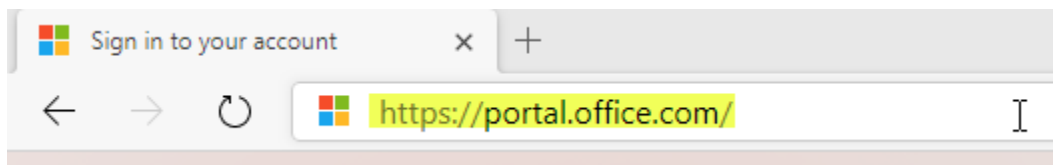


Office 365 for Slough and Eton

Students Guide

All students at Slough and Eton have access to Office 365 for as long as they are enrolled. This includes all the Office apps and services that will be useful in an educational environment.

To access the service, you must first go to the Office 365 portal and log in, so in your web browser go to this address:



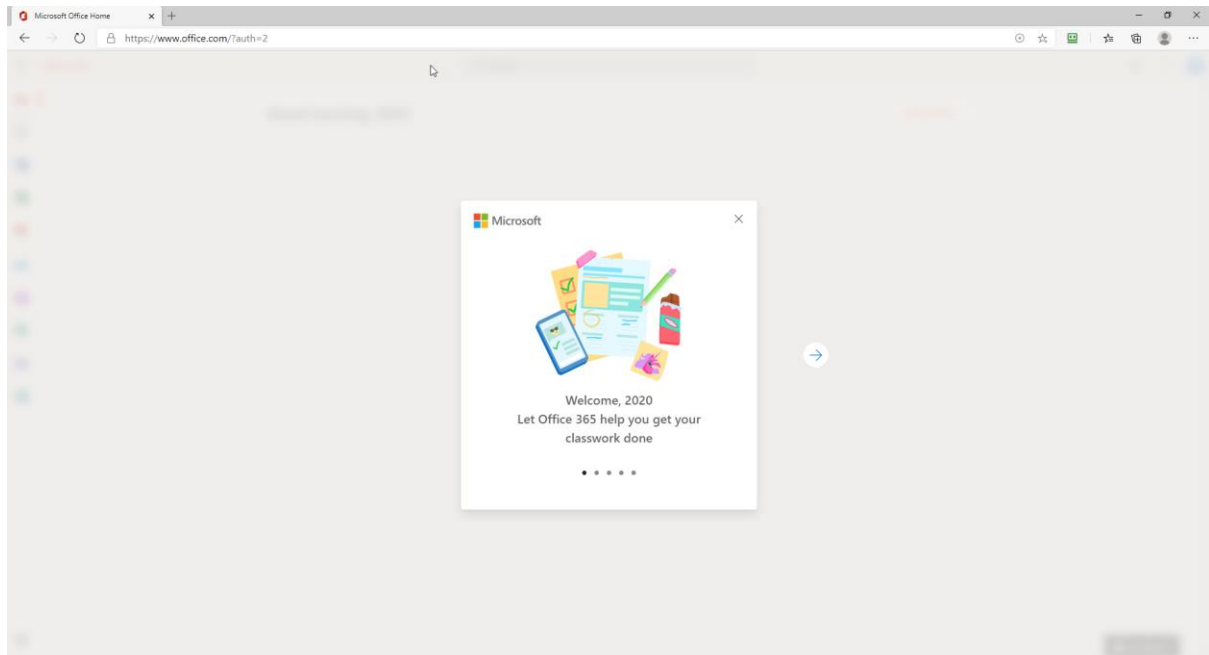
You will then get a couple of pop-ups for username and password. Your username is your school email address (please use YOUR email address!):

A screenshot of the Microsoft 'Sign in' page. The Microsoft logo is at the top left. Below it, the text 'Sign in' is displayed. A text input field contains the email address '2020-test@slougheton.com', which is circled in red. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right is a blue 'Next' button.

This is followed by your network login password, NOT your email password:

