

Use of Office 365 by Yavneh College students

This document is an introduction – it can't cover everything you need to know about Office 365. You will get better at using Office 365 as you use it.

How Office 365 works

Yavneh College is giving all students access to Office 365, a cloud based service which means you can save files onto 'OneDrive' as well as access online versions of MS Word, MS Excel etc. in order to do your school work.

As part of the licence the school gets from Microsoft, you are also entitled to download multiple 'local' copies of the MS Office applications to your home PC/laptop or Mac/Macbook plus mobile devices such as phones and tablets. These versions of the MS Office applications allow you to 'sign in' to OneDrive which will allow you to access any of the documents you create on OneDrive (i.e. you won't be able to access documents you save on the school server).

You should note that the version of OneDrive we are using includes 'OneDrive for Business' – this can be confusing as you may already have a personal OneDrive account which you can get from Microsoft for free. Our version is controlled by the school – the school creates user accounts and restricts what you can and cannot do.

Given the number of students in the school we cannot offer individual support if you encounter any problems when downloading software or trying to log into OneDrive. There is a lot of information about using OneDrive on the web. If you come across a problem it's a good idea to ask a parent or someone who is pretty good at technical things. Show them this document!

Please note that when you leave Yavneh College any local copies of MS Office you may have downloaded will stop working, and we can't guarantee how long any documents you have on your school OneDrive will be available for. **Therefore before you leave you MUST take steps to back up any files you do not want to lose.**

Use of Office 365 and OneDrive agreement

Office 365 for Business is designed to be used to help you work with other students and your teachers in a number of ways. You can share documents, you can email other students and teachers and you can use services which work a little like Facebook to communicate with others in the Yavneh community.

You must use these services responsibly. If the school thinks you are using them inappropriately then we reserve the right to suspend your account or take away your access permanently. The list below contains only a few examples of actions we would consider irresponsible – you should consider your actions when using all IT services provided by the school, as we may consider other things you do as irresponsible:

- You should not use the services to be horrible to other members of the school community or those outside it. This includes anything the school would call 'name calling' or 'bullying'.
- You should not use the services to cheat on school work – these tools make it easy to 'collaborate' which is a useful skill we hope to teach you in school, but there is a difference between collaboration and copying other people's work.

Accessing Office 365

To log onto Office 365 you need to go to <https://login.microsoftonline.com/> in a web browser on your PC or Mac. You can then log in with a Username of your login for Yavneh College followed by @yavnehcollege.org and your normal school password.

e.g. 13hpotter@yavnehcollege.org followed by your school password.

You will get a screen something like the one below. Most of the services should be self explanatory, but a few things to note are listed below:

Collaborate with Office Online

Yammer Newsfeed OneDrive Word Online Excel Online PowerPoint Online OneNote Online

Sway

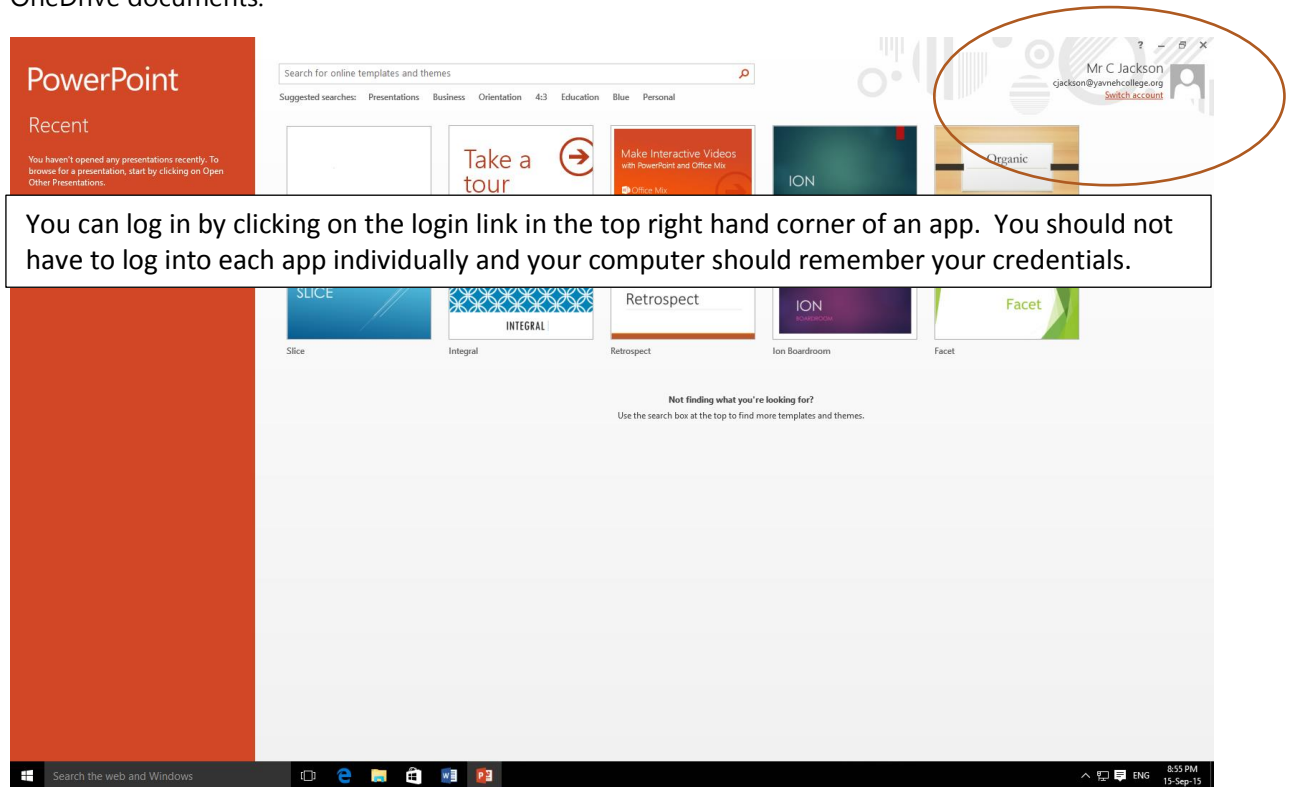
OneNote for teachers
Stay organized and track your students' progress. Help students collaborate with each other.
[Create a OneNote Class Notebook](#)

Install Office on more devices
On a PC or Mac: [Install](#)
Smartphone or tablet? [Get Office on your devices](#)
[Learn how to set up email and Office 365 apps on your device](#)

This is where you can download the MS Office applications to your machine. You don't need to download new versions in order to use your school OneDrive if you are already using Office 2013 +

If you want to download these apps to your phone or tablet they are usually available as free versions from the App Store or similar. You can then log in using your school email address (explained above) and school password to see and edit your documents (although you may not want to on a small screen phone).

Once you have downloaded the applications you need to sign into one of them to start to access your OneDrive documents:



When you go to save a document when you have been using you will have a choice of saving options:

