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Welsh Government

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A guide for students

Office 365

OneDrive

Cloud Storage, Office Online

Hwb / Hwb+ Office365 Student user guide

Audience

Hwb / Hwb+ authenticated Students

Overview

All authenticated Hwb / Hwb+ users are provided with access to the Microsoft Office365 toolset. This provides web based access to the Microsoft Office suite, including e-mail, online storage and online versions of the Microsoft Office applications including Word, Excel, PowerPoint and OneNote.

Action required

None – for information only.

Further information

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Cathays Park
Cardiff
CF10 3NQ

e-mail: **hwb@wales.gsi.gov.uk**

Additional copies

This document can be accessed from the Hwb website at **hwb.wales.gov.uk**

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WG21424

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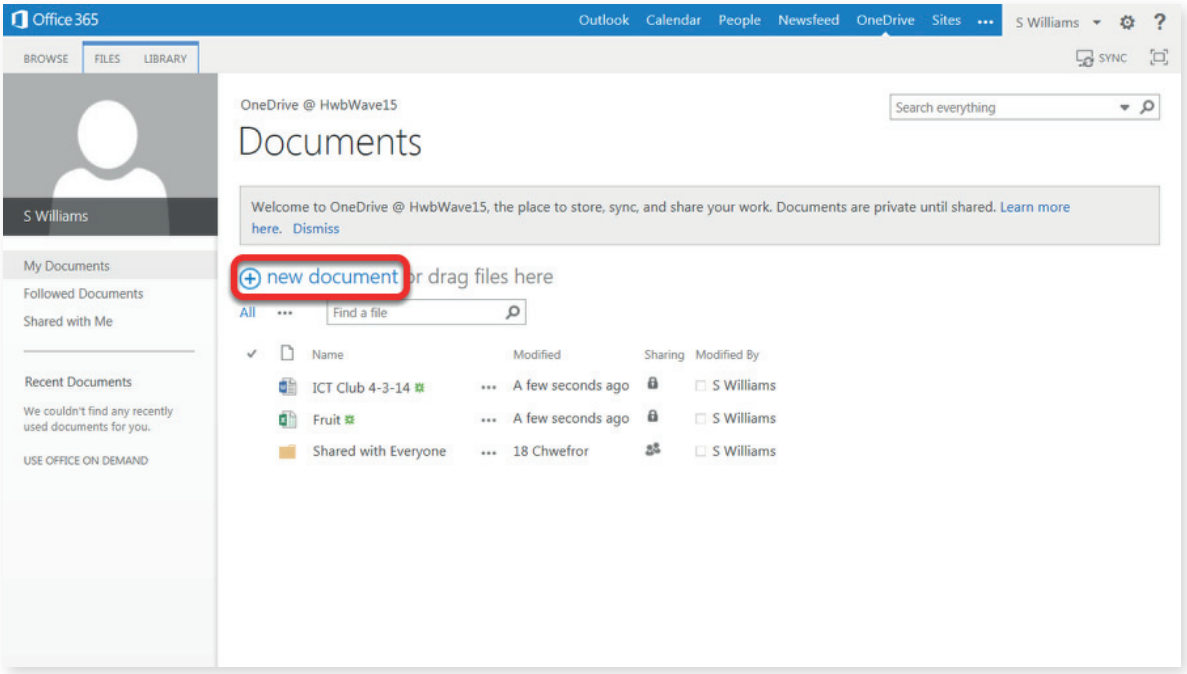
OneDrive

OneDrive is cloud storage for Office 365.

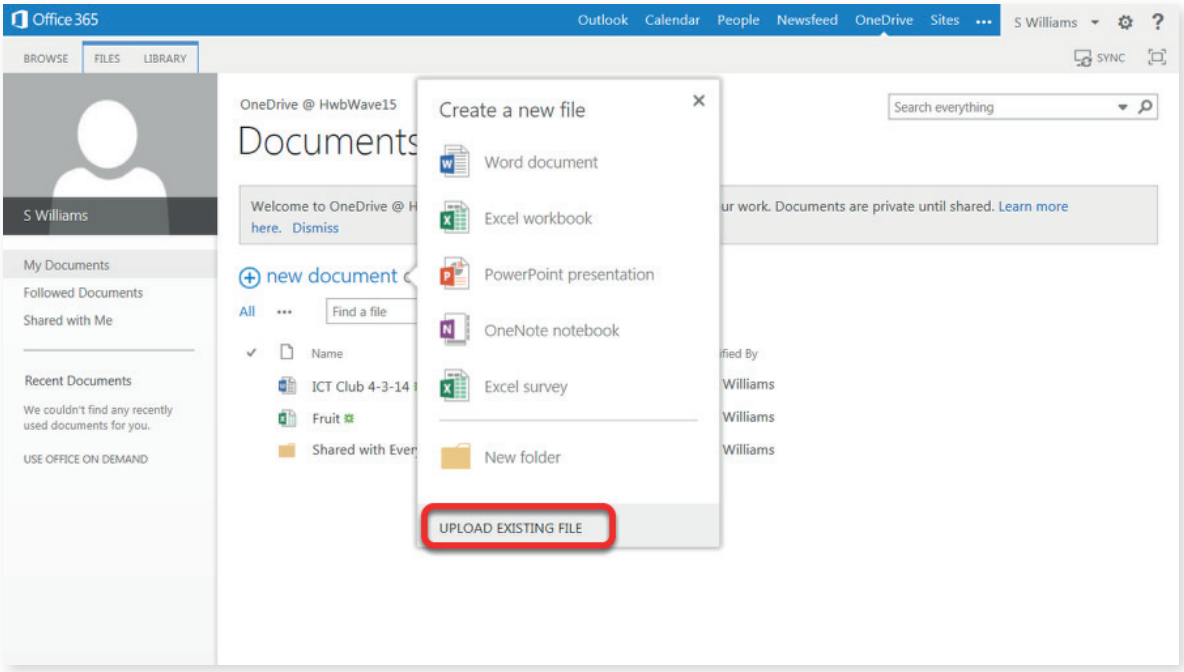
Cloud storage means saving your data online, which gives you the benefit of being able to access your data anytime, anywhere.

Uploading

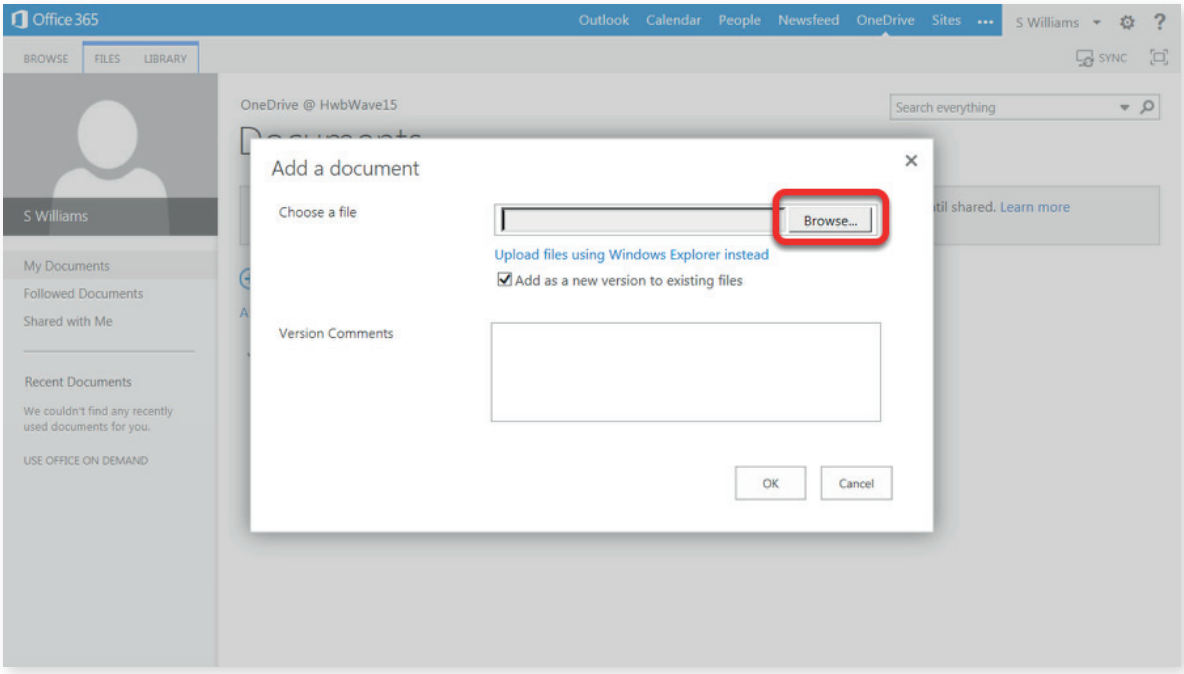


You can upload any file, including pictures, videos and documents.

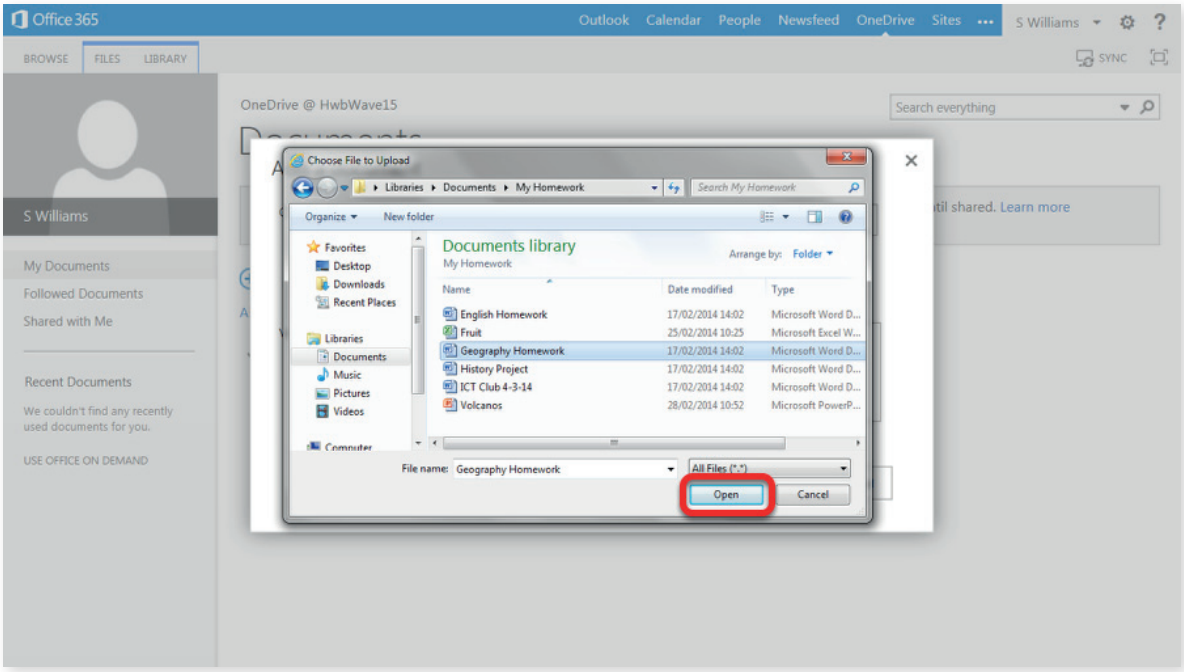
To upload a file, click on the **+new document button**.



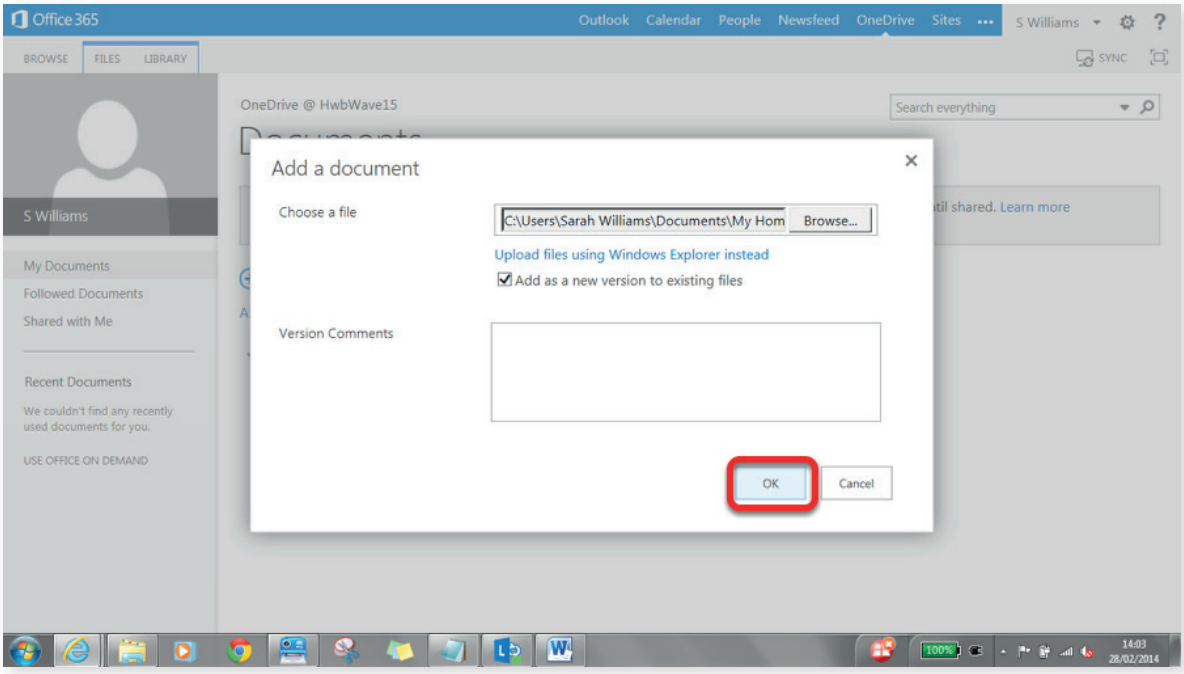
Click **Upload existing file**.



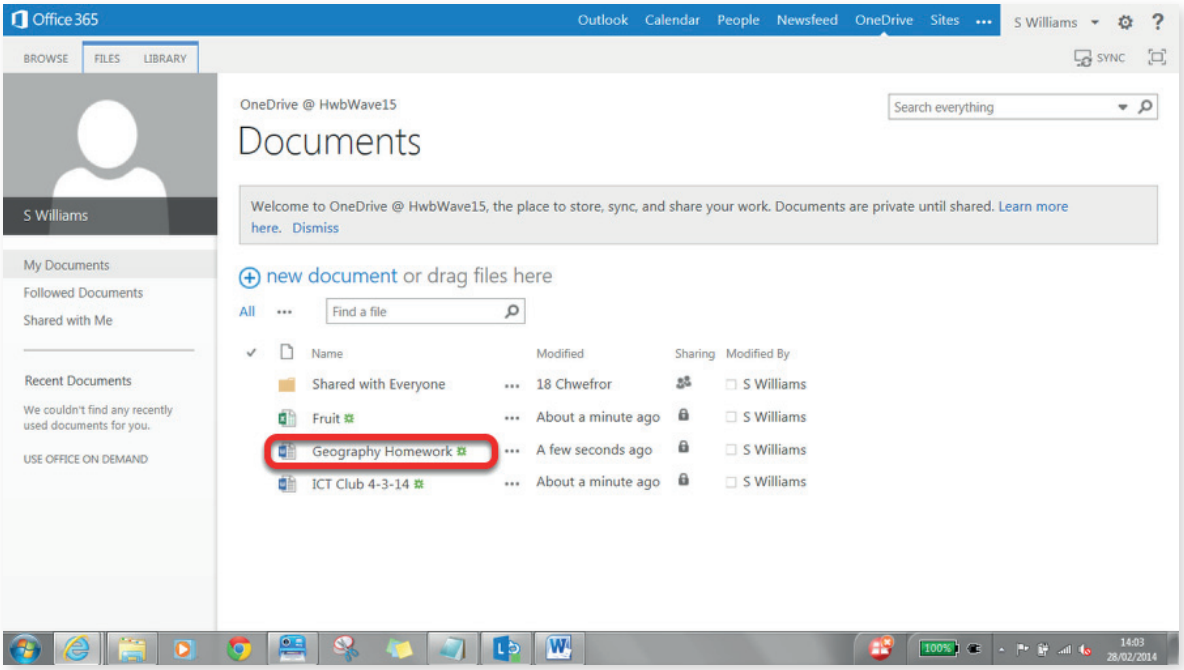
Click **Browse** to open your file explorer.



Your file explorer will open. Search for a file, select it then click **Open** to upload.

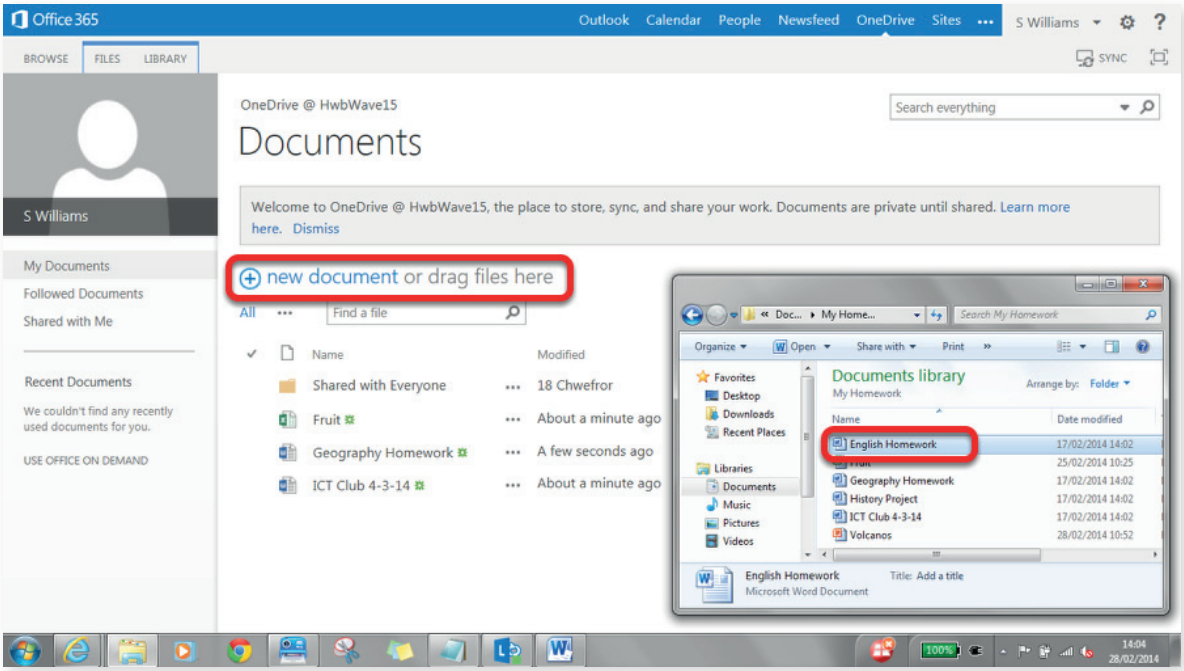


Click **Ok**.

