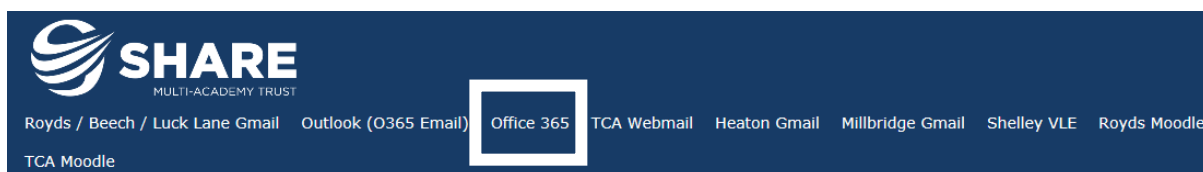
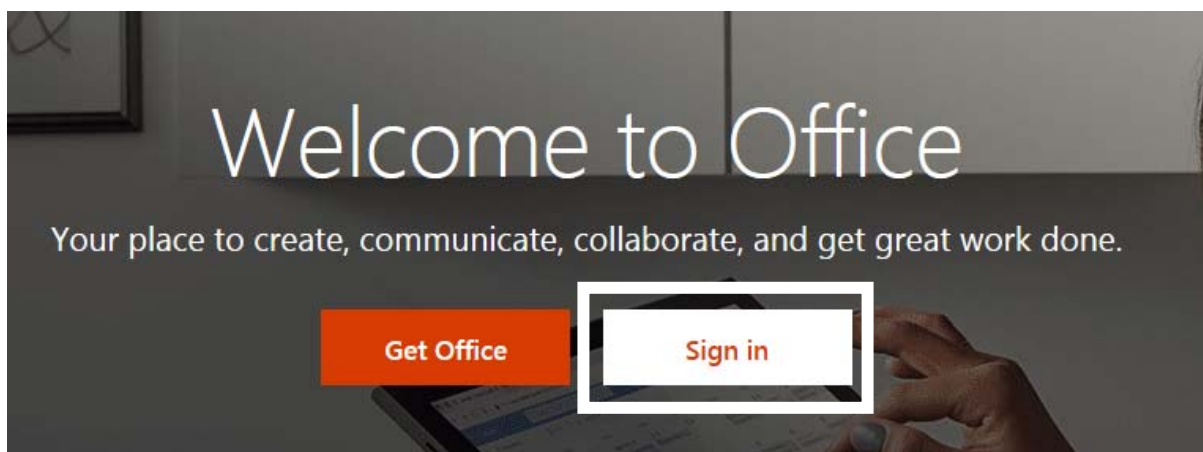


Office 365 – Getting started student guide

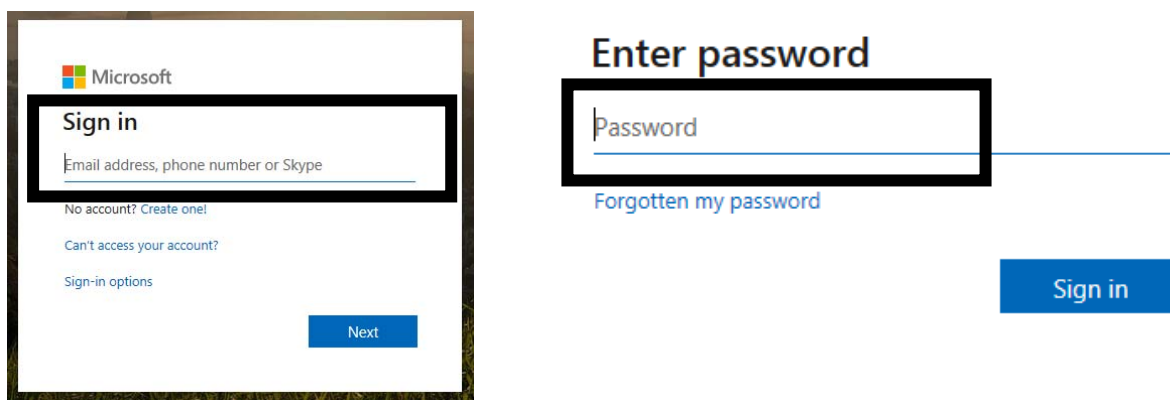
1. Visit <https://start.sharemat.org/> using a web browser and select the **Office 365** button



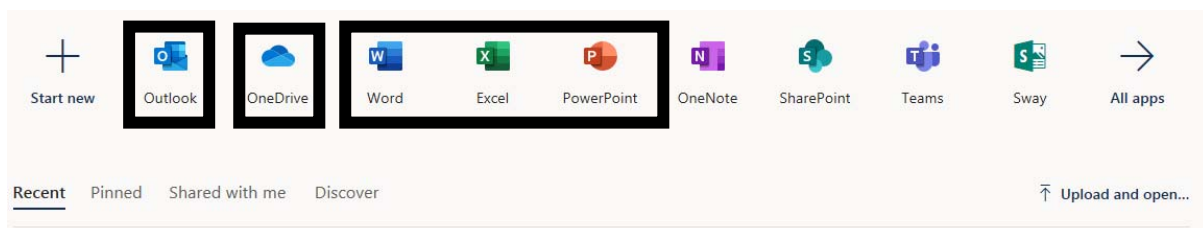
2. On the next window, select **Sign In**



