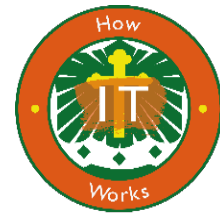# HOLY TRINITY
CATHOLIC SCHOOL

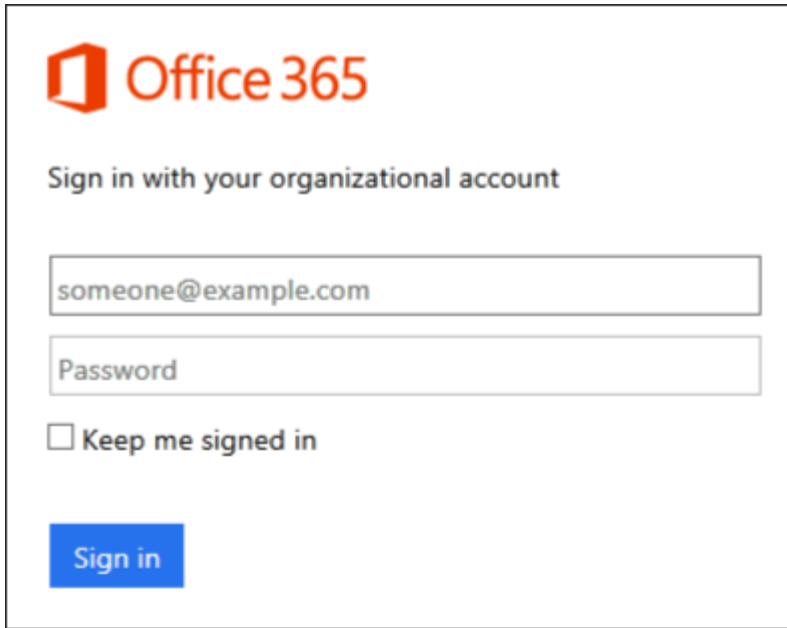# Office 365
Starter Guide

How to sign into Office 365

Sign into Office 365 on a computer or tablet by opening a web browser.

1. Go to http://portal.office365.com to sign in.

2. Type your email address and password, and then select **Sign in**.

3. Note: Your email address will be the same your school computer username followed by @holytrc.bham.sch.uk. For example, username@holytrc.bham.sch.uk.

4. To sign out of Office 365, select your name in the upper left corner and select **Sign out**.

Install Office for Windows

1. Sign in to Office 365, at http://portal.office365.com/OLS/MySoftware.aspx.

2. On the **Office** page, select a **Language**, and then choose **Install**.

3. Follow the prompts and accept the license agreement.

4. When you see "You're good to go," select **All done**.

Now you're ready to start using Office. In the Windows 10 start menu, type the name of the Office application you want to use, like Word, and open it.

Signing in and using Office 365 in a browser

When you're signed into Office 365, you can access any of the apps and services right in the browser window. You will find your email under Outlook, any appointments or meetings under Calendar, and contacts under People. There is also a quick access to OneDrive, where you can store your work files and access them from your computer, mobile phone, or tablet.

