

Microsoft 365 and OneDrive

The Priory Federation of Academies

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Introduction

Microsoft Office 365

Office 365 is a cloud based online version of the Microsoft Suite. Through the internet, users can access a range of Microsoft software including PowerPoint, Word, Teams, Excel, Outlook and Stream. Staff and students of The Priory Federation can access Office 365. Any computer, mobile phone and even consoles connected to the internet can access Office 365. Users do not need to go through Citrix to access any of the Microsoft Suite.

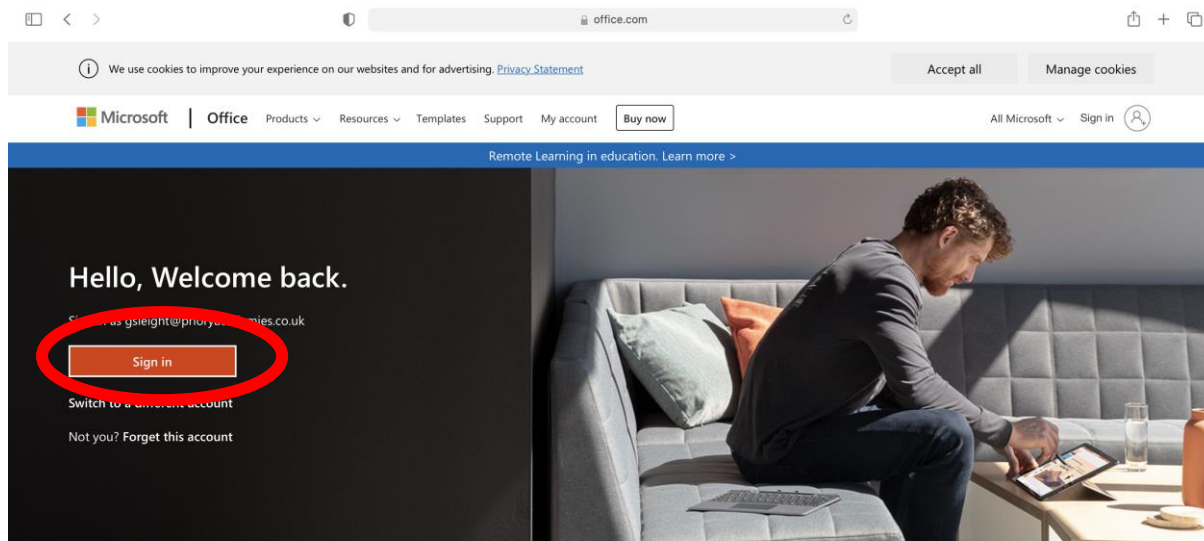
Microsoft OneDrive

OneDrive is an online storage platform. To use Office 365 effectively an understanding of Microsoft OneDrive is needed, as this is where all files and folders are stored. Each member of staff and student of The Priory Federation has their own OneDrive. Others cannot see files and folders in your OneDrive unless you share them.

This guide shows you how to access and user both Office 365 and OneDrive. It begins by showing in detail how to use Office 365 and OneDrive on a computer. Guidance for mobile devices and consoles is towards the end of this guide.

Getting Started

To start making use of Office 365 go to www.office.com and select 'Sign in'. You will then need to sign in with your academy email address and password. Staff, you may be asked to authenticate using your mobile phone. If you are using your own secure device, you can set it to remember you, so that you do not need to login again in the future.



Once signed in you will see a screen like the one below. The Office 365 programs are on the left-hand menu. The main screen shows documents that have recently been worked on, both in SharePoint and in your own OneDrive. Please note that the Office 365 versions of the programs, such as Word and Excel, are not yet as functional as the desktop versions. Therefore, there may still be some tasks you need to complete on these programs within Citrix. However, for most tasks the Office 365 apps should be fine. Also, Microsoft are continuously updating the 365 versions of the apps and they are always improving.

The screenshot shows the Office 365 web interface. On the left-hand side, there is a vertical menu of application icons. Red arrows point from text labels to these icons: Word (blue 'W'), Excel (green 'X'), PowerPoint (orange 'P'), Outlook (blue 'O'), OneDrive (blue cloud), and Stream (purple 'S').

The main content area is titled "Good afternoon" and features a "Recommended" section with four document thumbnails. Red arrows point from text labels to these thumbnails: "Word" points to the first thumbnail (a document), "Excel" points to the second (a spreadsheet), "PowerPoint" points to the third (a meeting recording), and "Outlook" points to the fourth (a spreadsheet). Below this is a "Recent" section with a list of documents, including "Priority Federation Office 365 and One Drive Guidance Draft", "Document1", "Presentation", "Demo1", "database_starter (2)", and "CLC Evaluation". A red arrow labeled "Stream" points to the Stream icon in the left-hand menu.

At the top right, there is an "Install Office" button. At the bottom right, there is a "Feedback" button.

When using any program in Office 365 you can always click the 9 dots in the top left, circled below, to switch easily to another one.

The screenshot shows the Microsoft Office 365 web interface. At the top, there is a navigation bar with tabs for "Microsoft Office Home", "Demo 1", "My files - OneDrive", and "Finance Test". A search bar is located below the tabs. In the top left corner, a 3x3 grid of dots (the app launcher) is circled in red. A dropdown menu is open, displaying a list of Office 365 apps under the heading "Apps". The apps listed are Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, Forms, Stream, Delve, and Bookings. Below the "Apps" section is a "Documents" section with a "New" button and a list of document thumbnails. The main content area shows a grid of document cards, including "Rooms in use Module 3", "Year 8 ICT Week Beginning 11th Jan...", and "Keyworker Rota Module 3". A "Feedback" button is visible in the bottom right corner.

