

Introduction

Office 365 is a collection of Microsoft software, including email, cloud storage (OneDrive) and online versions of Office applications (Word, Excel, PowerPoint etc) available anywhere you can get on the internet. You can use the Office 365 applications as an alternative Painsley@Home.

The OneDrive cloud storage gives each student access 1TB (=1000GB!) of personal storage. **HOW YOU USE THIS SPACE IS VERY IMPORTANT.**

OneDrive IS NOT FOR COURSEWORK! This is because the IT technicians cannot restore work if it gets deleted permanently from OneDrive. Continue to save any coursework you are doing to your Painsley Work Area. What OneDrive is useful for is as an alternative to carrying around a USB pen drive which get easily lost or damaged or fail unexpectedly. Any work you do in Office 365 applications will be saved to OneDrive by default but you can download from OneDrive to your work area or the handin area.

Log in to Office 365



The screenshot shows a web browser window with the URL <http://www.painsley.co.uk/>. The page header features the Painsley Catholic College logo, which includes a shield with a cross and the motto "KNOW YOURSELF". The main title is "Painsley Catholic College" with the subtitle "SPECIALIST SCIENCE COLLEGE" and "SPECIALIST MATHS & COMPUTING".

The navigation menu is located below the header and includes the following items: Home, About Us, Curriculum, Parent & Student, Spiritual Life, Contact the School, and Secure Areas. The "Secure Areas" menu item is circled in red.

The "Secure Areas" dropdown menu is open, showing the following options: Painsley@Home, Painsley Webmail, Painsley VLE, Show My Homework, Sign-in to Office 365, Web Print @ Painsley, Director's Area, and Professional Development System. The "Sign-in to Office 365" option is circled in red.

In the background, there is a red banner with a photograph of a teacher and a student working together. The text on the banner reads "Parent & Student Support" and "Curriculum Assessment Frameworks, How can I help my child learn, Exam time-tables...". A "Read More" button is visible at the bottom right of the banner.

Browser address bar: <https://login.mic...> Sign in to your account



Grid of connection buttons:

- Łączyć
- Connecte
- 连接
- Ligue
- Connect
- تواصل
- Verbinden
- つなぐ
- Yhdistä
- povezati
- להתחבר

Office 365

Type your Painsley e-mail address in. When you click into the Password box it will take you to a new sign-on page.

Work or school, or personal Microsoft account

Keep me signed in

[Can't access your account?](#)

Don't have an account assigned by your work or school?
[Sign in with a Microsoft account](#)

https://fs.painsley.st... Sign In

Painsley Catholic College

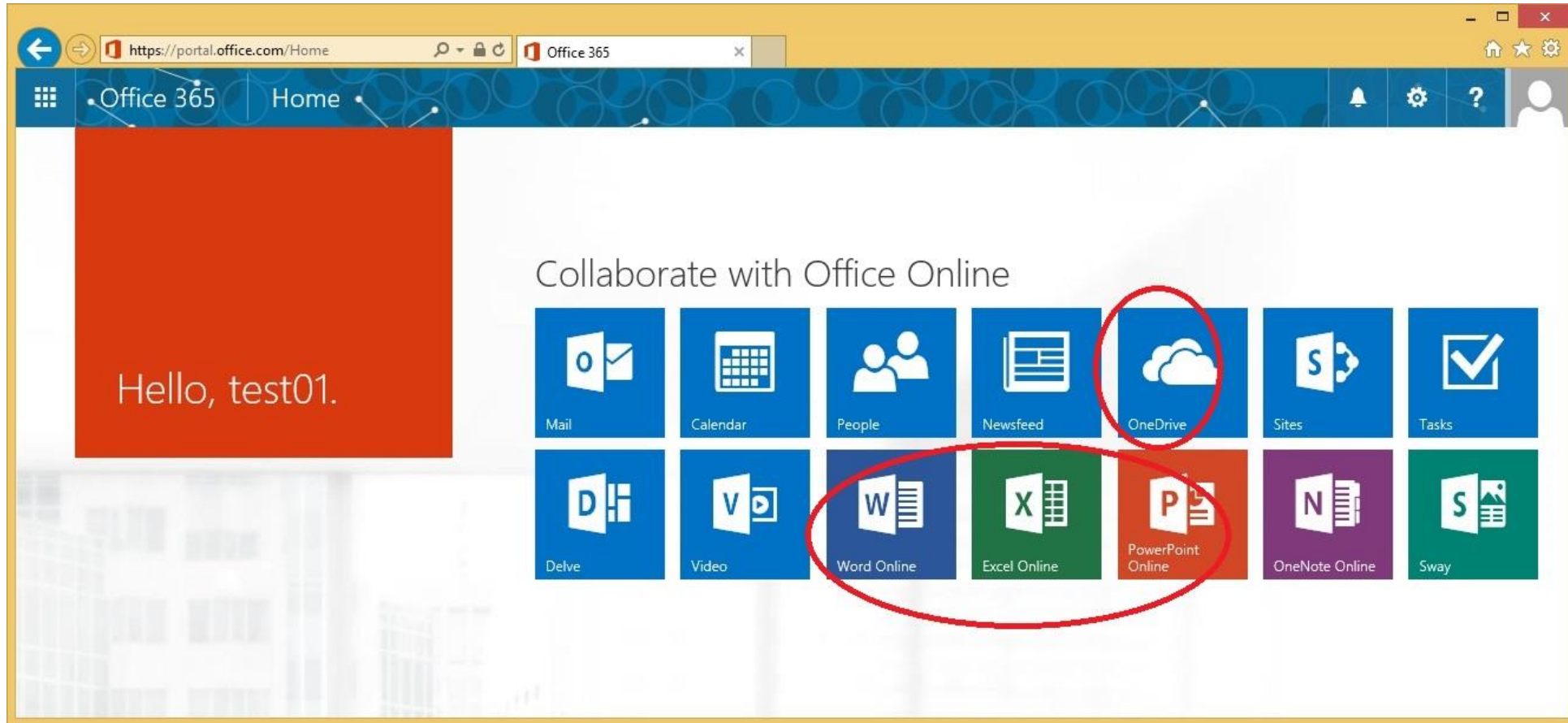
Sign in with your organizational account

