

Digital Learning Team

embedding technologies in learning and teaching
to improve outcomes for all learners

Guide 4 – Office Online



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**



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



Office Online

Create, store, and edit Office docs online.

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



Web Conferencing

Schedule online meetings in seconds

- Connect with video conferencing
- Give live online presentations
- Share desktops and co-present



File Sharing

Manage content and collaborate online.

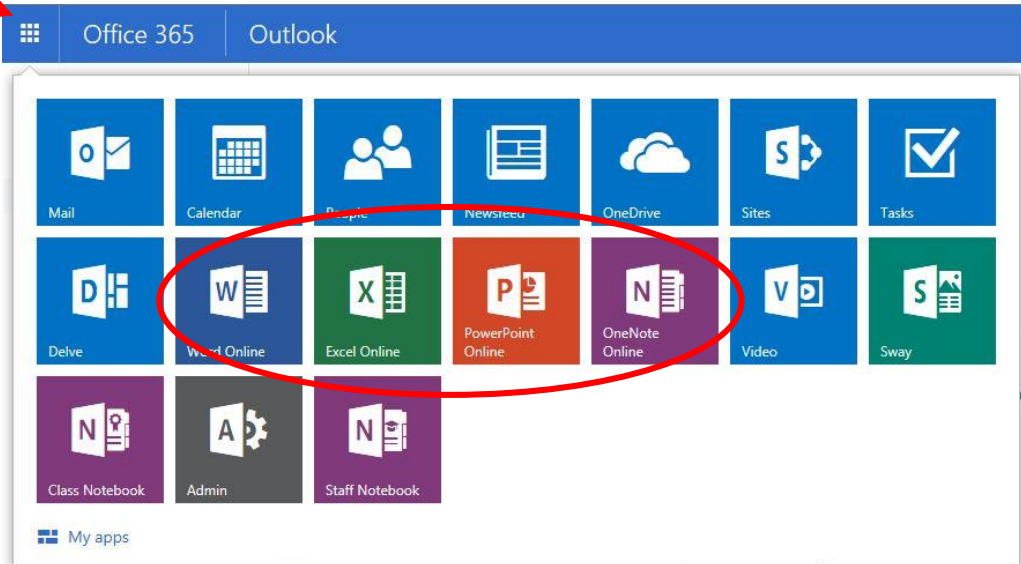
- Share files with customers and your team
- 1 TB storage per user in OneDrive
- Build and publish a website for your business

Office Online (staff & pupils)

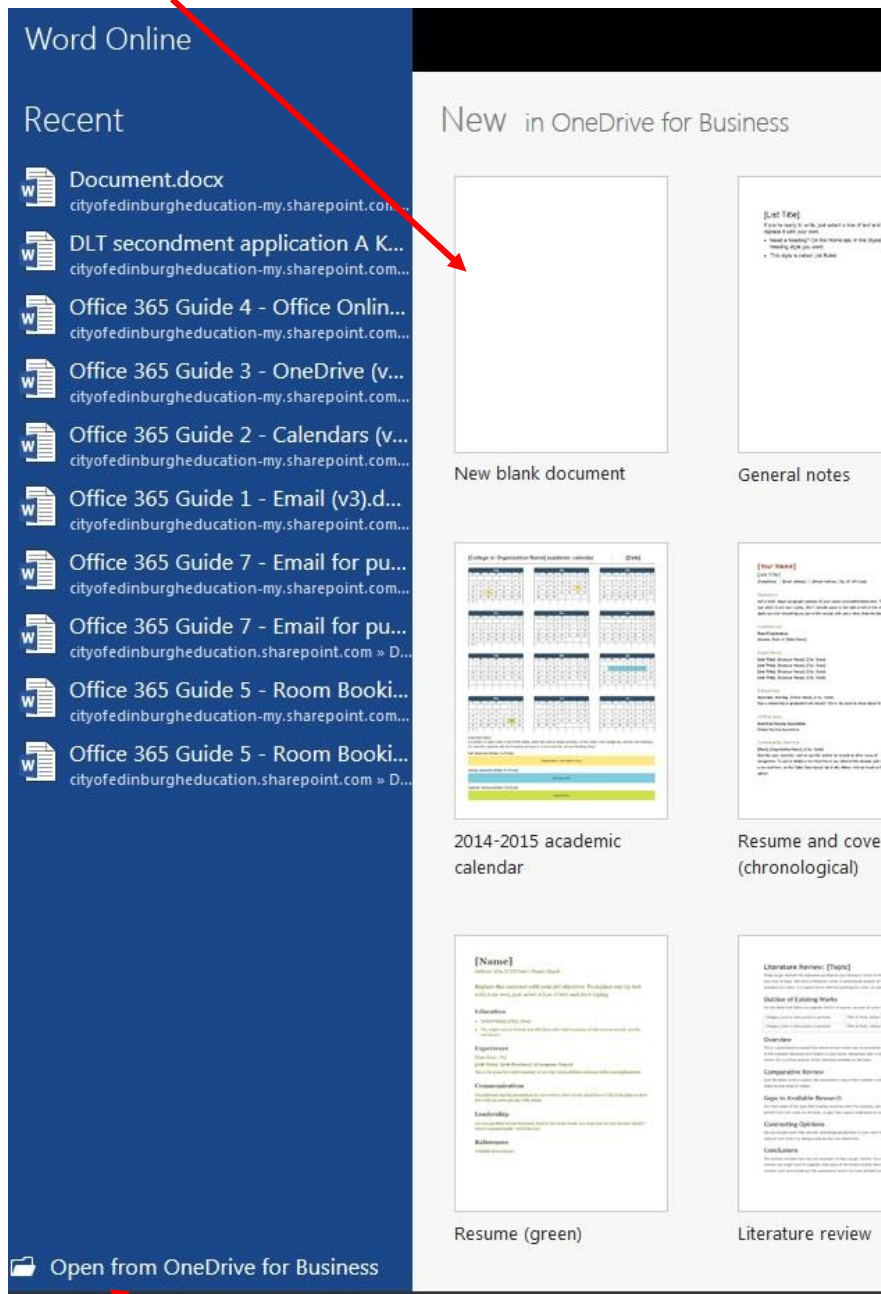
Office Online is a suite of web app versions of Microsoft Office programs **Word**, **Excel**, **PowerPoint** and **OneNote** which run completely in a web browser. This allows you to create and edit Office documents on a range of devices such as Macs, PCs, tablets etc without needing to have Microsoft Office installed.