Sign into Office 365 from a browser

1. Sign in to Office 365 with your school account. For example, myname@holytrc.bham.sch.uk

2. At the top of the Office 365 window, just choose where you want to go. Your window will look like one of these:
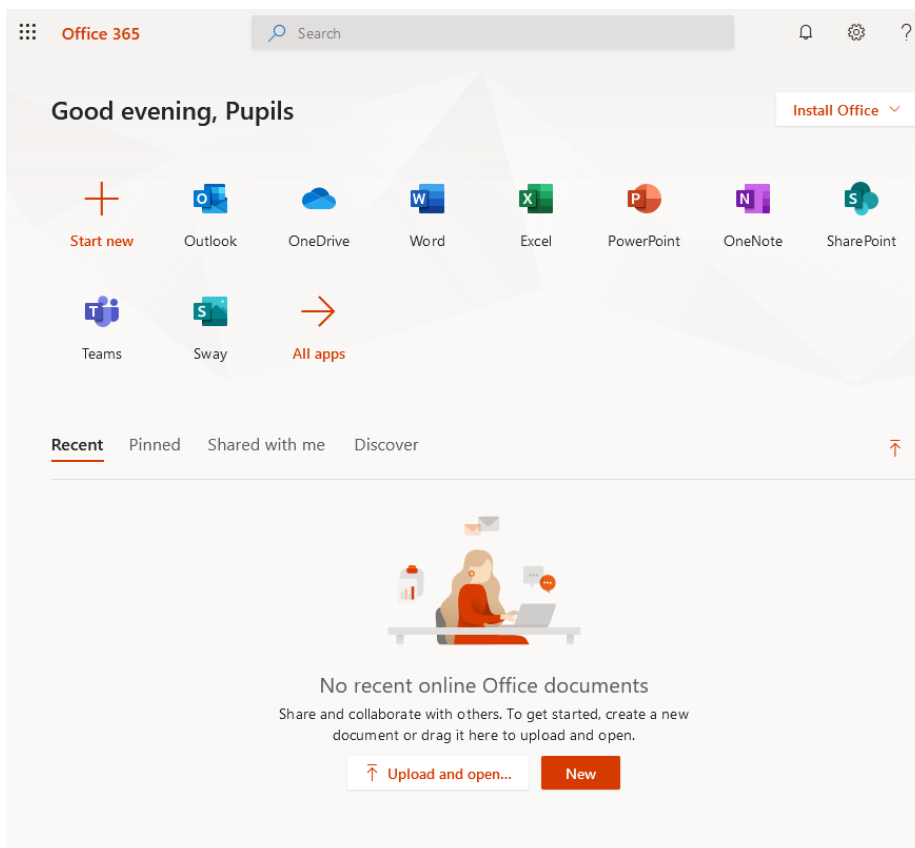

3. If you select **OneDrive**, for example, you'll see a convenient online place where you can work with any file you save to this location. Because files are in Office 365, you can access them from almost anywhere.

## *Working with your email, calendar, and contacts in a browser*

You can quickly send and receive email, access your calendar, and manage your contacts in Office 365 for business and education by using most browsers.

## View your messages and send email by using a browser

1. Sign into Office 365 at http://portal.office365.com with your school account. For example, username@holytrc.bham.sch.uk