Sign in

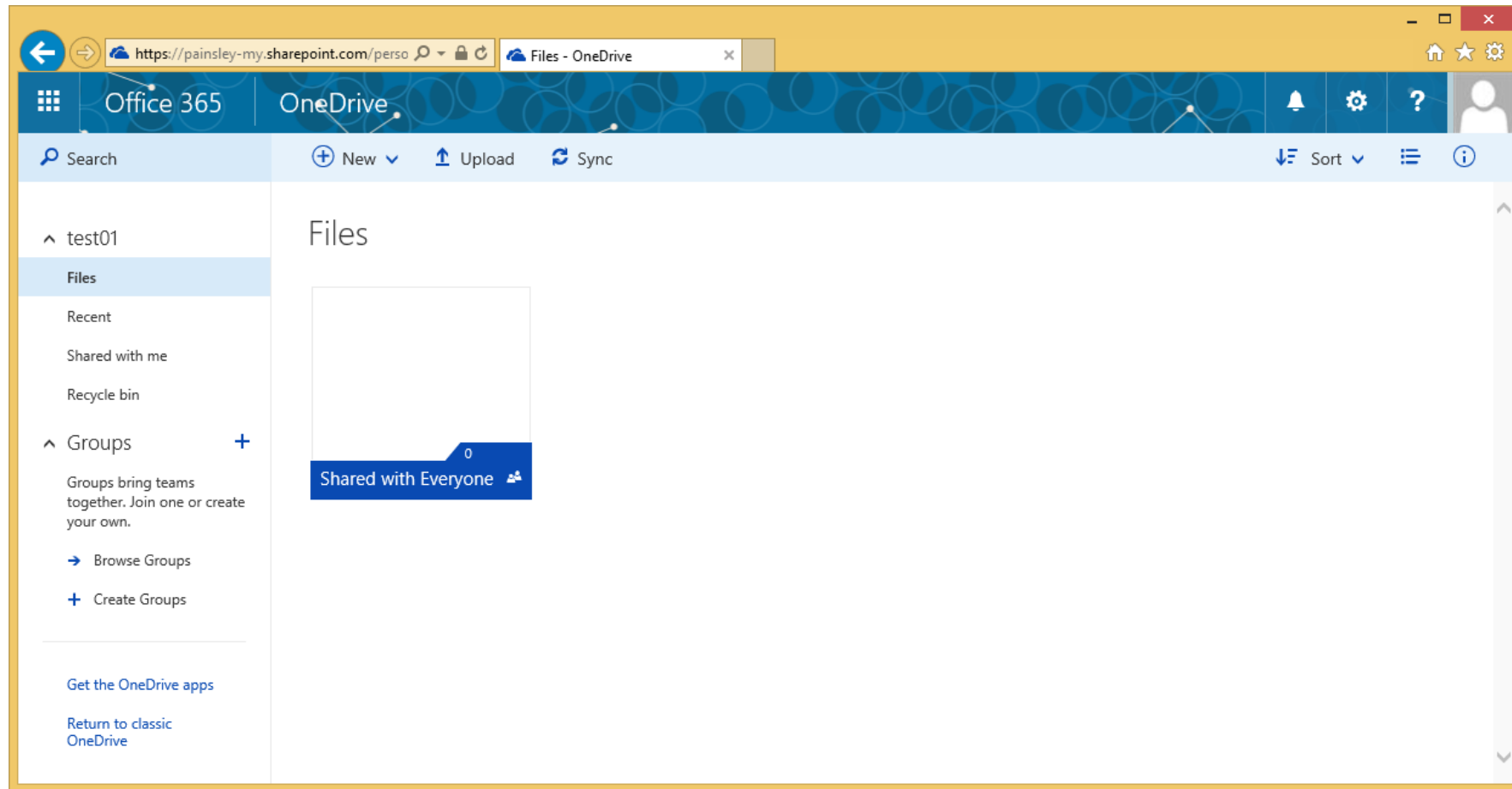
Enter your e-mail address and password (use your school password) and click "Sign in"