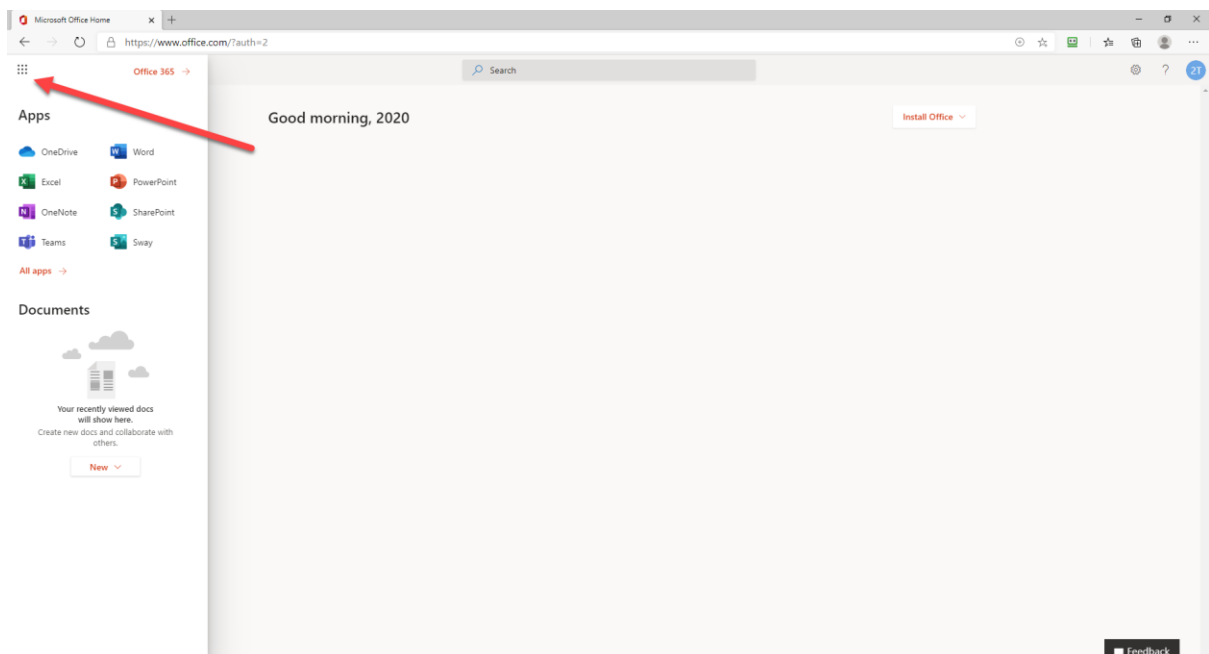
A screenshot of the Microsoft 'Enter password' page. The Microsoft logo is at the top left. Below it, the text 'Enter password' is displayed. Above the password input field is a back arrow and the email address '2020-test@slougheton.com'. The password field is filled with dots. Below the input field is a link that says 'Forgot my password'. At the bottom right is a blue 'Sign in' button.

You will end up on the landing page for Office 365, with an informational pop-up about some of the features – scroll through this:

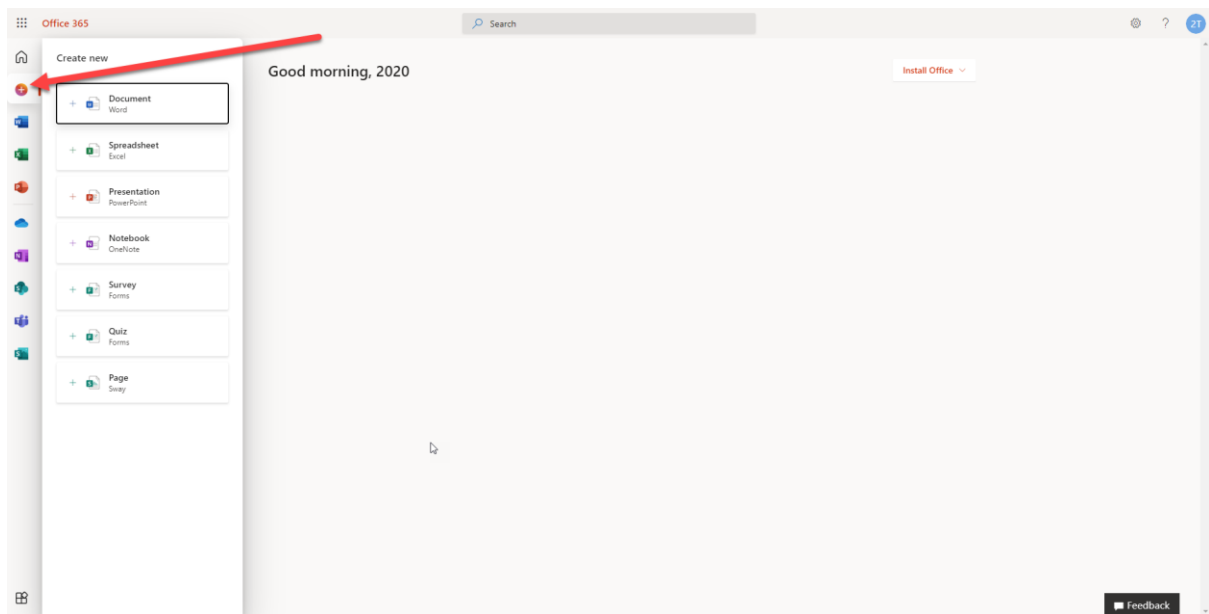


When you have done this, the page will be mostly blank – this is populated as you work, with recent documents and apps that you have used. There are three ways of accessing apps – the first one is by clicking on the 3*3 dot pattern at the top left of the screen. The second is by clicking on the plus symbol in the circle to start a new document of any type, and the last is by picking the application from the vertical bar on the left side of the page. Hovering over these will tell you what it is:

