



WOODLANDS SCHOOL

Using Office 365 on and Saving / Sending Files for Pupils

This applies to using a Windows computer/laptop. For files on an iPad, please see the guide links on Teams

1. Goto <https://login.microsoftonline.com>
2. Sign in with your School email address and password



← miles.morales@woodlands.school

Enter password

Password

[Forgot my password](#)

Sign in

3. If it is your first time logging on, go through the slides



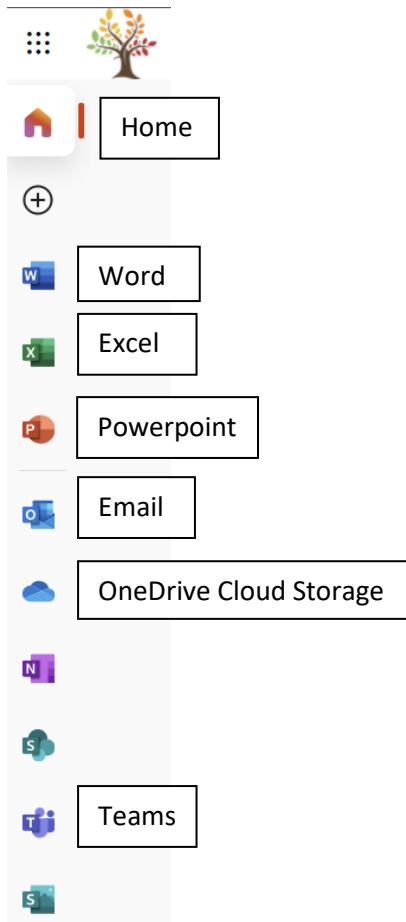
Welcome, Miles
Let Office 365 help you get your
classwork done



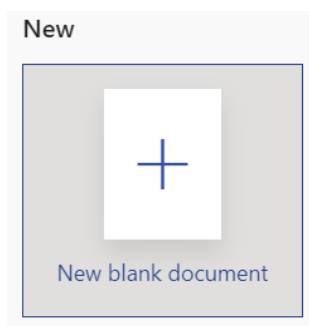


WOODLANDS SCHOOL

4. On the left hand side you will see all of your apps. The ones labelled are apps you are most likely to use whilst at Woodlands School



5. Click on the Word icon on the left to start Word. The following guide will be the same principle for the apps Word, Excel, and Powerpoint.
6. To create a new document, click New Black Document



7. Once you have done your document, you can then save it and send it to a Teacher if required.



WOODLANDS SCHOOL

8. To Save the document, click on File, then Save As, you will see the below options.

Save As

The screenshot shows a list of five options for saving a document:

- Save As**: Save a copy online. (Icon: document with pencil)
- Rename**: Rename this file. (Icon: document with text box)
- Download a Copy**: Download a copy to your computer. (Icon: document with 'W' logo)
- Download as PDF**: Download a copy of this document to your computer as a PDF file. (Icon: document with 'PDF' label)
- Download as ODT**: Download a copy of this document to your computer as an ODT file. (Icon: document with 'W' logo and 'O' icon)

Where's the Save Button?

There's no Save button because we're automatically saving your document.

8.1 To save to your OneDrive cloud storage, click Save As.

8.2 If you want to rename your document, click Rename

8.3 To save to your computer locally, eg on your desktop, click Download a Copy

9. If you then want to send it to your Teacher directly, click on File, then click on Share

Share

The screenshot shows two options for sharing a document:


- Share with People**: Invite other people to view or edit this document. (Icon: document with person icon)
- Embed**: Embed this document in your blog or website. (Icon: globe with code symbols)



WOODLANDS SCHOOL

10. Click on Share with People
11. You will see the below box, start to type in the name of the teacher you wish to send the document to, it should automatically find the Teacher and you can click on their name. You can add more Teachers here if needed. Then below if needed you can type a message to your Teacher(s).

Send link ... ✕

 People you specify can edit >

Enter a name or email address

Add a message (optional)

Send

12. Click on Send and a link to the document will be sent to your Teacher(s).
13. If your Teacher has put a document on Teams or sent you a file that you need to edit or add to, you can open this document and send back in the same way.
14. If the file/document has been sent to you in Teams or on Email, you can click on it to open and it will open in the relevant app
15. Once it has opened, you can edit or add to the document and save or send it in the same way as mentioned above