

## Know Your Glow

### Know Your Office 365 Online

Now you are ready to start using Office 365.

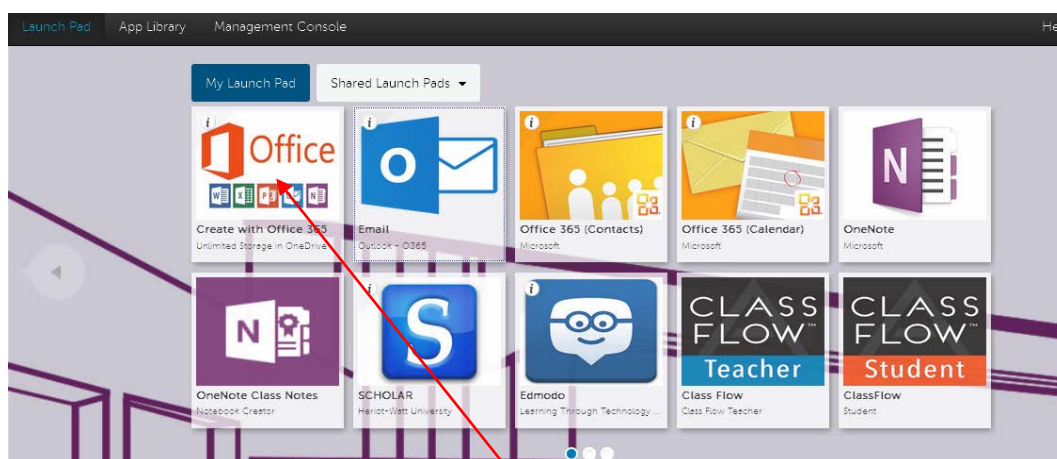
Office 365 is suite of cloud-based applications, including:

- ✓ Outlook Email
- ✓ Outlook Calendar
- ✓ Outlook Contacts/People
- ✓ One Drive, including Word, Excel & Powerpoint online
- ✓ Yammer, and other tools yet to come

One of the most useful features of O365 is the ability to create and share a document (Word, Excel, Powerpoint) on a digital device, even when you do not have MS Office on that device. The document is created and stored entirely 'in the cloud'.

The files that you create are stored in your OneDrive (like a hard-drive in the cloud) and always belong to you. You can choose to keep your files private, or you can choose to allow other Glow O365 users to view your files, or even edit your files. At any time, you can take this ability back from users you have shared with and make your files private once again.

### ✓ How to start using Office 365

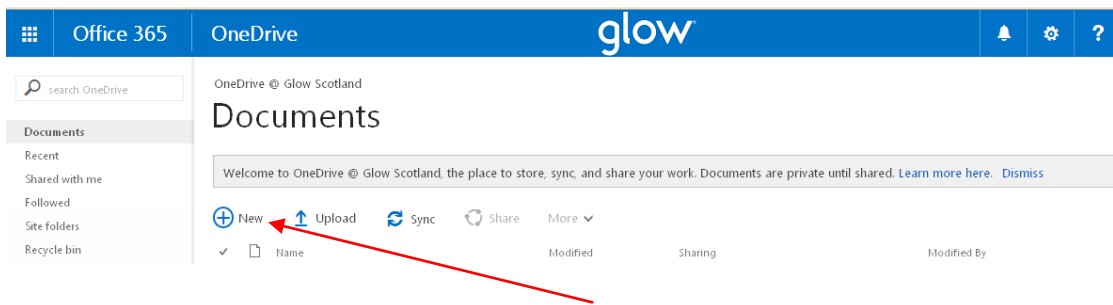


- On your school or council Launchpad, you will find a tile titled "Create with Office 365" – click on this.

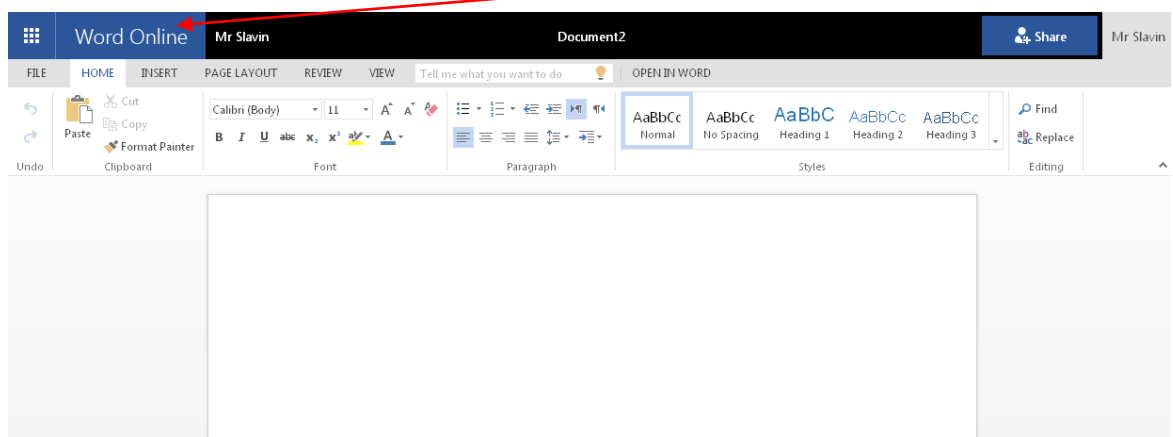
## Improving Life Through Learning

20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.

