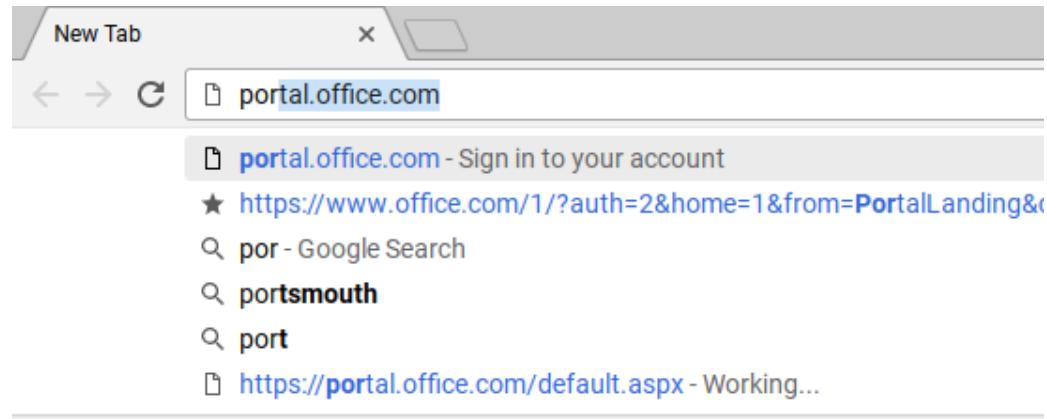


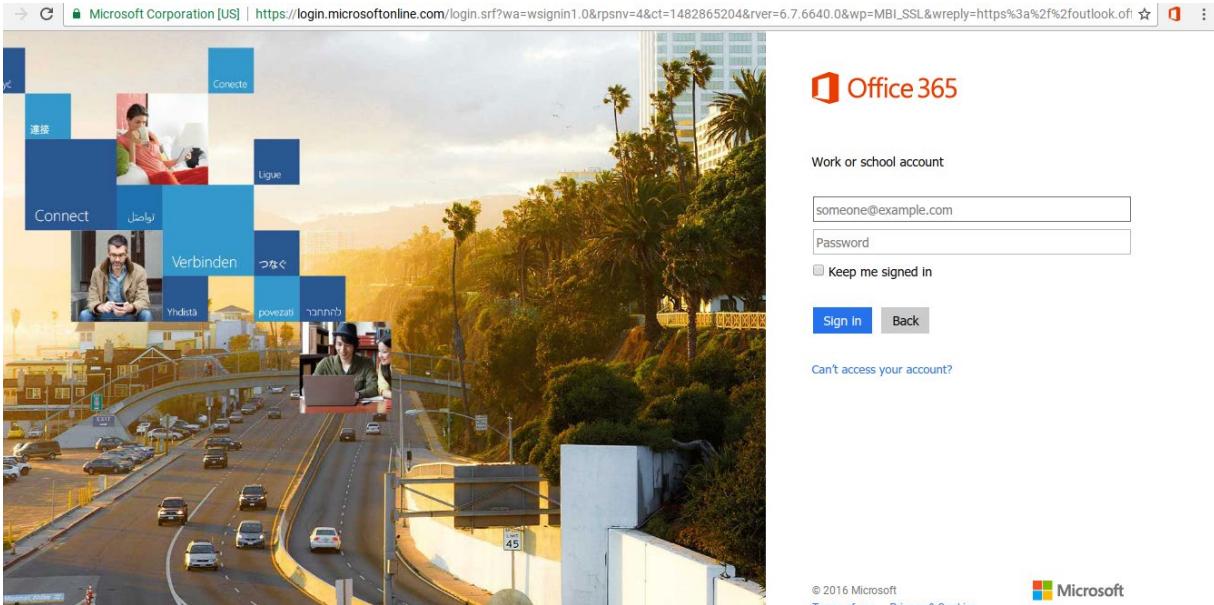
Guide to Office 365 and Emails





To access your email you need to go the internet and search in a search bar for Portal.office.com

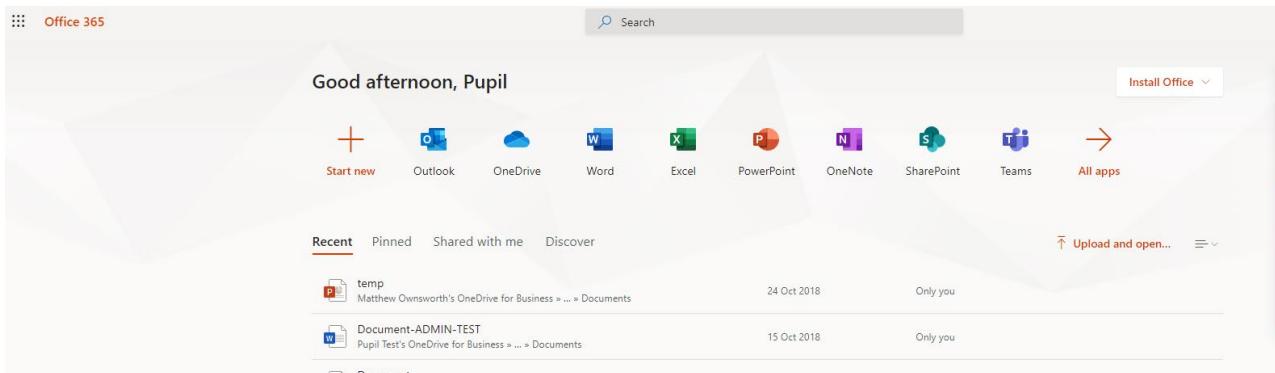
Once you have typed that in it will take you to the office 365 login page where you will log on to your email as normal



Once this page has come up you need to log on to your email.

