



How to use OneDrive – for email and accessing and storing documents.

LOGGING ON



- On a computer or any device with access to the internet.
- Google 'office 365'
- Click on the top link and it will take you to www.office.com

www.office.com ▾

Office 365 Login | Microsoft Office

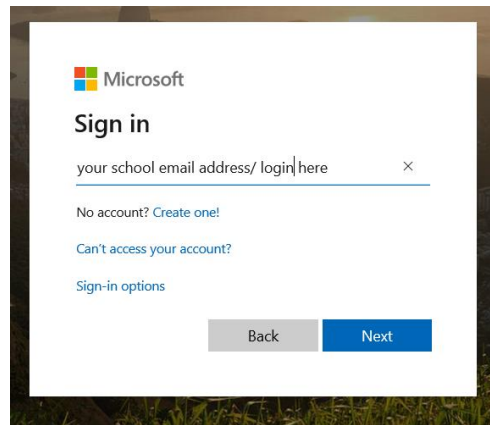
Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote.
Save documents, spreadsheets, and presentations online, ...

- Put your school login account in the box provided and click next

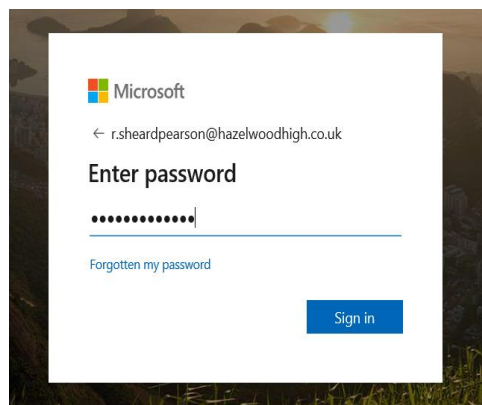
ie/ usual ICT login username @hazelwoodhigh.co.uk

e.g. lnor@hazelwoodhigh.co.uk

Password is the same as your usual ICT login password.