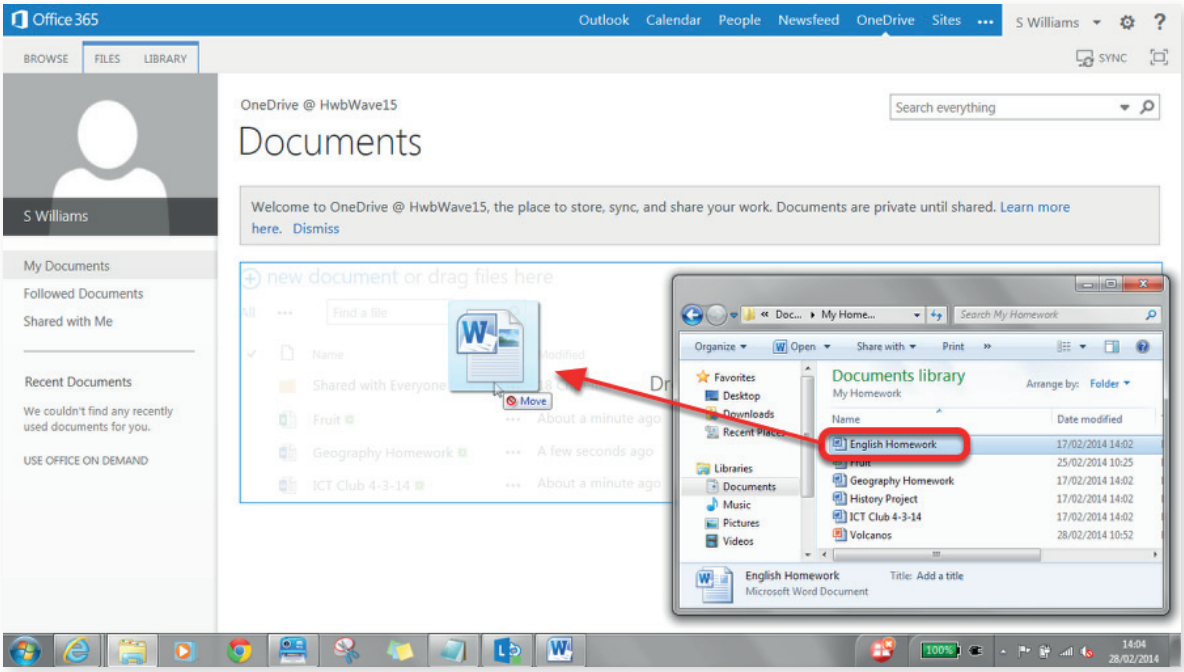


New documents will appear with ✲ to indicate that it is a new document

Drag and Drop

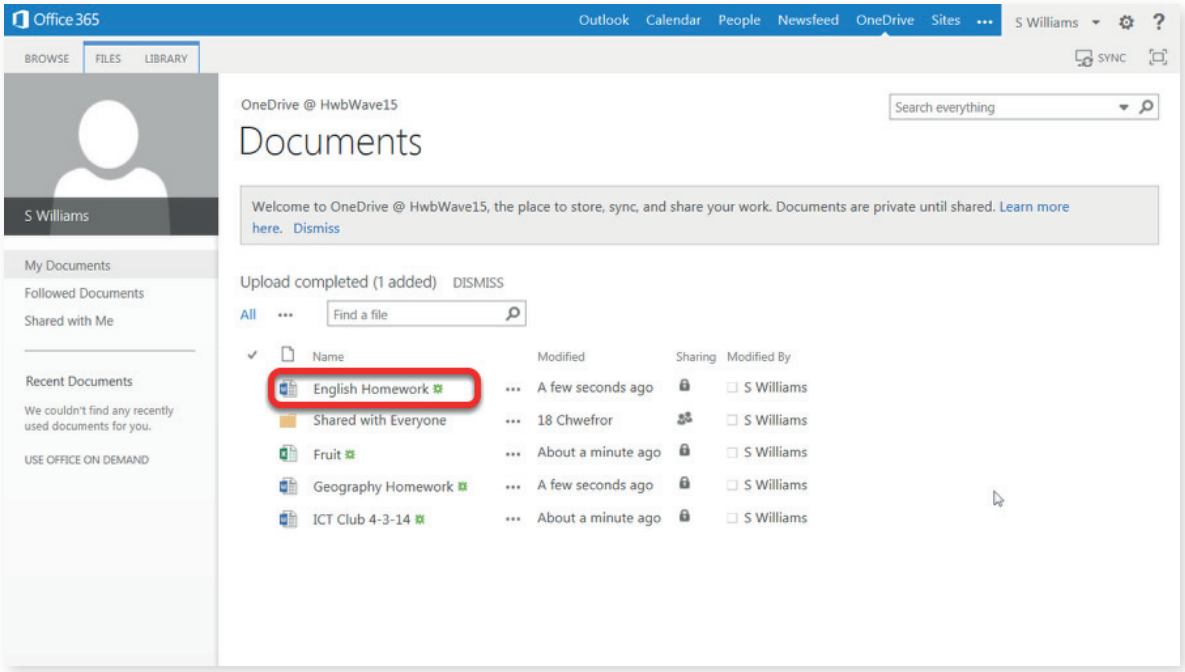


To drag and drop files, open your file explorer.

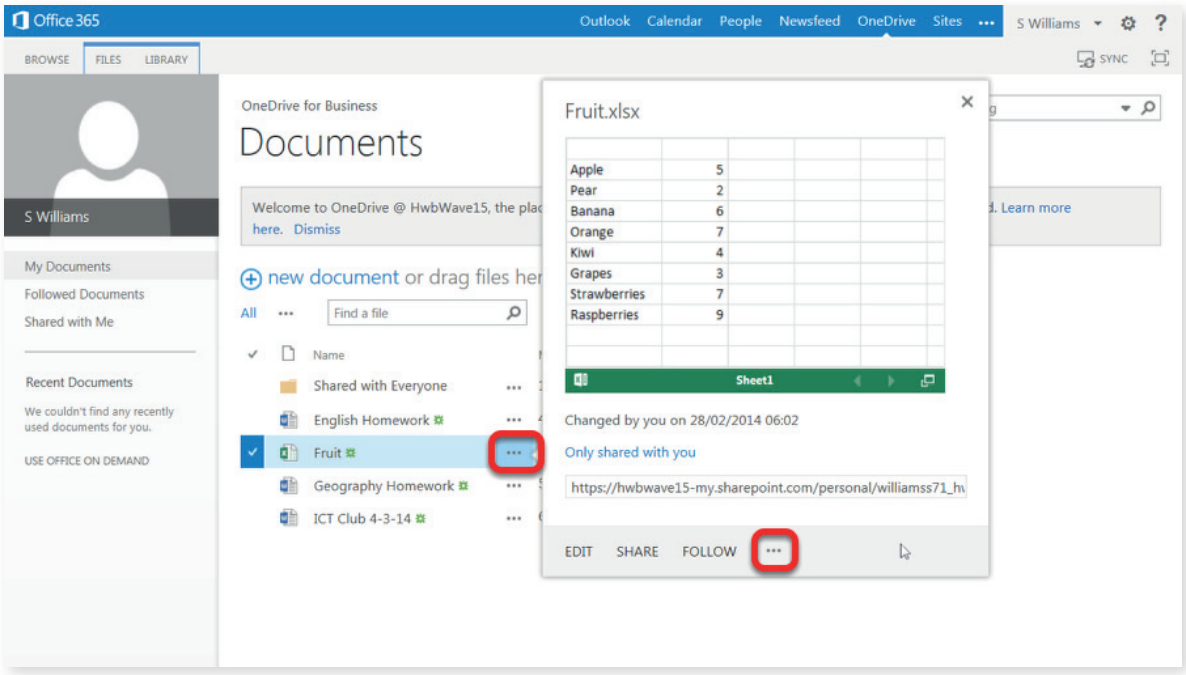


As soon as you start to drag the document onto the page a box will appear with **Drop here…**

As soon as you let go in the box, the file will upload.

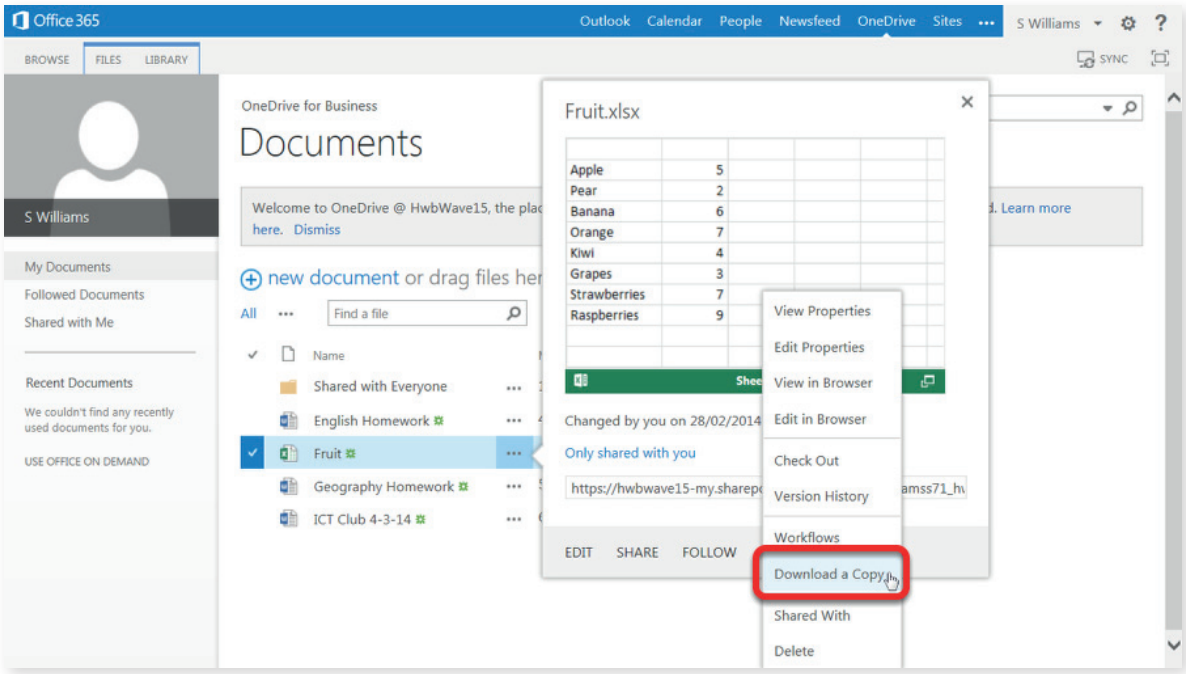


Downloading



To download a document click on the . . . menu next to it. This will open the document preview.

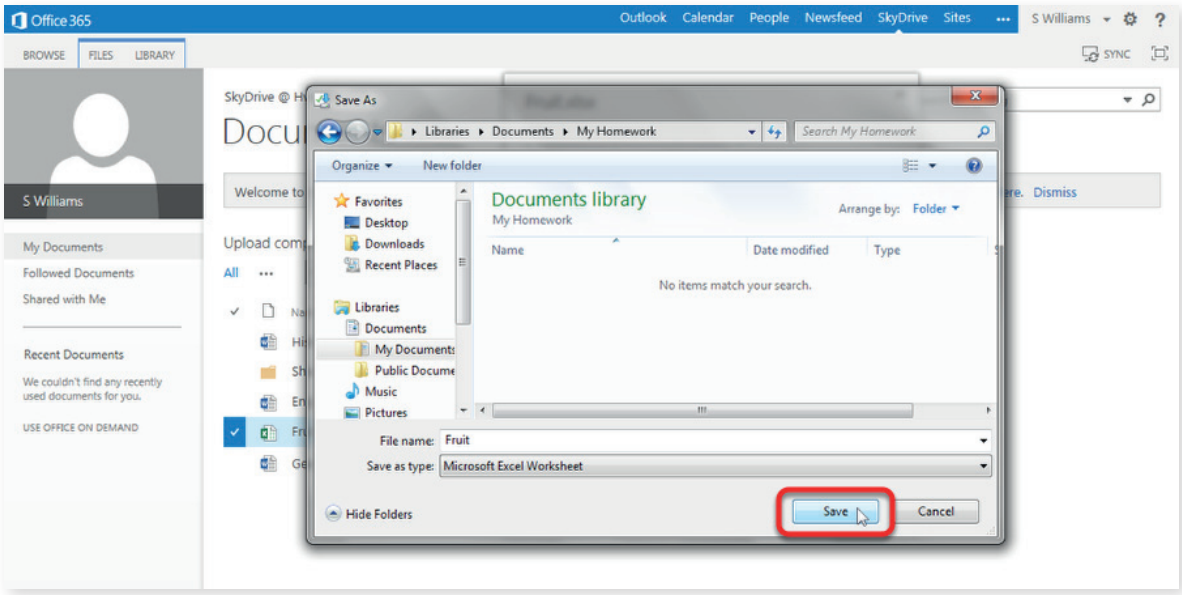
Click the next . . . to open another menu.



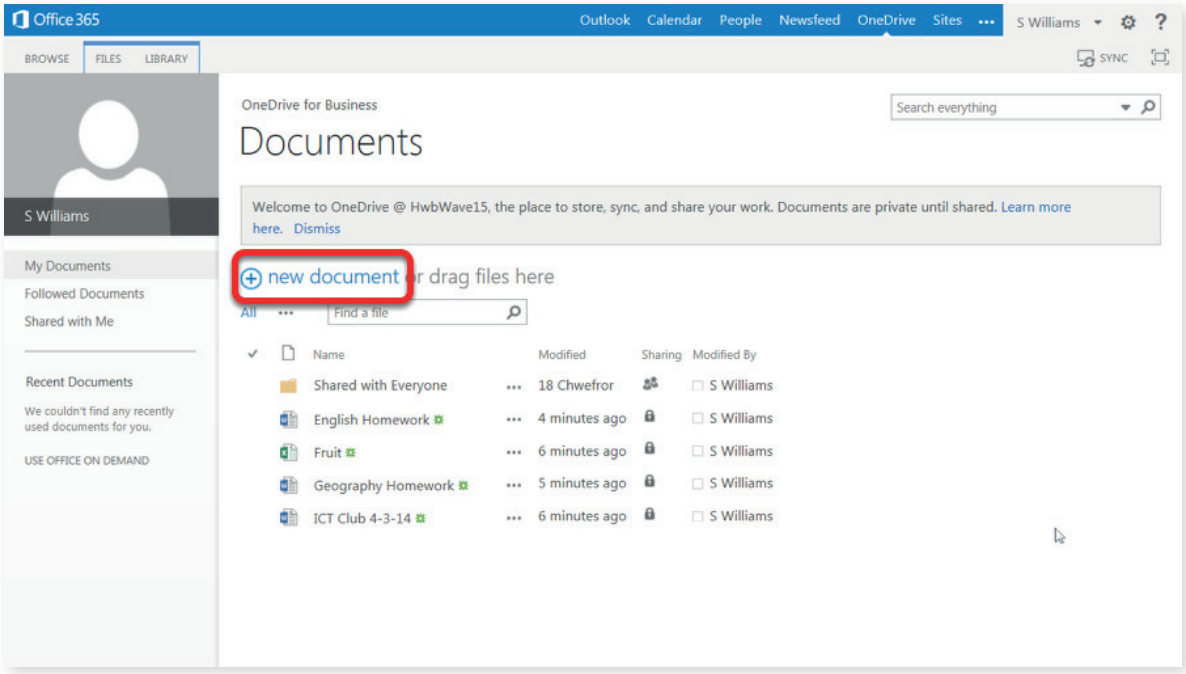
Click **Download a Copy**.

A pop up will appear. Choose **Save as** to select where you would like to save the document.

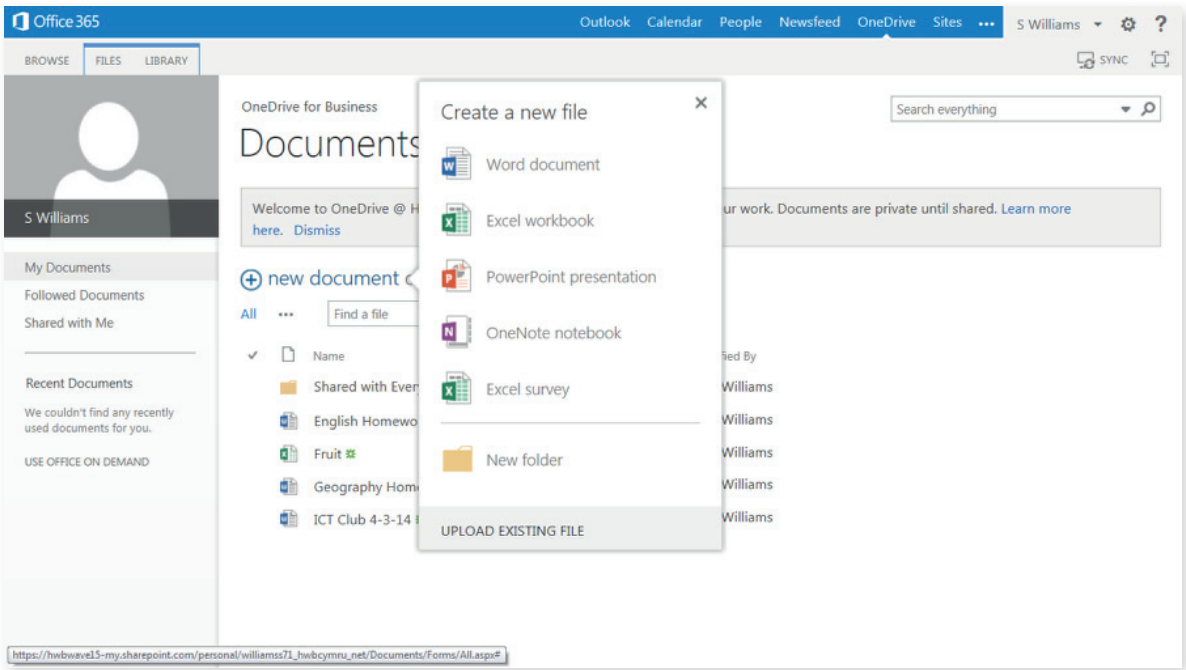
Please note, this may be different in other web browsers.



Creating New Documents using Office Online

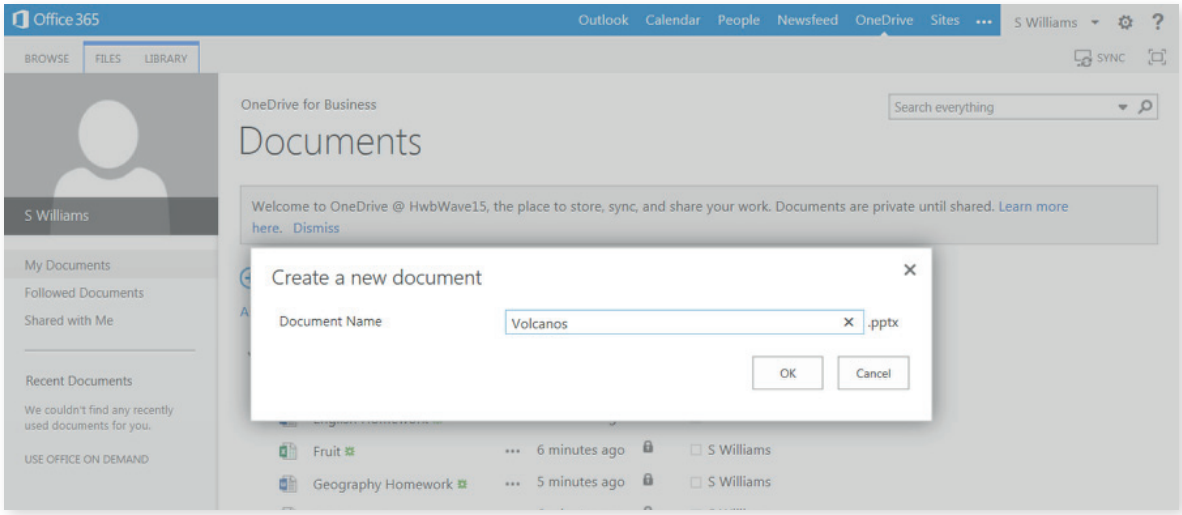


To create a new document, click **+new document**.