**Your email address:
firstname.surname@rastrick.calderdale.sch.uk**

Password is your PRA password

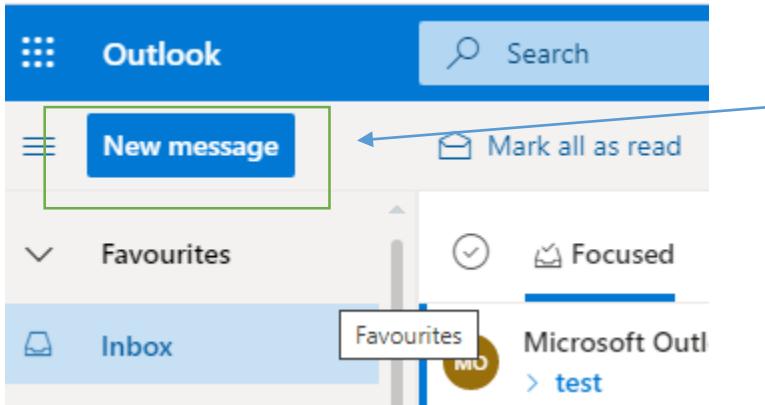


Once you have clicked on the mail app it will take you to your inbox and it would look like this

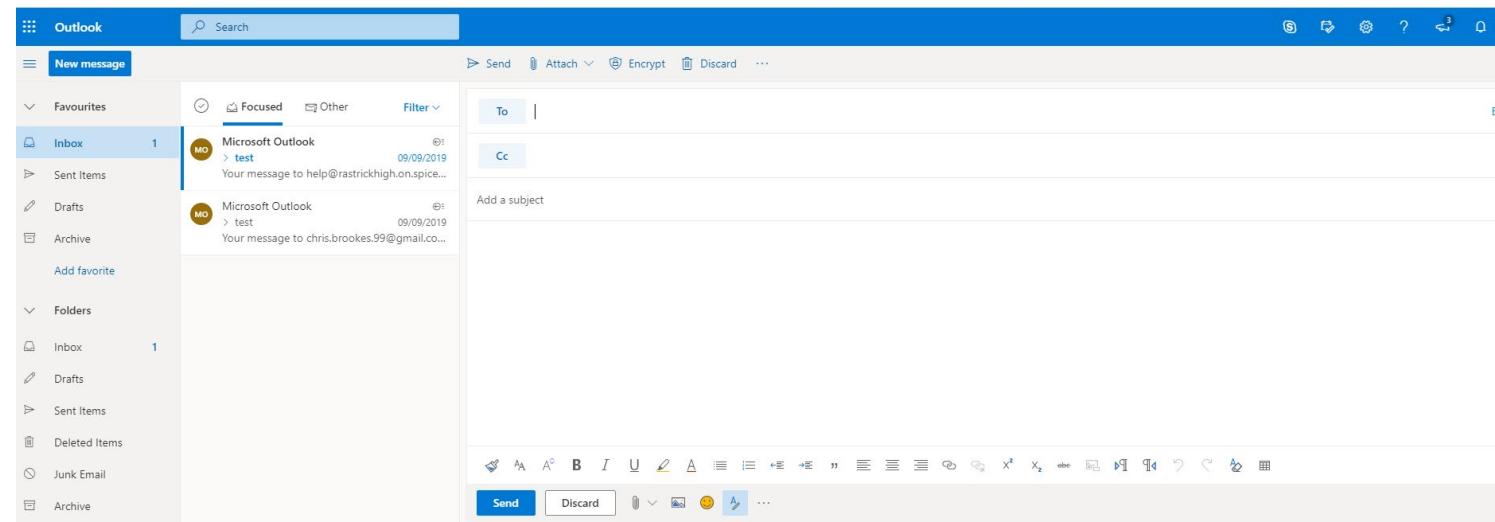
After you have logged on it will come up with this page. To open up your email you will need to click on the mail app icon and it will open your inbox

A screenshot of the Microsoft Outlook inbox. The top navigation bar says "Office 365" and "Outlook". On the left, there's a sidebar with "Folders" (Favourites, Matthew Ownsworth, Inbox 2), "Focused" (No events for the next two days), "Other" (New conversations, Spiceworks; TP Matrix Projector Repairs), and a list of other folders like Frog helpdesk, Frog news, Helpdesk 76, Highgate IT, IT repairs, Menu, Misc, PSF, Quotes, Reflections, Drafts, Sent Items, and Deleted Items 118. The main area shows several emails from different senders: Chris Brookes (Thu 22/12), Mike Hinchliffe (Tue 20/12), Jenny.Price@acer.com (19/12/2016), Steve Evans (16/12/2016), and Sarah Leppington (16/12/2016). A large green circle is overlaid on the top left of the screenshot, and a large purple circle is overlaid on the bottom left. On the right side, there's a blue envelope icon with the text "Select an item to read" and "Click here to always select the first item in the list".