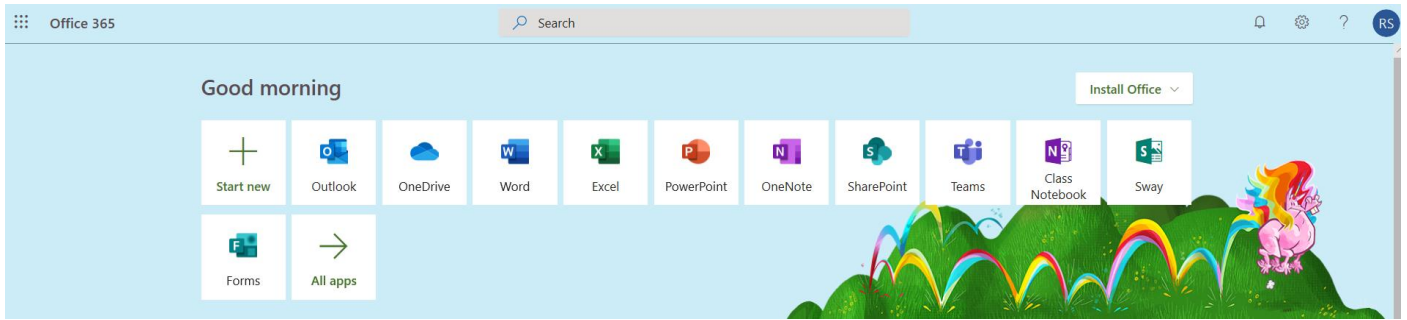


- Enter your password and click sign in



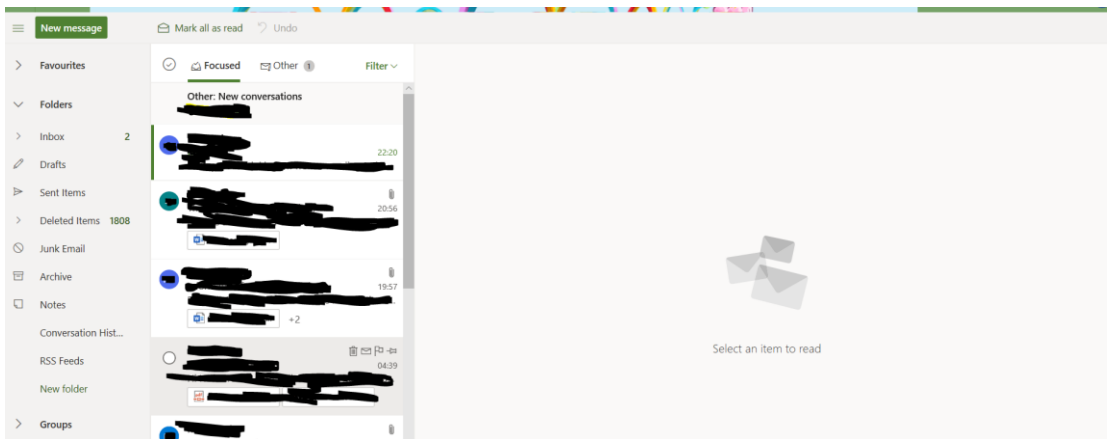
- Stay signed in? Click yes if this is your secure computer. No if this is a public computer.