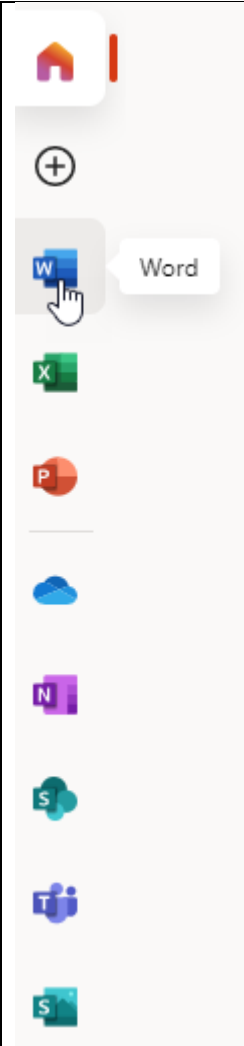
Clicking on the dots square:



Clicking on the plus in the circle:

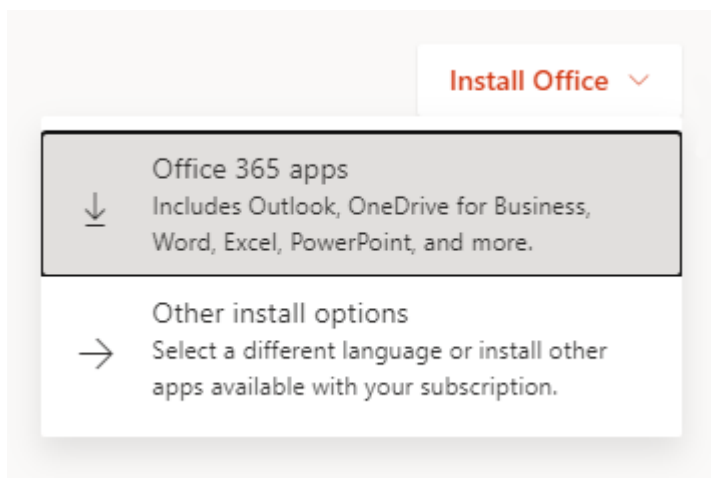


Hovering over the icon in the vertical bar:

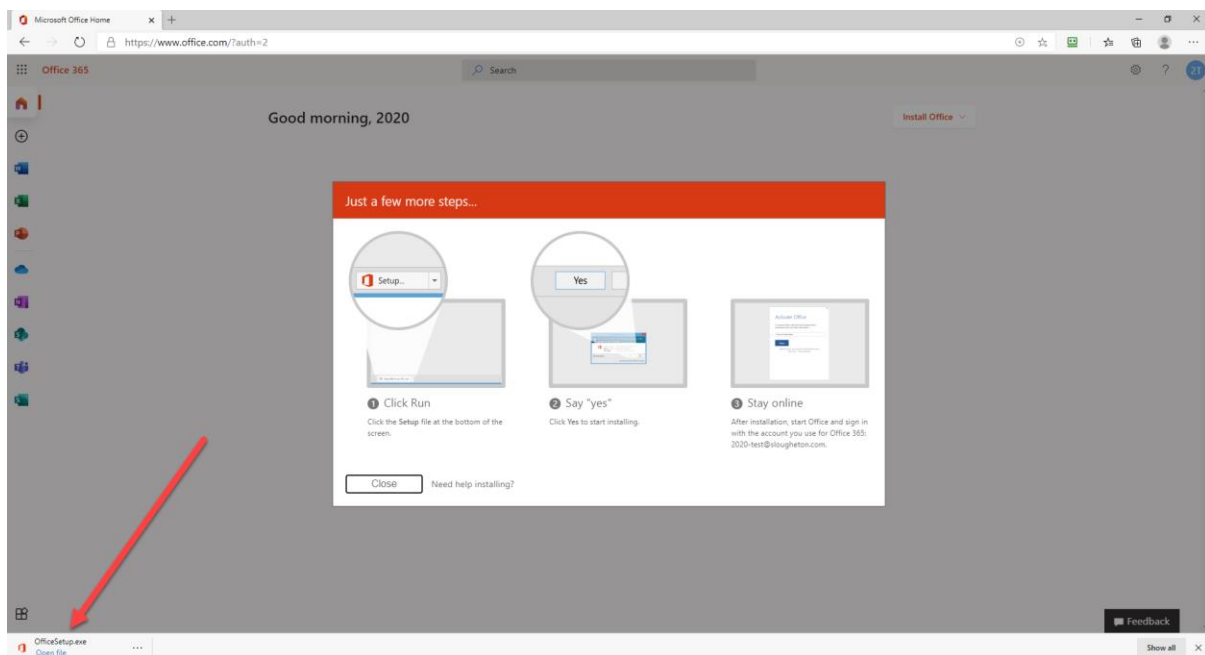
	<p>Apps available for you are:</p> <p>Word (documents)</p> <p>Excel (spreadsheets)</p> <p>PowerPoint (presentations)</p> <p>OneDrive (1 Terrabyte of online storage)</p> <p>OneNote (subject/class workbooks & folders)</p> <p>SharePoint (personal and shared subject pages)</p> <p>Teams (subject or class discussions)</p> <p>Sway (newsletters, presentations, documents)</p>
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In addition to having access via a web browser, you can also download the Microsoft Office apps to a personal computer (Windows or Mac, and also available on iPhone/iPad and Android devices).