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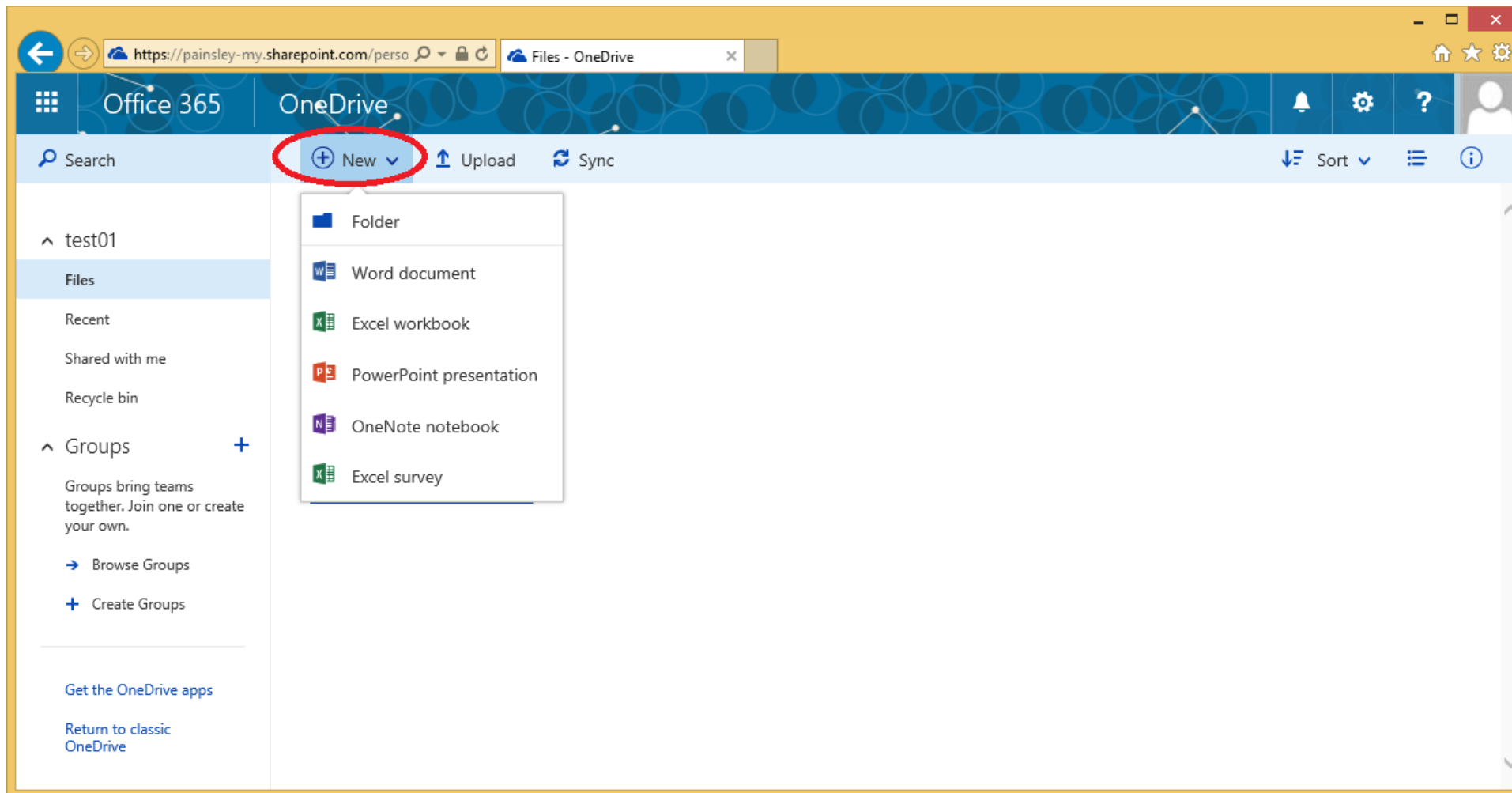
You will now see the Home page.