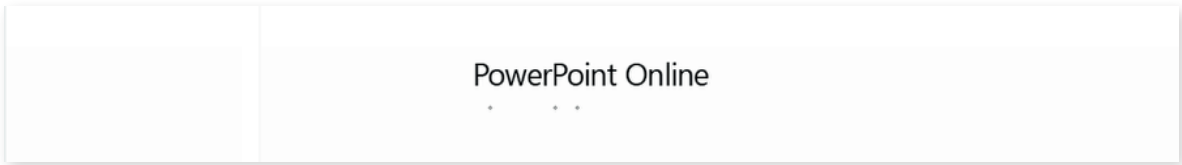


A menu will open where you can choose the type of document. In this example, we will create a new PowerPoint document, but the process is the same for each one.

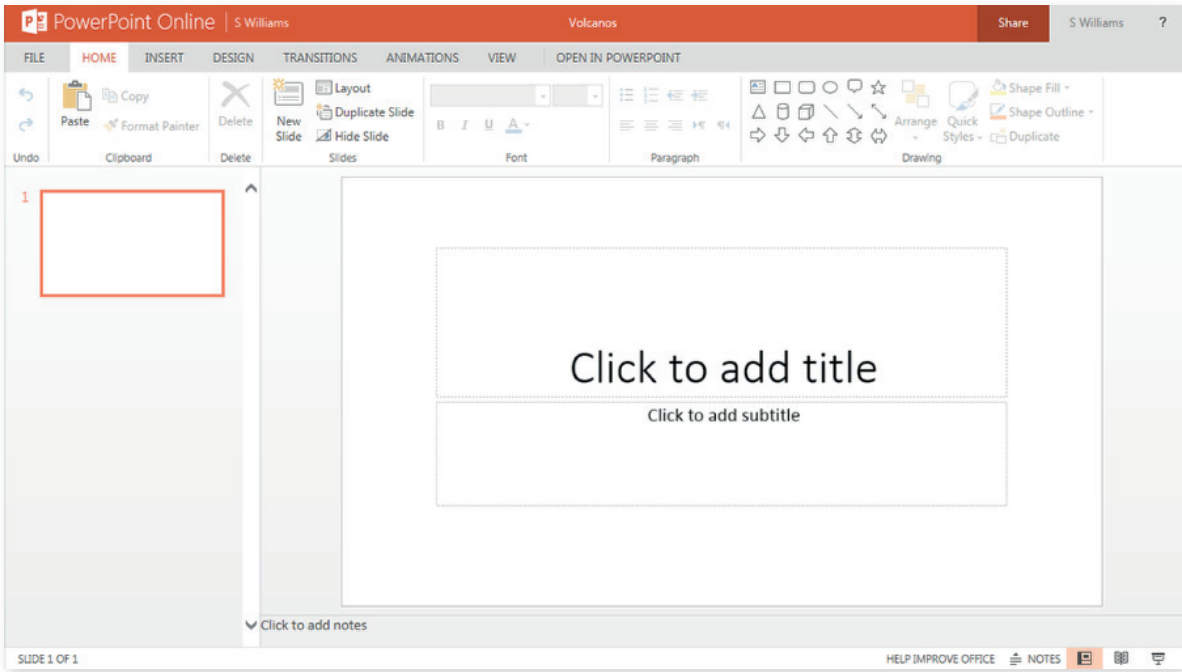
Please note, the Excel Survey has been disabled as this feature is part of Hwb+.



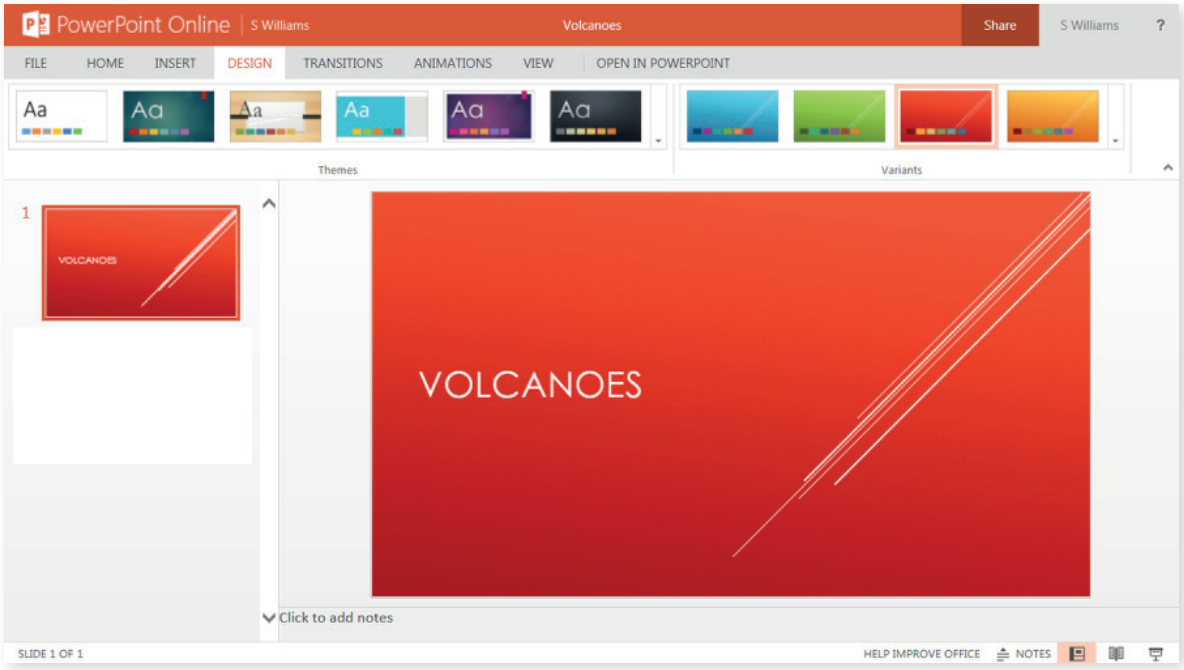
The first thing you will need to do is to name the new document then click **Ok**.

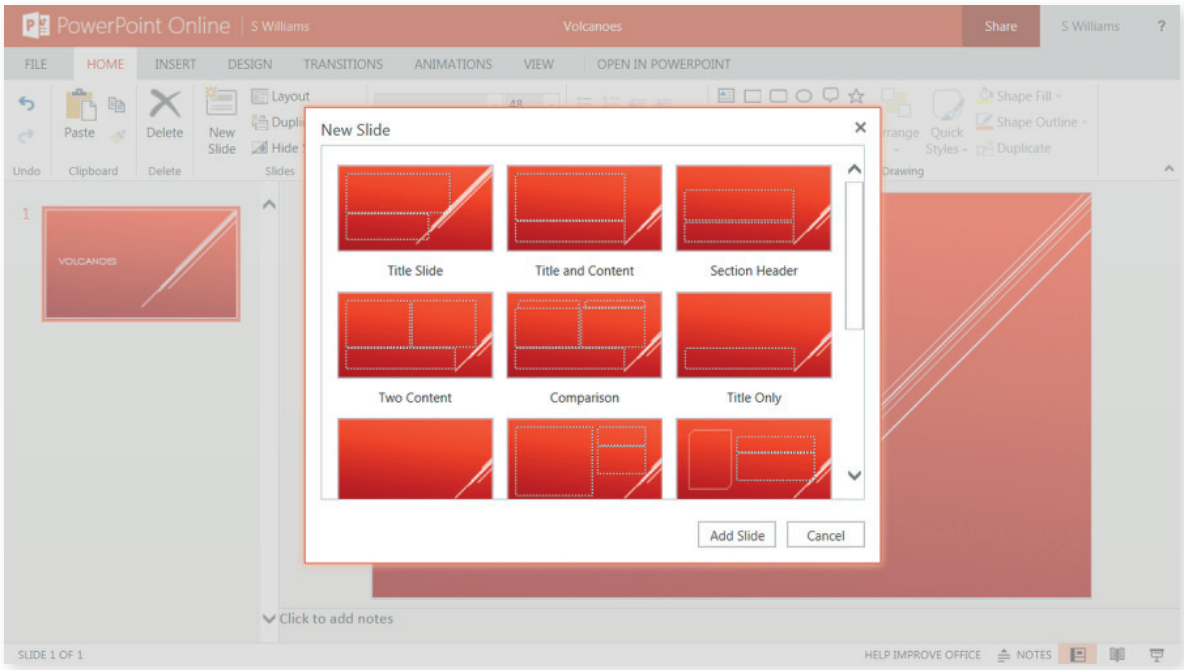


PowerPoint will open in the web browser



It will have most of the features of the desktop version.


PowerPoint Online
S Williams
Volcanoes
Share
S Williams
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
VIEW
OPEN IN POWERPOINT
Themes
Variants
VOLCANOES
Click to add notes
SLIDE 1 OF 1
HELP IMPROVE OFFICE
NOTES


PowerPoint Online
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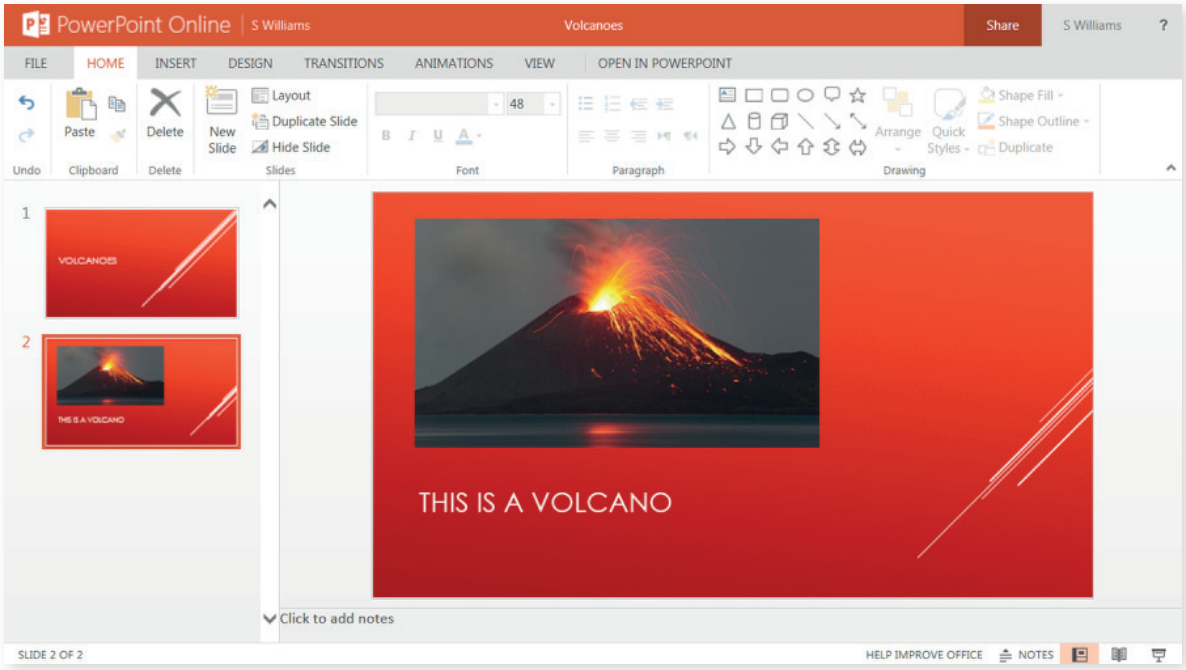
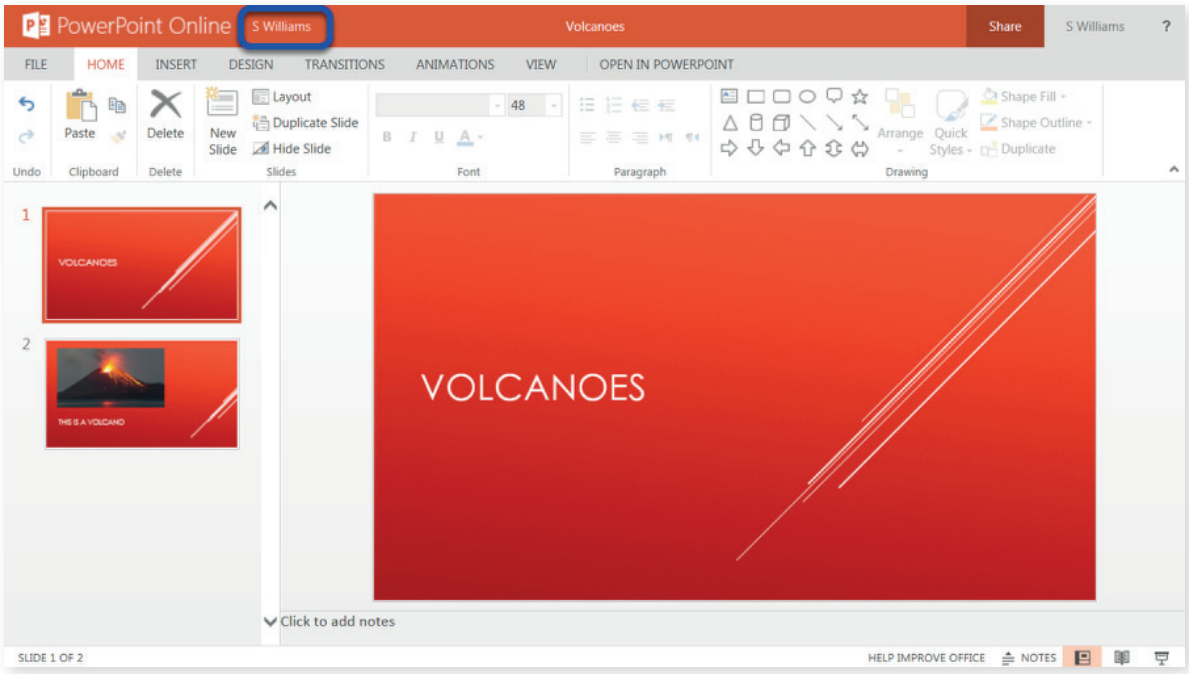
ANIMATIONS
VIEW
OPEN IN POWERPOINT
Paste
Delete
New Slide
Layout
Undo
Clipboard
Delete
Slides
Shape Fill
Shape Outline
Quick Styles
Duplicate
Drawing
New Slide
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Add Slide
Cancel
Click to add notes
SLIDE 1 OF 1
HELP IMPROVE OFFICE
NOTES

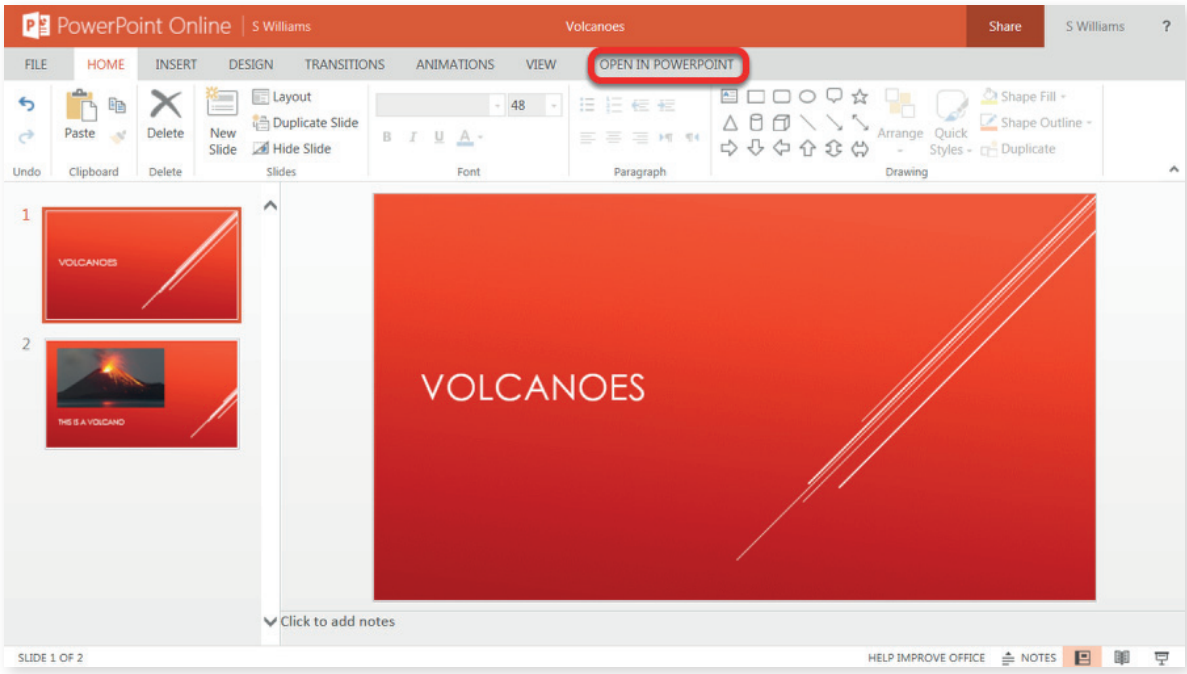




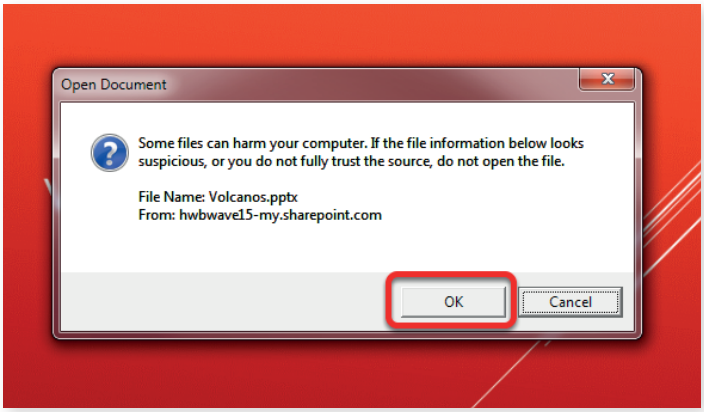
To return to OneDrive, Click on your username in the top left corner of the window.

Open in the desktop version of Office application

Although the **Office Online** versions of the applications have most of the tools and features that the desktop versions of office have, you may want to open documents in the desktop version.



To do this whilst you have the document open in the web browser, simply click **Open in (PowerPoint)** – this is the same for each application (i.e. Word, Excel and OneNote).

