

All Saints
Catholic High School



How to use Office 365 Student Guide

Office 365



- We are now using Office 365
- Your username and password to access Office 365 is the same as the login you use on computers in school
- You can use Office 365 at home and at school
- Your work will be saved on the Office 365 one drive (like a cloud) which means you can work on the same piece of work at home and at school!

Username



- Y7 - 20
- Y8 - 19
- Y9 - 18
- Y10 - 17
- Y11 - 16
- Y12 - 15
- Y13 - 14

- The year your Year Group started at All Saints
- Then the first two letters of your first name and your full surname.

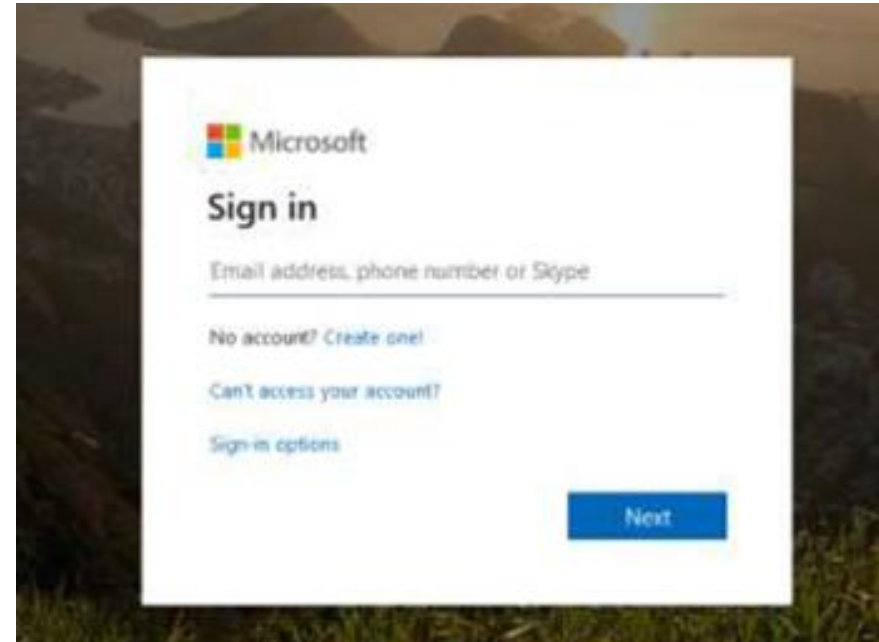
E.g John Doe – Y7 Username would be 20jodoe

Accessing Microsoft Office 365

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- To access Microsoft office visit the office login page <https://www.office.com/>
- Enter your school login details for Microsoft office
- Username: _____@allsaints.sheffield.sch.uk
- Password: your normal school password



Accessing Microsoft Office 365



- Follow the on-screen instructions
- If it is the first time you have accessed Office 365 it may ask you for a second email address or mobile telephone number for verification.
- You will be sent a verification email or text
- Copy the code into the box presented
- You will then have access to Microsoft Office 365

Office 365 Apps

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school.allsaintslearning.co.uk x Microsoft Office Home x General (Leadership) | Microsoft x Presentation.pptx x Troubleshoot PowerPoint Design x Mail - M.Shaw - Outlook x +

office.com/?auth=2&home=1

Office 365 Search

Good evening Install Office

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Sway Forms

Calendar All apps

Recommended

You edited this Fri at 7:33 AM
Unit 2: Functional Anatomy
Externally assessed unit
Unit 2 anatomical terms, heart and ...
allsaintssheffieldsch-my...

You edited this Mon at 10:31 AM
Biomechanics in Sport
Unit 7
allsaintssheffieldsch-my...

You edited this Fri at 7:33 AM
Biomechanics in Sport
Unit 7
allsaintssheffieldsch-my...

You edited this Mon at 8:35 AM
Bone GAP
allsaintssheffieldsch-my...

Recent Pinned Shared with me Discover Upload and open...

Presentation
M.Shaw's OneDrive for Business > ... > Documents
4m ago Only you

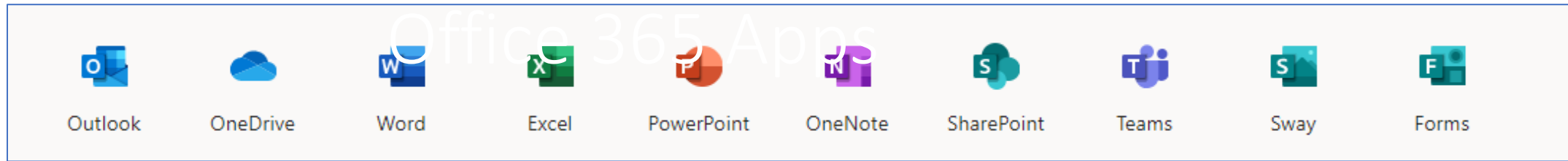
Bone GAP
M.Shaw's OneDrive for Business > ... > Unit 2 > exam papers
13m ago Only you

Unit 2 anatomical terms, heart and blood vessels 2019
M.Shaw's OneDrive for Business > ... > Lesson 1 - intro
14m ago Only you

Unit 7, Lesson 3
M.Shaw's OneDrive for Business > ... > Level 3, BTFC - Unit 7
1h ago Only you

Feedback

2015
13/09/2020



- Outlook: New email system. Use this to communicate with teachers and classmates
- OneDrive: This is where you can save all you work to access in school and at home
- Word: This is an updated internet-based version of Word. You can use this anywhere where you have access to the internet
- Excel: This is an updated internet-based version of Excel.
- PowerPoint: This is an updated internet-based version of PowerPoint.
- SharePoint: You can access files and resources your teachers upload for your lessons
- Teams: You can attend live lessons and access files and resources for your lessons on here.

Microsoft Teams

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- We will use Teams for Live lessons in the event that a Year group are required to work from home
- Go to the Teams app on the Office 365 home page (you may need to click on the more apps arrow).
- You can download the Teams app for free on your phone or tablet by visiting the Google play store or the App store.
- To log in use your new Office 365 email address:
- Username: _____@allsaints.sheffield.sch.uk
- Password: your normal school password