

Office 365 Apps – Getting started

As we are now rolling out Office 365 apps within school, this document will give some basic pointers on getting started with the new versions of Word, Excel etc.

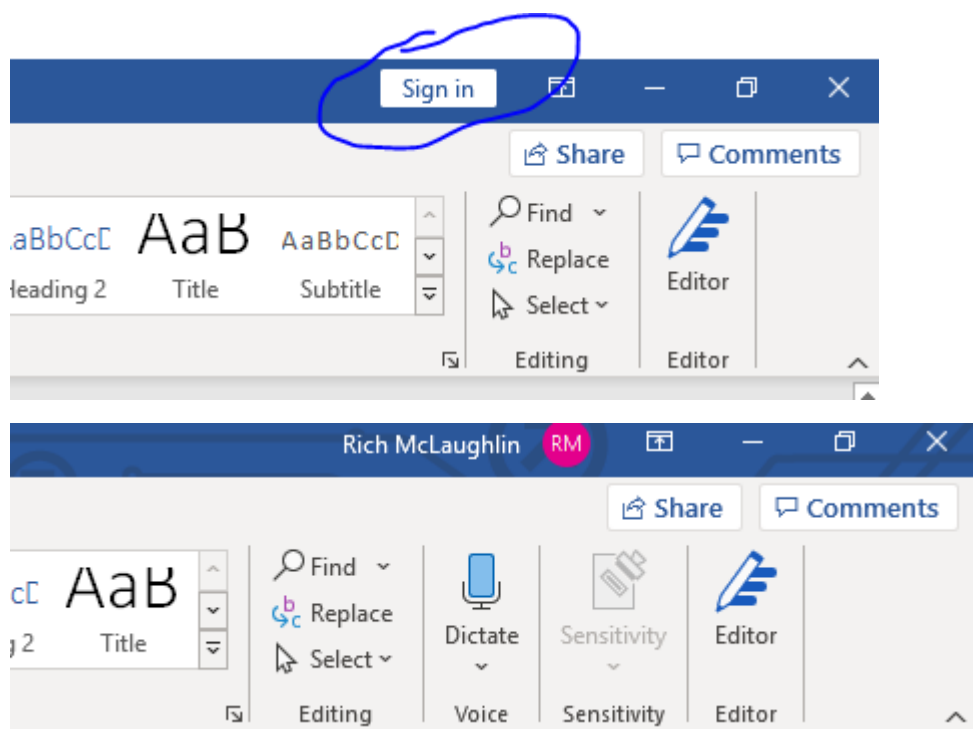
This guide will be using Word, but the principal is the same for all Office apps.

It is also advisable to install Office 365 from www.office.com or to sign to existing office suite using your school email, if possible.

It is also advisable to “Open Doc in App” when editing files in SharePoint, as the web versions of these apps have limited functionality.

From the start menu or desktop, open an Office app – in this case Word (or Word 365)

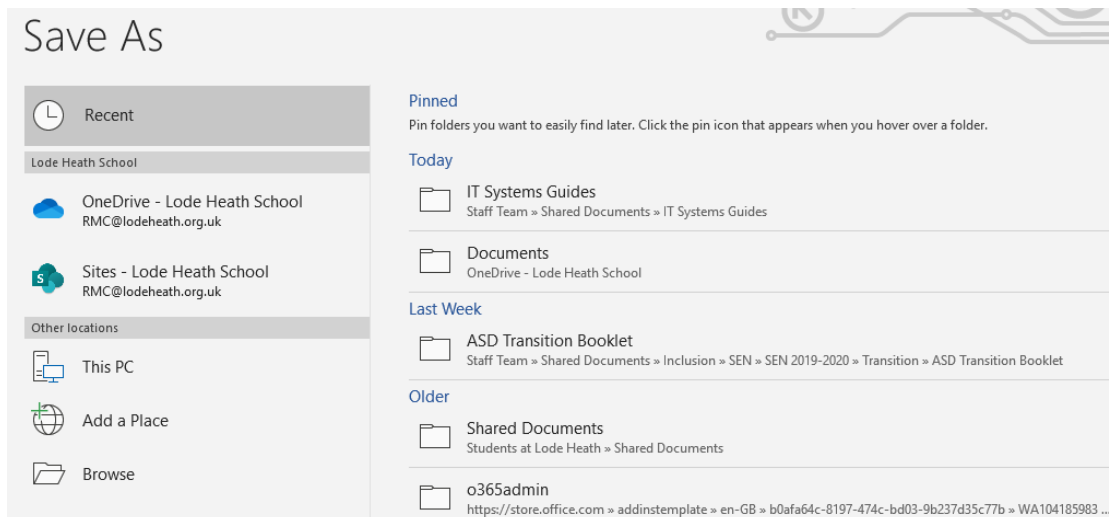
Within school it should automatically sign you in so you should see your name at the top right of the app, if it reads “Sign in” click on this and sign in.