2. At the top of the page, select **Outlook**. Or, select the app launcher ⊞, and then select **Outlook**.
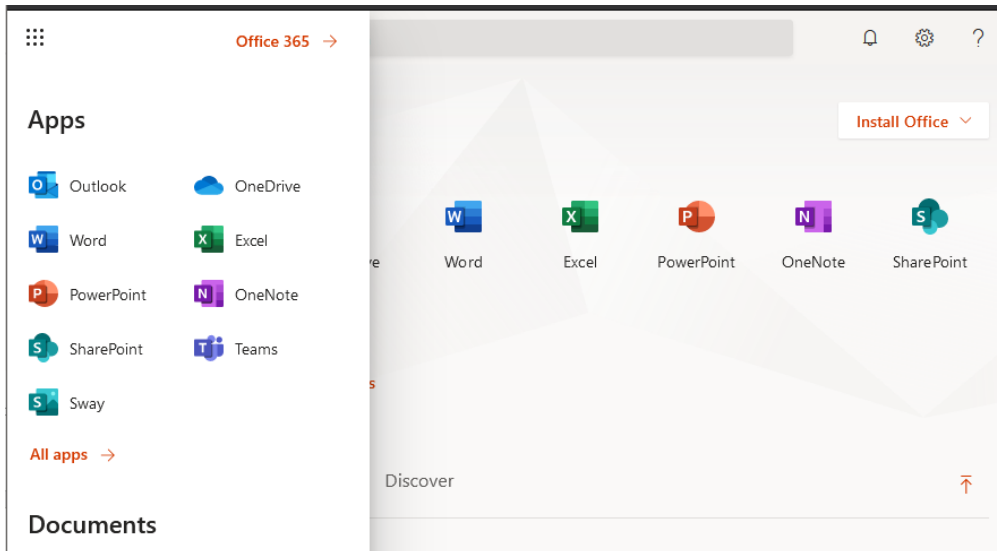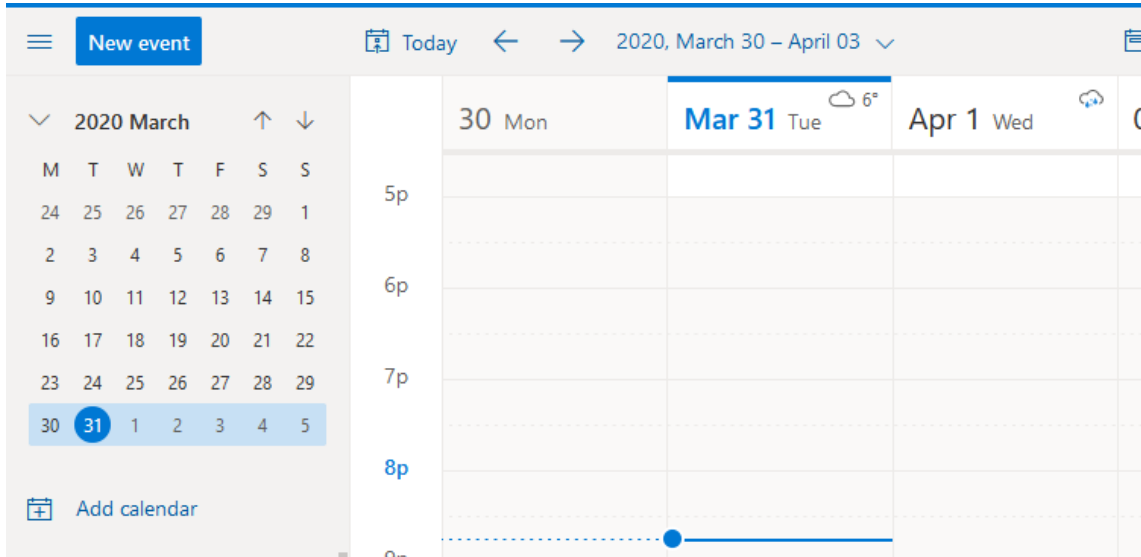
3. To start a new message, select **New mail**.
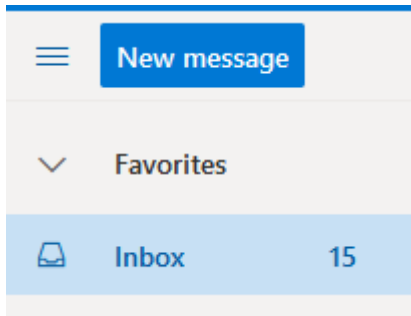