Microsoft Office Home Demo 1 My files - OneDrive Finance Test

Office 365 →

Apps

- Outlook OneDrive
- Word Excel
- PowerPoint OneNote
- SharePoint Teams
- Class Notebook Sway
- Forms Stream
- Delve Bookings

All apps →

Documents

New ▾

Office 365 and On...
om

Rooms in use Module 3
pfoa.sharepoint.com

Year 8 ICT Week Beginning 11th Jan...
web.microsoftstream.com

Keyworker Rota Module 3
pfoa.sharepoint.com

Shared with me Discover

Upload and open...

Feedback

OneDrive

OneDrive looks like 'My Documents' within Citrix. However, it is online and can therefore be accessed in more places. This is where you can store any work you produce. The example below already has folders. The next page shows how to make these.

The screenshot shows the OneDrive web interface in a browser window. The address bar shows 'pfoa-my.sharepoint.com'. The page title is 'My files - OneDrive'. The interface includes a search bar, navigation options like '+ New', 'Upload', 'Sync', and 'Automate', and a list of files and folders. A notification box in the top right corner states 'Deleted 4 items from My files Done'. The file list table is as follows:

Name	Modified	Modified By	File size	Sharing
!Business	5 hours ago	Mr G Sleight	2 items	Private
!ICT	5 hours ago	Mr G Sleight	2 items	Private
!SLT	5 hours ago	Mr G Sleight	6 items	Private
!Admin	5 hours ago	Mr G Sleight	0 items	Private
Apps	April 2, 2020	Mr G Sleight	1 item	Private
Careers	December 2, 2019	Mr G Sleight	2 items	Private
Enrichment	May 15, 2019	Mr G Sleight	8 items	Private
Enrichment Trackers	September 1, 2019	Mr G Sleight	9 items	Shared
Microsoft Teams Chat Files	April 23, 2020	Mr G Sleight	10 items	Private
Misc	5 hours ago	Mr G Sleight	27 items	Private
Notebooks	May 15, 2020	Mr G Sleight	1 item	Private
Office 365	5 hours ago	Mr G Sleight	0 items	Private

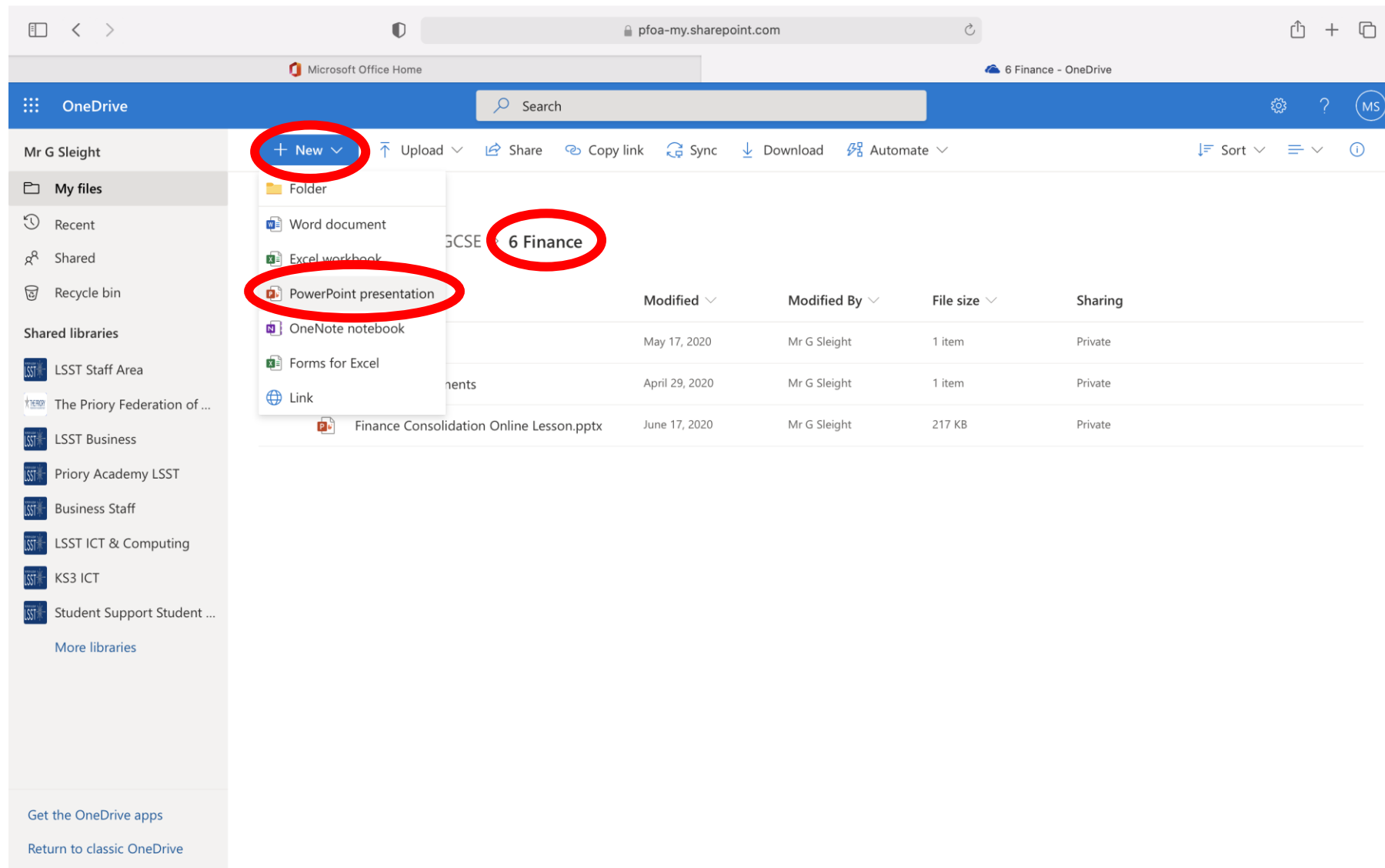
To keep your OneDrive organised, it is good practice to use folders. To make folders, click where it says 'New' at the top and then select 'Folder'.

