

Getting Started with Office 365
A Guide by Beauchamps High School

What would you like to do?

[I want to log on to Office 365](#)

[I need to set my time zone](#)

[I want to set up my OneDrive](#)

[How do I return back to Office 365?](#)

[I want to create a new Word, Excel or PowerPoint document](#)

[I want to rename a document; it's just called document!](#)

[To save a document in Office 365 and see a previous version and delete](#)

[Can I store other things on my OneDrive?](#)

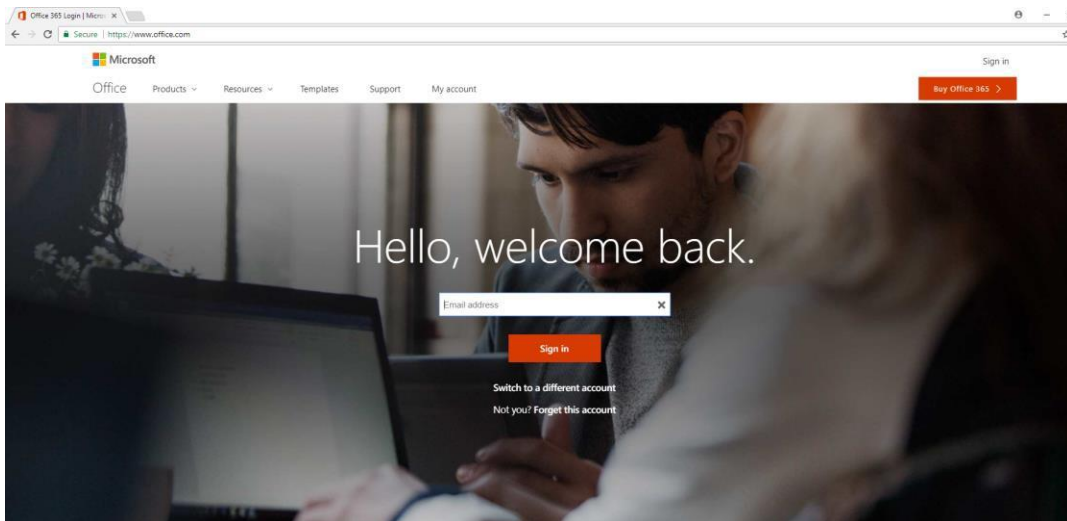
[I want to install the full Office suite onto my PC or Mac](#)

[I want to deactivate the full Office suite on one of my machines as I no longer have the device](#)

Solutions

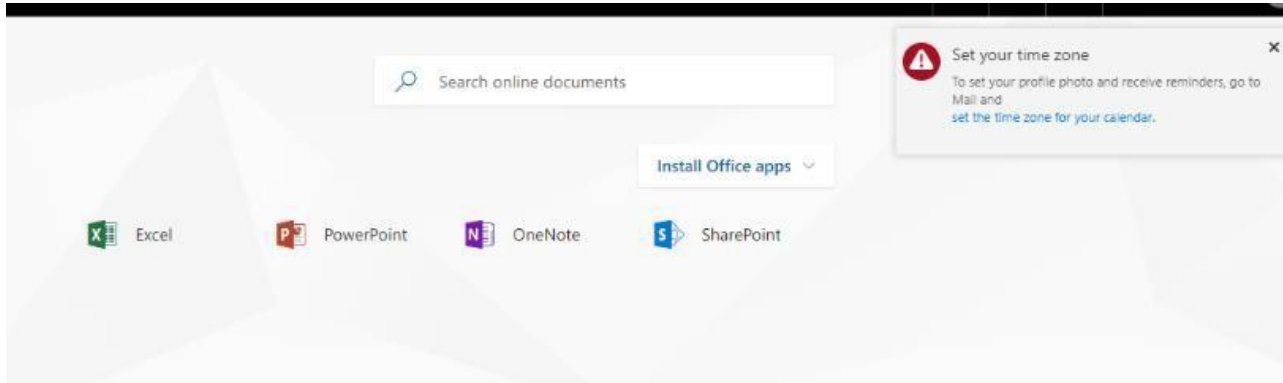
To log on to Office 365

- Visit <http://www.beauchamps.essex.sch.uk/> and click on the Office 365 link in the link area at the bottom of the site. This will then take you to the Beauchamps High School's office 365 log on site. Input your username (School one) in the style of which is username@beauchamps.essex.sch.uk and password as you would normally do in the school's PC's.
- Or visit <http://login.microsoftonline.com> enter your school email address which is your username@beauchamps.essex.sch.uk, you will then be redirected to Beauchamps High School's login site, you may notice it has brought your email address for you. Input your password and click or press Login to proceed. You will then be logged into Office 365