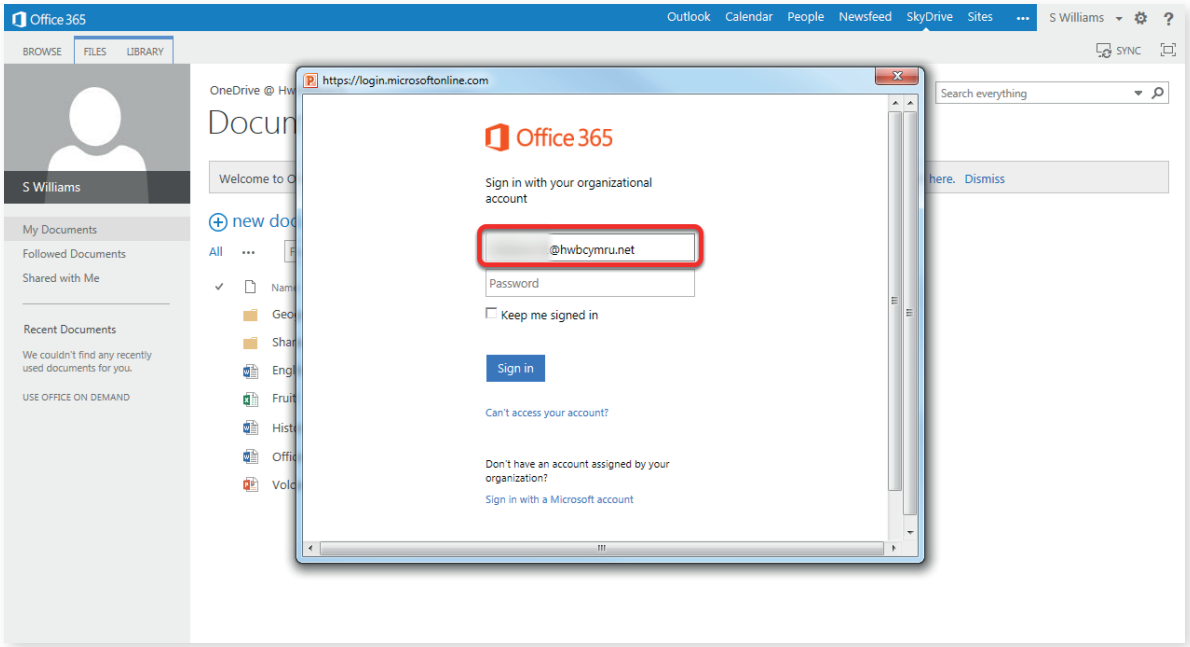


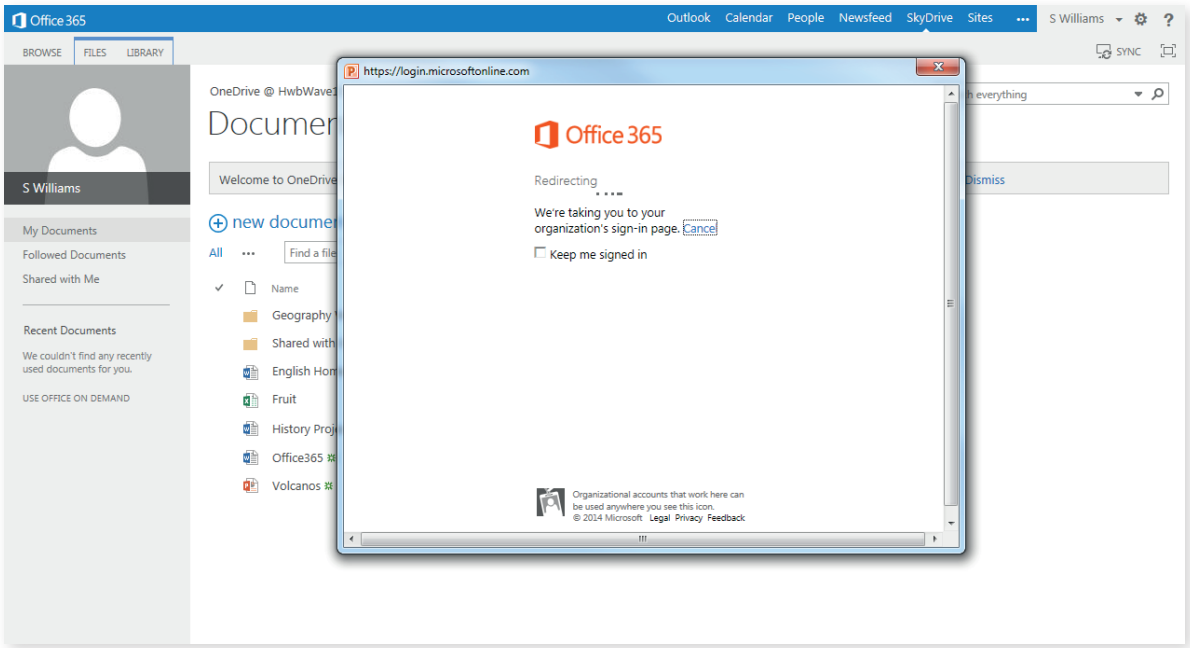
You may get a pop up message asking if you're sure that you'd like to open the document. Click **Yes**.

A login window for Office 365 will open.

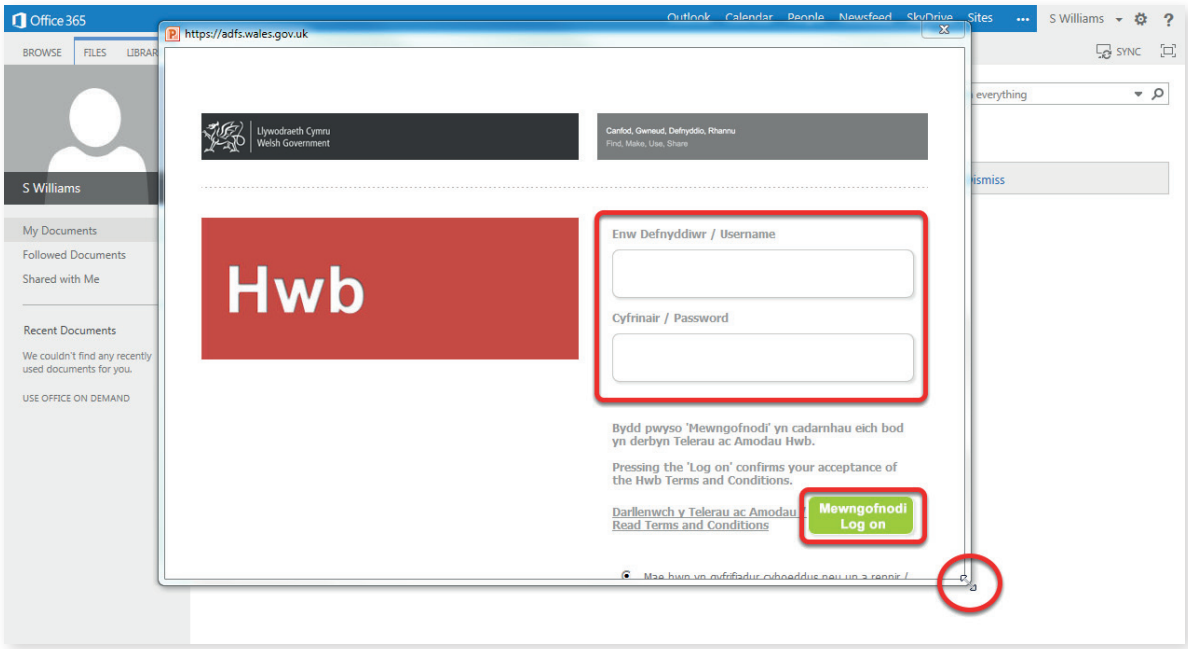
Enter your Hwb+ username followed by @hwbcymru.net (username@hwbcymru.net)

Please note, this is not the same as your e-mail address, which is username@hwbmail.net



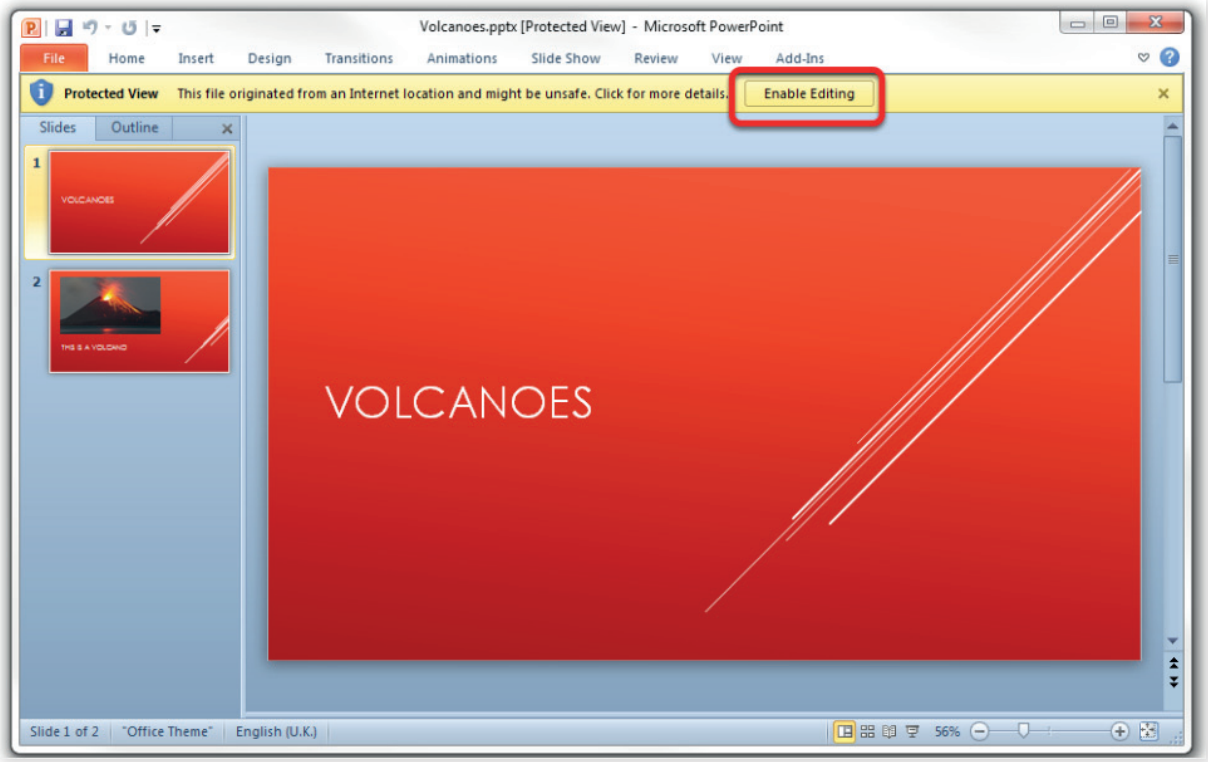


Once you have entered the e-mail address, it will redirect you to the Hwb+ login page before you are able to enter your password.



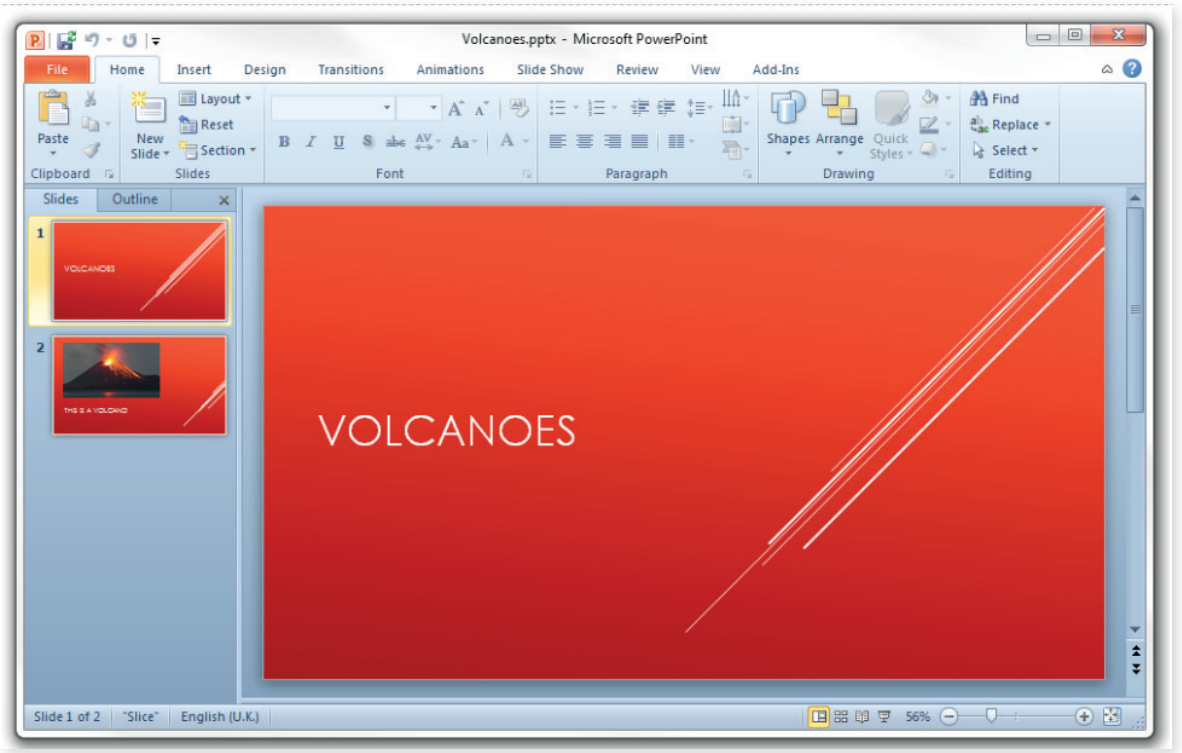
You will be redirected to the Hwb+ login page.

Enter your Hwb+ username and password then click **Log on**.

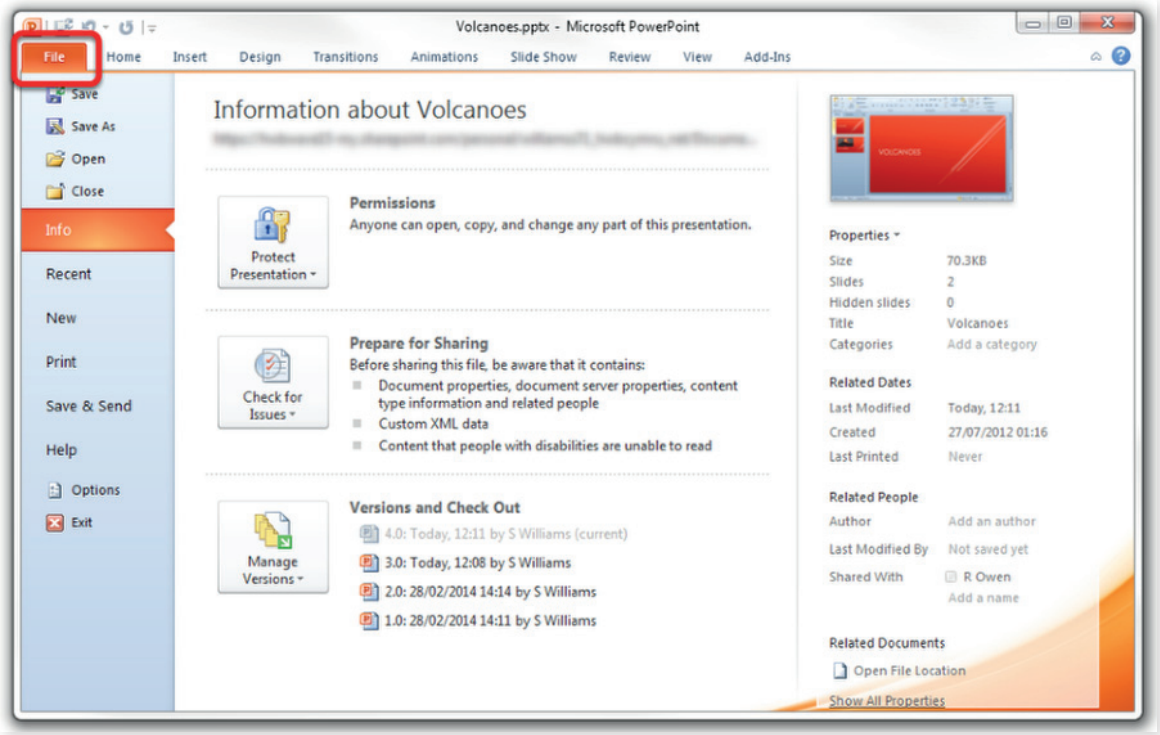


The desktop version of the Office application will open (in this case, PowerPoint).

Click **Enable Editing** in the yellow bar to edit the document.

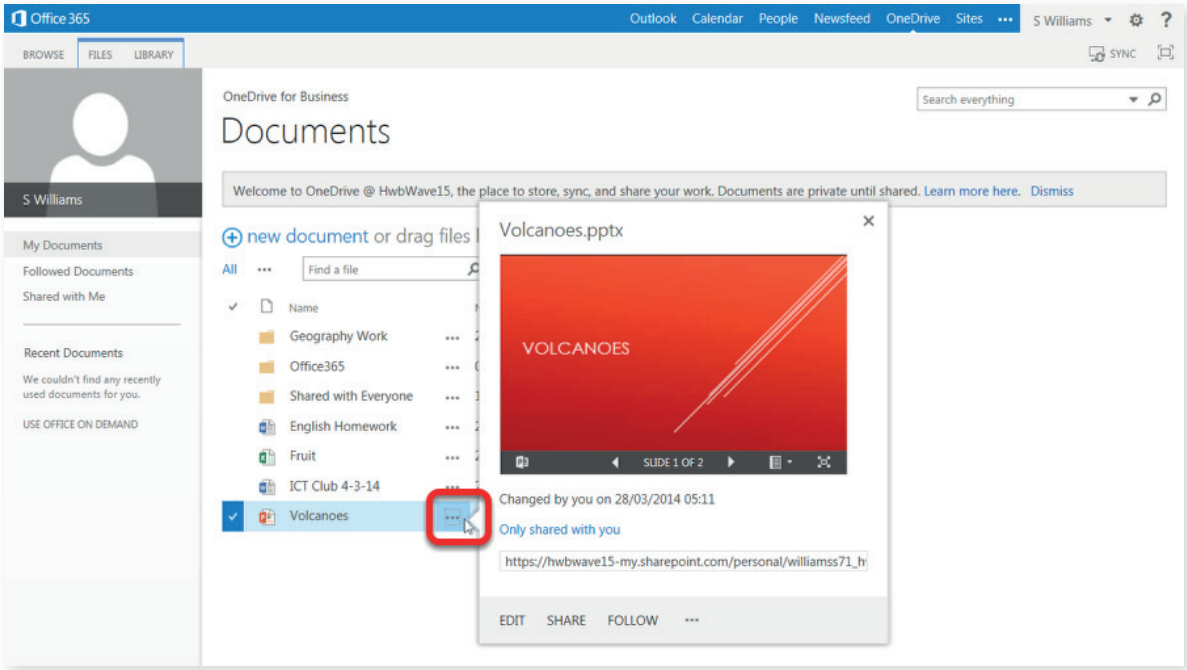


Changes made to the document will be saved to OneDrive when you click the save button. You will notice a green arrow on the save button, this indicates that the document is saved in OneDrive.



Clicking on **File** will give you more options on viewing previous versions of the document and on sharing the document with others. We will cover sharing documents later on in this document.