The screenshot shows the OneDrive web interface. At the top, there is a navigation bar with the OneDrive logo, a search bar, and a user profile icon. Below this, a secondary bar contains the user name 'Mr G Sleight' and several action buttons: '+ New', 'Upload', 'Sync', and 'Automate'. The '+ New' button is circled in red, and its dropdown menu is open, showing options like 'Folder', 'Word document', 'Excel workbook', 'PowerPoint presentation', 'OneNote notebook', 'Forms for Excel', and 'Link'. The 'Folder' option is highlighted. Below the navigation bar, the main content area displays a list of files and folders. The list has columns for 'Modified', 'Modified By', 'File size', and 'Sharing'. The folders listed include 'ISLT', 'Admin', 'Apps', 'Careers', 'Enrichment', 'Enrichment Trackers', 'Microsoft Teams Chat Files', 'Misc', 'Notebooks', and 'Office 365'. On the left side, there is a sidebar with 'My files' and 'Shared libraries' sections.

	Modified	Modified By	File size	Sharing
ISLT	5 hours ago	Mr G Sleight	6 items	Private
Admin	5 hours ago	Mr G Sleight	0 items	Private
Apps	April 2, 2020	Mr G Sleight	1 item	Private
Careers	December 2, 2019	Mr G Sleight	2 items	Private
Enrichment	May 15, 2019	Mr G Sleight	8 items	Private
Enrichment Trackers	September 1, 2019	Mr G Sleight	9 items	Shared
Microsoft Teams Chat Files	April 23, 2020	Mr G Sleight	10 items	Private
Misc	5 hours ago	Mr G Sleight	27 items	Private
Notebooks	May 15, 2020	Mr G Sleight	1 item	Private
Office 365	5 hours ago	Mr G Sleight	0 items	Private

Creating Documents

In the example below, the user is in their 'Finance' folder and going to create a new Word document. Clicking 'New' and then selecting 'Word' will create a new Word document within this folder. Word will then open in a separate tab on the web browser and the user will be able to create a Word document from scratch.



The screenshot shows the OneDrive web interface. The user is in the '6 Finance' folder. The 'New' button is circled in red, and the 'Word document' option in the dropdown menu is also circled in red. The folder name '6 Finance' is also circled in red. The interface includes a search bar, navigation options like 'Upload', 'Share', 'Copy link', 'Sync', 'Download', and 'Automate', and a list of files with columns for 'Modified', 'Modified By', 'File size', and 'Sharing'.

	Modified	Modified By	File size	Sharing
GCSE	May 17, 2020	Mr G Sleight	1 item	Private
ments	April 29, 2020	Mr G Sleight	1 item	Private
Finance Consolidation Online Lesson.pptx	June 17, 2020	Mr G Sleight	217 KB	Private

To name the file, click where it says 'Document' shown below and then type in a 'File Name' as shown. In this case the file is called 'Finance Test'. You can then create a Word document here as you would in Microsoft Word within Citrix. **Note that files keep saving automatically to your OneDrive and therefore you do not need to keep clicking save!**

The screenshot displays the Microsoft Word Online interface within a Citrix environment. The browser address bar shows the URL 'pfoa-my.sharepoint.com'. The top navigation bar includes 'Microsoft Office Home', '6 Finance - OneDrive', and 'Document.docx'. The main ribbon area shows 'Word' and 'Document - Saved' with a search bar. The 'File Name' field is highlighted with a red circle and contains the text 'Finance Test.docx'. The 'Location' field is also highlighted with a red circle and shows the path 'Mr G Sleight > 6 Finance'. The 'Version History' link is visible below the location field. The ribbon includes options for 'Share', 'Comments', 'Editing', 'B', 'I', 'U', 'A', 'A', 'Find', 'Reuse Files', and 'Editor'. The status bar at the bottom indicates 'Page 1 of 1', '0 words', 'English (UK)', and '100%' zoom.

That file is now in the user's OneDrive in their Finance folder:

The screenshot shows a OneDrive web interface. The browser address bar displays 'pfoa-my.sharepoint.com'. The page title is '6 Finance - OneDrive'. The user is identified as 'Mr G Sleight'. The interface includes a search bar, navigation options like '+ New', 'Upload', 'Share', 'Copy link', 'Sync', 'Download', and 'Automate', and sorting options. The left sidebar shows 'My files' and 'Shared libraries'. The main content area displays a folder hierarchy: 'My files > !Business > GCSE > 6 Finance'. Below this, a table lists files and folders:

Name	Modified	Modified By	File size	Sharing
ARR	May 17, 2020	Mr G Sleight	1 item	Private
Financial Statements	April 29, 2020	Mr G Sleight	1 item	Private
Finance Consolidation Online Lesson.pptx	June 17, 2020	Mr G Sleight	217 KB	Private
Finance Test.docx	A few seconds ago	Mr G Sleight	10.7 KB	Private

The file 'Finance Test.docx' is circled in red. At the bottom of the page, there are links for 'Get the OneDrive apps' and 'Return to classic OneDrive'.

Alternatively, instead of going through OneDrive, you can create a new document using the left-hand menu that appears when you sign into www.office.com or by using the menu that appears when you select the 9 dots in the top left corner. In this example, the user creates a new PowerPoint:

The screenshot shows the Microsoft Office web interface. At the top, there is a browser address bar with 'office.com' and a search bar. Below the browser, there is a navigation bar with 'PowerPoint' and a search bar. The main content area is divided into two sections: 'New' and 'Recommended'.