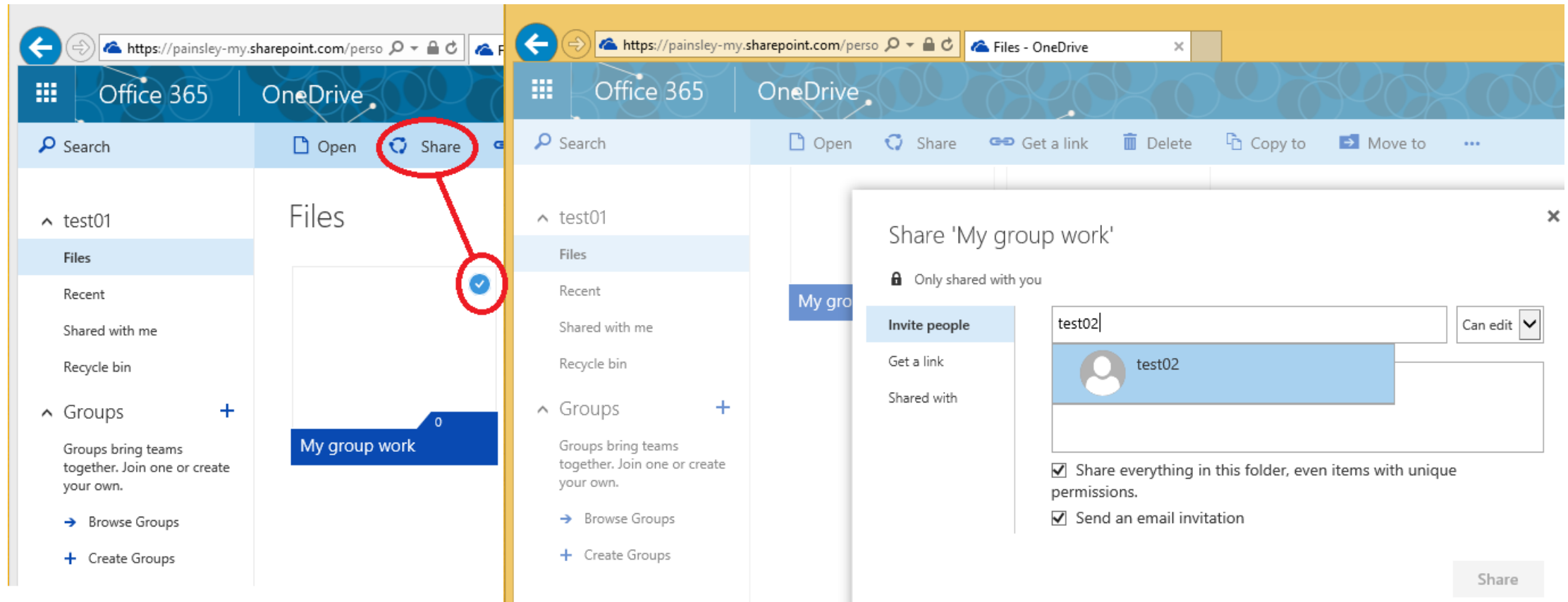
In the default OneDrive view everyone will see a “Shared with Everyone” folder. Everyone at Painsley can see the contents of this folder!



Create your own folders and/or upload files.



A useful feature of OneDrive is the ability to share files with other students and teachers. Tick a folder in the top right as shown below and Share. Invitations to the shared folder will be sent by e-mail to the people you chose to invite.



Recycle bin. Deleted files and folders go in the Recycle Bin. They will be there for 93 days. You can restore deleted items from the Recycle Bin.

The screenshot shows the OneDrive interface. In the left sidebar, the 'Recycle bin' option is circled in red. A pop-up window titled 'Recycle bin' is open, showing a table of deleted items. The table has columns for Type, Name, Original Location, Deleted By, Created By, Deleted, and Size. One item is listed: 'My group work' with original location '/personal/test01_painsley_staffs_sch_uk/Documents', deleted by 'test01', created by 'test01', deleted on '3/14/2016 7:25 AM', and size '< 1 KB'. The pop-up window also includes buttons for 'Restore Selection', 'Delete Selection', and 'Empty Recycle Bin', and a link to the 'second-stage recycle bin'.

Type	Name	Original Location	Deleted By	Created By	Deleted↓	Size
<input type="checkbox"/>	My group work	/personal/test01_painsley_staffs_sch_uk/Documents	<input type="checkbox"/> test01	<input type="checkbox"/> test01	3/14/2016 7:25 AM	< 1 KB