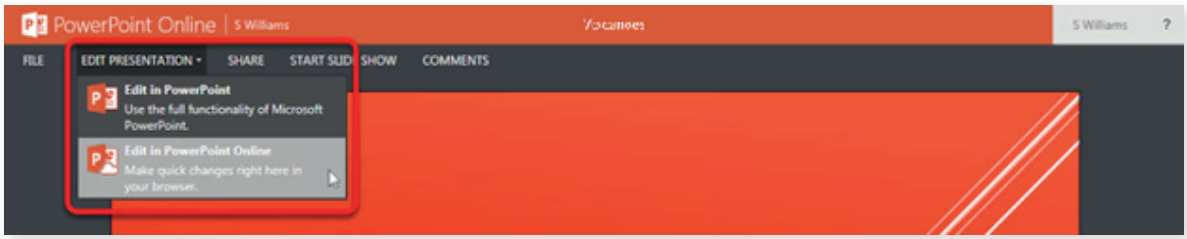
Document Preview



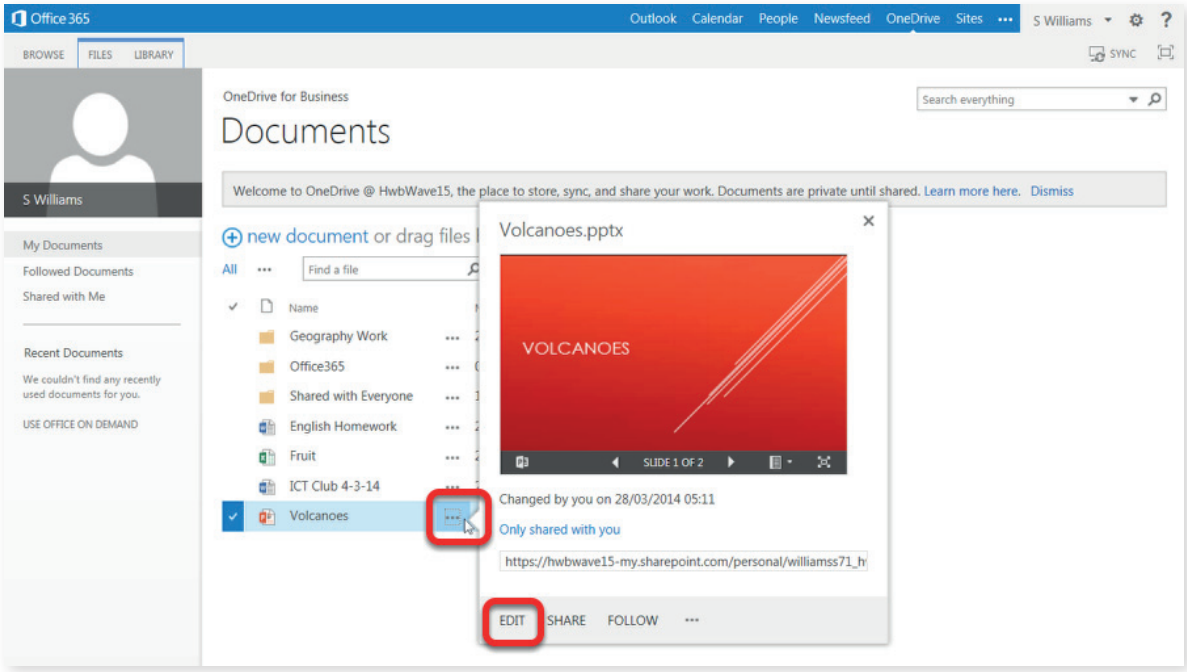
To view a preview of a document, click on the **. . .** menu next to the document.

This makes it easier when searching for a document as you don't have to open each document.

Editing Documents



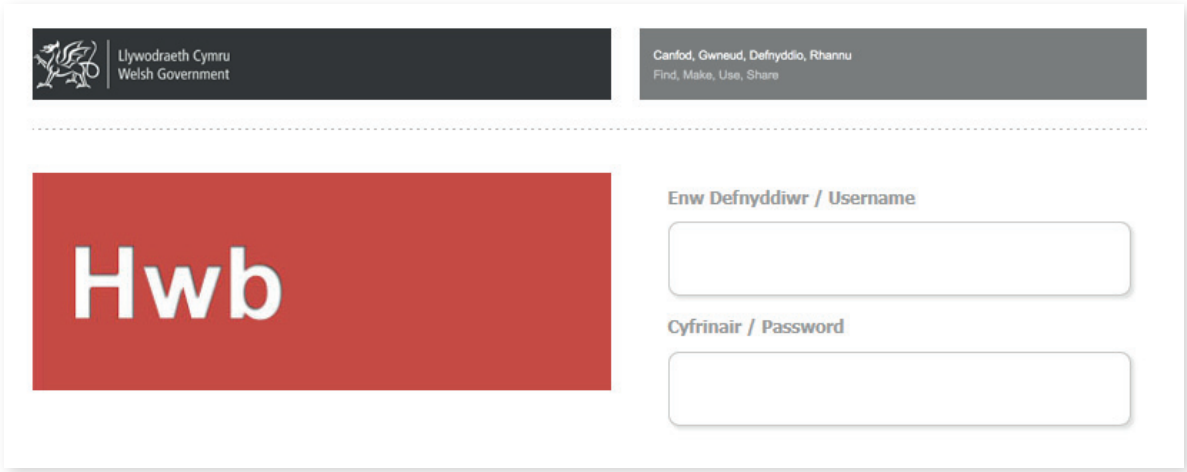
To edit a document, you can either click on the document name to open it then click **Edit Presentation** and **Edit in … Online** or **Edit in (PowerPoint)** to open the desktop version.



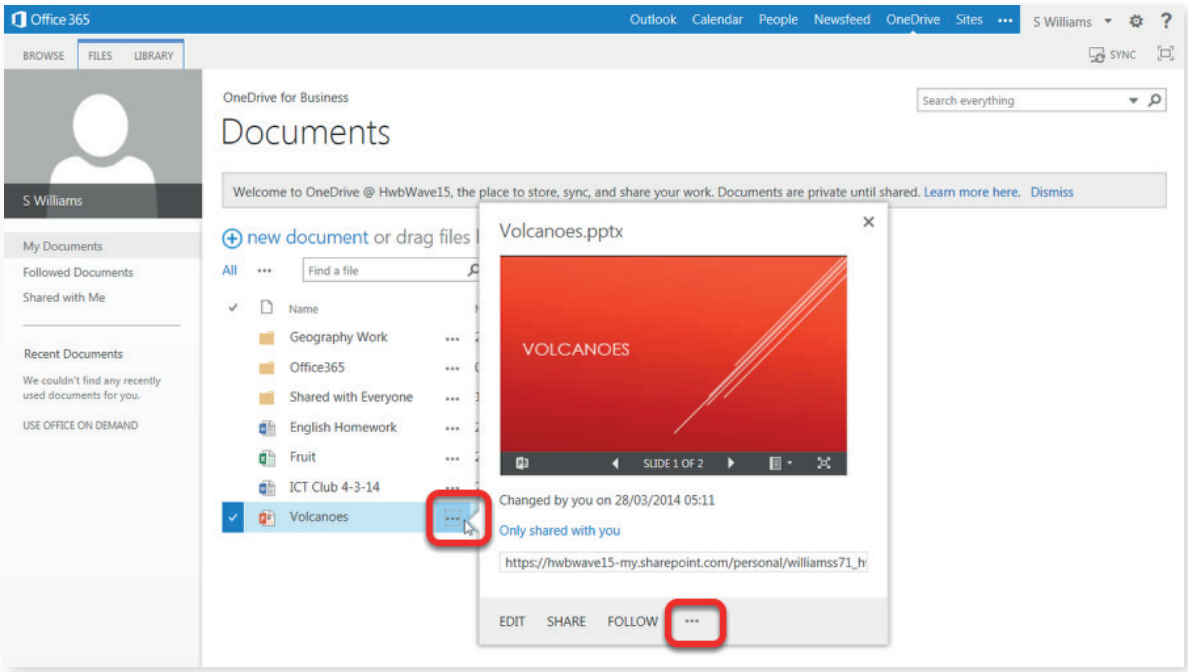
Or you can click on the **. . .** menu next to the document name and then click **Edit**.

If you have Microsoft Office installed on the device you are using, it will open in the desktop version. You will be required to log in using your Hwb+ username followed by @hwbcymru.net (username@hwbcymru.net) and your Hwb+ password.

Please note, this is not the same as your e-mail address, which is username@hwbmail.net

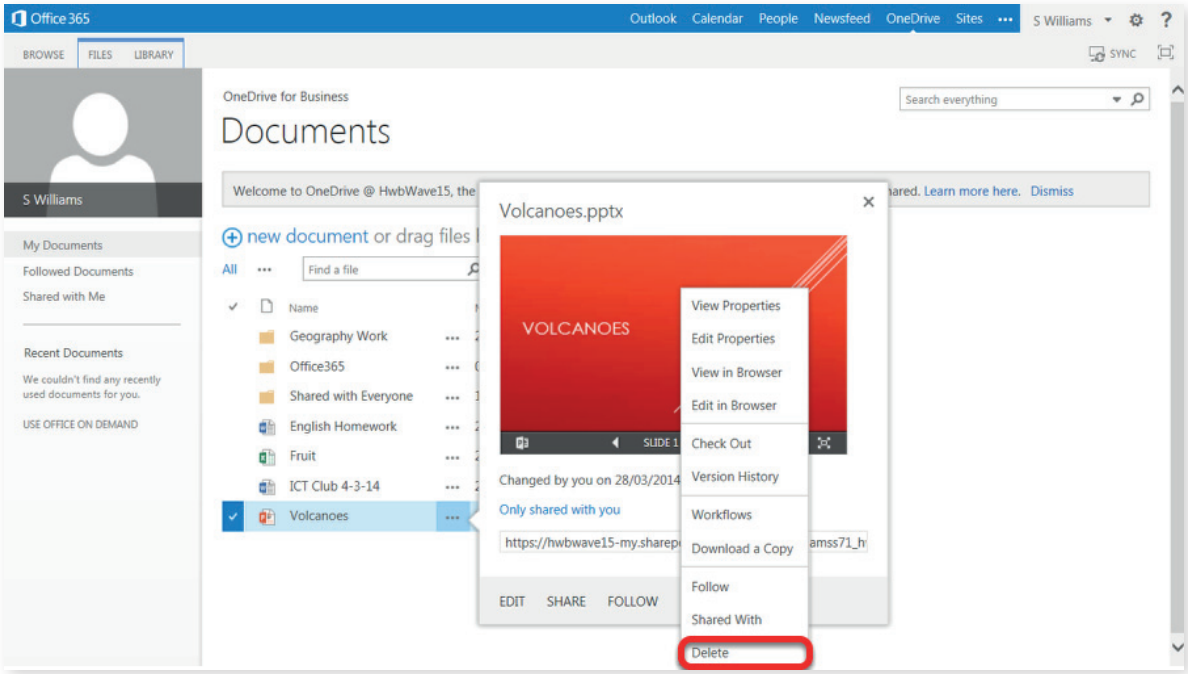


Deleting

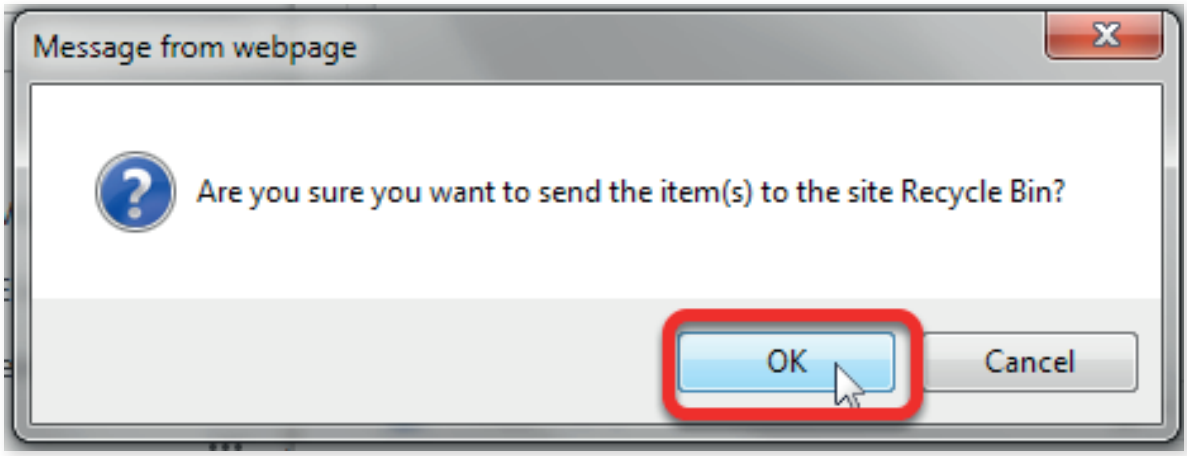


To delete a document, click on . . . then . . . again.

Please note, this is the same process for deleting a folder.



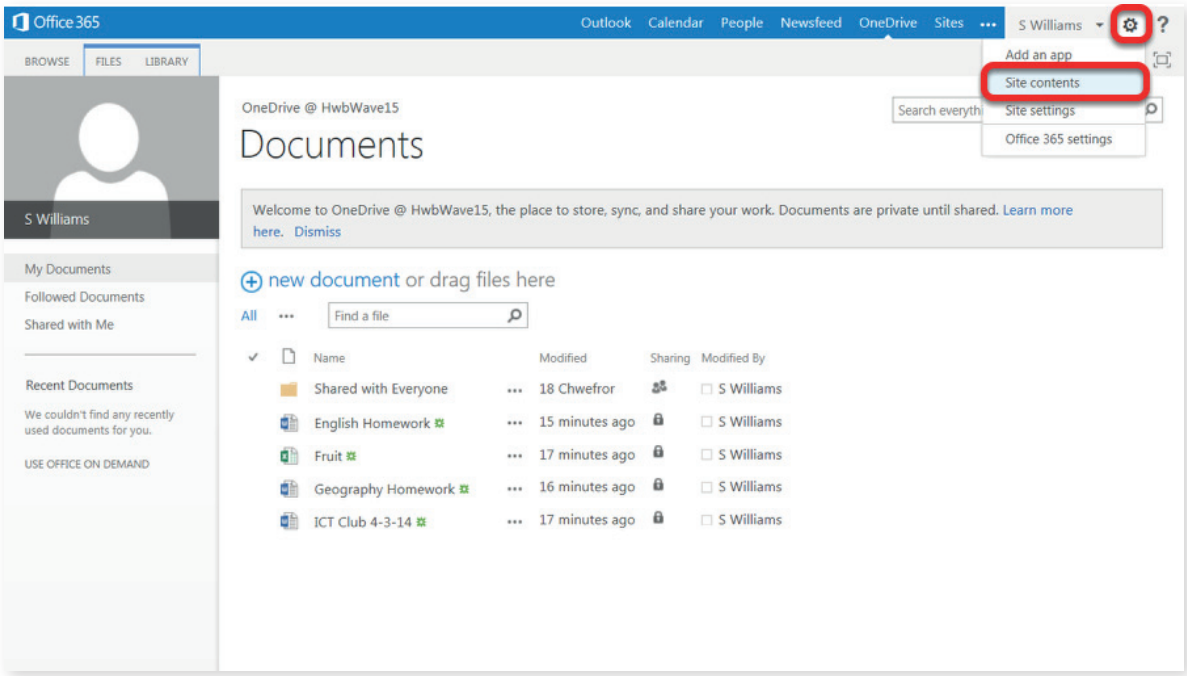
Click **Delete**.



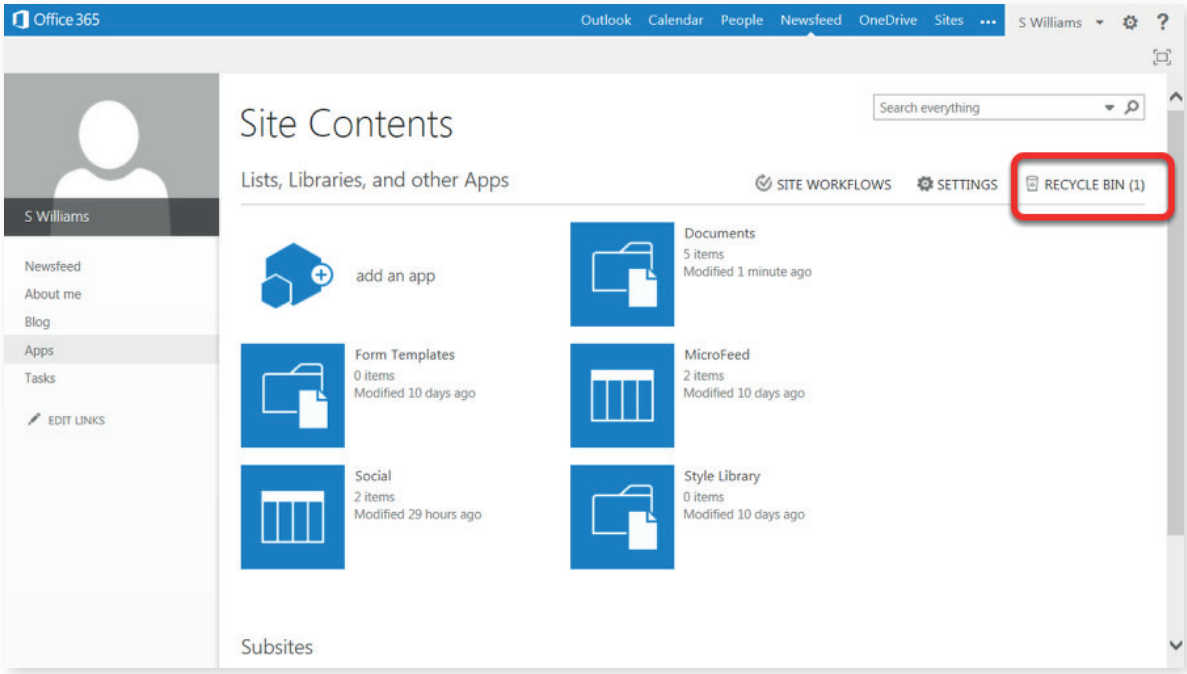
You will be asked if you're sure you want to delete the item. Click **Yes** if you are sure.

Recovering Deleted Documents

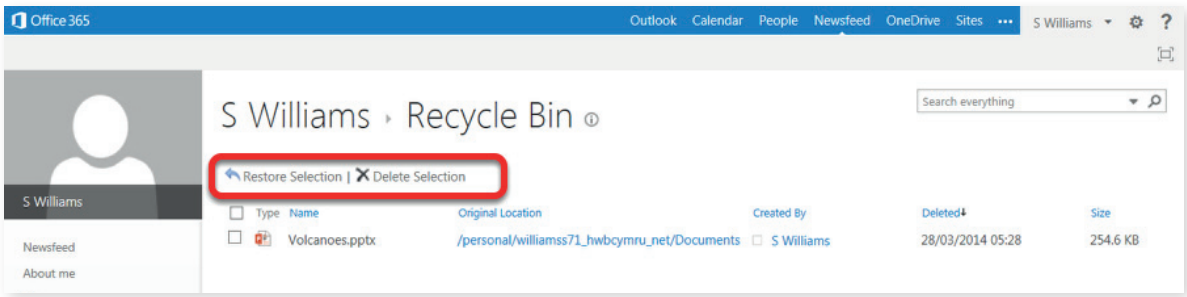
Deleted documents will be moved to your **Recycle Bin**, where they will stay for 90 days before being permanently deleted.