New

New presentations saved to: OneDrive Hide themes ^

The 'New' section displays six presentation themes:

- New blank presentation (highlighted with a red border)
- Madison
- Atlas
- Gallery
- Parcel
- Wood Type

Recommended

The 'Recommended' section displays four recent documents:

- Online Safety - 11.01.21 Online Safety Form Time... (sent by Mr C Donaldson 5h ago)
- Did the Medieval Church help or hin... (You recently opened this Tue at 19:28)
- Marketing Revision (You recently opened this Thu at 15:09)
- Online Safety - 11.01.21 Online Safety (sent by Mr C Donaldson Thu at 10:36)

At the bottom, there is a 'Recent' section with a 'Demo1' document (Mr G Sleight's OneDrive for Business > ... > Documents) created 4h ago, accessible by 'Only you'. There is also an 'Upload and open...' button and a 'Feedback' button.

When you create a new document this way, the files will save to your OneDrive, but not in a specific folder. Here the user has created 'Demo 1':

The screenshot shows the OneDrive web interface. The top navigation bar includes the OneDrive logo, a search bar, and a user profile icon. The left sidebar shows the user's name 'Mr G Sleight' and a list of shared libraries. The main area displays a table of files and folders. The file 'Demo 1.pptx' is highlighted with a red circle.

Name	Modified	Modified By	File size	Sharing
!Business	5 hours ago	Mr G Sleight	2 items	Private
!ICT	5 hours ago	Mr G Sleight	2 items	Private
!SLT	5 hours ago	Mr G Sleight	6 items	Private
!Admin	5 hours ago	Mr G Sleight	0 items	Private
Apps	April 2, 2020	Mr G Sleight	1 item	Private
Careers	December 2, 2019	Mr G Sleight	2 items	Private
Enrichment	May 15, 2019	Mr G Sleight	8 items	Private
Enrichment Trackers	September 1, 2019	Mr G Sleight	9 items	Shared
Microsoft Teams Chat Files	April 23, 2020	Mr G Sleight	10 items	Private
Microsoft Teams Chat Files	5 hours ago	Mr G Sleight	27 items	Private
Notebooks	May 15, 2020	Mr G Sleight	1 item	Private
Office 365	5 hours ago	Mr G Sleight	0 items	Private
Demo 1.pptx	A few seconds ago	Mr G Sleight	27.0 KB	Private

To move the file to a specific folder, click the left of it to 'tick it' and then in the menu at the top click the '3 dots' and then select 'Move to'. You can then move the file where you wish using the menu that appears on the right-hand side. For staff, this includes being able to move files straight to a SharePoint page to share with others.

The screenshot shows the OneDrive web interface. At the top, there are browser tabs for PowerPoint, Demo 1, My files - OneDrive, and Finance Test. The main header includes the OneDrive logo, a search bar, and a dropdown menu set to 'All files'. Below the header, the user 'Mr G Sleight' is logged in. A toolbar contains various actions: '+ New', 'Open', 'Share', 'Copy link', 'Download', 'Delete', 'Rename', and a 'More options' menu (three dots). The 'More options' menu is open, showing 'Move to' as the selected option. The main area displays a list of files and folders under the heading 'My files'. The list has columns for Name, Modified, Modified By, and other details. At the bottom, a file named 'Demo 1.pptx' is selected, with a checkmark icon circled in red. The file details show it was modified 'A few seconds ago' by 'Mr G Sleight' and is 27.0 KB in size.

Name	Modified	Modified By	Other
!Business	5 hours ago	Mr G Sleight	2 items, Private
!ICT	5 hours ago	Mr G Sleight	2 items, Private
!SLT	5 hours ago	Mr G Sleight	6 items, Private
!Admin	5 hours ago	Mr G Sleight	0 items, Private
Apps	April 2, 2020	Mr G Sleight	1 item, Private
Careers	December 2, 2019	Mr G Sleight	2 items, Private
Enrichment	May 15, 2019	Mr G Sleight	8 items, Private
Enrichment Trackers	September 1, 2019	Mr G Sleight	9 items, Shared
Microsoft Teams Chat Files	April 23, 2020	Mr G Sleight	10 items, Private
Misc	5 hours ago	Mr G Sleight	27 items, Private
Notebooks	May 15, 2020	Mr G Sleight	1 item, Private
Office 365	5 hours ago	Mr G Sleight	0 items, Private
Demo 1.pptx	A few seconds ago	Mr G Sleight	27.0 KB, Private

Sharing Files from OneDrive

One major benefit of using OneDrive is the ability to share files easily without using Outlook. To do this you just need to click the share button that appears on a file when your hover over it. This is circled below:

The screenshot shows the OneDrive web interface. The top navigation bar includes the OneDrive logo, a search bar, and user profile information (Mr G Sleight). Below the navigation bar is a toolbar with options: New, Open, Share, Copy link, Download, Delete, and Rename. The main content area displays a list of files and folders under the heading 'My files'. The list has columns for Name, Modified, Modified By, File size, and Sharing. The file 'Demo 1.pptx' is highlighted, and its share icon (a person with a plus sign) is circled in red.

Name	Modified	Modified By	File size	Sharing
!Business	5 hours ago	Mr G Sleight	2 items	Private
!ICT	5 hours ago	Mr G Sleight	2 items	Private
!SLT	5 hours ago	Mr G Sleight	6 items	Private
Admin	5 hours ago	Mr G Sleight	0 items	Private
Apps	April 2, 2020	Mr G Sleight	1 item	Private
Careers	December 2, 2019	Mr G Sleight	2 items	Private
Enrichment	May 15, 2019	Mr G Sleight	8 items	Private
Enrichment Trackers	September 1, 2019	Mr G Sleight	9 items	Shared
Microsoft Teams Chat Files	April 23, 2020	Mr G Sleight	10 items	Private
Misc	5 hours ago	Mr G Sleight	27 items	Private
Notebooks	May 15, 2020	Mr G Sleight	1 item	Private
Office 365	5 hours ago	Mr G Sleight	0 items	Private
Demo 1.pptx	24 minutes ago	Mr G Sleight	27.0 KB	Private

Then enter the name or email address of the person with whom you wish to share the file and click send:

The screenshot shows the OneDrive web interface. At the top, there are browser tabs for PowerPoint, My files - OneDrive, and Finance Test. The address bar shows pfoa-my.sharepoint.com. The main header includes the OneDrive logo, a search bar, and user profile information (Mr G Sleight). Below the header is a toolbar with options like New, Open, Share, Copy link, Download, Delete, and Rename. The left sidebar shows 'My files' and 'Shared libraries'. The main area displays a list of folders and files. A 'Send link' dialog box is open, showing a search for 'mr d hill' and listing two results: Mr D Hill (dhill@prioryacademies.co.uk) and Mr D R Hill (TEACHING STAFF). The dialog also has 'Copy link' and 'Outlook' options.