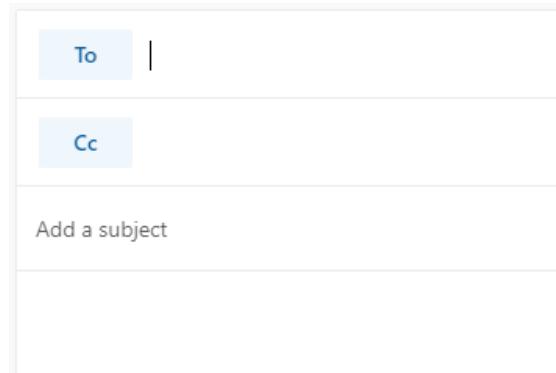
Sending an Email



To send a new email you need to click on the New Message button and it will open a new page



Once you have clicked on the New button it will come up with this page. When this page comes up you will be able to type your email and then send it



To add a recipient you can type in the TO box if you sent them an email before. Or you can search for them.
To search for a person you need to click on TO or CC to search for people

Once you have clicked on the To or CC box it will come up with this page you will need to click on the Default Global address list and then click on the search bar and type the person's name in who you would like to search for

Once you have found the person you require, click on the little Plus icon next to the name and it will show up in your TO or CC box, once it is in there you will need to click on Cross at the top right of the box and it will take you back to your email

A screenshot of a 'Add recipients' dialog box. The title bar says 'Add recipients'. On the left, there is a 'To' button with a blue circle containing a white 'T' and the text 'Teacher Test' next to it. Below the buttons, there are three tabs: 'My Contacts', 'Contacts', and 'Default Global Address List'. The 'Default Global Address List' tab is selected. In the center, there is a search bar with the placeholder 'Search contacts...' and a small magnifying glass icon. Below the search bar, the text 'teache' is typed into the search field. A list of results appears, with the first item being 'Supply Teacher Account Supply.Teacher@rastrick.calderdale.sch.uk'. To the right of this item is a small blue plus sign icon. At the top right of the dialog box, there is a question mark icon and a close (X) icon.

Send Attach Encrypt Discard ...

To



Teacher Test

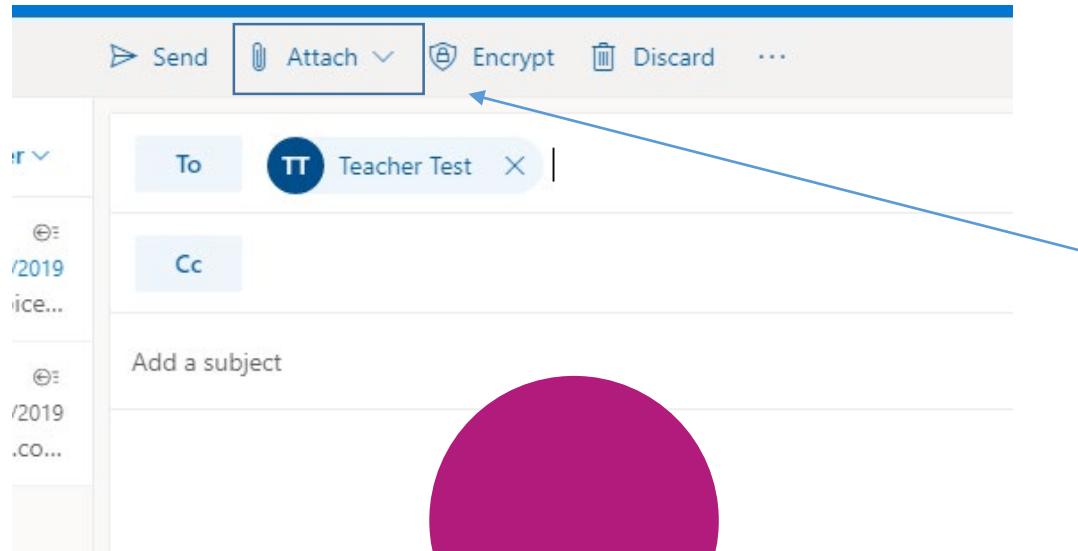


Cc

Add a subject

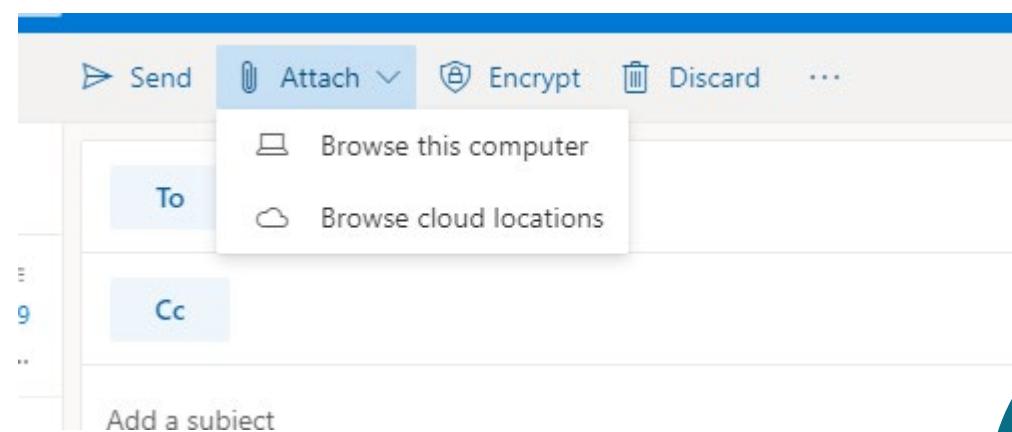
Once you have selected the user it will now show in the TO or CC box