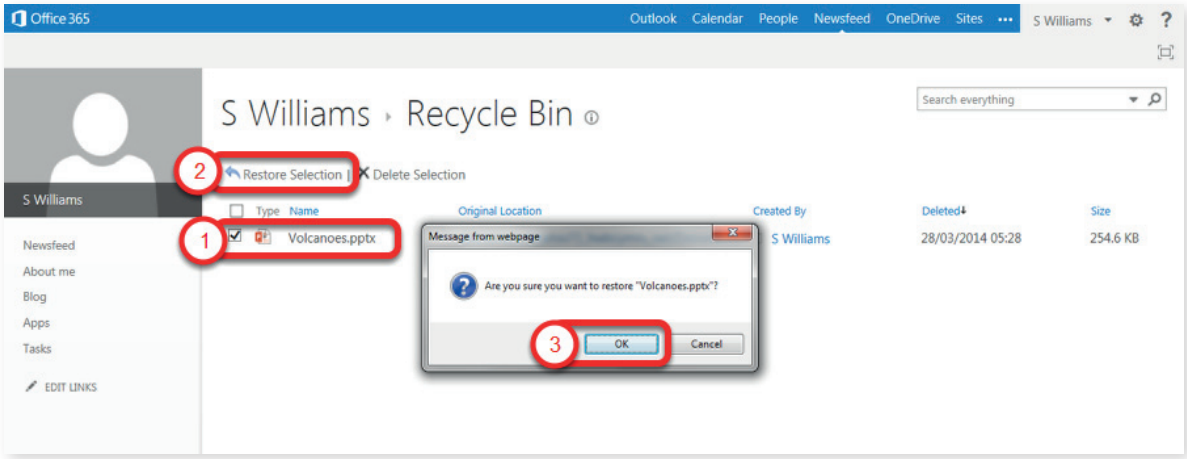
To get to your **Recycle Bin** for **OneDrive**, click the settings button (⚙) in the top navigation menu then click **Site contents**.



Click **Recycle Bin** (The number of items in the Recycle Bin will be displayed in brackets).

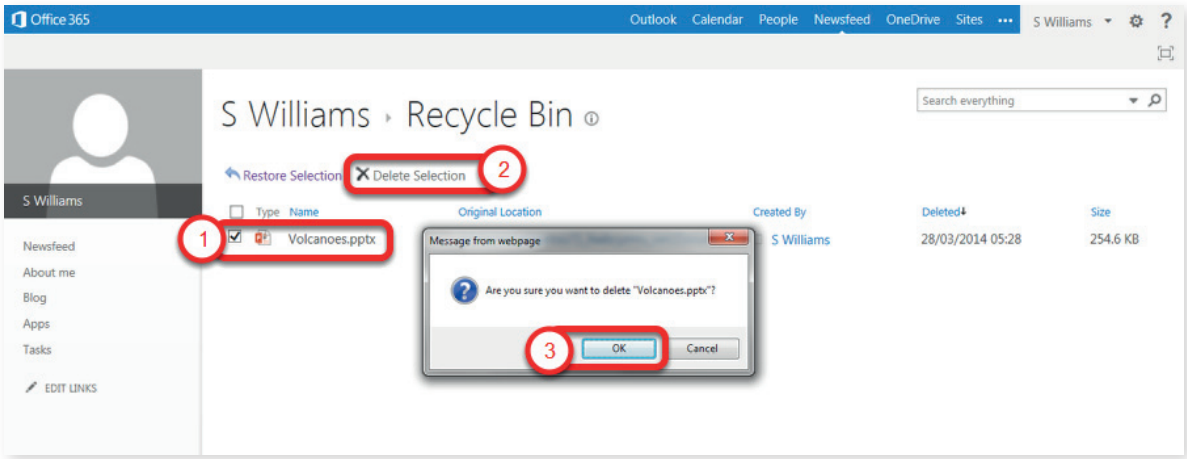


You can **Restore** or **Delete** documents from the Recycle Bin.



To **Restore** a document, tick the box to select it then click **Restore selection**.

A pop up message will ask you if you're sure you want to restore it. Once you have clicked **Ok**, the document will be moved back to the folder that it was in before it was deleted.



To **Delete** a document, tick the box to select it then click **Delete selection**.

A pop up message will ask you if you're sure you want to delete it. Once you have clicked **Ok**, the document will be permanently deleted.

Folders

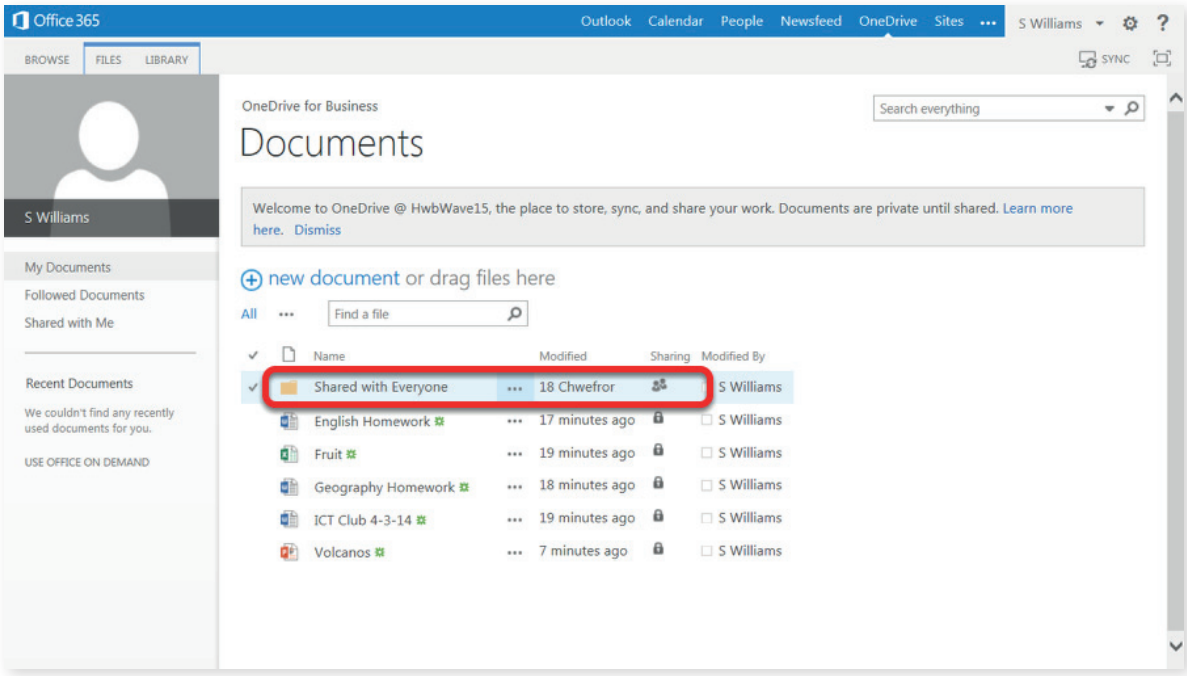
Folders allow you to organise your documents. Use folders in OneDrive as you would in your Documents area on your computer.

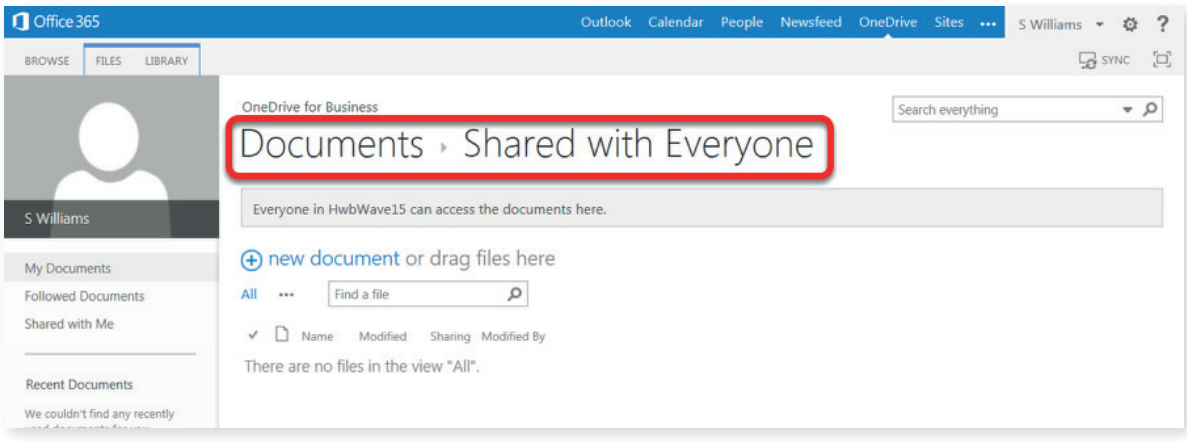
Shared with Everyone Folder

In OneDrive, you will notice a folder named **Shared with Everyone**. Anything you save to this folder will be available to everyone. **Everyone** means all users with a Hwb+ account, which will be all students and staff in every school in Wales.

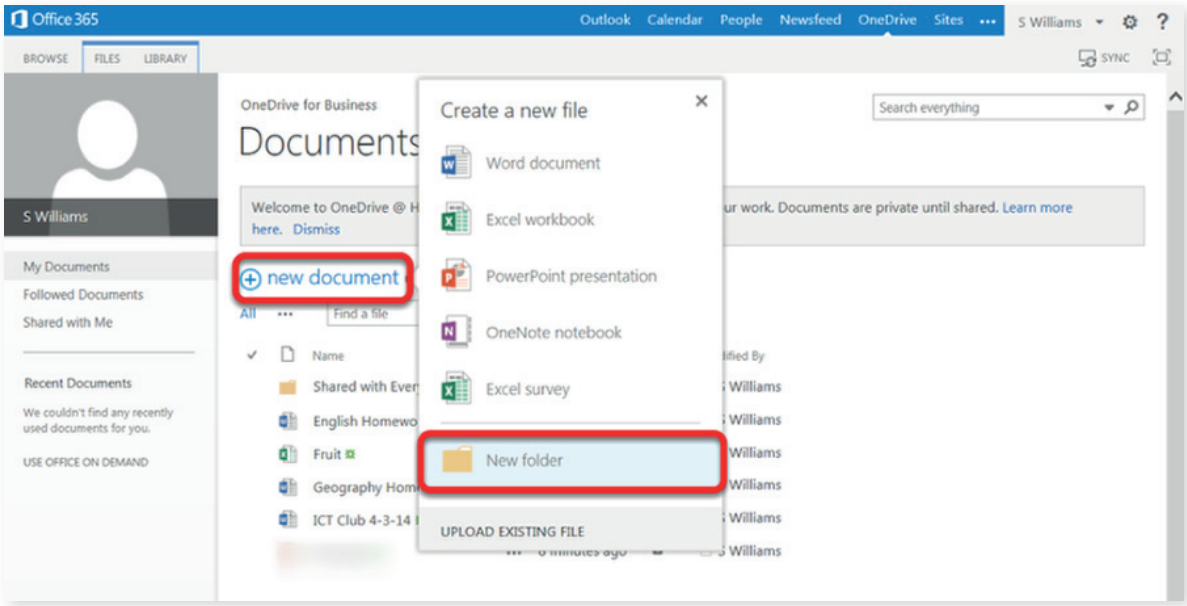
Please take care when moving documents to your folders that you don't drop it in to the **Share with everyone folder** accidentally.

Anything you save in the **Shared with Everyone** folder is linked to your name and can be traced back to you, as with all other aspects of Office 365.

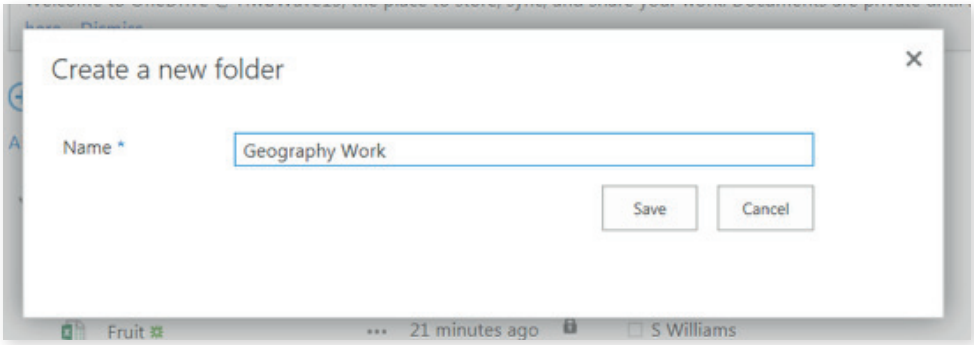




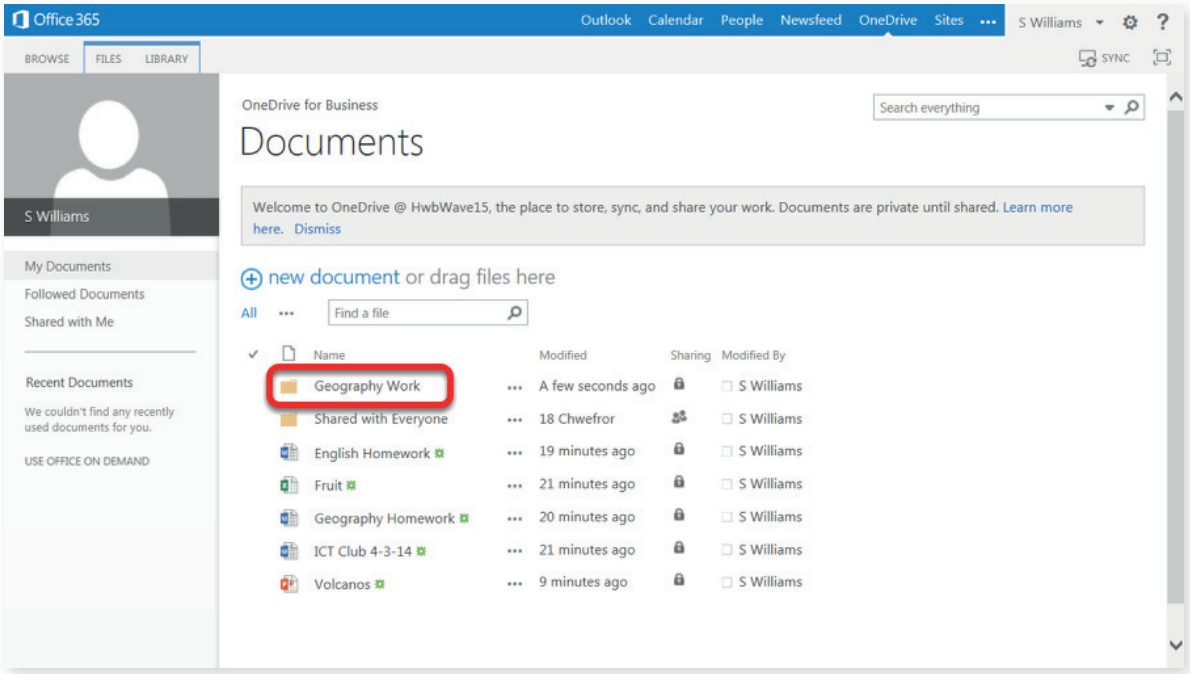
Creating a New Folder



To create a folder, click **+new document** then click **New Folder**.

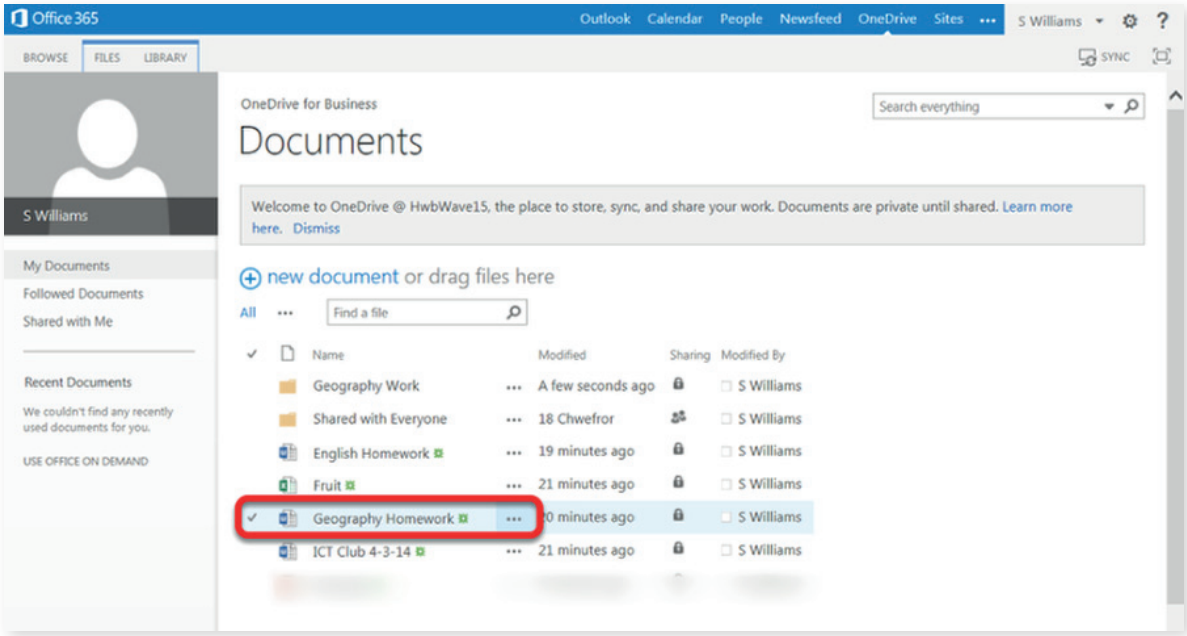


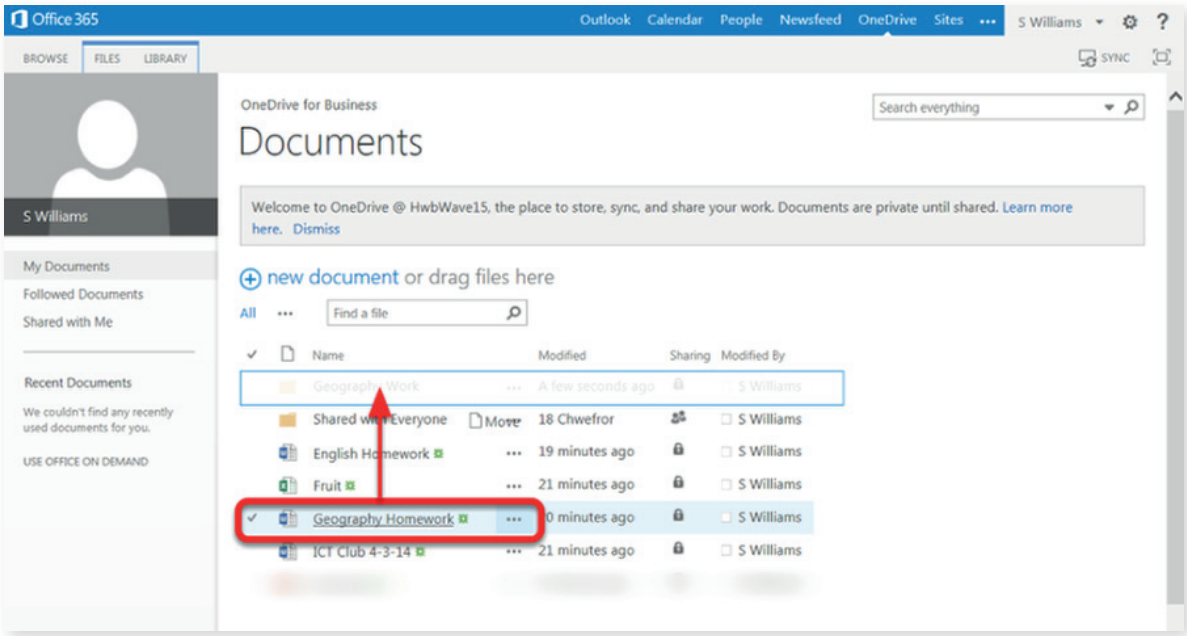
Name the folder then click **Save**.