4. Add recipient names, a subject, and some text in the body of the message. Select **Send**.
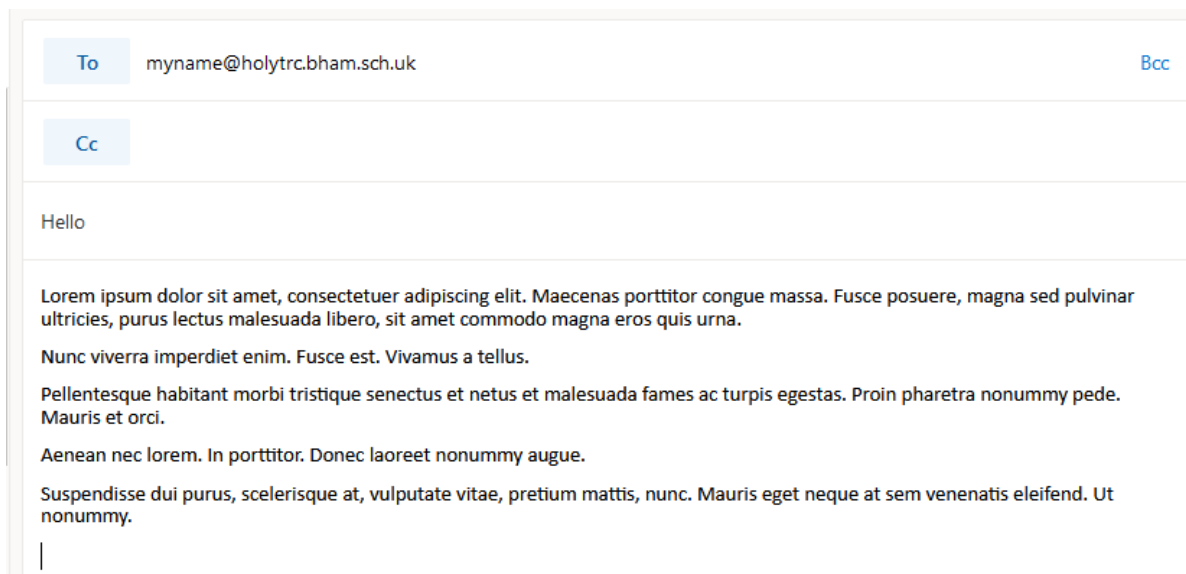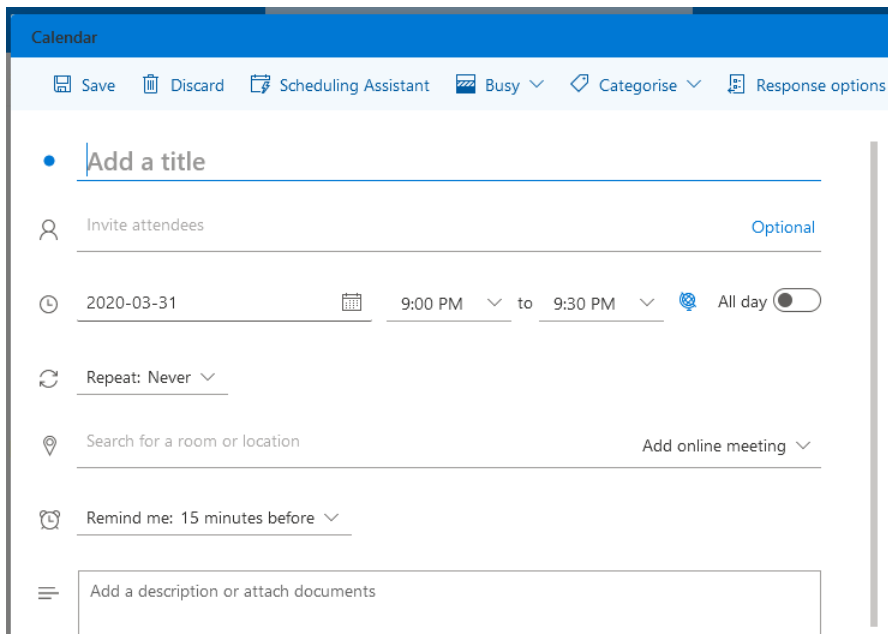
1. Select **Calendar**. In this example, **Work week** is selected.