Attaching an attachment to an email

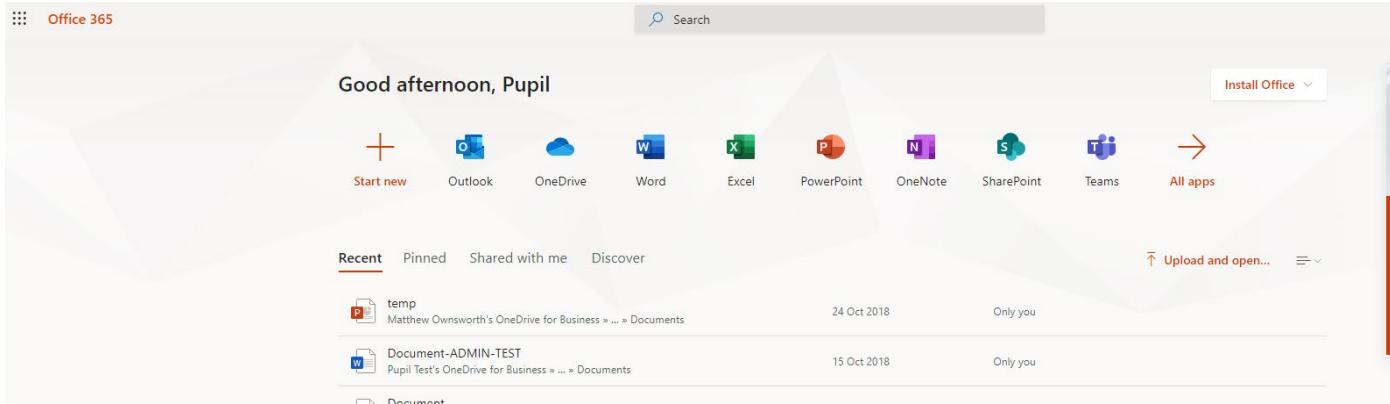


To attach an attachment to an email you need to click on the Attach button

Once you have clicked on Attach you will have a couple of options, attach file from Pc or from the cloud. Please select the one that is correct one for you