(<http://office365.edin.org>)

To create a new document in an **Office Online**, log into **Office 365** in a web browser, click on the **App Launcher** and choose from Word, Excel, PowerPoint or OneNote Online.

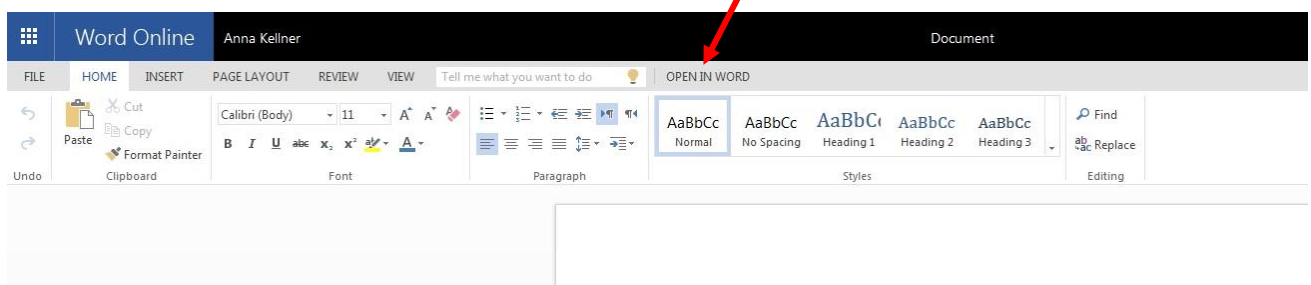


You can create a **New document** on OneDrive.



You can also **open** a document from OneDrive

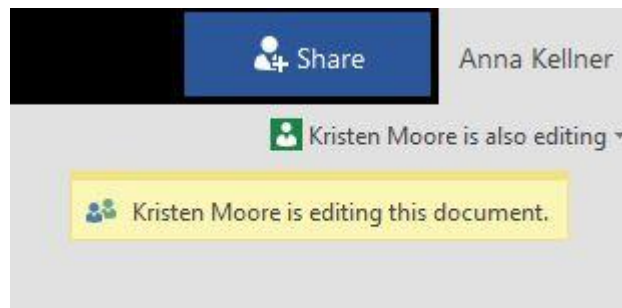
Office Online runs similarly to on your PC. You can choose to **open** a file in the installed programme.



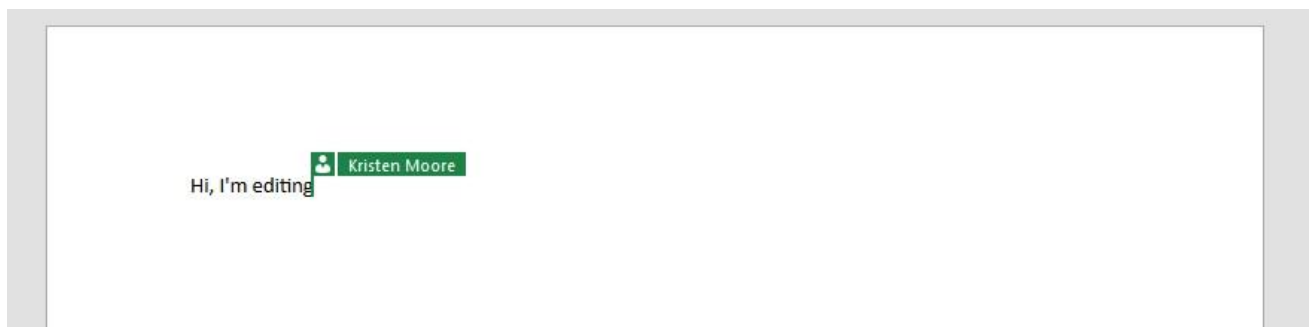
Using Office Online for Collaboration

One of the major bonuses of using Office Online is that users can collaborate on a document in real time. If a document is shared with users and they all access the document using Office Online at the same time, then they can work together.

It will show who is currently working on the document.



The cursor will show who is currently typing.



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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 you device with a [secure password or passcode](#)
- Access Office 365 via the web (<http://office365.edin.org>) using a [recommended browser](#)
- 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 helpsheets on the Orb:

<http://tinyurl.com/edi365docs>

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

<http://digitallearningteam.org/microsoft/office365/>

Digital Learning Team

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Office 365 on the web: <http://office365.edin.org>