Office 365 provided by Hugh Baird College

What is Office 365?

Office 365 is a series of online tools and resources that will assist you with your work and studies. All you need to access these resources are a valid College network account and a device, such as a PC, Mac or tablet, connected to the Internet.

Resources included in your College Office 365 package include:

- Web Apps. This includes web versions of common Microsoft Office applications such as Word, Excel, PowerPoint and OneNote. They are fully working applications offering many of the key features of the applications normally install on your PC. These applications are available to all users.
- OneDrive. This is YOUR storage on the College's Office 365 storage provision. Each users is allocated an impressive 25GB of storage and you can access it anywhere as long as you have a working Internet connection. Additionally, you can use your OneDrive to share work and collaborate on projects.
- Newsfeeds. This is a corporate / education version of Facebook. Here you can share your thoughts, write blogs and collaborate on projects.
- Electronic Mail (Outlook). This is YOUR electronic mail account on the College's Office 365 provision. You can use this for College and personal emails. Each user is allocated 25GB of storage. **At the time of writing only our student body have access to the Office 365 email provision.**

System requirements.

Office 365 is designed to work with a variety of web browsers and platforms, however, to get the best experience for each of the applications the following browser versions are recommended:

- Internet Explorer v9 (with all updates applied)
- Mozilla Firefox 12
- Apple Safari 5
- Google Chrome 18

Additionally, it's worth mentioning that most of the features of the applications will work on common tablet devices, i.e. Apple iPad.

Data retention

As per the College ICT Policy accounts are kept for 100 days after you leave the College. However, unlike data stored on College servers, once the 100 limit has passed any data left in your Office 365 account will be removed and we will be unable to retrieve it.

For active accounts both OneDrive and Outlook offer the ability for users to recover deleted items or lost document versions for up to 30 days after deletion. This is discussed in further detail later on.

Who do I contact if I need help?

We're sure you're going to enjoy using our Office 365 provision. However, from time to time you'll no doubt have questions or you'll come across a problem. The College's ICT team are available to answer your questions via the following methods:

- Telephone: 0151 353 4445
- Email: helpdesk@hughbaird.ac.uk

The ICT team are available at the following times:

- Monday & Tuesday: 0830 to 1900
- Wednesday & Thursday: 0830 to 2100
- Friday: 0830 to 1700

Please feel free to contact the helpdesk between these hours to discuss any problems or requirements.

Are you ready to use Office 365 provided by Hugh Baird College?

Yes? Okay, let's go!

Logging on.

Logging onto Office 365 is simple (if you're using it within the College, we've made it even easier for you!). Follow these simple steps.

- Firstly, make you're using a device that has working connection to the Internet.
- Open your browser and navigate to https://hughbaird-my.sharepoint.com

- *Tip: if you're using a College PC you can also select 'Office 365' from the 'Favorites Menu' and you will be automatically connected!*

- You'll be presented with the following logon screen.
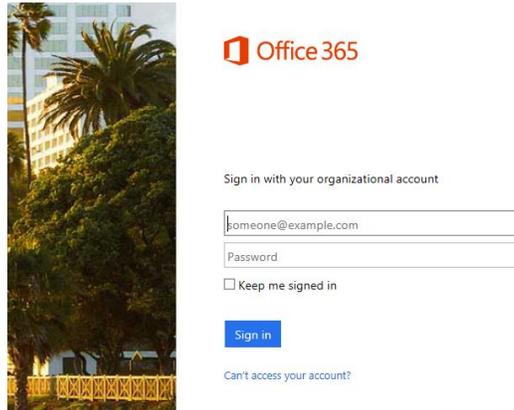
- In the username box enter your College email address, such as 12345678@hughbaird.ac.uk and press the *'Tab'* key or click the *'Password'* box.
- At this point if you're using a College computer you will automatically be logged on to the system. Alternately, you will be redirect to the following logon screen.
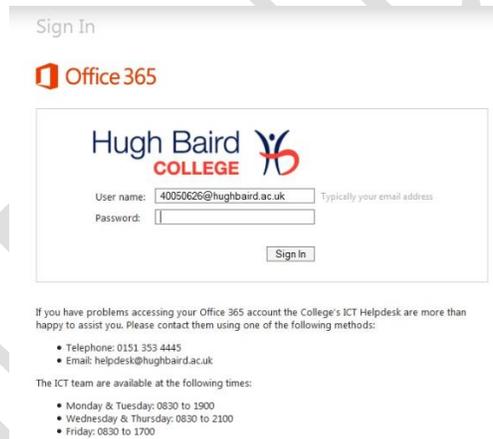
- Enter your College password and click *'Sign In'*.
- If you have entered your details correctly you will be logged onto Office 365.