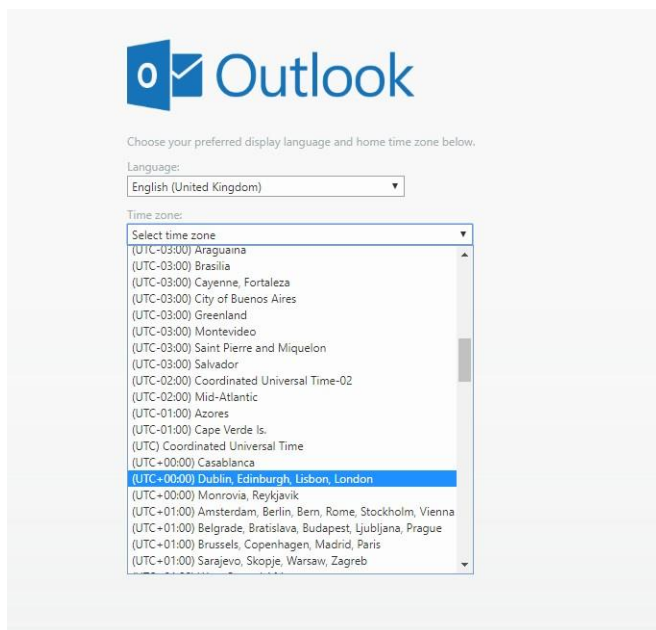


To set up your time zone

When you log into your account it will ask you to set your time zone

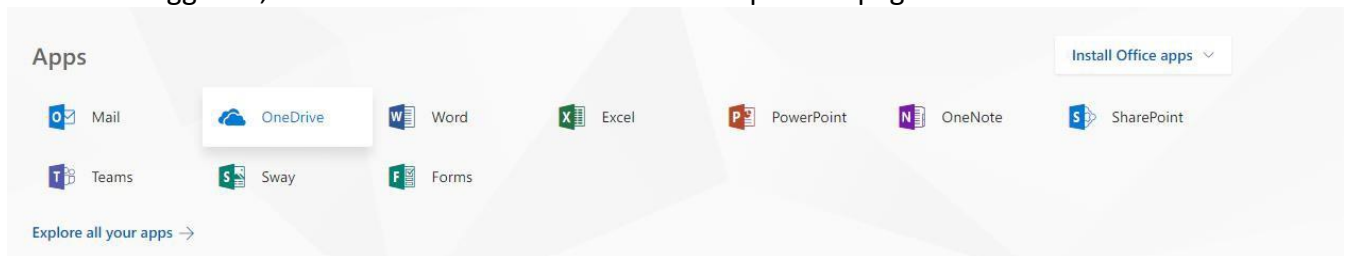


To do this click on the blue section and set it for English Uk and then time zone Dublin, Edinburg, Lisbon, London



To set up your OneDrive

- Once logged in, click on OneDrive in the bar at the top of the page



- A page will be displayed which says 'Welcome to OneDrive for Business – One place for all your work files' click or press Next

Securely store and share files

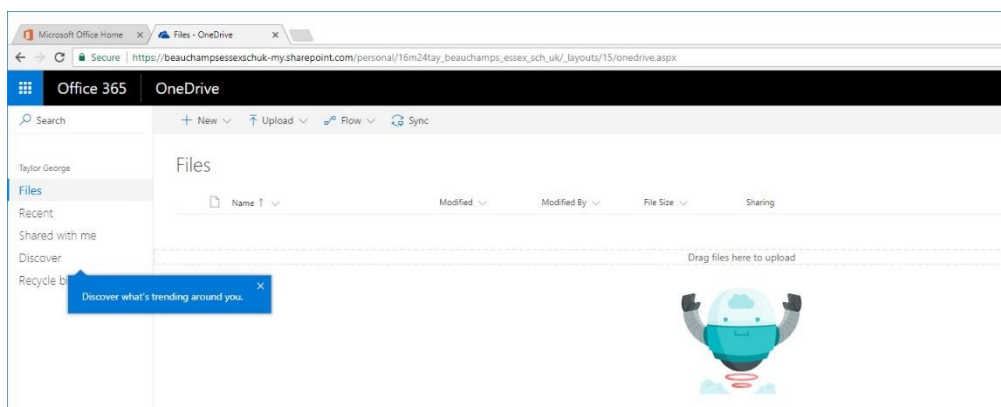


Invite others to view or edit any files you choose.

Your files and folders are private until you share them.