2. To set up a meeting or event, select **New event**.

Working with Office documents in a browser

You can create, save, and edit documents in most browsers. OneDrive in Office 365 is the cloud storage location for your school documents. It's the place where you can store, sync, and share your files across multiple devices with ease and security.

1. Sign into Office 365 with your school account at http://portal.office365.com. For example, username@holytrc.bham.sch.uk

2. At the top of the page, select **OneDrive**. Or, select the app launcher ⊞, and then select **OneDrive**.
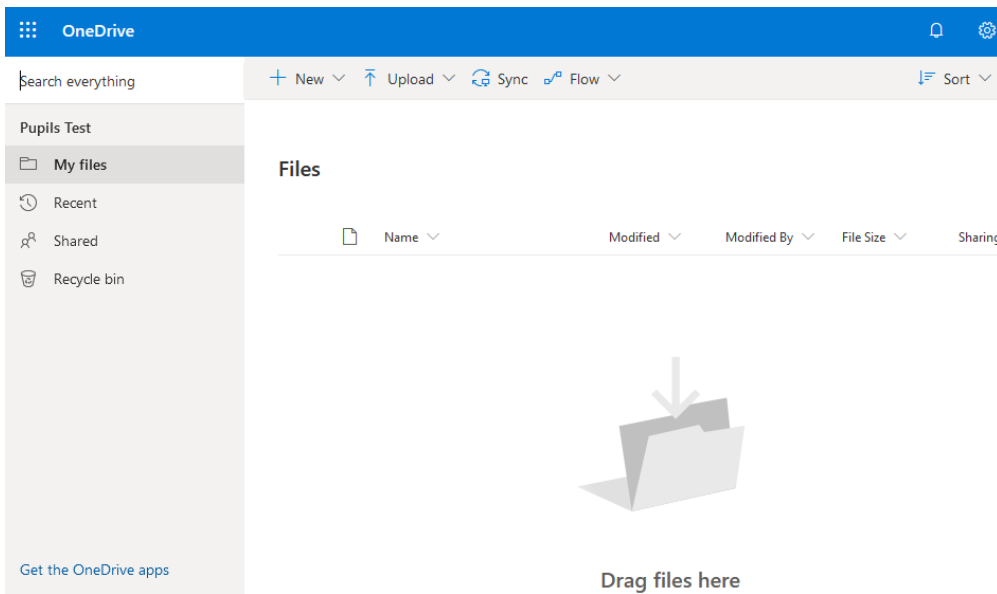
3. Select **New**, and then select the type of document, for example, Word, Excel, or PowerPoint, you want to create.
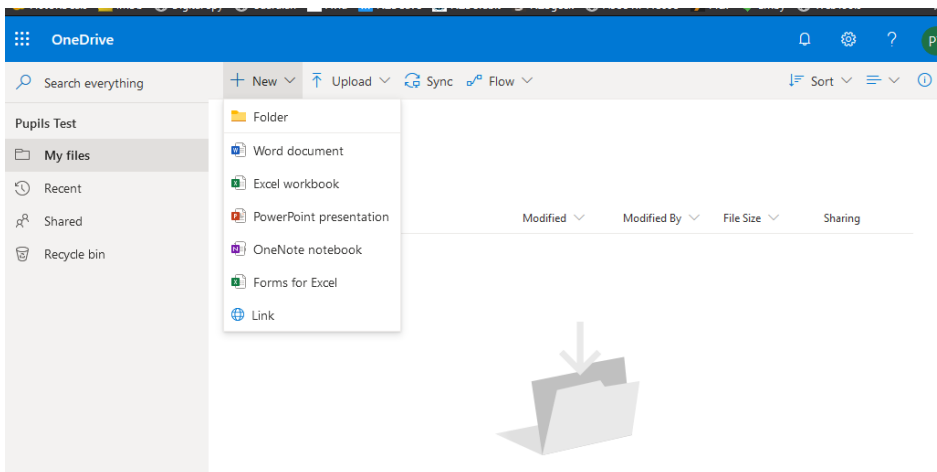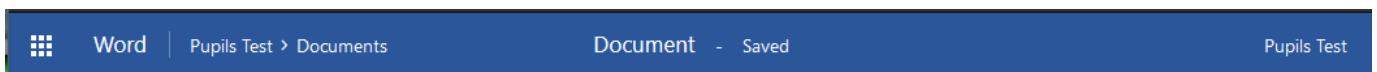
Save an Office document in OneDrive for Business by using a browser

1. When you create, open, or edit a document in OneDrive, it's automatically saved to the same location.
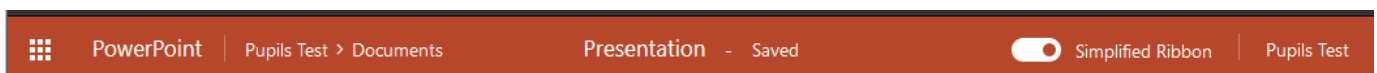
2. To save new Office documents:

   In Word Online, select **Document**.