Name	Modified By	File size	Sharing
!Business	Mr G Sleight	2 items	Private
!ICT	Mr G Sleight	2 items	Private
!SLT	Mr G Sleight	6 items	Private
!Admin	Mr G Sleight	0 items	Private
!Apps	Mr G Sleight	1 item	Private
!Careers	Mr G Sleight	2 items	Private
!Enrichment	Mr G Sleight	8 items	Private
!Enrichment Trackers	Mr G Sleight	9 items	Shared
!Microsoft Teams Chat Files	Mr G Sleight	10 items	Private
!Misc	Mr G Sleight	27 items	Private
!Notebooks	Mr G Sleight	1 item	Private
!Office 365	Mr G Sleight	0 items	Private
!Demo 1.pptx	Mr G Sleight	27.0 KB	Private

Teams and Stream

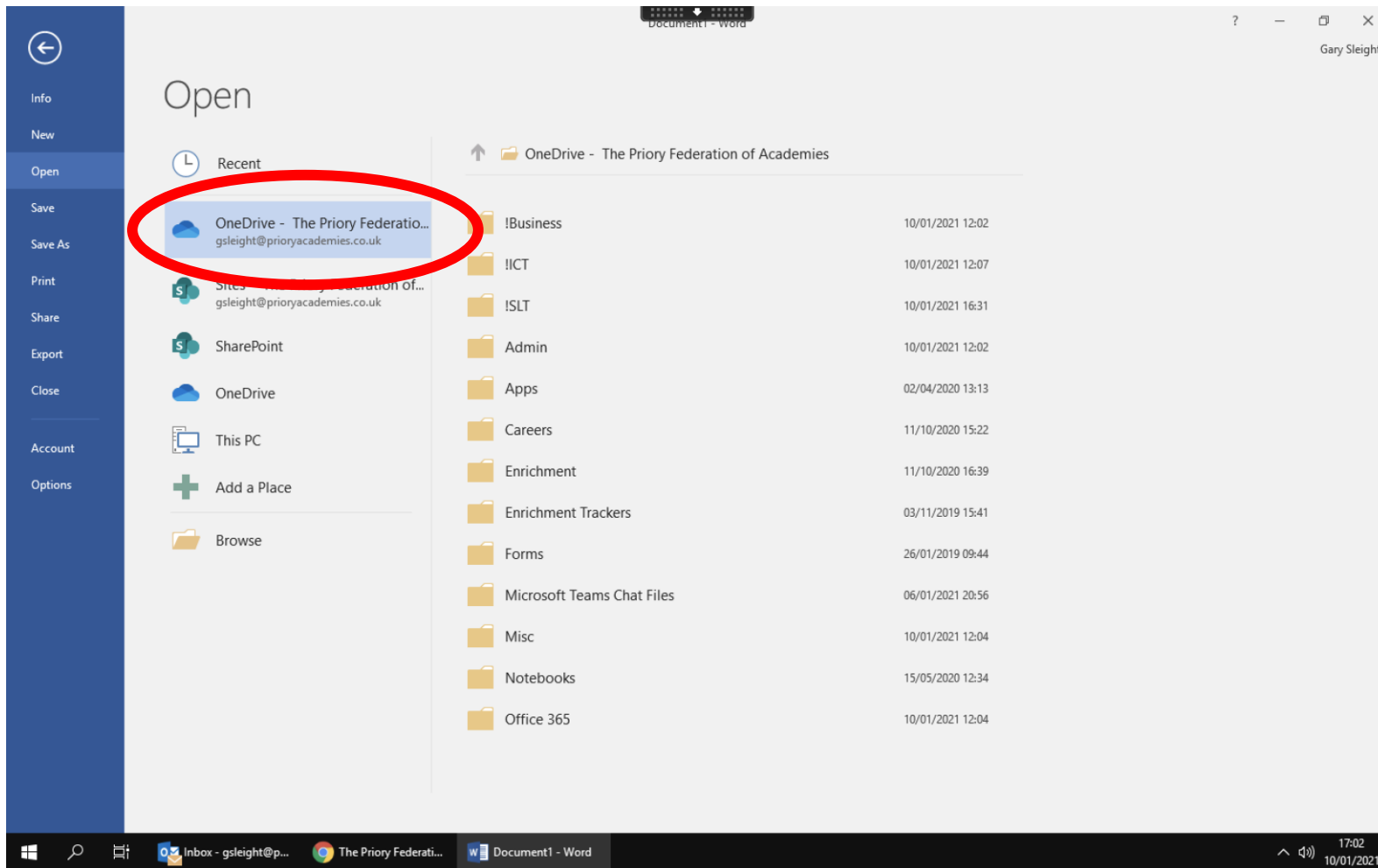
In Office 365 programs such as Teams and Stream tend to give a much cleaner performance than in Citrix. Teams can be accessed from the 9 dots in the top left and then meetings accessed quickly using the calendar in the Teams app shown below. **Please note, Teams will only work if you use Google Chrome or Microsoft Edge as your internet browser or you can use the Teams app.** The Teams app can be downloaded freely from www.office.com.