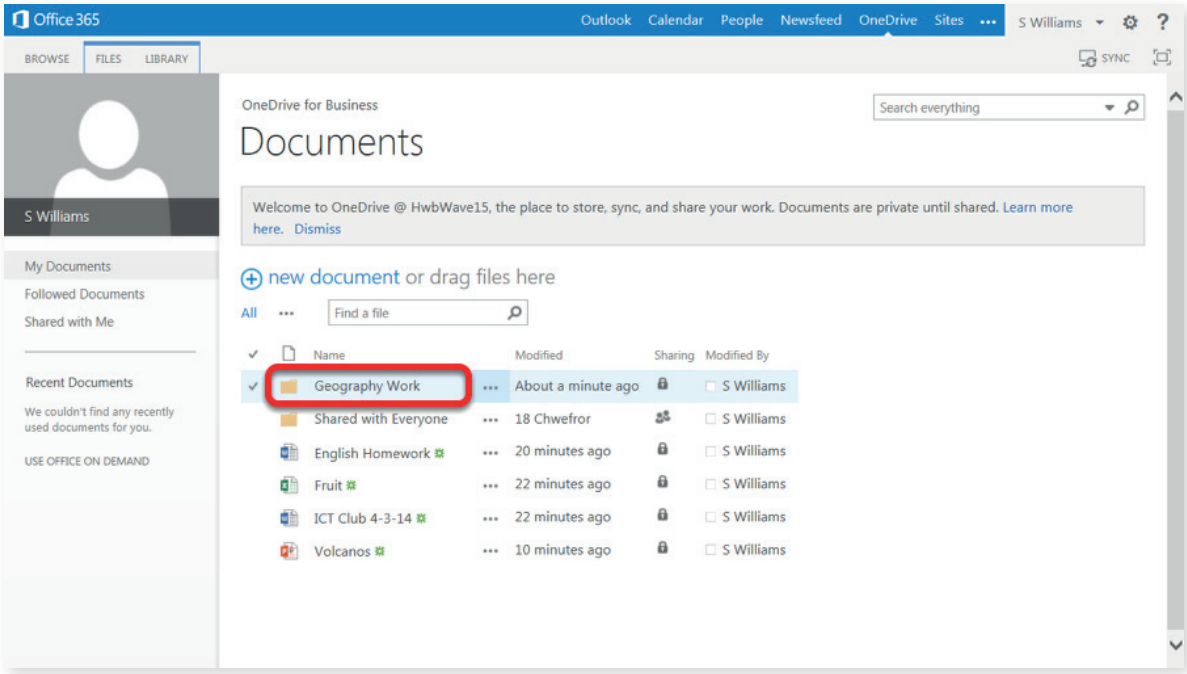

Office 365
Outlook
Calendar
People
Newsfeed
OneDrive
Sites
S Williams
BROWSE
FILES
LIBRARY
SYNC
OneDrive for Business
Documents
Search everything
S Williams
Welcome to OneDrive @ HwbWave15, the place to store, sync, and share your work. Documents are private until shared. Learn more here. Dismiss
My Documents
Followed Documents
Shared with Me
new document or drag files here
All
Find a file
Recent Documents
We couldn't find any recently used documents for you.
USE OFFICE ON DEMAND
Name
Modified
Sharing
Modified By
Geography Work
A few seconds ago
S Williams
Shared with Everyone
18 Chwefror
S Williams
English Homework
19 minutes ago
S Williams
Fruit
21 minutes ago
S Williams
Geography Homework
20 minutes ago
S Williams
ICT Club 4-3-14
21 minutes ago
S Williams
Volcanos
9 minutes ago
S Williams

Moving a document to a folder

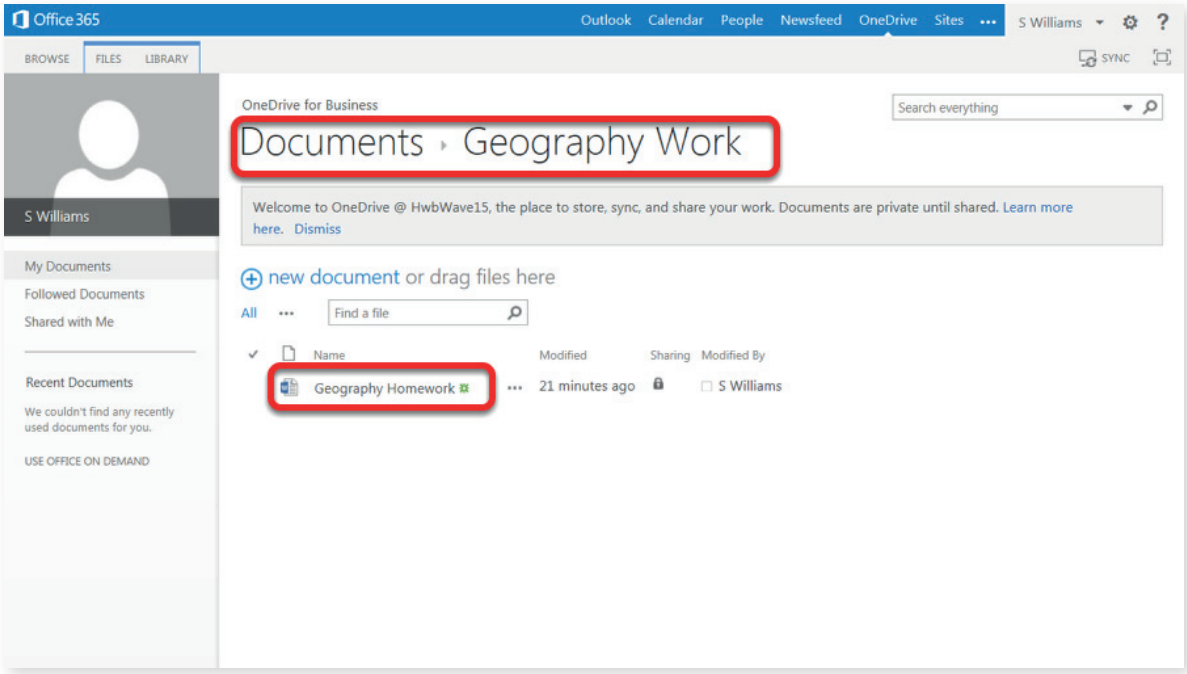
To move a document into a folder, simply drag and drop the document into the folder.







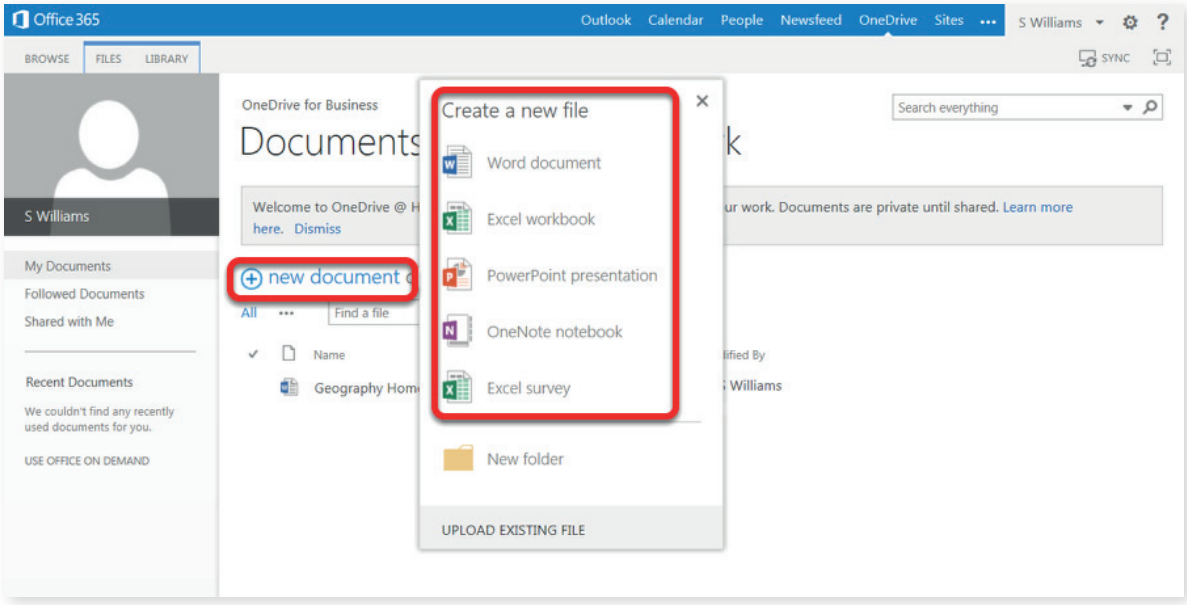
Click on the folder name to open it.



You will see that the document has been moved.

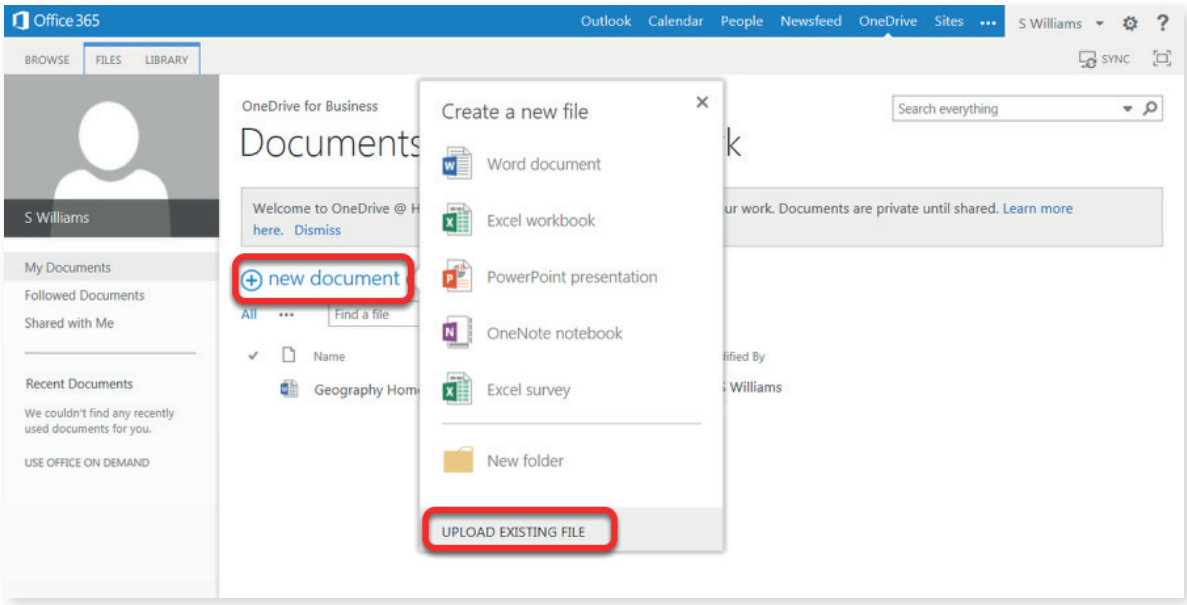
The folder name will be displayed at the top (Documents – Geography Work). Click on Documents to go back up to the higher level.

Creating new documents in a folder



To create a new document within a folder, click **+new document** as before.

Uploading to a folder



To upload a document to a folder, first make sure that you are in the right folder. Click **+new document** then **Upload Existing File**, as before.

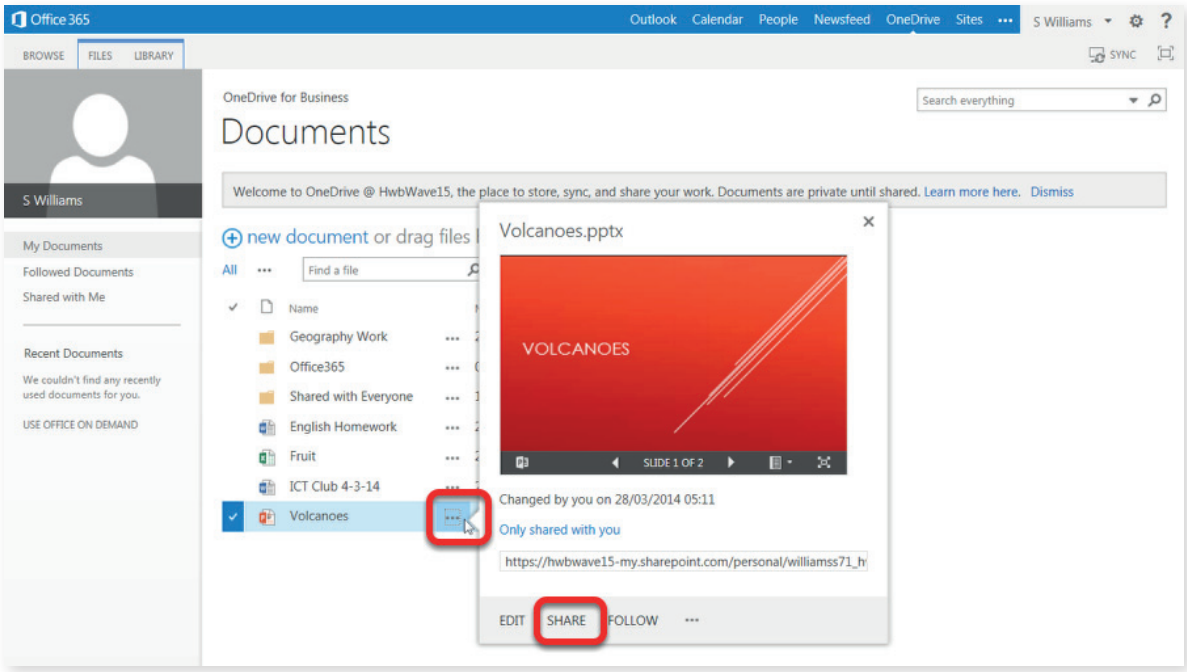
Sharing Documents and Folders

Sharing documents and folders allows you to work on a document or a folder of documents with others.

It is a much more efficient way of working when collaborating on documents, compared to e-mailing a document back and forth between several people.

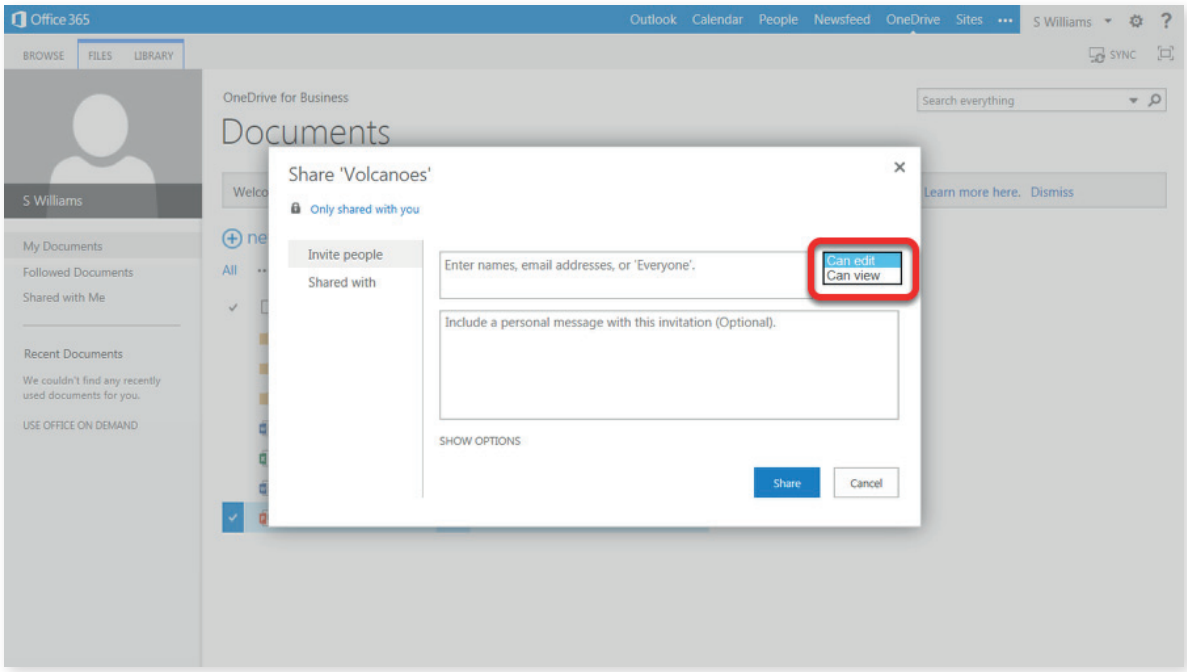
It is also useful when a document is too large to send as an attachment in an e-mail.

Please note, in the following example, we will be sharing a document. The process is the same for sharing folders.

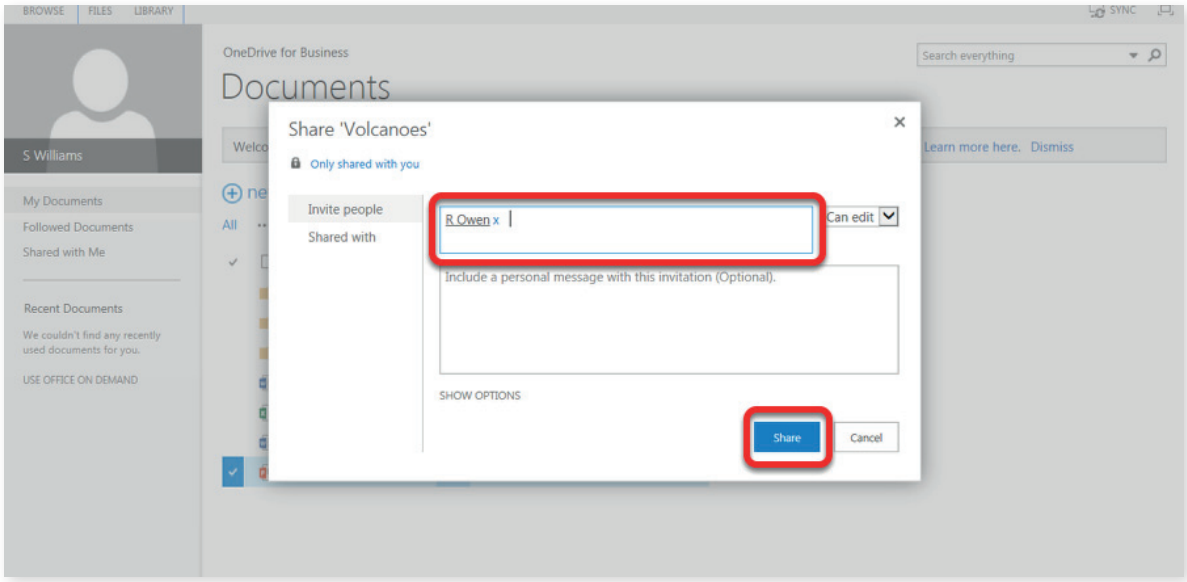


To share a document, click on **. . .** then **Share**.