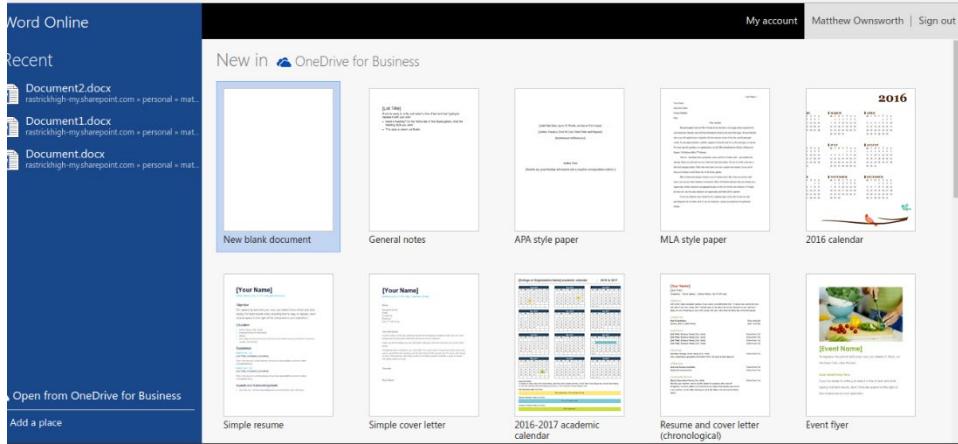


Office 365 Apps

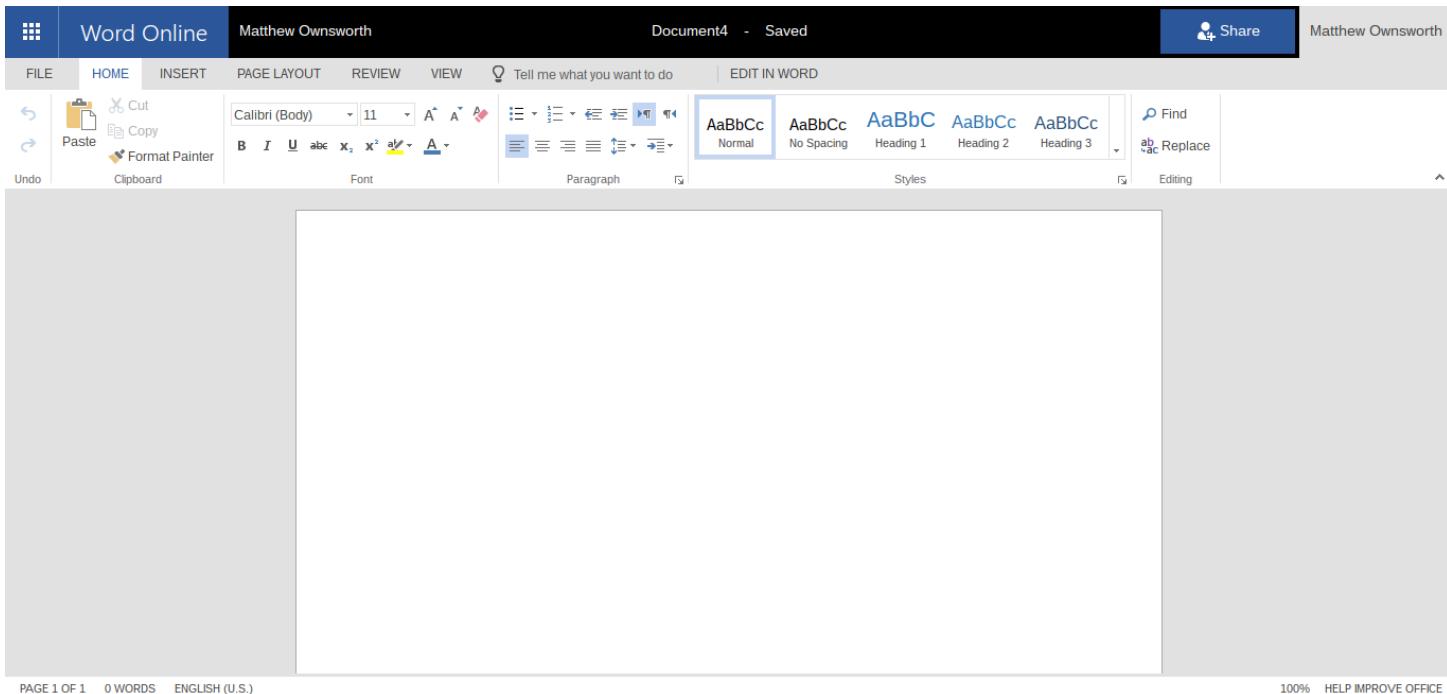


When you Log on to your email it will take you to this menu page. You will have access to Word ,Power Point and Excel. If you click on one of the icons it will take you to the online version of the programme

Accessing Word

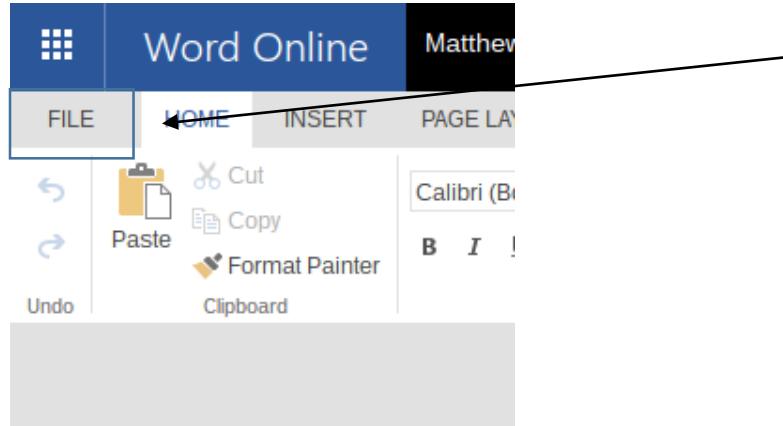


After you have logged on to your emails it will take you to the main menu page, from here click the Word icon



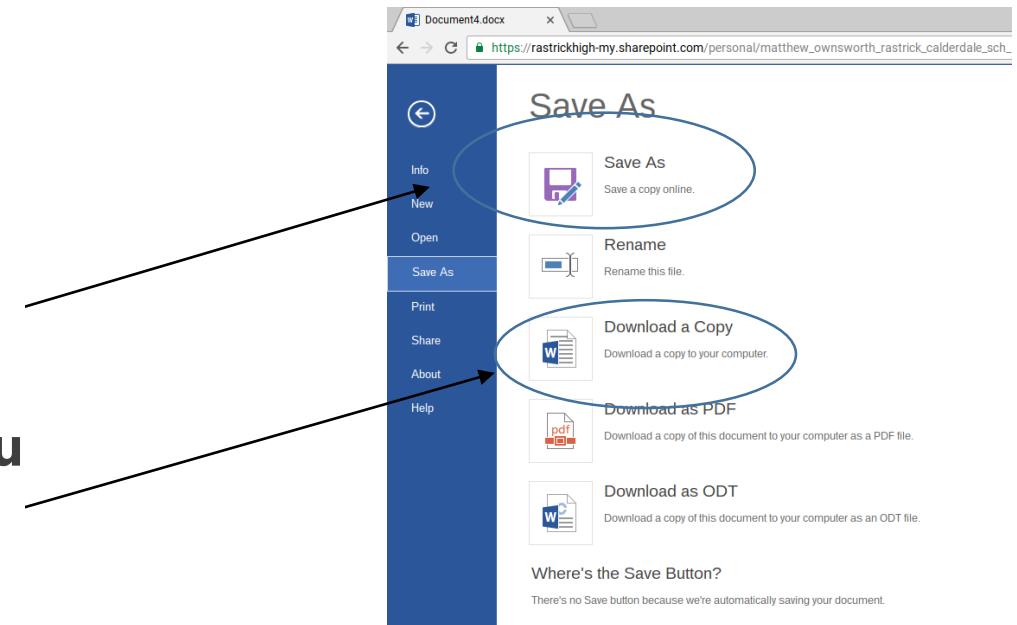
**After you have clicked either blank document or choose from a template
you will now have a word document similar to one on a school computer**