The screenshot shows the Microsoft Teams web interface. At the top, there's a search bar and the user's name 'The Priory Federation of Academies'. Below that is the 'Calendar' section with a 'Meet now' button and a '+ New meeting' dropdown. The main area is a calendar grid for January 2021, showing days from Monday to Friday. The calendar is populated with various meetings and events, each represented by a colored block with a title and time. The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, Apps, and Help.

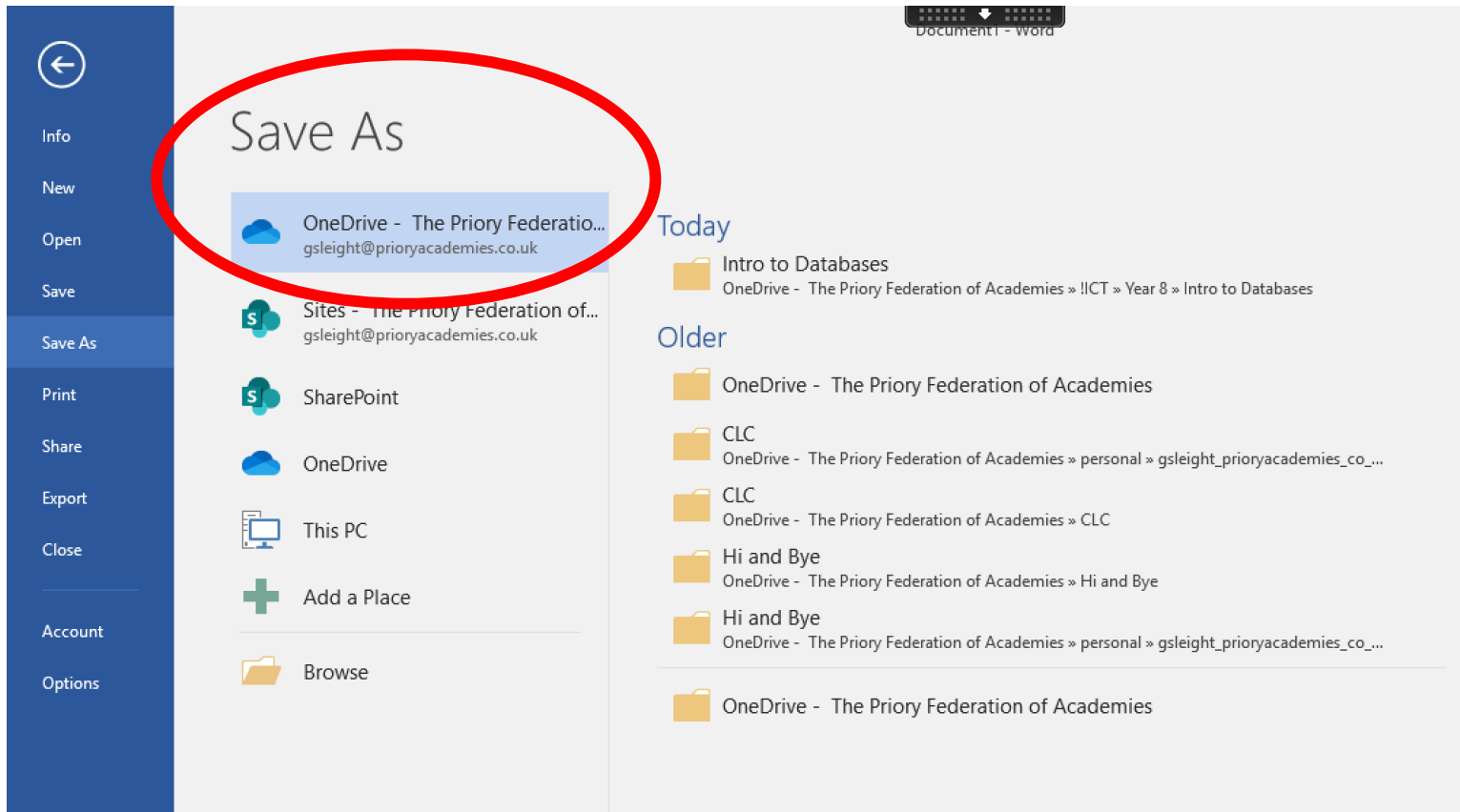
Time	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday
8 AM	8 IT U35		Year 13 Business Mr G Sleight	10 B Bus with Cav and Kel R1	13 Bus with Cav Q38
9 AM			13 A Bus with Kel Q39		Business Microsoft Teams Meeting Mr G Sleight
10 AM	First Day Back Stuff Miss K Blackman	Business Lesson - 5th Jan Microsoft Teams Mr G Sleight	12 D Bus with Angie and Cav Gagarin	11 Bus with Ange G4	Buso Crew Catch Up Miss K Blackman
11 AM	SLT U26 Mrs J Hopkinson	13 C Bus Cav Q38	Year 12 Business Mr G Sleight	Business Lesson Microsoft Teams Meeting Mr G Sleight	
12 PM			Enrichment Team Meeting Microsoft Teams Meeting Mr G Sleight	9 C Bu1 Angie L49	
1 PM				12 Bus Angie and Cav Q4	
2 PM	13 Bus SoW	meet Mr I Dinnie			8 IT U35 3.08pm
3 PM	13 A Bus Q39 Kel 3.05pm	11 Bus with Angie G1 3.08pm	Year 11 Business Microsoft Teams Meeting Mr G Sleight		
			SLT continued		

Using Office 365 and OneDrive in Citrix

When you are in school, or working in Citrix, all your OneDrive files and folders can still be easily accessed. In any Microsoft program (including the desktop versions), when you wish to open a document, just select the OneDrive option with your email address underneath:

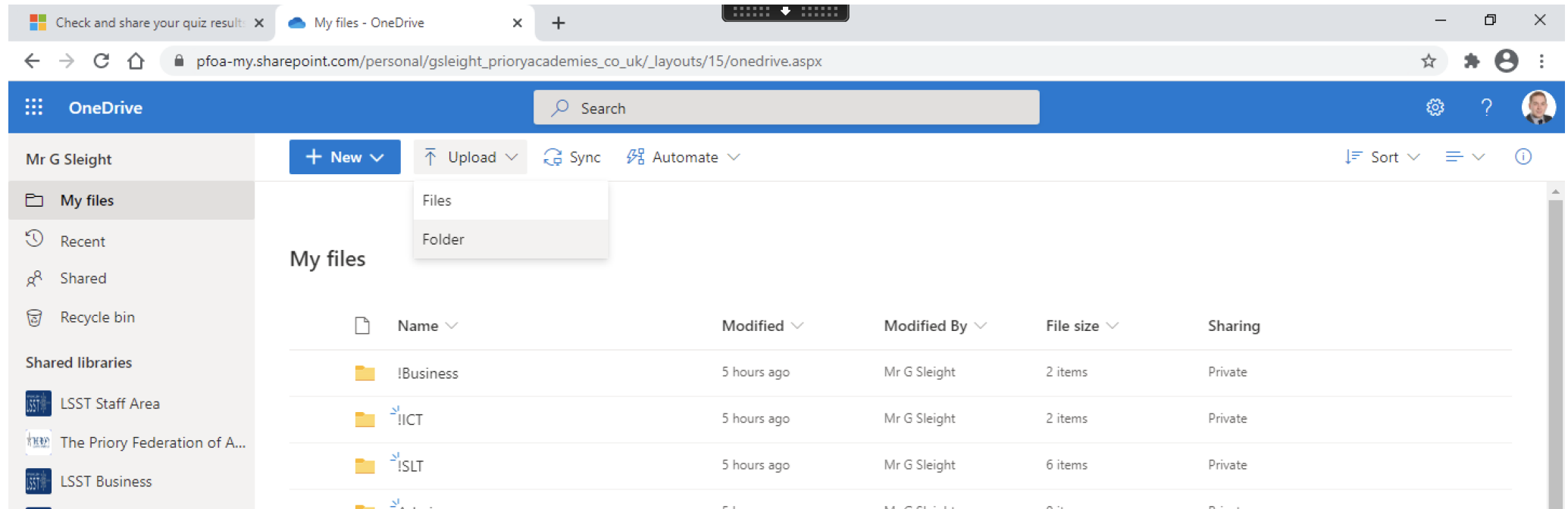


You can also save straight to your OneDrive when in Citrix or at school by selecting the same option below. This means these files can be easily accessed later outside of Citrix through Office 365!



Moving Folders from Citrix to Office 365

To fully take advantage of 365, you may want to move your existing files and folders onto OneDrive. To do this select the 'Upload' option shown below. You can then upload existing folders quite easily. Please note, the speed of OneDrive is very good, but the bigger the folder you upload the longer it will take, and it will also depend on your internet speed. It might be worth first loading a smaller folder into OneDrive to get used to how long it takes. Also note that when you upload files and folders, the 'modified by' date will be the date you loaded the file into OneDrive, not the date you created the file.