- ***Beware: The first time you access Office 365 your personal web pages and storage will be configured. In some cases this can take up to two hours to complete so please be patient!***

OneDrive

The first application we'll take a look at is OneDrive. As discussed previously this is your storage space within the Hugh Baird College / Office 365 cloud. It offers you an impressive 25GB of storage for all of your College work / personal files. You can use this storage from anywhere and is particularly useful for transporting work to and from the College.

- *Tip: Using* OneDrive *removes the need for you to carry a pen drive!*

While you can use this storage instead of your College 'Home Folder' if you like, the College recommends that you use it in alongside your 'Home Folder'. We recommend for two main reasons:

- Not all College applications are able to directly use Office 365.
- If you leave the College the data is wiped after 100 days. User data stored on College servers is kept for 365 days.

Accessing your storage

Accessing your storage couldn't be easier, just follow these simple steps.

- Once you're logged on click the *'OneDrive'* icon in the top right hand corner.
- After a short while you'll be presented with the screen shown below, showing you your storage area.
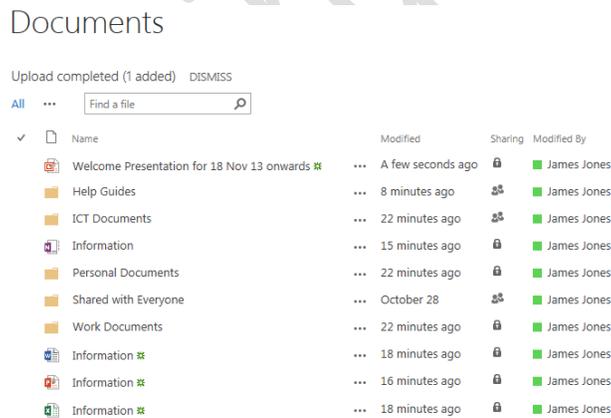
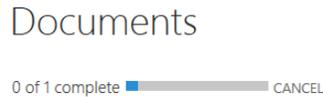**Copying files to and from your storage**

Aside from creating now documents directly in your OneDrive there are 2 ways to copy files to your storage. The first of these options is to use the upload facility. You can achieve this by following these steps.

- Navigate to the area you want to copy your files to.
- Click the *'Files'* tab in the top left hand corner.
- Click to select the *'Upload Document'* icon.
- Click the *'Choose File'* button and navigate to the required file and click *'Choose'*.

- If required enter a comment in the *'Comments'* box.

    - *Tip: If you enter a comment it will make it easier to find documents later on using the 'search' option.*

- Click the *'OK'* button and you file will be uploaded to your storage.

Another way of achieving this is to use the *'Drag and Drop'* method. Follow these steps to use this feature.

- Navigate to the area you want to copy your files to.
- Using Explorer (or Finder if you're using a Mac!) find the files you want to copy across.
- Using your mouse select and drag the files on top of the OneDrive web page, you'll notice that the page will change to reflect what you're doing.

Documents

0 of 1 complete ▪▬▬▬▬▬▬▬▬▬ CANCEL

- Let go of the mouse button and your files will be uploaded to your storage.

Copying files from your OneDrive folder is easy too. To achieve this follow these steps:

- Locate the file or files you want to download.
- Using your mouse click to select the box on the left of the file you want to download

	📁	Work Documents		...	Yesterday at 3:00 AM	🔒	☐ James Jones
✓	📄	ClickView Online User Guide ✳		...	Yesterday at 3:48 AM	🔒	☐ James Jones
	📄	Information ✳		...	Yesterday at 3:04 AM	🔒	☐ James Jones

- Click the *'Files'* tab in the top left hand corner.
- Click to select the *'Download a copy'* icon.
- The file will download to your download area.

Synchronising with your storage

You can see from the previous section copying data to and from your OneDrive storage area is simple. However, there is another, even easier way to copy data back and forth. This is achieved using the 'Synchronisation' option.

This feature is particularly useful for your home PC / Mac and any changes made during the day will begin to copy down to your home PC / Mac once it's connected to the Internet. Conversely any files you change when you're out of College will *'synchronise'* with your OneDrive storage and be waiting for you when you get back to College.

Unfortunately this feature is only available for Windows PCs running either Windows 7 or Windows 8.

- *Tip: College staff who have a dedicated PC can request that the ICT team install this synchronisation software on their PC.*

To activate this feature follow these steps.

