# Using Office 365 Apps

Step 1

Log into your school email account. If you are having trouble with this, please follow the steps given on the letter that went home to parents on Wednesday 18th March 2020.

You will need to go to the following webpage via a web browser (e.g. Google Chrome, Microsoft Edge)
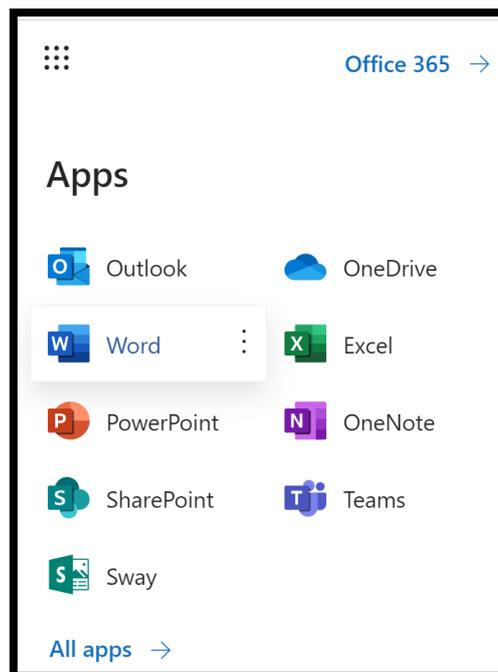
http://outlook.office.com

Step 2

In the top left hand corner of the screen, click the button that is made up of 9 tiny squares to open the apps.
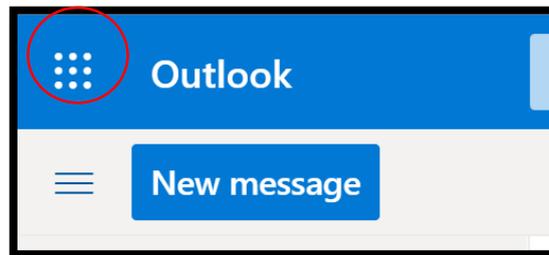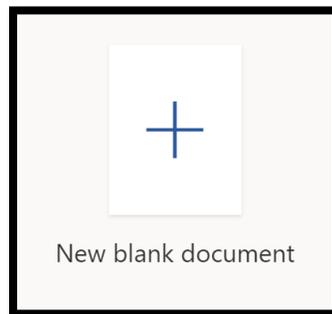

Step 3

Now select the app you need to use. As the majority of work will possibly need Word, the rest of this guide will be based on that, but the steps are very similar for PowerPoint etc.

Step 4

Once in the app, it works in a very similar way to the actual software. To create a new word document click the "New blank document" button and a new word document will appear.

Top open work you have already done and saved to your OneDrive account scroll down. This is also, where you can upload a file from your computer to work on through this app, so if you do not have the software on your actual computer follow the next step.

Step 5 – Opening work from the computer in Office 365.

Scroll down from the above step and click the "Upload and open…" button. You can now select the Word file from your computer and open through the online app to work on.
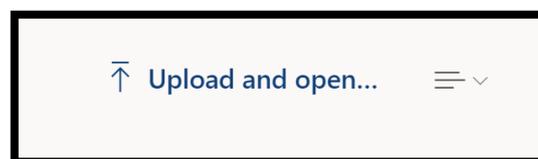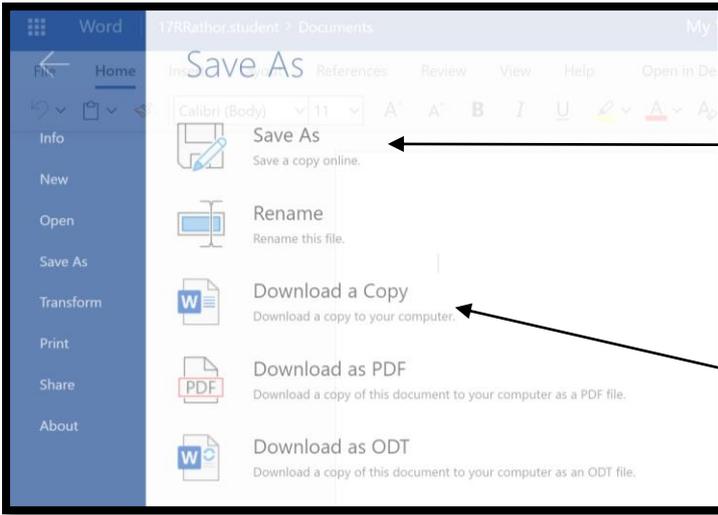

Step 6

One you have finished working on the document and need to save it, you have 2 options:

1. Save it into your OneDrive cloud storage.
2. Save a copy back onto your computer.

For both option,s you will need to go to "File" at the top of the page like you normally would in Word and then to Save As (see next page).

Save to OneDrive.

Save to computer.

If you have any further issues submitting work via SMHW, please email your teacher for more advice.