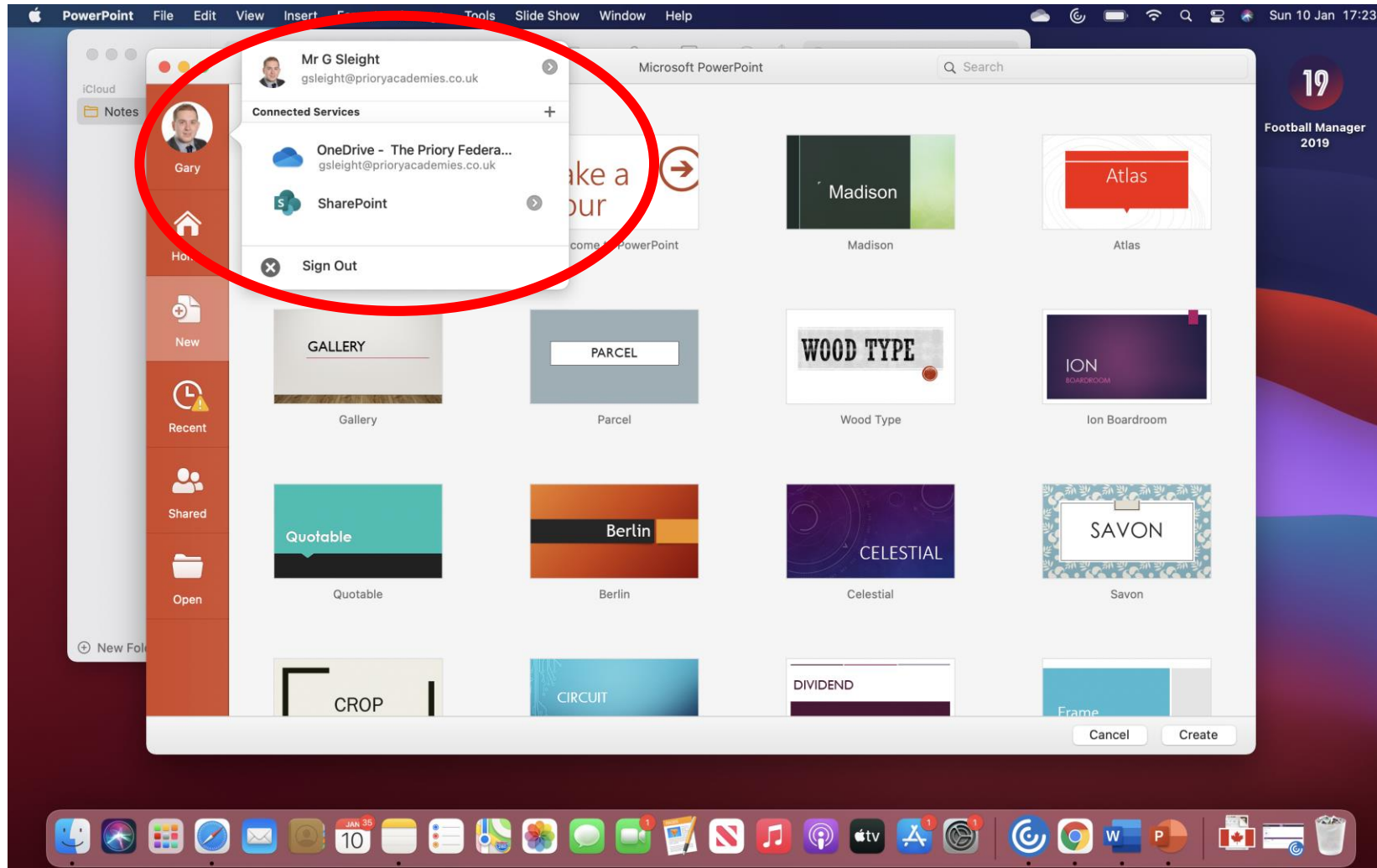


The screenshot shows the OneDrive web interface. The top navigation bar includes the OneDrive logo, a search bar, and user profile information. The left sidebar shows the user's name 'Mr G Sleight' and navigation options: 'My files', 'Recent', 'Shared', 'Recycle bin', and 'Shared libraries'. The 'Upload' button is open, showing 'Files' and 'Folder' options. The main content area displays a table of files and folders.

Name	Modified	Modified By	File size	Sharing
!Business	5 hours ago	Mr G Sleight	2 items	Private
!ICT	5 hours ago	Mr G Sleight	2 items	Private
!SLT	5 hours ago	Mr G Sleight	6 items	Private
!Admin	5 hours ago	Mr G Sleight	0 items	Private

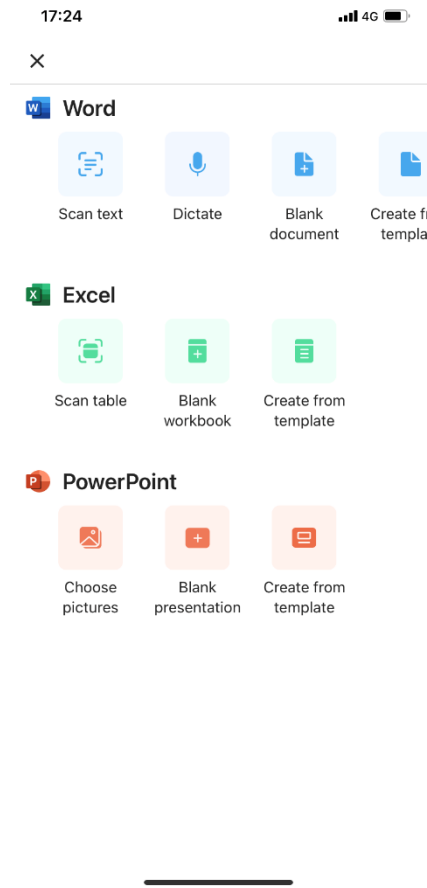
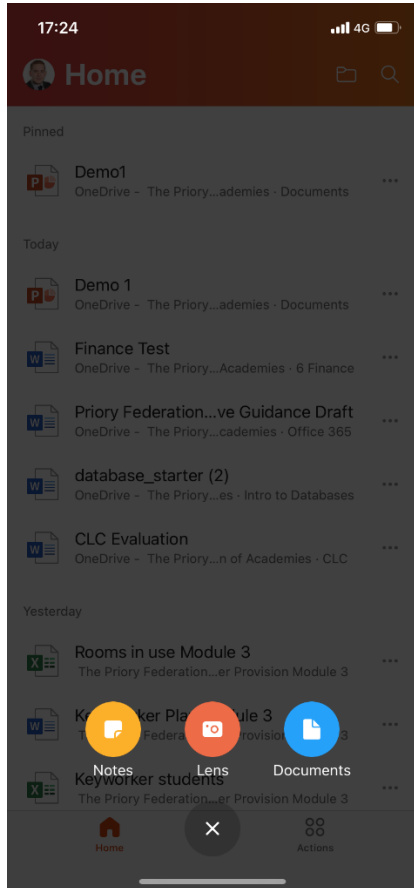
Using the Desktop Apps

If you are fortunate enough to have the desktop versions of the Microsoft Suite on your own computer, you can save files straight from here to your OneDrive. To do this ensure you are signed into the desktop app as below. Teaching staff and students can download the Microsoft Suite freely by signing in an www.office.com. Anyone can download the Teams app freely. Do note, that if you download the apps to your computer, they will take up memory on your device.



Mobile Devices

Office 365 and OneDrive also work on mobile devices. You can gain access via www.office.com but not all apps will work as they do on a computer. For best performance download the Office App to your phone. The home screen looks like the image on the left below. Clicking on 'Documents' at the bottom will allow you to make new Word, Excel or PowerPoint documents. You can also access documents saved on your OneDrive. You will need to be signed into your academy account for this to work correctly.



Consoles

The instructions below show how to access via an Xbox or PlayStation. On Xbox you can also download the Teams app from the Microsoft Store.

Xbox

1. Plug a keyboard in to the Xbox USB slot (less than £10 from Amazon)
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type in [Office 365](#) and log in as you would in school
5. You can then access your work and use key packages including:
 - Word
 - Excel
 - PowerPoint
 - Teams
 - Your emails
6. To move around you use the Xbox controller or plug in a mouse

PlayStation

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PlayStation logo on the controller
3. Go to the library and find options for games and applications
4. Go in to applications and you will find the internet browser
5. Type in [Office 365](#) and log in as you would in school
6. You can then access your work and use key packages including:
 - Word
 - Excel
 - PowerPoint
 - Teams
 - Your emails