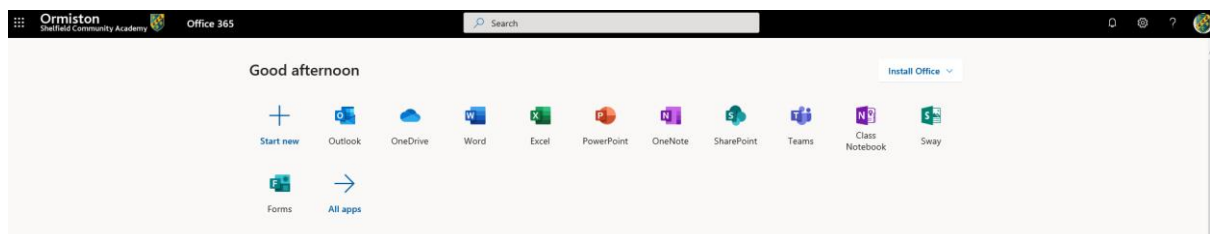
To use office 365

1. Go to [www.office.com](http://www.office.com) and click sign in
2. Use your school email address. This will be your username you log into school computers with, followed by @scacademy.co.uk Eg [17SmithR@scacademy.co.uk](mailto:17SmithR@scacademy.co.uk)
3. You will be presented with the following screen



Choose 'Work or school account' and enter your school password (the same you log in with)

This will be the screen you are presented with:



By clicking on the icons, it will open the online version of the Office software. However, as previously mentioned, you can download the full software by clicking the 'Install Office' button. It is recommended that you do this to make accessing the work easier.

## Email

Students can use Outlook for their email. The exception to this is for some Year 13 students who use a different system. The details for this can be found below.

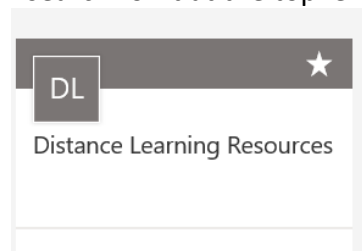
## Year 13

If you need to access school email, you may be on a different system to the rest of the academy. If 'Outlook' on Office 365 does not work for you then please go to <https://mail.scacademy.co.uk/owa> into your browser and use your username and password as normal.

## Getting to the work that has been set

There are a number of resources already in place and more will be added (depending on our closure time etc).

1. Click on the SharePoint logo
2. On the next page, if you can't see a box called 'Distance Learning resources' (as shown below) you can search for it at the top left of the screen.



By clicking on this star, Sharepoint will remember this site as a favourite for you. This will make getting to it easier.

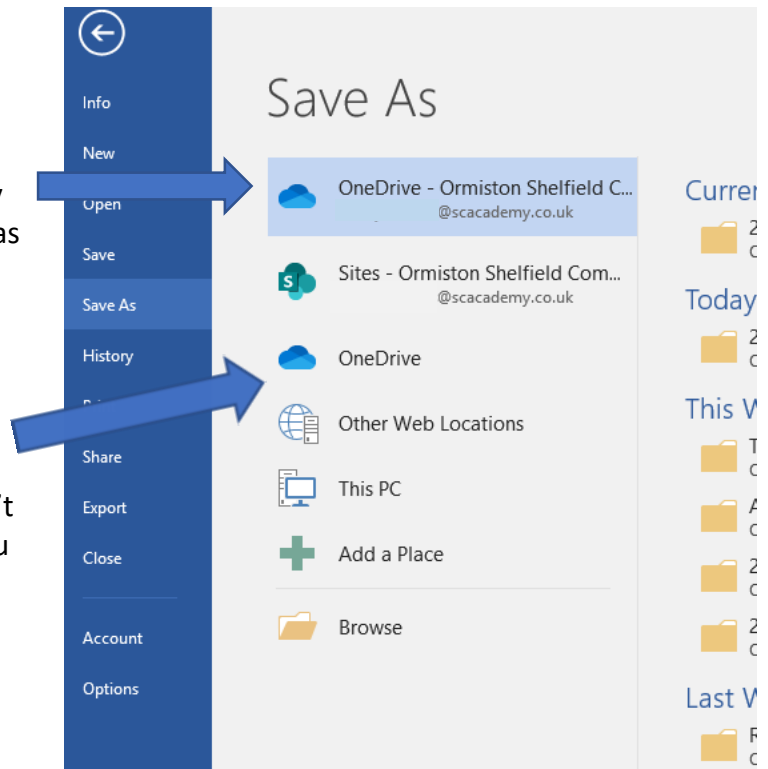
3. Alternatively, you can click on the link available on our website, in the important news section, to access the Distance Learning Resources (<https://365sca.sharepoint.com/sites/DistanceLearningResources/Documents/>)

In the Distance Learning Resources folder, you will find folders by year group and subject. Documents can be downloaded and worked on. Open the document and save it to your OneDrive. This is cloud based storage which, rather than saving the work to the physical computer, it is sent via the internet for storage. This work can then be accessed from anywhere on any computer by using your username and password.

**Visual instructions for saving to OneDrive can be found on the next page.**

1. Click save as
2. On the left, of the window, ensure that OneDrive-Ormiston Sheffield Community academy is selected and save as you normally would. It is recommended that you create folders to keep your work organised.

Ignore this OneDrive option. It's for adding a personal account. If you don't pay for an Office 365 subscription, you will not have this and it is not needed.



Accessing/opening a document to work on it is the same as saving it. By clicking 'open' and then selecting OneDrive as you did before.