Saving a document

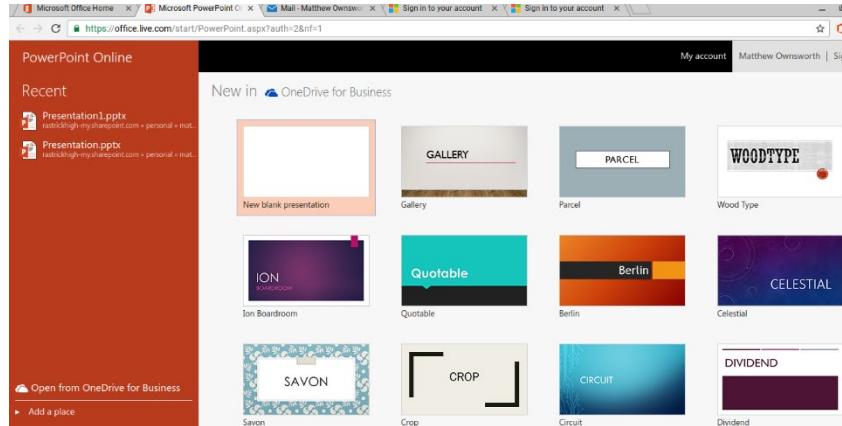


To save a document you need to click on File, Save As

Once you have clicked on the Save As option it will come up with this menu. On this menu you have two options. Option 1, save a copy online and it will save it to your one drive. Option 2, you can download the file as a copy. The file will be in your downloads folder



Accessing PowerPoint

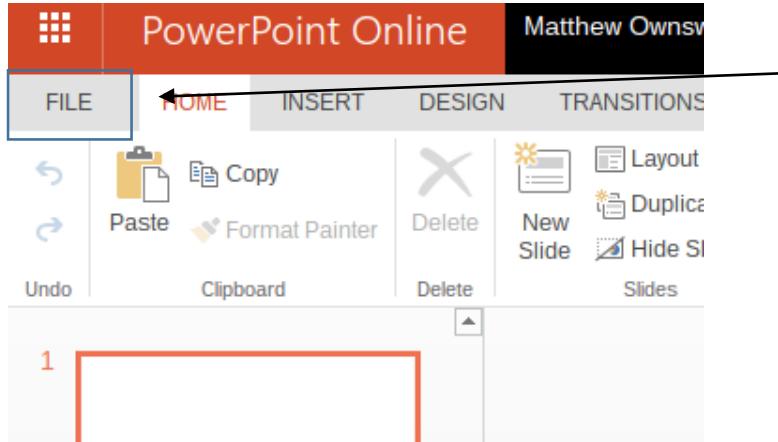


After you have logged on to your emails it will take you to the main menu page, from here click the PowerPoint icon

You can now either click a Blank Document or choose from a template

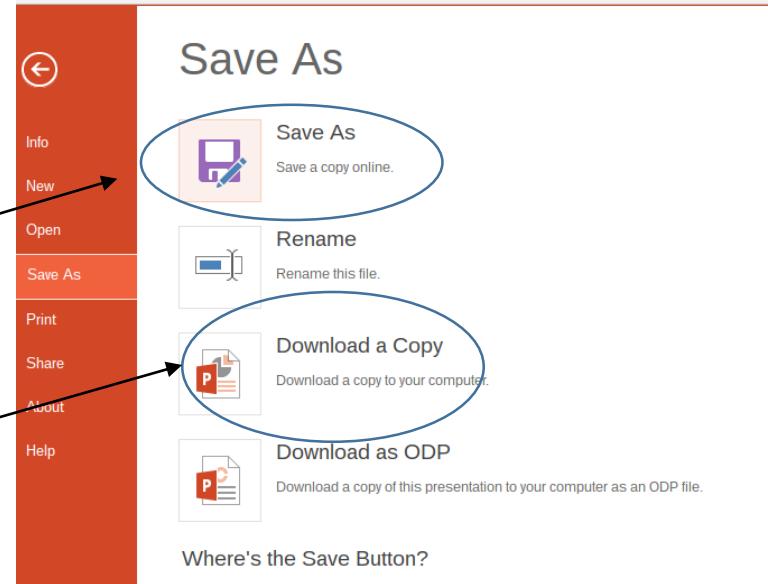
A screenshot of a PowerPoint slide. The slide has a white background with a light gray border. It contains two text boxes: one large box at the top right labeled 'Click to add title' and a smaller box below it labeled 'Click to add subtitle'. The slide is part of a presentation titled 'Presentation2' by 'Matthew Ownsworth'. The top ribbon shows the tabs: FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, REVIEW, VIEW, and a search bar. The 'HOME' tab is selected. The ribbon also includes 'EDIT IN POWERPOINT' and various drawing tools like 'Shapes', 'Arrange', 'Quick Styles', 'Duplicate', and 'Drawing'. The status bar at the bottom right shows 'Editing'.

Saving a document

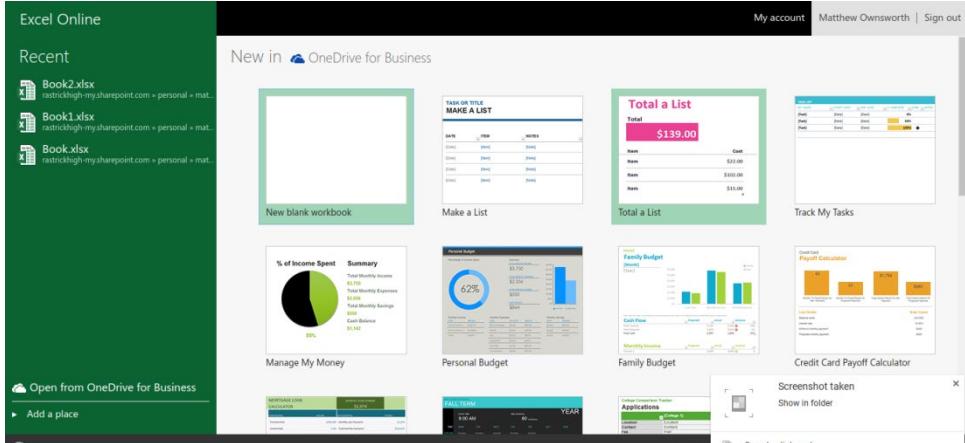


To save a document you need to click on File, Save As

Once you have clicked on the Save As option it will come up with this menu. On this menu you have two options. Option 1, save a copy online and it will save it to your one drive. Option 2, you can download the file as a copy. The file will be in your downloads folder.