You can choose whether you want the people you are going to share the document with to be able to edit the document or to only be able to view it. You can change this after.

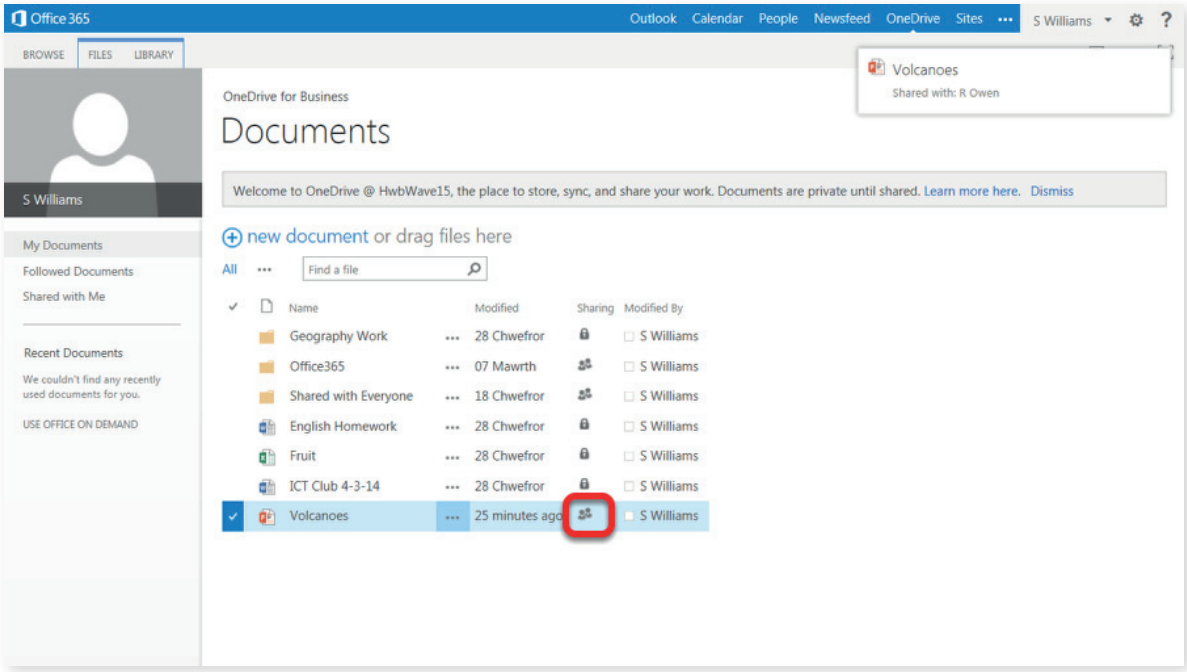


Type the name of the person or people you'd like to share with. Results will appear as you type. To confirm that you are going to select the right person, hover over the result to view their e-mail address.

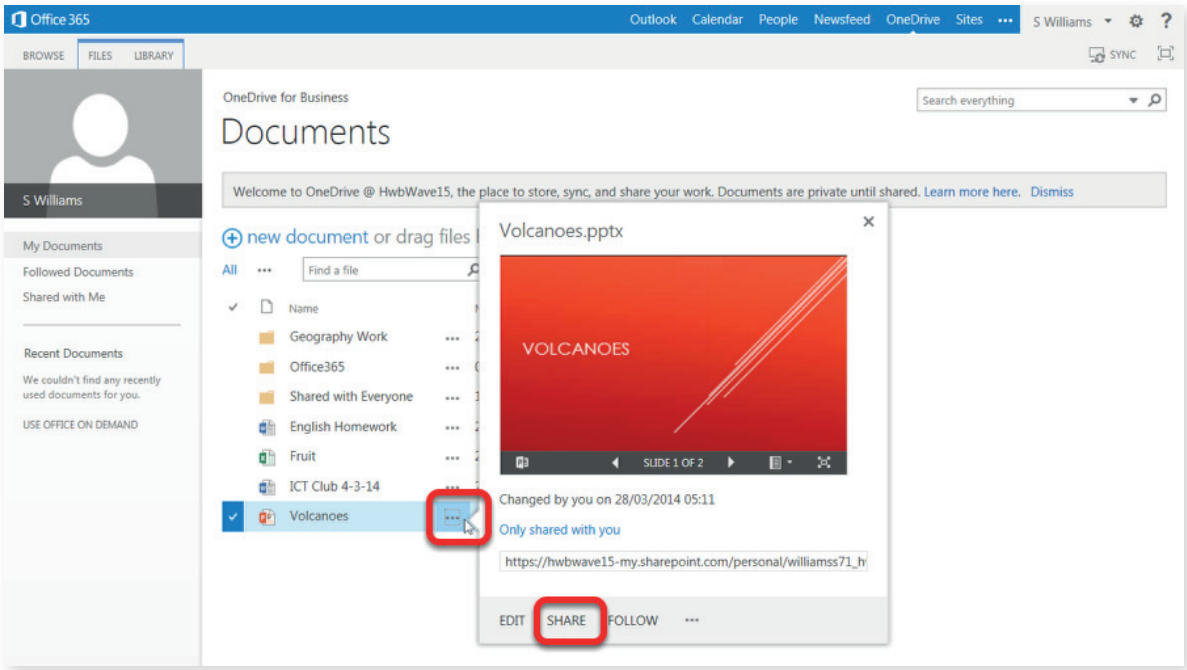


The people you choose to share the document with will receive an e-mail once you click **Share**. You can type a message which will be included in the e-mail.

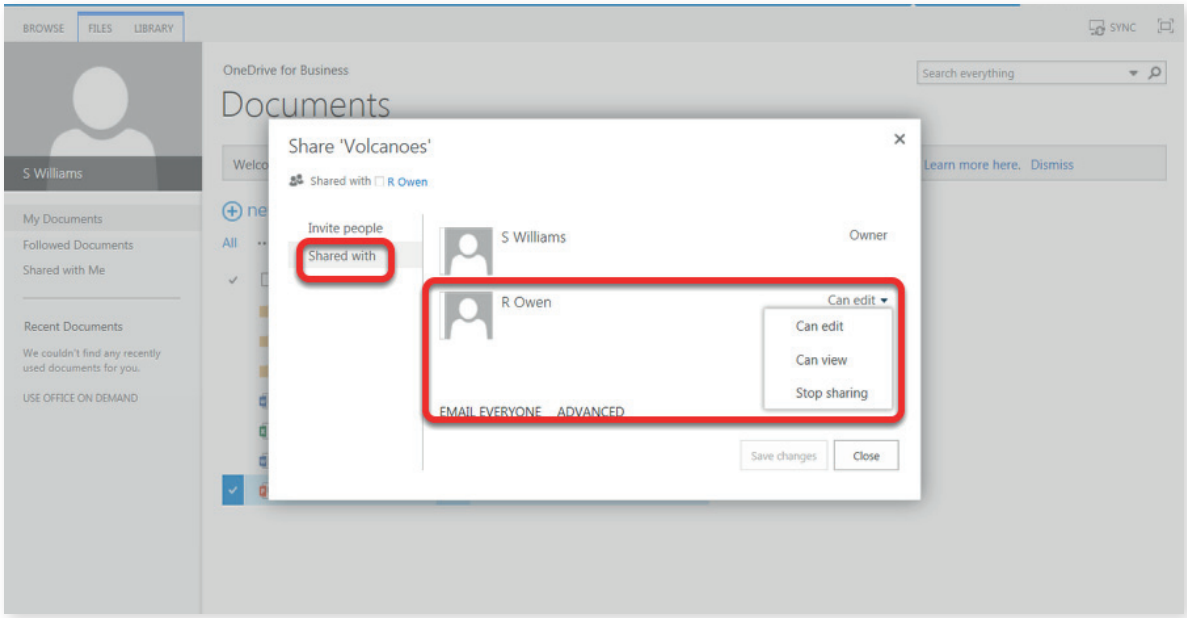
If you do not wish for an e-mail to be sent to the person, click **Show Options** where you'll find a tick box.



The icon next to the document will change from a lock to two people which indicates that the document is shared with others.



To change the permissions for a user sharing the document from **Can edit** to **Can view** or vice versa, click **. . .** then Share for the document, as before.



Click **Shared with** where you'll find the list of people you've shared the document with along with their permissions which you can change.

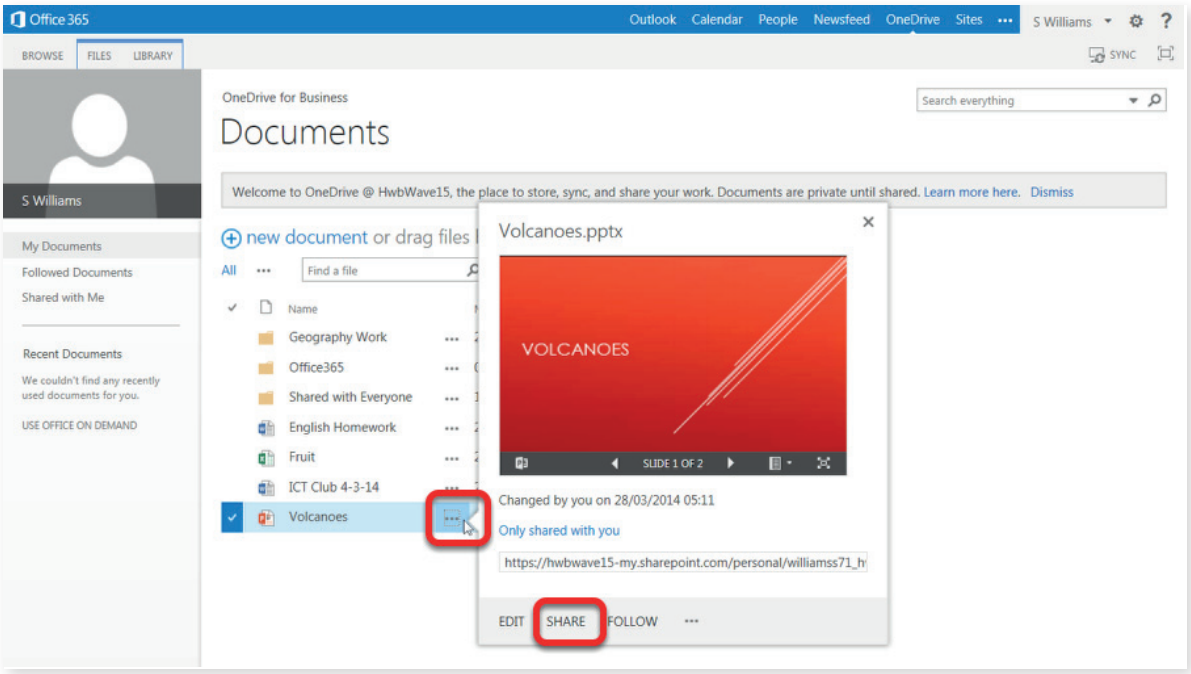
This is also where you can choose to **Stop sharing** with a person.

If you have made changes, don't forget to **Save changes**.

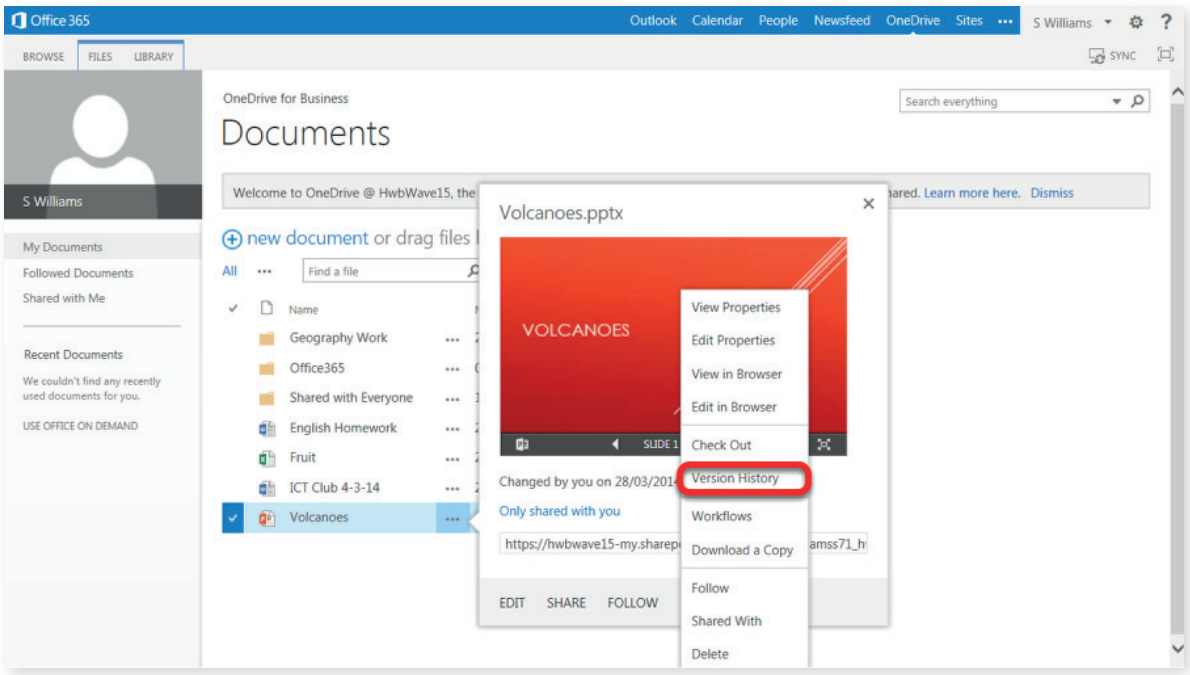
Version History

Version history is a really good feature of OneDrive. It allows you to look back through previous versions of a document without saving multiple copies. It's also a good way of knowing that you're viewing or editing the most current version of a document.

It is especially useful when working on a document with others as you can use the version history to look back at who has done what as a user's name is linked to the version that they have edited.



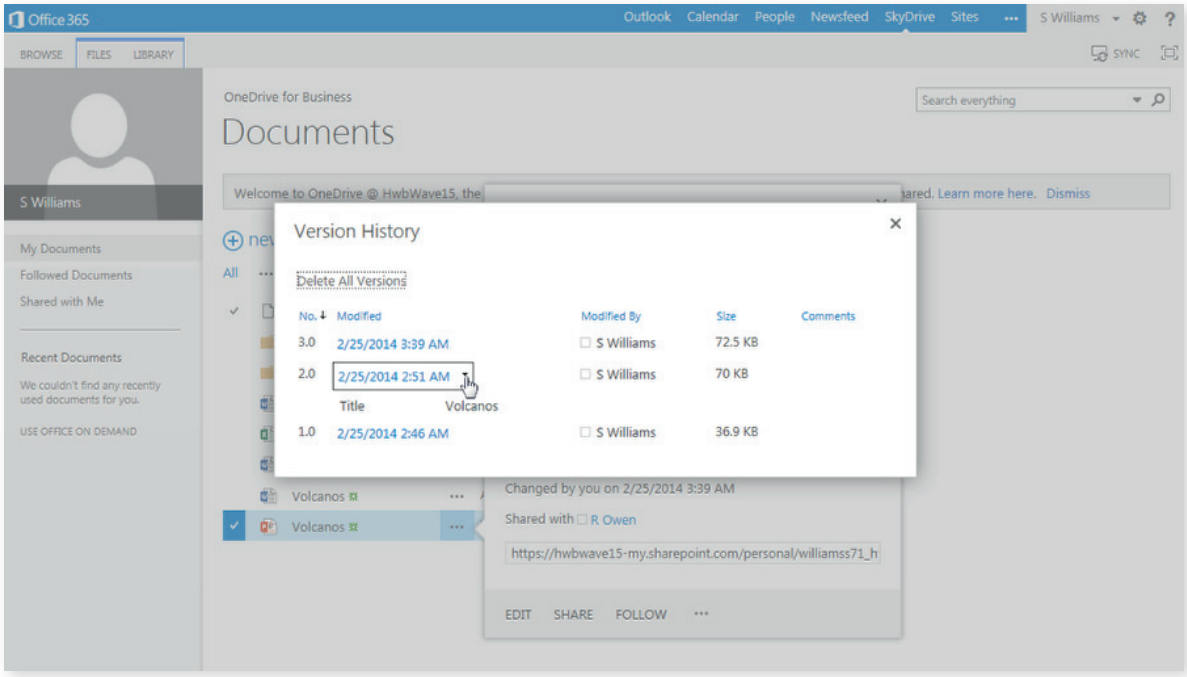
To view the version history, click . . . next to the document then . . .

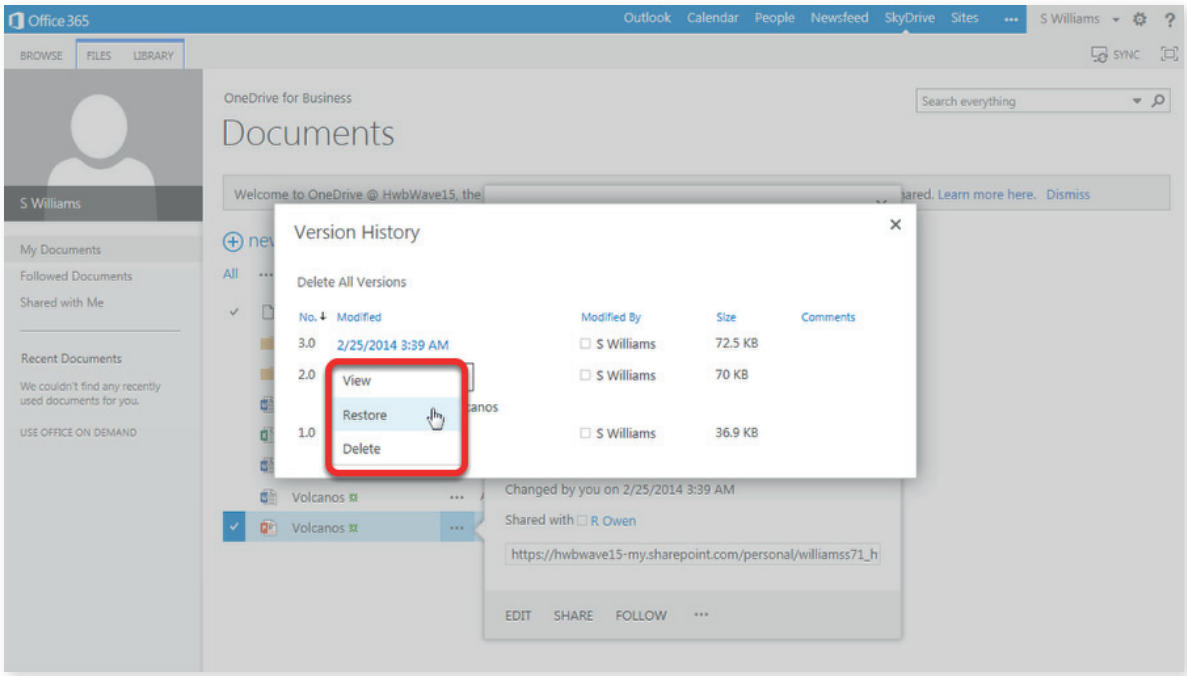


Click **Version history** from the menu.

You will see the older versions of the document, depending on how many times you've updated a document (a new document will only have one version).

Hover over a version then click the arrow that appears.





You will get the option to **view**, **restore** or **delete** the version.