- You will get this page with all the office icons you can use

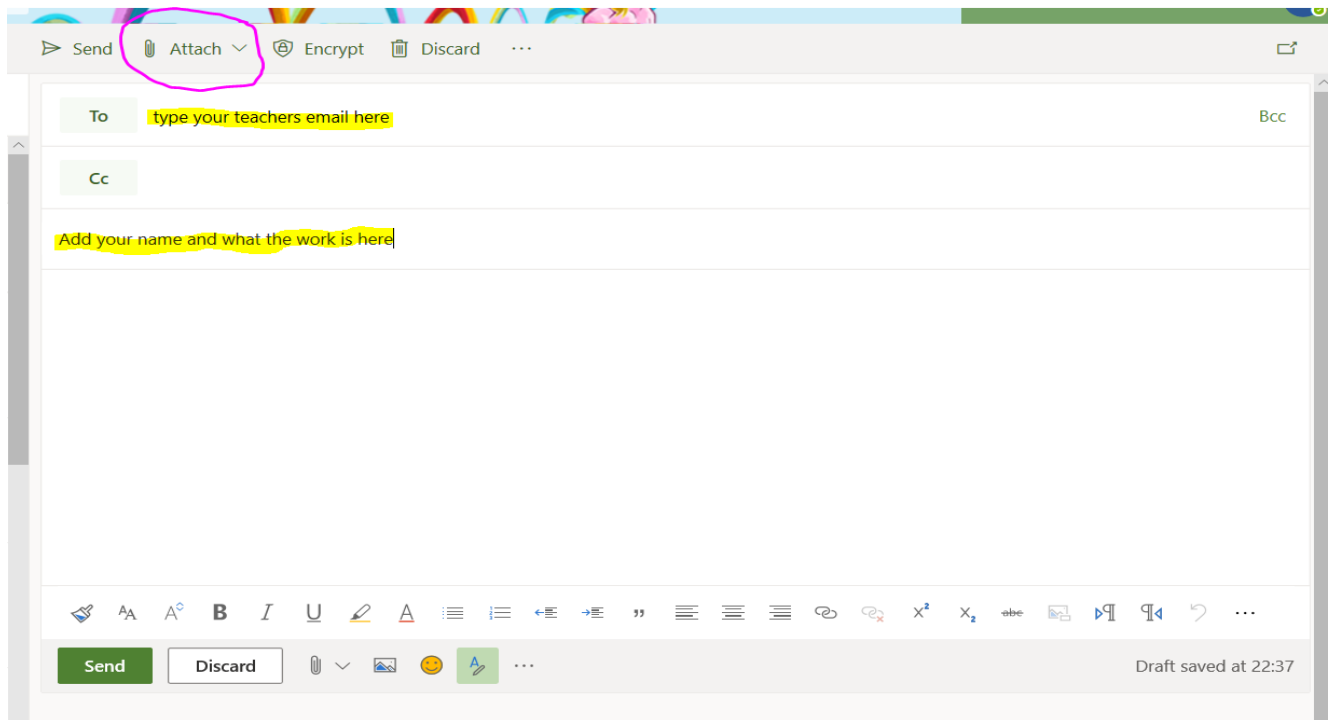


EMAIL

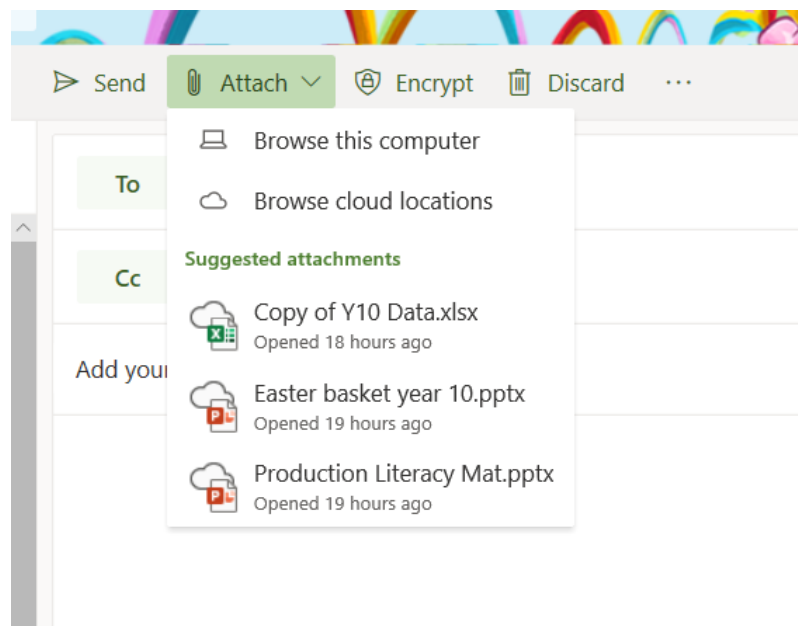
- Outlook is your school email address. You can use this to send work to your teachers. Teachers email addresses are on the website.
- Click the outlook icon. Click on new message (the green box top left) to send an email



- Add your teachers email address in the to box and your name and unit in the subject box. To attach a piece of work click 'attach'

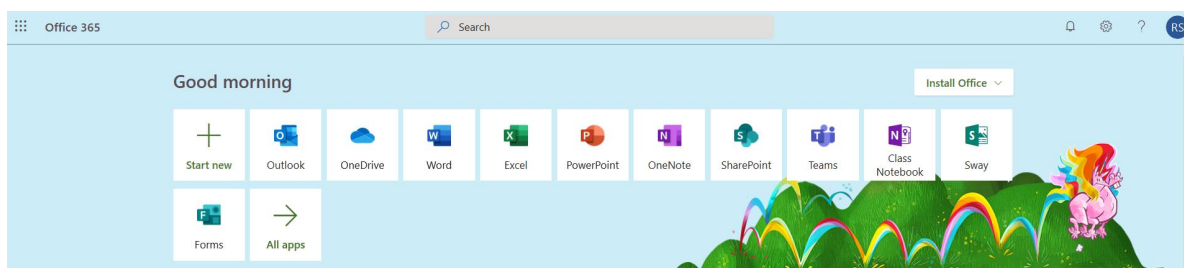


- To look for files saved on your computer click 'browse this computer.' To use files saved on your one drive click browse cloud locations. Attach file and send.