3. Enter your **username** and **password** to **sign in**

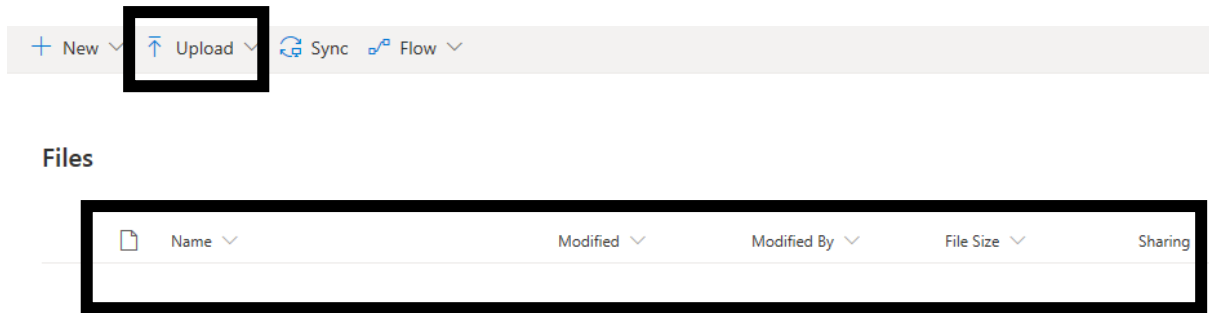


4. When you sign in you will see a **set of icons**. You can use **Word**, **Excel** and **PowerPoint** to create files. **Outlook** can be used for email (see step 6) and **OneDrive** can be used to store your work (see step 5)



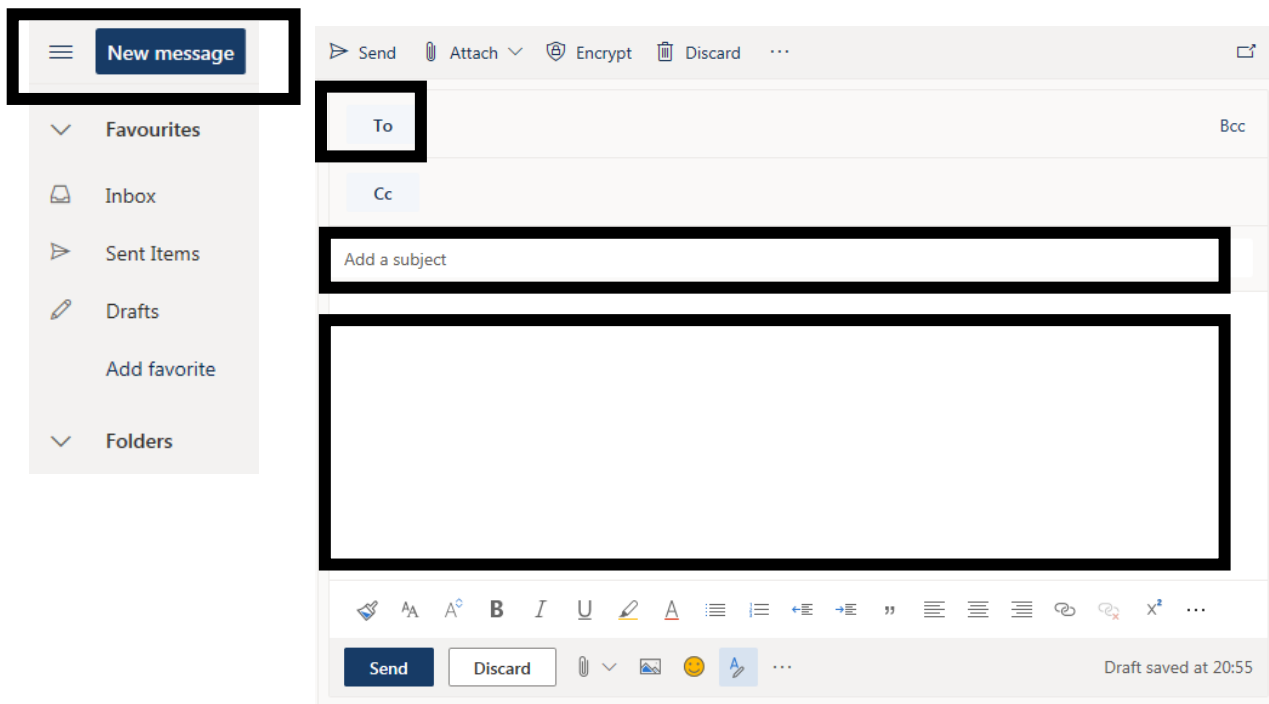
Please Turn Over

5. In **OneDrive** you can add files stored on your school folders or on computers at home. Select Upload and find the file you want to upload. If they are Word, Excel or PowerPoint you can edit them online once they have been uploaded. Once they have been uploaded you will see them in the files list.



6. To use email, select the **Outlook** icon and choose **New Message**

In the **To** box you will need to add the email address for the staff member you want to send your work to. In **Subject**, give your email a title so the teacher you send work to will know what it is about!



In the message box, write your message.

To attach a file or piece of work, select the attach button and choose '**Browse cloud locations**' to chosen files you have stored in OneDrive.

If you want to attach a file you have stored on your computer, you can choose '**Browse this computer**'.

Once you have added a file, press **SEND** and the message will be sent to the member of staff.