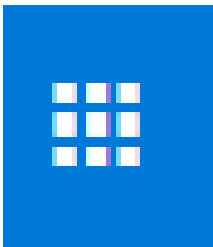
Your OneDrive is ready →

- You will then be taken to the documents section of your OneDrive, from here you can begin to create, upload and manage documents

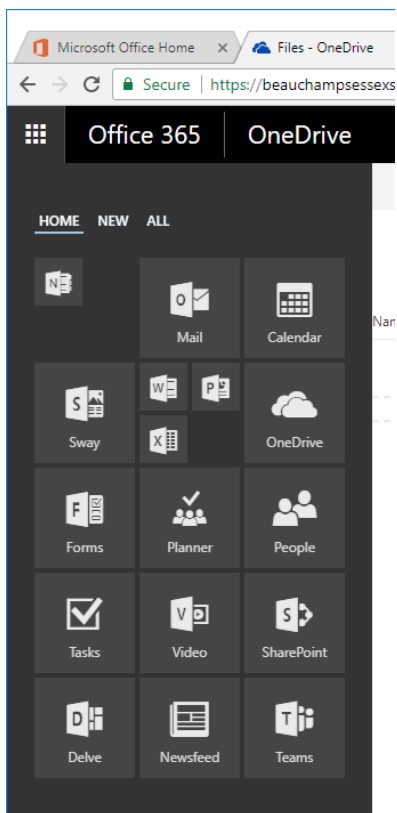


How do I go back to office 365 menu

- On the top left you will see a box with 9 dots



- Once pressed it will bring a drop down box with all features.

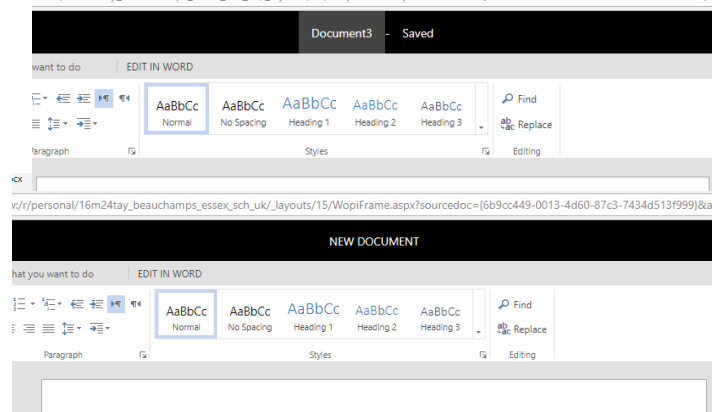


To create a new Word, PowerPoint or Excel Document on Office 365

- Once you have logged in and set up your OneDrive and are in the Documents section, click or press the + new button and select the document type you require.

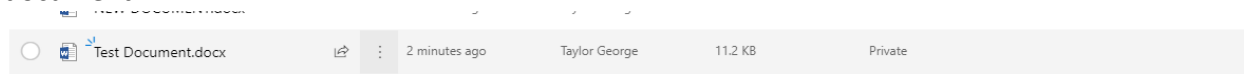
To rename a document in Office 365

- If you have just clicked or pressed the + new document button and it has opened in word, excel or PowerPoint online you will notice at the top of the document it's called something like 'document', to change the name to something more meaningful simply click or press on the title at the top of the document and enter your own document name.

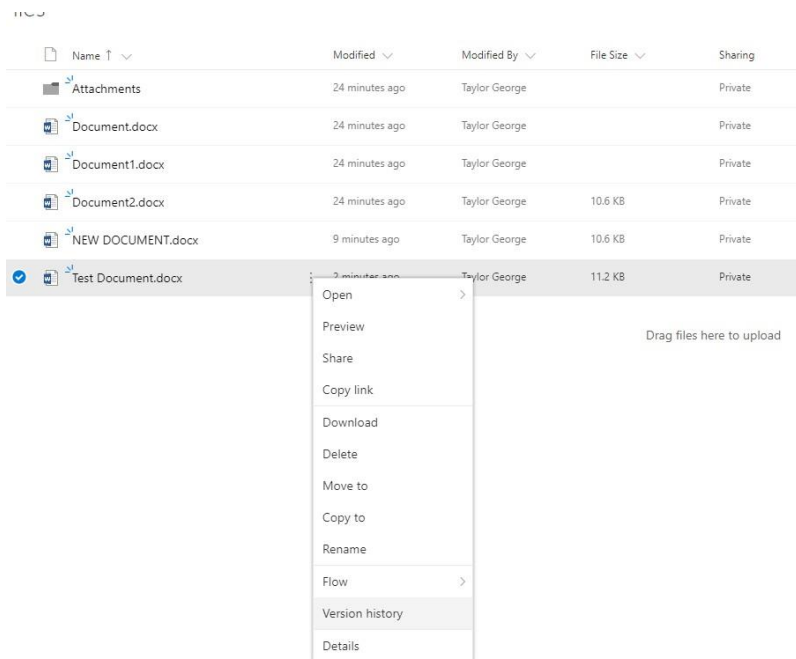


To save a document in Office 365 and see a previous version and delete

- When editing in Word, Excel or PowerPoint online the document automatically saves as you are working.
- To delete a document click on it then press delete
- To see previous versions of your document, click on one drive and hover over your document



