Microsoft Office 365, BYOD and iPads

This document is to give an overview of how students can utilise the different ways of accessing their email, files and assignments if using the Office365 product with BYOD as well as iPads.

A student's primary device used at the College such as their own Notebook or iPad is just one resource for students to access their College emails, create and edit assignments and backup to the online storage for safe keeping.

If students have access to any alternate resource that has internet access anywhere in the world, their College Office 365 account can be accessed from a Web Browser such as Google Chrome or Internet Explorer to continue school work and email without having the need to have these applications installed.

Applications that are installed directly on tablet devices such as Word, PowerPoint and OneDrive file storage are linked to their College account after they login with their Student Email and password which enables them to access their files from anywhere in the world. They can continue to use this subscription until the leave St Scholastica's College.

This is also true for students who prefer to use Apple's alternate applications such as Pages, Keynote and iCloud file storage service which also has an online portal service for accessing files and data.

Apple iCloud service portal is at – www.iCloud.com and using the student's own **apple id and password.**

Office365 portal is at – http://www.scholastica.nsw.edu.au/portal/students.html using their **College email and password.** *(A direct link is also available on our College website on any page where you see the "Webmail" button at the bottom).*

These portals allows students to start work such as an assessment on the iPad at school, then continue to access those files from home, library or even a friend's house on any device available to finish or continue to edit. They can even print at that location so there is no need to email documents from school to home and back again. Students can also create work on these computers and then access back on the iPad or device at the College.

The Office365 portal when used in a Web browser also provides students with all the office applications such as Word, Excel, PowerPoint and OneNote online, so any device the student uses does not need it to have this software installed.

What does the College *Office 365* offer?

Create documents in *Word*, *PowerPoint*, *Excel*, and *OneNote*, save to the cloud with *"OneDrive Cloud storage"*, and edit in real time using *Office Online*.

Sign in to *Office apps*, and your documents, preferences, and other settings follow you across your computer, tablet, phone, and also online, so you can always pick up where you left off.
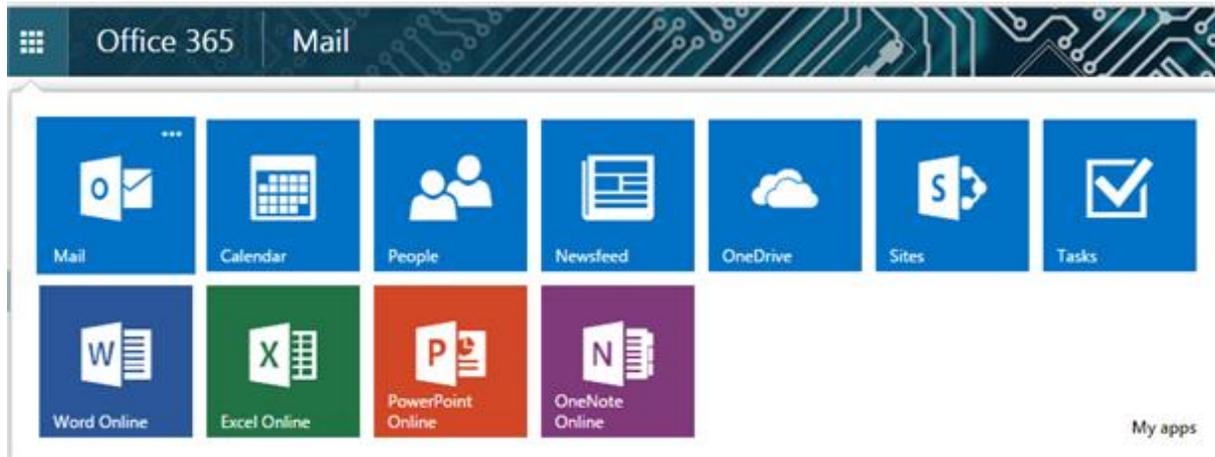

What is *"OneDrive Cloud Storage"*?

The new "OneDrive Cloud Storage app" provides the online storage of Microsoft document when using it from an iPad. Anything saved in this app is automatically accessible on other devices as explained previously.