Accessing Excel

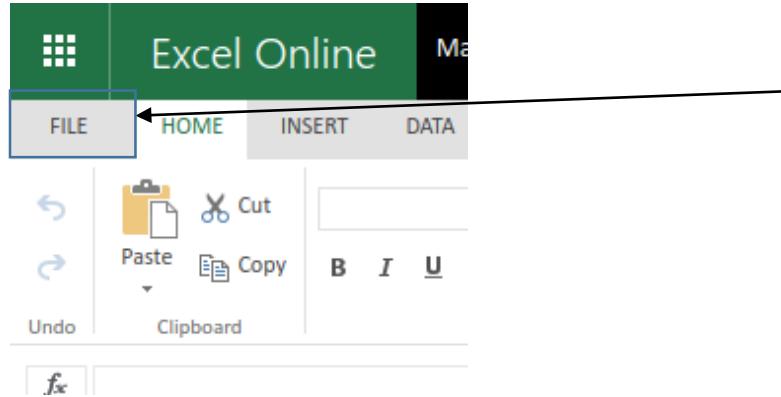


After you have logged on to your emails it will take you to the main menu page, from there click the Excel icon

You can now either click a Blank Document or choose from a template

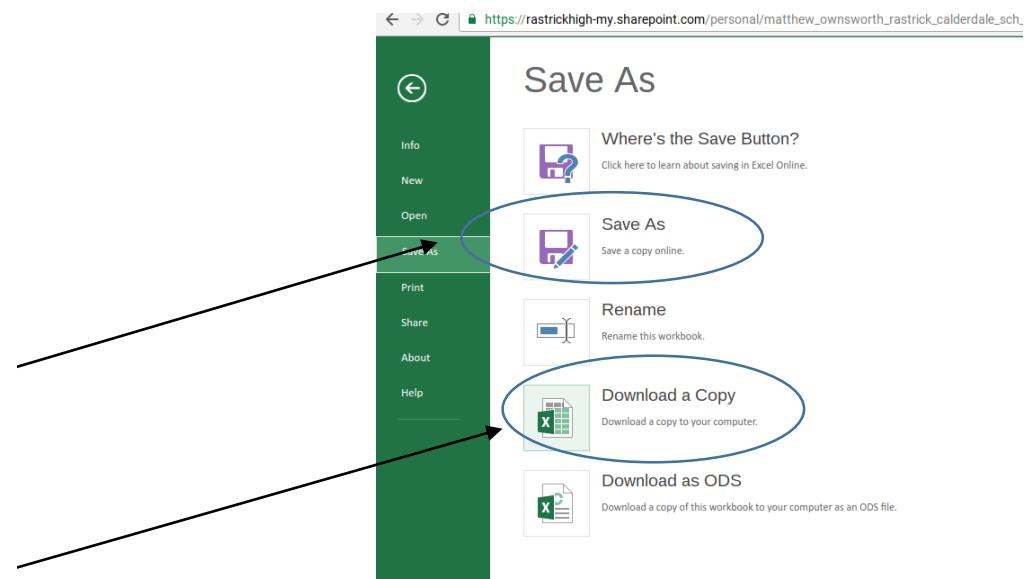
A screenshot of the Microsoft Excel Online ribbon interface. The ribbon tabs include FILE, HOME, INSERT, DATA, REVIEW, and VIEW. The HOME tab is selected, showing various tools like Cut, Paste, Font, Alignment, Number, Tables, Cells, and Editing. A small preview window shows a single cell with the value '1'. The main area is a blank spreadsheet grid with columns labeled A through R and rows labeled 1 through 15.