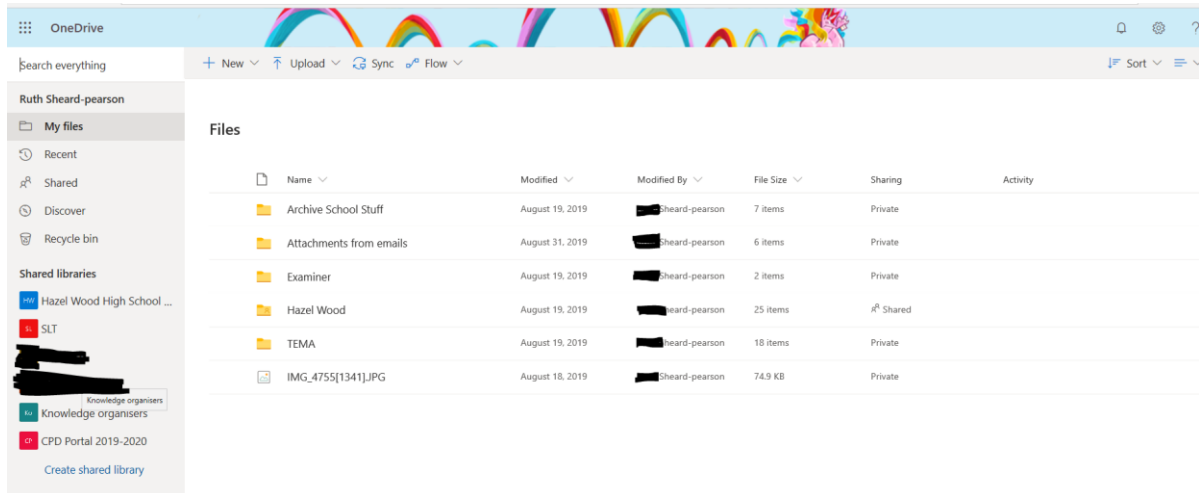


ONE DRIVE

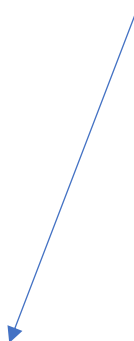
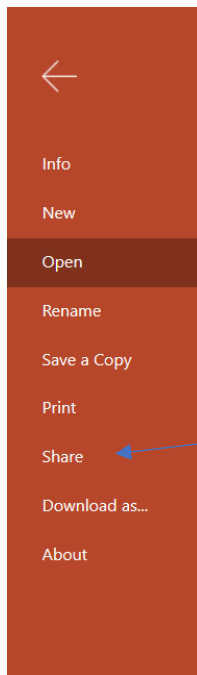
- Click on the OneDrive icon

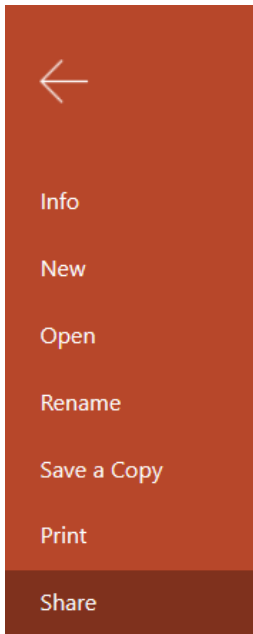


- To upload files from your computer to save in a central area click upload and follow the instructions it gives you. Your files will be saved centrally in the schools cloud with unlimited storage.



- To share a file with your teacher open the file you want to share and click file in the top left corner
- Click share





Share



Share with people

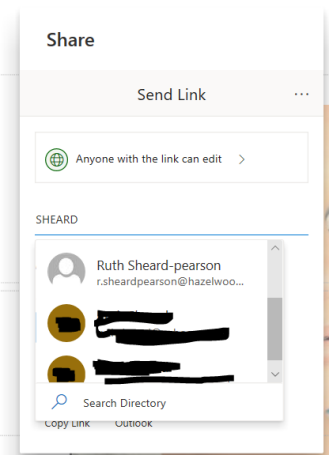
Invite other people to view and edit this presentation.



Embed

Embed this presentation in your blog or website.

- Type in your teachers name and select from the menu and click send. Your teacher will get an email link of the document. People can share documents with you too. You can click on the email link or click 'shared' on the left on the main OneDrive page



- 1) Go to the website www.satchelone.com.
- 2) Click on student.
- 3) Click 'I already have an account'.
- 4) Search for Hazel Wood High School.

The screenshot shows the satchel:one login interface. At the top, the logo 'satchel:one' is displayed with the tagline 'For access to Show My Homework'. Below the logo, there are three tabs: 'Staff', 'Parent', and 'Student'. The 'Student' tab is selected. Underneath the tabs, there are two radio buttons: 'I already have an account' (which is selected) and 'I don't have an account yet'. Below these is a search box containing the text 'Hazel Wood High School'. Further down are two input fields: 'Enter email address or username' and 'Enter password'. At the bottom of the form is a blue 'Log in' button. To the right of the form is a help section titled 'Need help logging in?' with sub-sections for 'Logging in as a student', 'Forgot password?', and 'Issues with the PIN?'. Blue arrows from the instructions point to the 'Student' button, the 'I already have an account' radio button, the search box, the 'Log in' button, and the 'Forgot password?' link.

- 5) Enter your username that you use to logon to the school ICT network.
- 6) Enter your password that you use to logon to the school ICT network
- 7) Click Log in

You should now be able to see and complete the work set by teachers.

If you have any problems logging on to either of the above please email Mrs. Norman

l.norman@hazelwoodhigh.co.uk.