

Getting Started With Office 365 – A Guide by Ferndown Upper School

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Solutions

To log on to Office 365

- Visit <http://fernup.dorset.sch.uk> and click on the Office 365 link in the link area in the top right hand corner of the site. The page which then loads gives you some useful information about Office 365. Located at the top of this page is a link to Office 365. In school this link will automatically log you in to Office 365, externally you will be directed to Ferndown Upper School's login site. Input your username and password and click or press login to process. You will then be logged into Office 365.
- Or visit <http://login.microsoftonline.com> enter your school email address which is your username@fernup.dorset.sch.uk, you will then be redirected to Ferndown Upper School's login site, you may notice it has brought your email address for you. Input your password and click or press Login to proceed. You will then be logged into Office 365
- Or click [here](#)

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To set up your OneDrive

- Once logged in, click on OneDrive in the bar at the top of the page
- A page will be displayed which says 'Welcome to OneDrive for Business – One place for all your work files' click or press Next
- You will then be taken to the documents section of your OneDrive, from here you can begin to create, upload and manage documents

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To create a new Word, PowerPoint or Excel Document on Office 365

- Once you have logged in and set up your OneDrive and are in the Documents section, click or press the + new button and select the document type you require.

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To rename a document in Office 365

- If you have just clicked or pressed the + new document button and it has opened in word, excel or PowerPoint online you will notice at the top of the document it's called something like 'document', to change the name to something more meaningful simply click or press on the title at the top of the document and enter your own document name.

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To save the document you are working on

- When editing in Word, Excel or PowerPoint online the document automatically saves as you are working. If working in Word, Excel or PowerPoint 2013 please see [this](#) section

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Can I store other things on my OneDrive?

- Think of OneDrive as a USB memory stick, you can indeed store more than just office documents
- For a list of file types that you **can't** store on OneDrive please look [here](#)
- Everything else you **can** store on OneDrive

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How do I delete things?

There are a number of ways you can delete items, here are a couple of ways (the others we'll let you find yourself)

Option 1

- Login to Office 365
- Click OneDrive in the bar at the top
- Locate the document / file you want to delete
- Click or press the three dots next to the document
- Click or press the three dots on the preview window which pops up
- Click or press delete

Option 2

- Login to OneDrive
- Click or press OneDrive in the bar at the top
- Click or press Library new the top left of the page
- Click or press Open with Explorer
- Once the explorer window opens you can select the no longer required documents / files and delete (or rename them) them as you normally would on a computer
- **Please note: This option only works if you are on a windows PC or laptop**

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I'm using Word, Excel or PowerPoint 2013 and I'd like to open a file from my OneDrive

- On any school PC or on a school staff laptop this is set up automatically for you – Open Word, Excel or PowerPoint 2013, click File > Open > OneDrive – Ferndown Upper School. Click browse to navigate your OneDrive documents and open the required document.
- Outside of school on a personal PC, open either Word, Excel or PowerPoint 2013 you will need to add Office 365 as a location, to do this click or press File – Open – Add a Place and choose Office 365 SharePoint. At the login prompt enter your school email address and your password. Once your account has been linked click File > Open > OneDrive – Ferndown Upper School. Click browse to navigate your OneDrive documents and open the required document.

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I'm using Word, Excel or PowerPoint 2013 and I'd like to save to my OneDrive

- On any school PC or on a school staff laptop this is set up automatically for you – Create a Word, Excel or PowerPoint 2013 document, click File > Save As > OneDrive – Ferndown Upper School. Click browse to navigate your OneDrive documents and open the required document.
- Outside of school on a personal PC, create a Word, Excel or PowerPoint 2013 document, and click or press File – Open – Add a Place and choose Office 365 SharePoint. At the login prompt enter your school email address and your password. Once your account has been linked click File > Save As > OneDrive – Ferndown Upper School. Click browse to navigate your OneDrive documents and open the required document. You only need to do this step once.

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How do I return back to my documents on Office 365?

- To return to your Office 365 documents whilst editing a document in Word, Excel or PowerPoint online simply click on your name in the top left of the page. Your document will save automatically
- If you have opened a folder within OneDrive on the Office 365 website and you want to go back to the root of your documents simply click on the word Documents, there is also a link back to documents on the bar on the left hand side of the webpage

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To install the full suite of Office 2013 for PC or Office 2011 for Mac

- You will need access Office 365 on a compatible PC, laptop or Mac
- Login to Office 365
- On the welcome page use the install On a PC or Mac link
- If you don't see the welcome page click on the words Office 365 in the top left of the page
- Follow the setup procedure to install the full Office suite to your machine
- **Please note: you are entitled to install Office onto up to 5 Windows PCs / Laptops or Macs – Once installed you will need to add your Office 365 account as a place, to do this take a look at [this](#) section**

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I don't have one of my computers anymore and need to revoke the license for Office installed on that device

- Login to Office 365
- Click or press the cog symbol in the top right hand corner of the Office 365 site and click or press Office 365 Settings
- Select Software on the left hand side of the site
- Select Office on the left hand side of the next page
- Underneath where it says 'Manage Installs' click deactivate next to the machine name of the device you wish to deactivate

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I want to use the Word, Excel, PowerPoint apps on my mobile device

- For more information on this please visit [here](#)
- **Please note: Ferndown Upper School do not allow access to Lync for students.**

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I want to move all or a large portion of my files and folders to my OneDrive

There a number of ways this can be achieved

Option 1

- Login to Office 365
- Click OneDrive on the bar at the top
- Click Library near the top left of the page
- Click 'Open with Explorer' in the bar which appears
- Drag and drop files and folders onto the explorer window which opens

Option 2

- Login to Office 365
- Click OneDrive on the bar at the top
- Drag files to the section in the main part of the site which says 'Drag files here to upload'
- **Please note: This method does not support the uploading of folders, to do this use option one OR press + new and select folder, name it, click on it to enter the folder and then drag files into this folder.**

Option 3

- Download and install the OneDrive for Business sync app
- Login to Office 365
- Click or press the cog symbol in the top right hand corner of the Office 365 site and click or press Office 365 Settings
- Select Software on the left hand side of the site
- Select OneDrive on the left hand side of the next page
- Click or press Install
- Follow the setup procedure to install the OneDrive for Business sync app to your machine
- This then puts a link to your OneDrive in the file explorer window
- **Please note: Ferndown Upper School do not allow the use of the OneDrive for Business sync app on school devices.**

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I want to collaborate with a fellow student or share my document

- Create a new Word, Excel or PowerPoint document either on the Office 365 site or in Word 2013, Excel 2013 or PowerPoint 2013

I'm working on the Office 365 site...

- If working on the Office 365 site, click or press on the three dots next to the document you wish to share and choose share
- There are then numerous sharing options
 - Invite people (this is the best option) input the username of the person/s you wish to share with, select whether they can edit or view, include an optional personal message if you wish and click share
 - Get a link
 - View Only – click create link to generate a unique hyperlink that you can share
 - Edit – click create link to generate a unique hyperlink that you can share (use this with extreme caution as you cannot specify who can edit should this link be shared by others) – to disable this link return to this menu by following the steps above and click disable, to share the document again after this generate a new link and share that.

Caution: Share documents only with those you know and trust

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