- Open your OneDrive page.
- Find and click the *'Sync'* icon on the top right hand corner of the page.
- Click to select the 'Get the OneDrive for business app that's right for me' link.
- A new page should open called Microsoft Support, This has instructions on how to install OneDrive for Business and further down the page will also have different OS and Language versions which you can install.

Now that you've completed these steps any files created or copied to the OneDrive folder on your PC will automatically synchronise with your storage. Additionally, any files copied to your storage will synchronise to your OneDrive folder.

- *Beware: Deleted a file or folder in the folder you've just created will also remove it from your storage! To recover files please see the next section.*

Recovering deleted items

To protect your data from accidental deletion your OneDrive storage automatically places deleted files and folders in a recovery area for 30 days. Additionally, your storage also keeps a number of versions of the files you're working on, for instance if you accidentally delete some text from a Word document you can recover a version from a number of days ago.

- o *Note: The 'File Version' option only works if you're saving DIRECTLY to your storage or if you're using one of the 'Web Apps'. Files synchronised using the OneDrive synchronisation application don't create versions.*
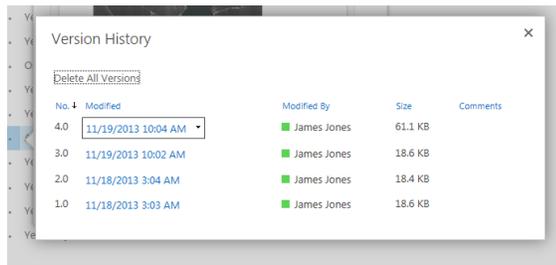
To recover deleted items follow these steps:

- Click on the cog icon in the top right hand corner and select 'Site Settings'.
- On the right hand side, under the *'Site Collection Administration'* click *'Recycle Bin'*.
- You will then be presented with a list of files deleted from your OneDrive storage.
- Click to select the check box next to the required file.

- Click the *'Restore Selection'* button.
- The selected files are then restored to your storage.

To restore a previous version of an existing file follow these steps.

- Click the *'…'* icon on the right hand side of the file you wish to view versions of.
- On the presented menu click the *'…'* icon again.
- Click the *'Version History'* menu option.
- You are then presented with a screen showing the various versions of the selected file.

| Version History				×
Delete All Versions				
No. ↓ Modified		Modified By	Size	Comments
4.0	11/19/2013 10:04 AM ▼	■ James Jones	61.1 KB	
3.0	11/19/2013 10:02 AM	■ James Jones	18.6 KB	
2.0	11/18/2013 3:04 AM	■ James Jones	18.4 KB	
1.0	11/18/2013 3:03 AM	■ James Jones	18.6 KB	

- Click the link of the required version to download a copy to your local storage.
- Alternately, click the down arrow and select 'Recover Document'.

  - *Beware: this next option will overwrite your existing file!!*

- Respond to the presented box that you want to overwrite the existing version.

Sharing documents and collaboration

Your OneDrive storage also provides you with the tools to share documents and collaborate on work with other College users.   This is particularly useful if you're working in a group to produce work. To files and folders stored in your storage follow these steps:

- Click the *'…'* icon next to the folder or file you want to share.
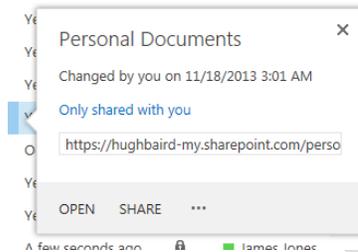
- Click the *'SHARE'* menu option.
- Enter the username of the person you want to share with in the *'Invite People'* box. As you type the name you'll see a list of names presented in a menu.
- Select the required name.
- Select the type of access you want to provide from the *'Permission'* drop down box
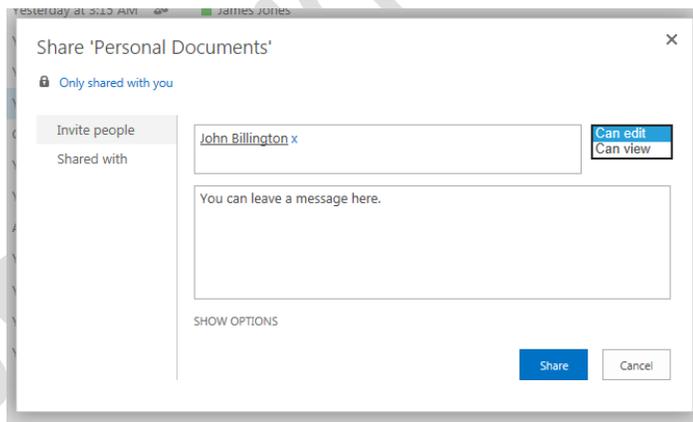
- o *Beware: If you select 'Can Edit' the person you're sharing with will be able to change your document!*
- If required enter a message in the box provided.
- Click *'Share'*.
- An email will be sent to the selected user with a link to the shared file or folder.