   In Excel Online, select **Book**.
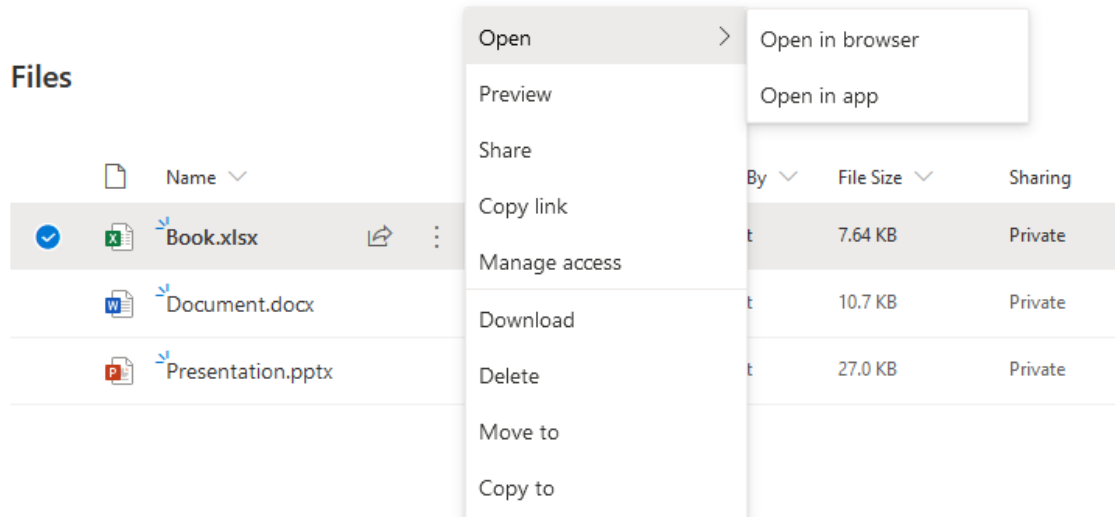

   In PowerPoint Online, select **Presentation**.

3. Type the new name.

Edit documents in the browser

You can also edit documents you have saved to OneDrive by using a browser.

1. To edit a document, next to the name of the file, select **More** •••.

2. In the preview window, select **More** •••> Open > Open in browser

After working with Office documents in OneDrive for Business, you can work with them from just about anywhere.

Access files by using a browser

1. Sign into Office 365 with your work or school account at http://portal.office365.com. For example, username@holytrc.bham.sch.uk.

2. At the top of the page, select **OneDrive**. Or, select the app launcher ▦ , and then select **OneDrive**.
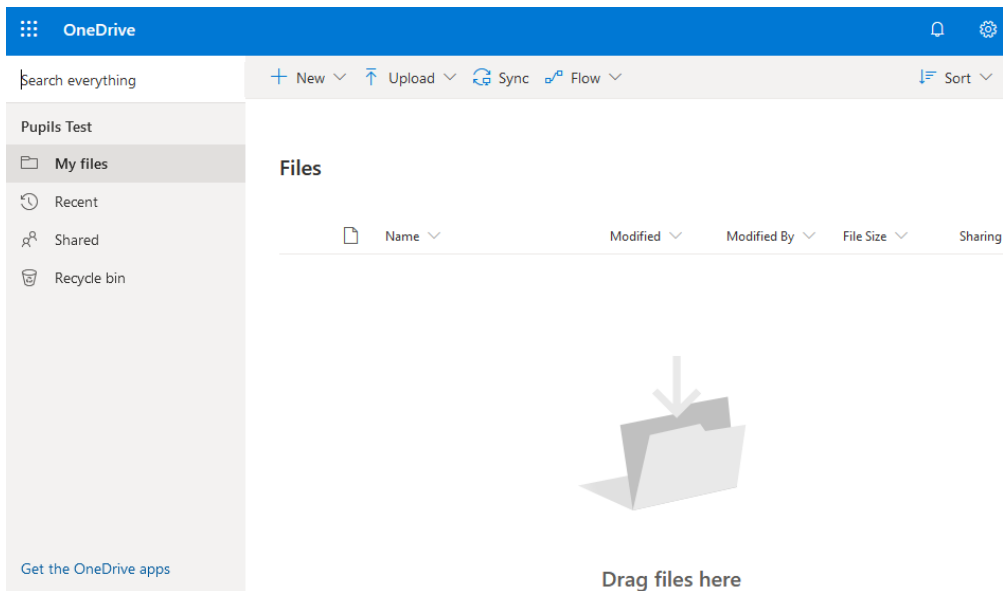
3. To open the file you want, select **More** ⋯ >, and select what you want to do. For example, **Copy, Rename** or Move.