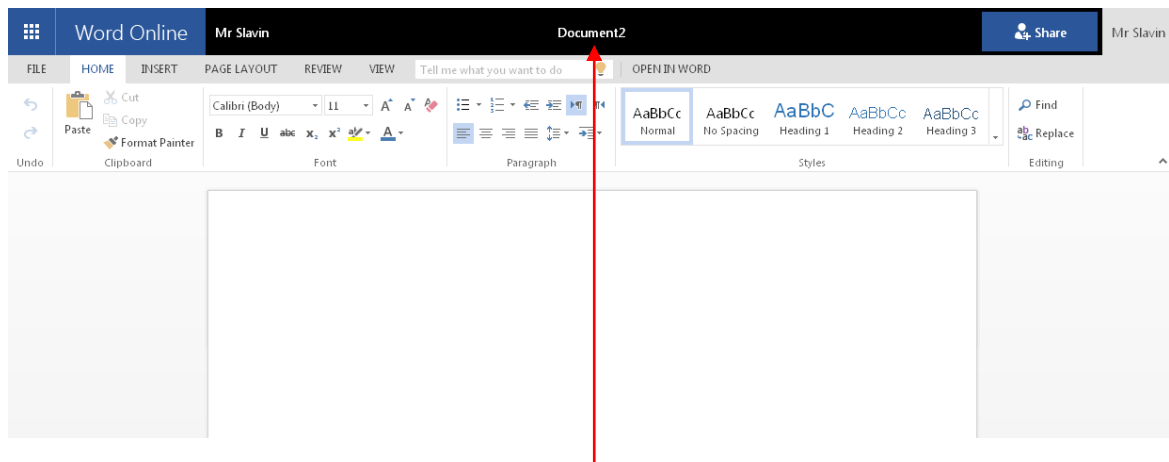
## ✓ How to create a new document



- Near the top of the screen click on the +New
- Select the type of document, eg Word Document
- You will be presented with a “Word Online” blank document, ready to use



## ✓ How to change the document name and edit your document



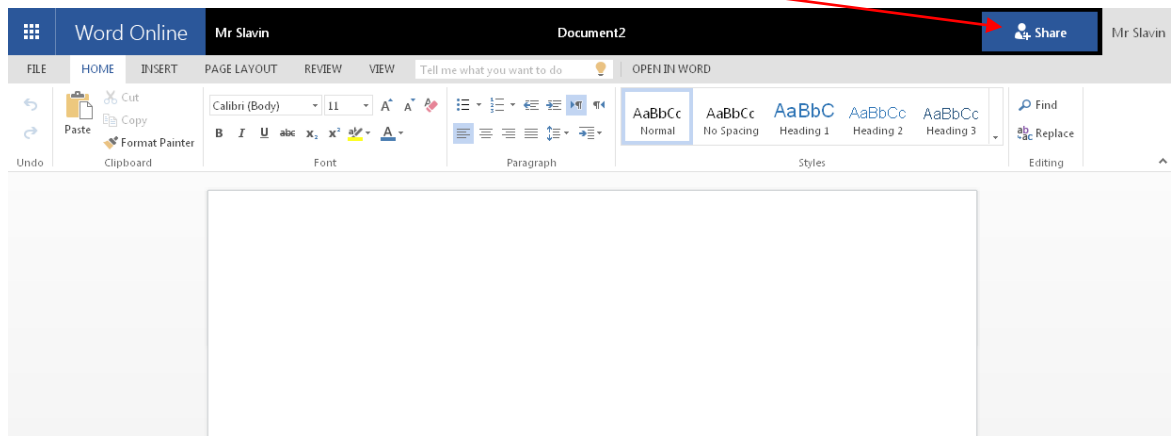
- Click into the current name “Document2” and change it to the name you want.
- Click back into the main page text box and start typing.
- There is no need to “save as” – all changes are saved automatically into your One Drive Documents.
- Whenever you finish working, just close the existing browser tab or click on the back browser button.

## Improving Life Through Learning

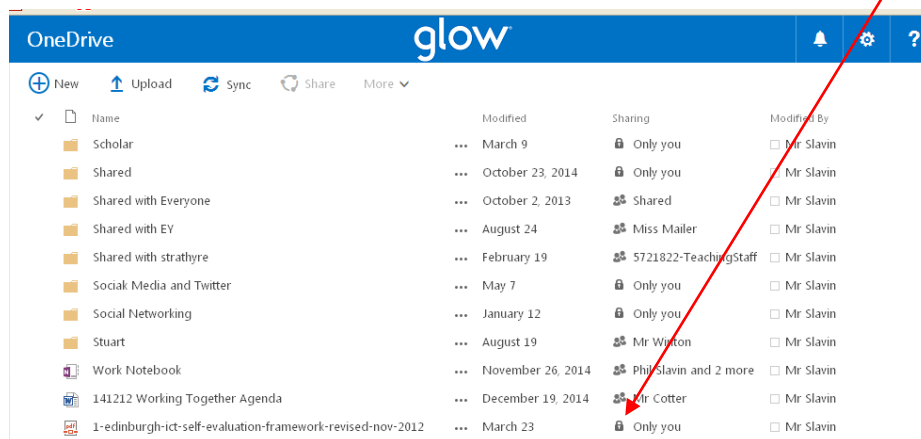
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## ✓ How to share a document

- If you are working within the document, simply click on the Share option at the top right corner of your screen



- If you are currently in your One Drive (document not open), click on the “Only you” padlock option



- ✓ You will be presented with the option to share your document with other Glow users. Enter their Glow username and choose whether you want them to be able to (only) view your document or to be able to (view and) edit your document. Once you have done this, they will receive a notification via their O365 Outlook email.

## Our Vision

The 20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21<sup>st</sup> century learning technologies.

The 20#20 Excellence in Learning Technology Vision is closely aligned with the Scottish Government's ICT in Learning Vision; *"Scotland's educators, learners and parents take full advantage of the opportunities offered by technology in order to raise attainment, ambition and opportunities for all."*

## Improving Life Through Learning

*20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.*