To stop sharing a file follow these steps:

- Click the *'…'* icon next to the folder or file you want to stop sharing.
- On the presented screen click the *'…'* icon again.

- Select the *'Shared With'* menu option.
- You'll then be presented with a list of users that are currently sharing the files / folders.
- Select the drop down box next to the user that you want to stop sharing with and select the *'Stop Sharing'* menu option.
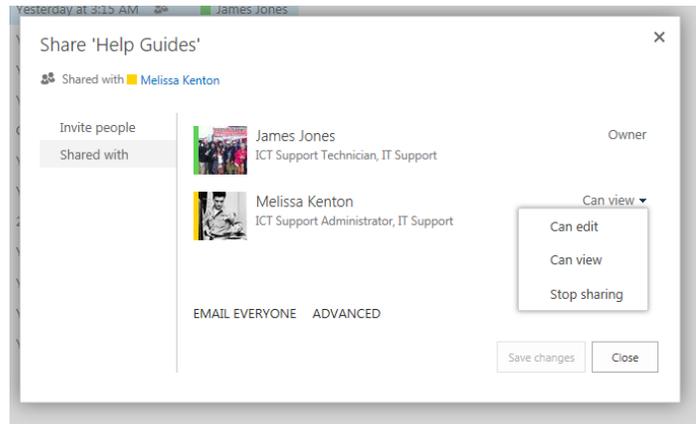
- Click 'Save Changes' and close the box.
- Your file / folder is no longer shared with the selected user.

To change the permission level of a shared file / folder.

- Click the *'...'* icon next to the folder or file you want to change permissions.
- On the presented screen click the *'...'* icon again.
- Select the *'Shared With'* menu option.
- You'll then be presented with a list of users that are currently sharing the files / folders.
- Select the drop down box next to the user that you want to change the permissions for.
- Select the required permission level.
- Click *'Save Changes'* and close the box.
- The permissions to your file / folder has been changed.

Using Office Web Apps

Your Office 365 account provides you with a series of applications call *'Web Apps'*. These are fully featured office applications that work within your web browser alongside your OneDrive storage. Included within this suite of applications are:

- Word. A version of Microsoft Word allowing you to create, edit and print documents.
- Excel. A version of Microsoft Excel allowing you to create, edit and print spreadsheets.
- PowerPoint. A version of Microsoft PowerPoint allowing you to create and edit presentations.
- OneNote. A web app this allows you to create and share notes, including elements such as pictures and web content such as videos. This is particularly useful for students.
- Excel Survey. A simple tool allowing you to create a web survey and analyse the results.

Although not all of the features included in the standard desktop applications are available within these web apps they do offer 90% of the features most users need. This document was created using this Word web app!

The following steps will guide you through creating a new document (we'll use Word but the process is the same for all of the apps), saving and editing an existing document. Using the applications is no different than using the normal applications so that's not covered here.

To create a document follow these steps.

- Navigate to the area of your OneDrive where you want to create the document.
- Clicking the *'New Document'* link towards the top of your screen
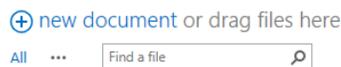
- Choose the required document type, Word, Excel etc.
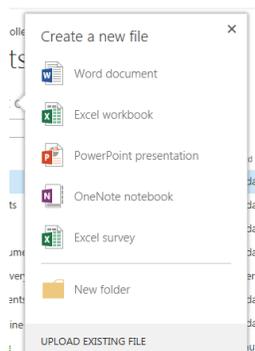
- Give your document a name and click *'OK'*.

- After a short wait your new document is displayed on screen!

Saving you document couldn't be easier, simply select the disk icon from the top left hand corner of the Web App window and your document will be saved.

- *Tip: Remember, if you're using the OneDrive app on another PC the newly saved document will synchronise to that PC once it's connected to the Internet!*

There are number of whys to open and edit and existing document, here are the simplest ways.

- Click the name of the document you want to open.
- After a short while your document will be opened in *'Review mode'*.
- From the top left and corner of the window click the *'Edit Document'* menu.
- To edit the document with the Web App select the *'Edit in Word We App'* option, your document will change to *'Edit Mode'*.
- Alternately to open the document with the fully application (remember, this must be installed on your PC!!) select the 'Edit in Word' option, after a short while your document will be opened in the full application.