Saving Work

Using 365 apps is pretty much the same as using the previous version installed within school, except that it should link much better to your Teams sites.

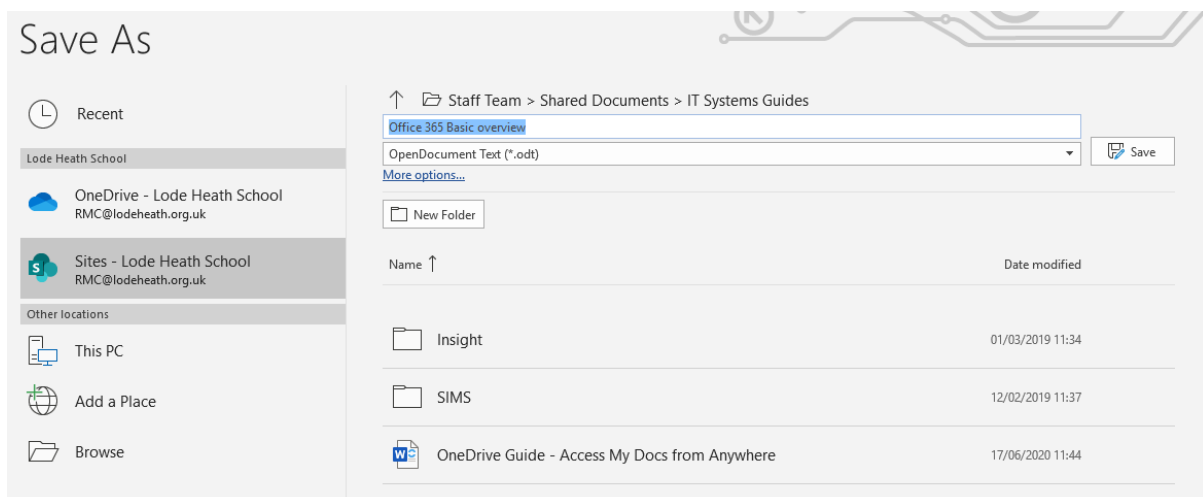
So, when creating a new document from scratch, go to File > Save as



On the left you will see the option to save to your OneDrive, helpful if you want to keep a master copy, and Site – which give you the option to save to any Team or SharePoint site you are a member of.

On the right you will have a list of recent folders where you previously saved work.

If you want to save to your Team, select sites and navigate to your Team:



You will now have the option to have Auto Save on – see top right. This will save as you go along and when you are done, you simply close the app.

Remember: if you want to view files in Teams, save within the General folder.

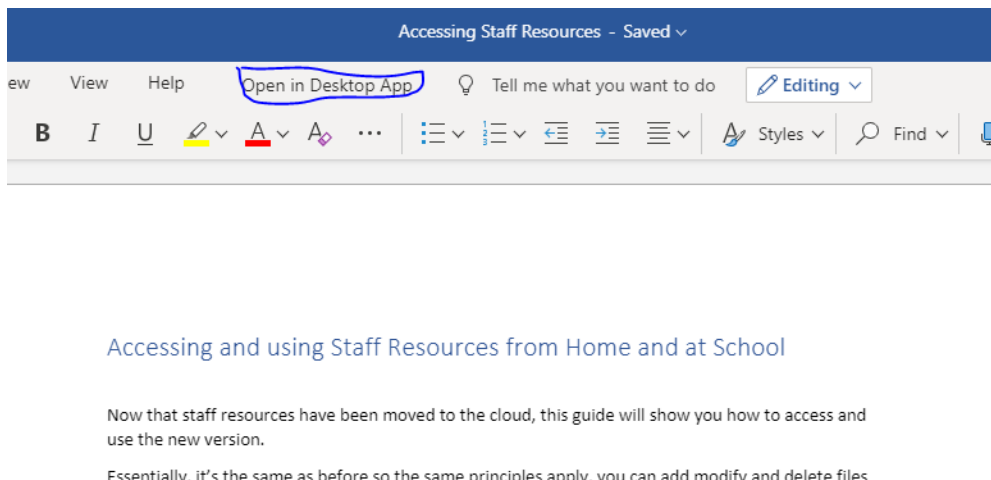
Editing Files within SharePoint

As you can view the Staff Shared Folder (for example) using a web browser, you will notice that you can open files and edit them within the browser. This is great for quick amendments or for simple doc's, but the browser versions have limited functionality, so you might not be able to do what you need to do, especially if it's a spreadsheet or PowerPoint.

This is when you can open in the app.

There are two ways, you can click on the 3 dots to the right of the file and hover over Open > Open in App. This will auto launch the app and you can work on it. Note AutoSave

Or if you have the doc open, near the centre top, there is the option in Desktop App:



Again: This will auto launch the app and you can work on it. Note AutoSave.

When you have finished editing, you might see this message. If you have finished editing, simply close this dialogue box and close the tab that your documents is in.