Some of the new Features of the new OneDrive Cloud Storage app –

- You can rename folders
- You can rename files
- You can move files from folder to folder
- You can "Open the recycle bin" and restore deleted files or folders
- You can view the size of the file (making it easier to send to the printer)
- *Just make sure when opening the OneDrive cloud app that you sign to the "OneDrive for Business" button. See the next image*
- If you also have a personal OneDrive account normally created if you use Hotmail service, you can also add that account to the app for easy access.
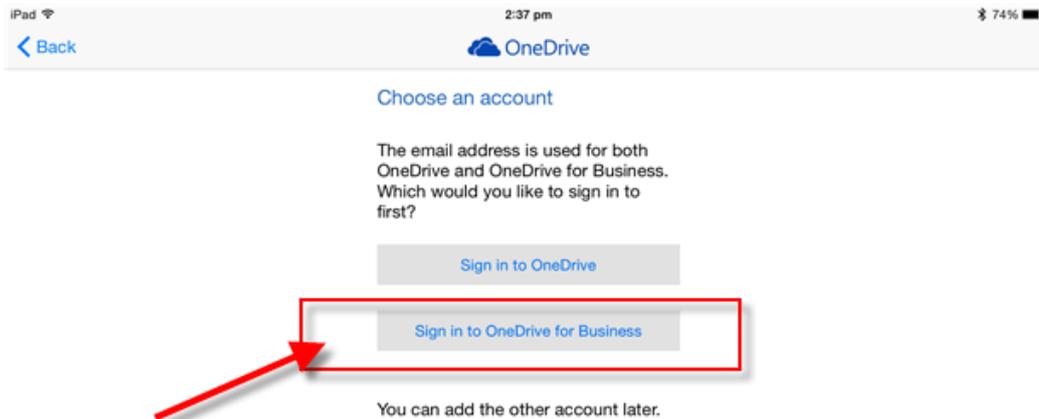
How to install office apps on your Tablet

1. *The Microsoft apps are Free and your College email and password activates it.*
2. Microsoft apps are available from the Apple App store or Google Play store
3. If you are in Year 7 or 8, because your device is enrolled in our System, you can install from the "Absolute App" icon, install any of the apps in the list *Word*, *Excel*, *PowerPoint*, and *"OneDrive Cloud storage"*
4. You will need to sign in with your Schols email address and password to activate these products and link your iPad with the online portal.
5. Students, if you have any problems please don't hesitate to visit the IT office in the Library
6. We have further information in the "Absolute Safe" app under the IT Information selection which includes short videos and other documents explanations.

Updated Wednesday, 13 May 2015

How to install office on BYO Notebook

Students still using current College Toshiba notebook please do not install as it will not work and may corrupt your software. This is for students who have joined the BYO program

1. Log in to the Office 365 portal with you College Email and Password

2. Click the Settings icon top right hand corner
3. Then Select Office 365 Settings
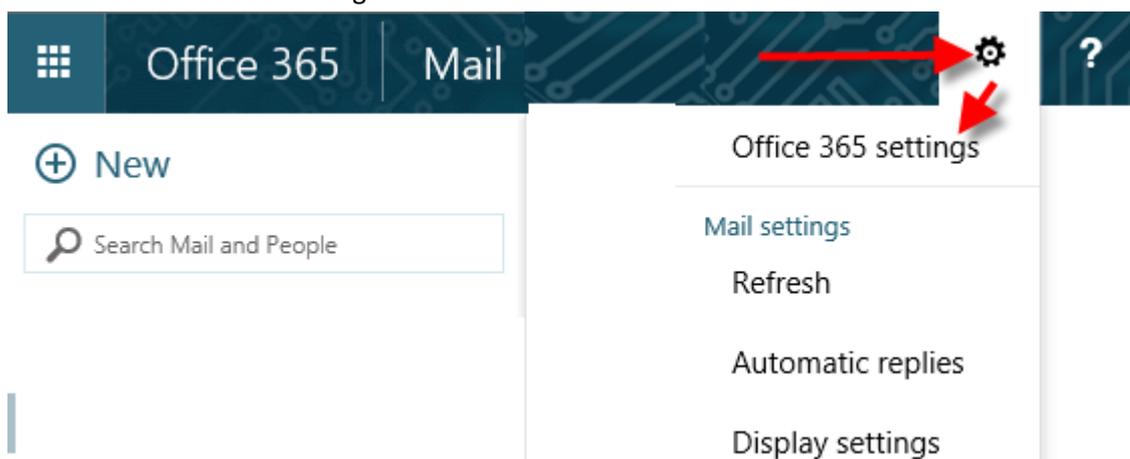
4.
5. Select Software on the left hand side menu
6. Install the products as per instructions.