Another way of achieving this is:

- Click the *'…'* icon next to the required document.
- Click the *'…'* icon in the presented window.
- From the presented window select *'Edit in browser'*.
- After a short while your document will be presented.

Your Newsfeed

Another service included within your Office 365 provision is the Newsfeed application. The Newsfeed is the area you'll use to share ideas and observations and to update your colleagues as to what you're working on.

> o *Beware: As with other social media applications be aware that anything you post could have implications for your 'ereputation'. For further information about ereputation please contact the College's student services team*.

To access your personal news feed simply click the *'Newsfeed'* link at the top of your Office 365 homepage. You'll then be presented with a page something similar to the page shown below.
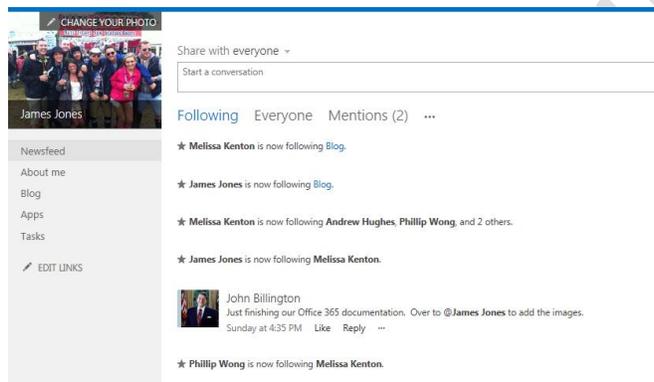

From here you can search for other users, submit posts and update your personal information.

Making Newsfeed a post

To add a post to your Newsfeed follow these steps.

- Firstly, open your Newsfeed.
- Click the *'Start a conversation'* text box.
- Type what's on your mind. For instance, you could type something about the project or subject you're working on.
- If you want to tag another user into your post enter the *'@'* symbol and start typing their name. If they're a valid user they'll be shown in a menu. Use your mouse to click to the select the required person.
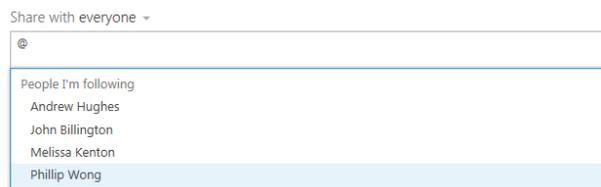
- Using the drop down menu highlighted below select the audience for your post, by default posts are shared with everyone.
- Finally, to submit your post click the *'Post'* button and the post will appear on your Newsfeed!

To remove a post follow these steps.

- Firstly, open your Newsfeed.
- Find the post you want to delete.
- Click the *'X'* on the right hand side of the post.
- Click *'Delete it'* from the presented option box.

Searching for things!

Office 365 provide a simple tool for you to search for other users and conversations within the organisation. To use the search tool follow this simple guide.

- Firstly, open your Newsfeed.
- Locate the *'search'* text box on the top right hand corner of your Newsfeed.

- Enter a search term, for instance the name or a colleague.
- Click the *'down arrow'* on the right hand side of the search box and select the relevant option, for instance *'People'*.
- Office 365 will now search the organization for results. Open the desired result by left clicking the link.

Updating your information.

The 'People' search tool is only as good as the information our users provide. To help the search tool it's useful for you to update your 'profile' with relevant information. Your profile is where you can provide details such as the office number you work in, the course you're studying or your specific interests. It'll even let you upload a picture! To update your profile follow these steps:

- From your Newsfeed click the *'About Me'* link.

- On the resulting page click *'Edit your profile'*

⊘ edit your profile

ICT Services Technician

- Fill in any relevant information on either the *'Basic Information'*, *'Contact Information'* or *'Details'* tab.
- To upload a new picture click the *'Upload Picture'* button.
- Navigate to and select the require picture and click *'Choose'.*
- Click *'Upload picture'.*
- When you've finished editing or uploading left click the *'Save and Close'* button.

  - *Beware: As with other social media applications be aware that anything you post could have implications for your 'ereputation'. For further information about ereputation please contact the College's student services team.*

Coming soon.

Office 365 is a relatively new system and as such it is anticipated that new features will be added over the next 12 months.

Further assistance.

We're sure you're going to enjoy using our Office 365 provision. However, from time to time you'll no doubt have questions or you'll come across a problem. The College's ICT team are available to answer your questions via the following methods:

- Telephone: 0151 353 4445
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ICT Services
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