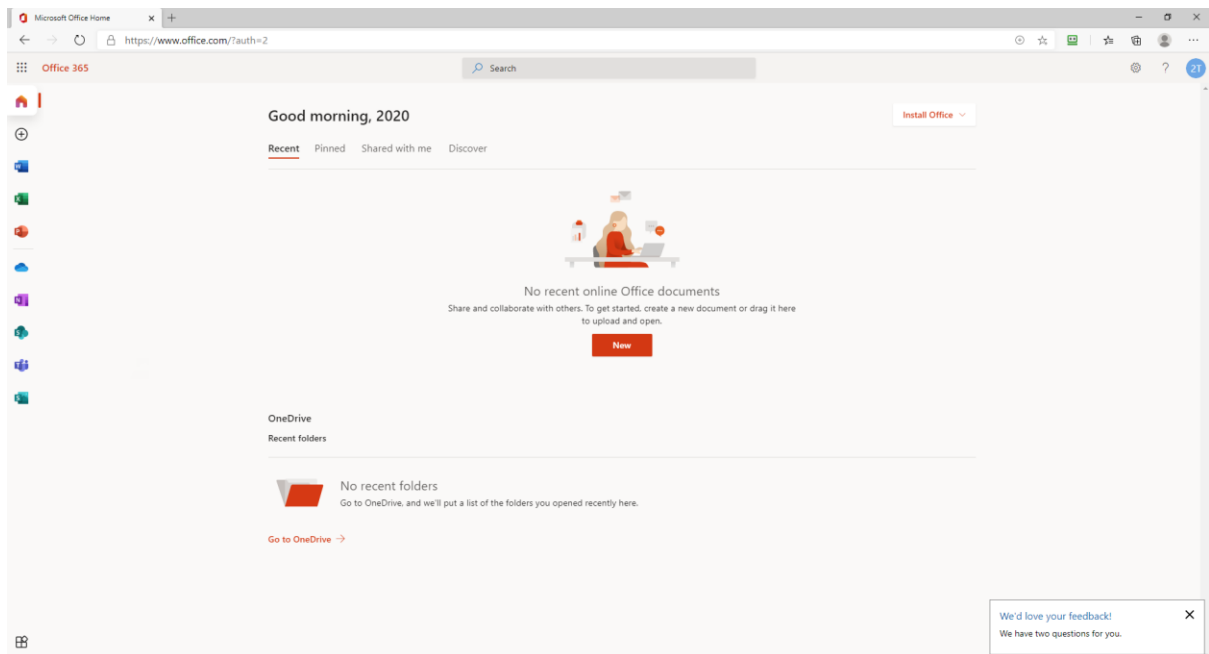
On the front page, there is an option to install the software:



Selecting the first option will bring up the installer, follow the onscreen instructions carefully to install Office on your personal computer – there will be a small download which you have to run to do this, called OfficeSetup.exe. This is perfectly safe.



After you have opened a few apps and looked around a bit, your home page will look more like this (and you may get the two questions box shown)



Remember to use your EMAIL ADDRESS for username, and your school WINDOWS DESKTOP password!

If you have any questions or issues with using this, please email the help desk, using this email address:

helpdesk@slougheton.com