How to use *Office online* on any device

1. Log in to the Office 365 portal with you College Email and Password

2. Select the "App button" tab from the toolbar along the top of the window

3. Select OneDrive

4. Open an existing document or Choose *New Document*

5. *You can also access e Mail and office applications from here as well.*

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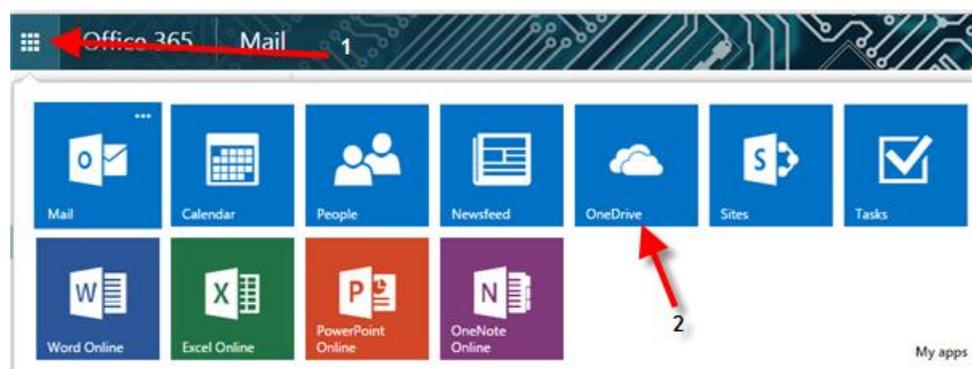
Printing from your BYO Device at School

The College printing system allows you to email Word or PDF documents from any device that you have logged into using your College email address. Students don't need to stand next to the printer to send the print job, you can send from any location outside inside or outside the College. The print job remains on the printer queue for 18 hours – after that time it is automatically deleted and you will need to resend it.

A couple of important points

- Make sure your document <u>page size</u> is set properly before you begin your assignment
- The College printers only use A4 or A3 paper.
- The best file format is PDF, these appear to work best. Both Word and Apple pages allows you to export or save as PDF for sending.
- If you send a document with a page size other than A3 or A4, it will be rejected
- ***You can only email documents for printing from your College email address, personal email such as Hotmail or Gmail will be rejected for security reasons***

1. Email your document as an attachment to **print@scholastica.nsw.edu.au**
   (from an iPad, send using the **<u>share</u>** button inside the app where you're working)
   - PDF, Microsoft Word, and PowerPoint documents only
   - File size is limited to 25MB (this is by Microsoft's email system)
   - If it is bigger than 25MB, you will need to split the document up.
   - To print a picture, it is best if you insert it in a document and send as an attachment
2. At one of the library printers, tap in with your card and print your job
   - If you want to print on both sides or in black and white, select your job and tap the on-screen options button to make your choices

Storage & Back-Ups

Sometimes devices do fail and sometimes we fail to back up our work. You are encouraged to use your personal space in *"OneDrive Cloud Storage",* and with 1TB for each student this offers ample storage. These measures will help prevent data loss in case of computer failure or accidental user error. The OneDrive Cloud Storage app also provides a recycle bin in case you want to restore deleted files if you saved them online

Important: When students are using iPad apps such as Word, make sure you are saving that work to your OneDrive cloud storage location, this will make sure it is backed up off the iPad for safe keeping.

If you save them directly to the iPad as the next image shows, files can be lost if you delete the app or some other issue happens with the iPad.

Students can save copy of documents directly to the iPad to work offline (without internet access or Wi-Fi) but should ensure they copy it back to the OneDrive storage as soon as possible for backup.

Also with iPads, check that under Settings - iCloud option, it is logged in with your apple id and password and backups are turned on for other app documents and settings.