Microsoft Office 365 is the new messaging and storage solution for the City of Edinburgh educational establishments. Office 365 is a cloud based suite of tools which allows collaboration and provides a considerable increase in storage space.

Office 365 has many features.
Available now - Outlook, Calendar, OneDrive, Office Online, Skype for Business, Sites

Guide 2 - Calendars
1. Calendars on your PC
2. Calendars on your iPad
3. Calendars on the web

Email and calendars
Access your email and calendar from your computer, the web, and phone.*
- Professional cloud-based email
- 25 GB of mailbox storage for each user
- Share calendars and schedule meetings

Web Conferencing
Schedule online meetings in seconds
- Connect with video conferencing
- Give live online presentations
- Share desktops and co-present

Office Online
Create, store, and edit Office docs online.
- Includes Word, PowerPoint, Excel and OneNote Online
- Edit and create files using a browser
- Open and edit files created in Office

File sharing
Manage content and collaborate online.
- Share files with customers and your team
- 25 GB storage per user in OneDrive
- Build and publish a website for your business
1. Calendars on your PC (staff only)

You can continue to access your calendar, and other users’ calendars, using Outlook on your BT computer. Any existing entries in your calendar should be automatically migrated into your new Office 365 calendar.
2. Calendars on your iPad (staff & pupils)

You can access your Office 365 calendar on your iPad using the Calendar app. (http://office365.edin.org)
You must have added your account to the Mail, Contacts, Calendars section in the Settings of your iPad.
3. Calendars on the Web (staff & pupils)

You can access your Office 365 calendar on a range of devices using a web browser. You can use the latest versions of Internet Explorer, Safari, Firefox and Chrome on devices such as PCs, Macs, Android tablets etc. You may need to log in if you are not on a school computer. (http://office365.edin.org)

Click on the App Launcher and choose Calendar

Add appointments

Change view

View Other Calendars
Using Office 365 on personal devices

To ensure your data is kept secure, please adhere to the following practices if accessing Office 365 on a personal device, eg. smartphone, personal iPad/tablet or home desktop/laptop:

- Always control access to your device with a secure password or passcode
- Turn off Password Saving for your browser - Explorer, Safari, Firefox, Chrome
- Ensure that you log out and/or quit your browser when you have stopped working in Office 365, especially if you share your device with other users
- Ensure that you lock/log off your device when not in use

Find our help sheets on the Orb:

[http://tinyurl.com/edi365docs](http://tinyurl.com/edi365docs)

.....and additional resources on our website:


Digital Learning Team
The City of Edinburgh Council | Children & Families
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📞: 0131 469 2999 | 🌐: [http://digitallearningteam.org](http://digitallearningteam.org) | Follow us on Twitter [https://twitter.com/DigitalCEC](https://twitter.com/DigitalCEC)