- You will see 3 dots and if you right click on this it will bring up a menu



- If you then click on version history it will bring up all the previous histories. By clicking on one you can revert back to it.

Version History

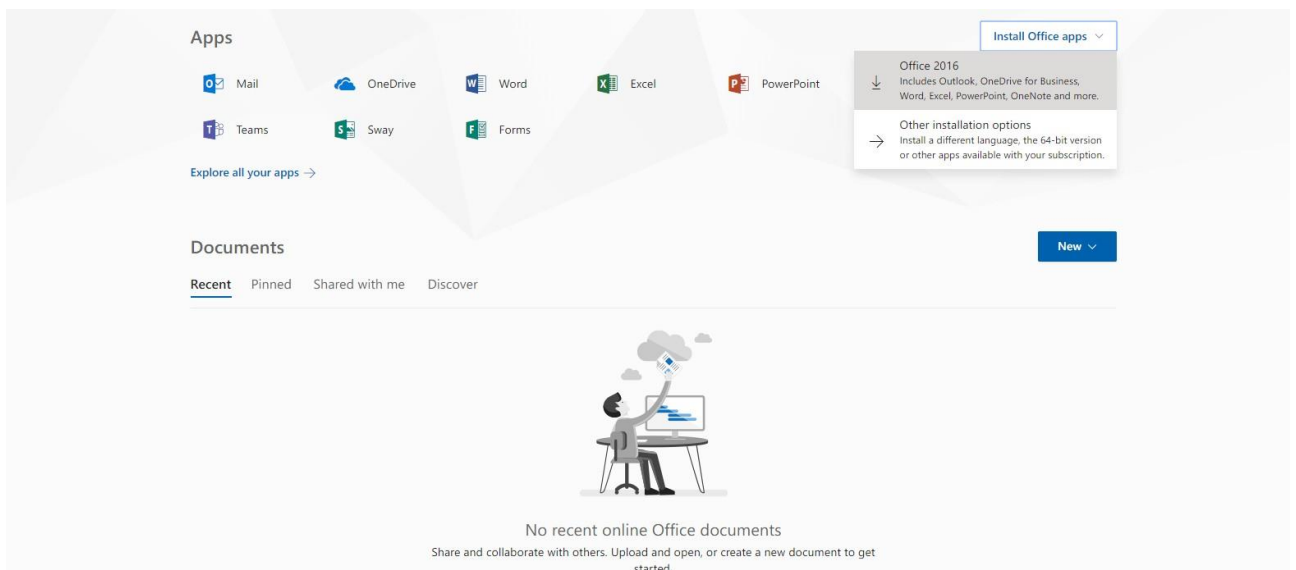
Version	Modified Date
3.0	12/18/2017 7:44 AM
2.0	12/18/2017 7:44 AM
1.0	12/18/2017 7:38 AM

Can I store other things on my OneDrive?

- Think of OneDrive as a USB memory stick, you can indeed store more than just office documents
- For a list of file types that you **can't** store on OneDrive please look [here](#)
- Everything else you **can** store on OneDrive

To install the full suite of Office 2013 for PC or Office 2011 for Mac

- You will need access Office 365 on a compatible PC, laptop or Mac
- Login to Office 365
- On the welcome page use the install On a PC or Mac link
- If you don't see the welcome page click on the words Office 365 in the top left of the page
- Follow the setup procedure to install the full Office suite to your machine
- **Please note: you are entitled to install Office onto up to 5 Windows PCs / Laptops or Macs – Once installed you will need to add your Office 365 account as a place, to do this take a look at [this](#) section**



I don't have one of my computers anymore and need to revoke the license for
Office installed on that device

- Login to Office 365
- Click or press the cog symbol in the top right hand corner of the Office 365 site and click or press Office 365 Settings
- Select Software on the left hand side of the site
- Select Office on the left hand side of the next page
- Underneath where it says 'Manage Installs' click deactivate next to the machine name of the device you wish to deactivate