Saving a document

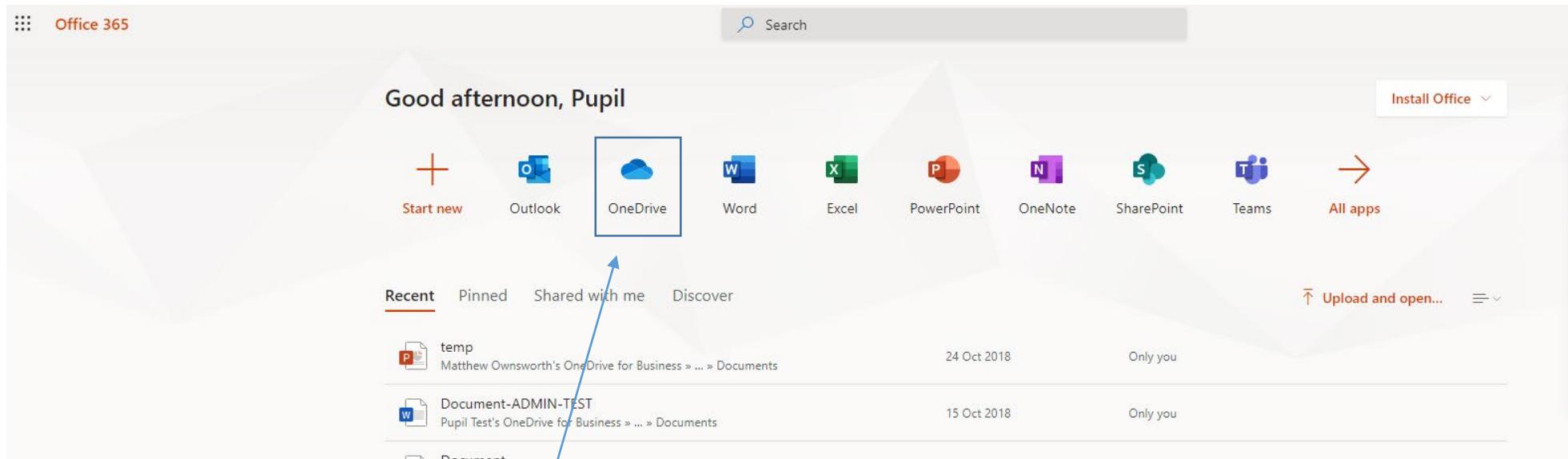


To save a document you need to click on File, Save As

Once you have clicked on the Save As option it will come up with this menu. On this menu you have two options. Option 1, save a copy online and it will save it to your One Drive. Option 2, you can download the file as a copy. The file will be in your downloads folder



Accessing OneDrive



After you have logged on you will now see this page. To open OneDrive you will need to click on the one drive app icon and it will open your OneDrive account

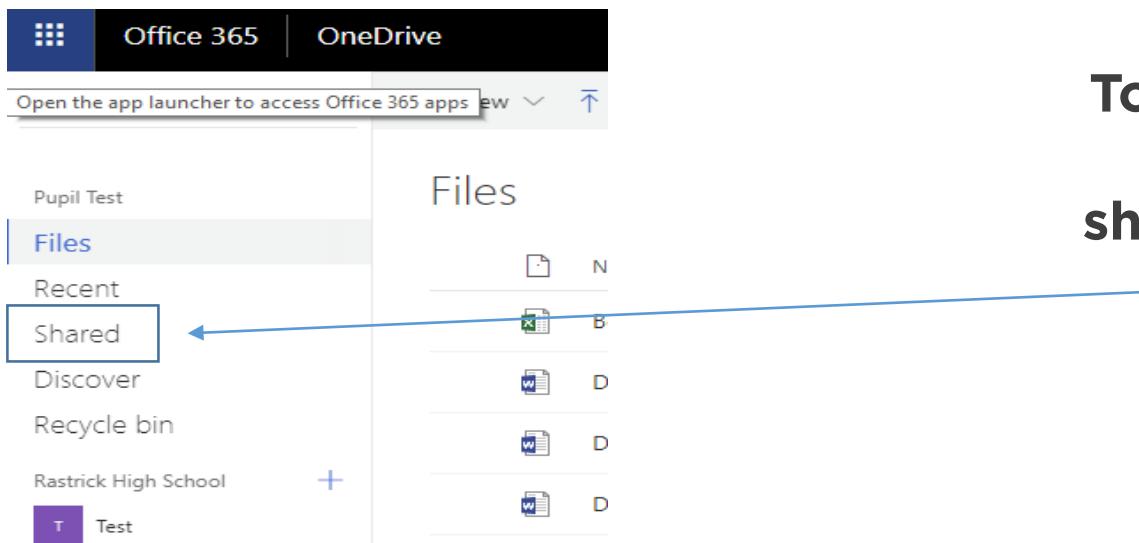
The screenshot shows the OneDrive web interface. At the top, there's a navigation bar with icons for Office 365, OneDrive, and various app links. Below the navigation is a toolbar with options like 'New', 'Upload', 'Flow', and 'Sync'. On the left, a sidebar lists 'Pupil Test' under 'Recent', followed by 'Shared', 'Discover', 'Recycle bin', and 'Rastrick High School'. A '+' icon is at the bottom of this sidebar. The main area is titled 'Files' and displays a table of four items:

	Name	Modified	Modified By	File Size	Sharing
	Book.xlsx	October 12	Pupil Test	7.75 KB	Private
	Document 1.docx	October 15	Pupil Test	10.7 KB	Private
	Document.docx	October 15	Pupil Test	11.1 KB	Private

Below the table is a placeholder text 'Drag files here to upload'.

Now you have accessed OneDrive you should be able to see all your files saved in OneDrive

Accessing shared files



To view a file that has been shared with you, you will need to click on the shared option and it will take you to the shared files area

Documents shared with me

The screenshot shows a digital interface for managing files. On the left, a sidebar lists navigation options: Pupil Test, Files, Recent, Shared (which is selected and highlighted in blue), Discover, Recycle bin, and a section for 'Rastrick High School' which includes a 'Test' folder. A search bar at the top says 'Search everything'. The main area is titled 'Shared with me' and displays a table of shared documents. The columns are 'Name', 'Date shared', 'Shared by', and 'Activity'. There is one item listed: 'temp.pptx' was shared 6 minutes ago by 'Matthew Ownsworth', and there is an activity log entry for 'Matthew Ownsworth modified 2 hours ago'.

Name	Date shared	Shared by	Activity
temp.pptx	6 minutes ago	Matthew Ownsworth	Matthew Ownsworth modified 2 hours ago

Under the Shared tab you will also see document shared with me. The document Shared with me will have the teachers name on it. To open any file please double click on it the file you wish to open

**For password resets or any queries
please email
technical@rastrick.calderdale.sch.uk**