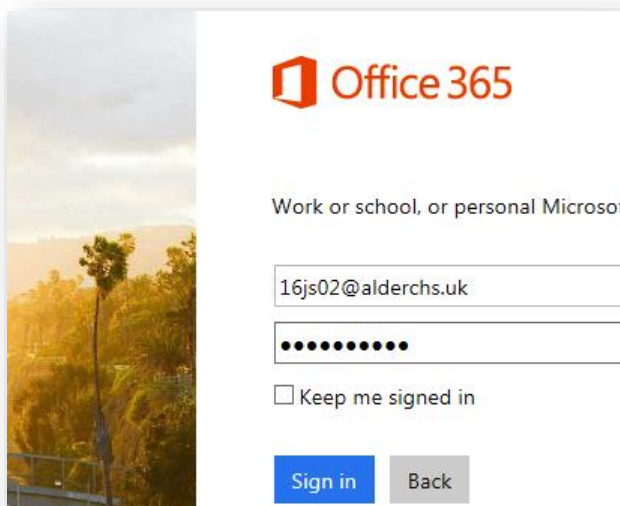
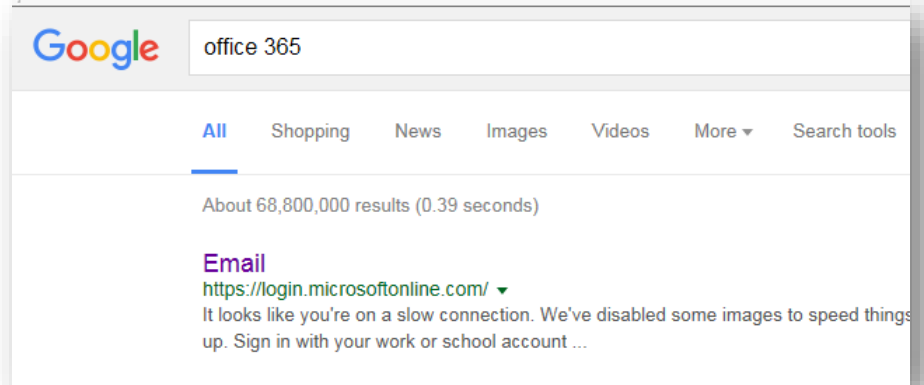


# Office365 Access



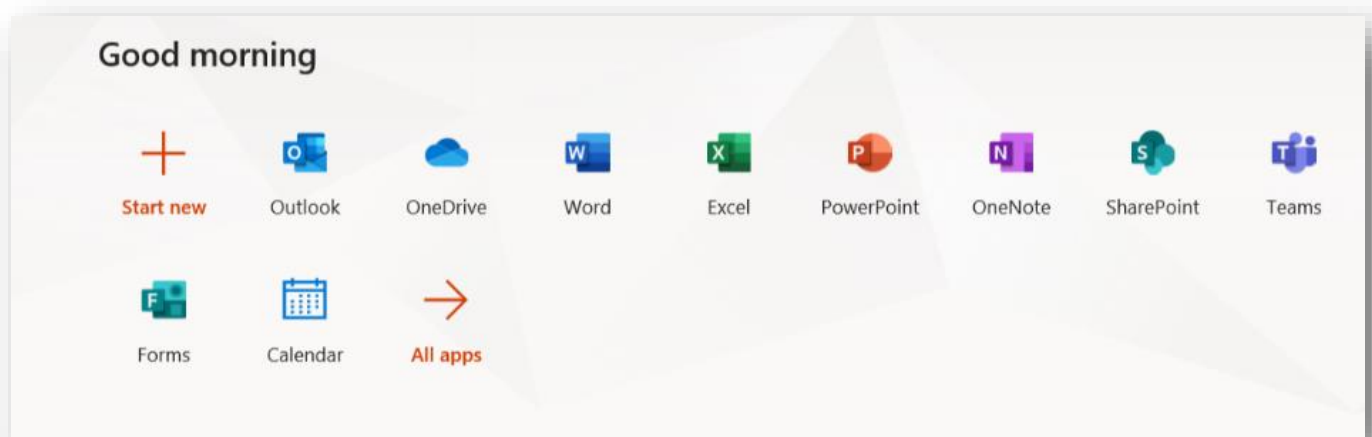
All students have an account on Office 365. To access the accounts you need to open the Office 365 login screen – this can be easily accessed via a Google search.



Your username is simply your school username followed by @alderchs.uk.

Eg 16js02@alderchs.uk

Once logged in you can access a range of apps including email the Microsoft Office Suite. You can store your files online on One Drive.

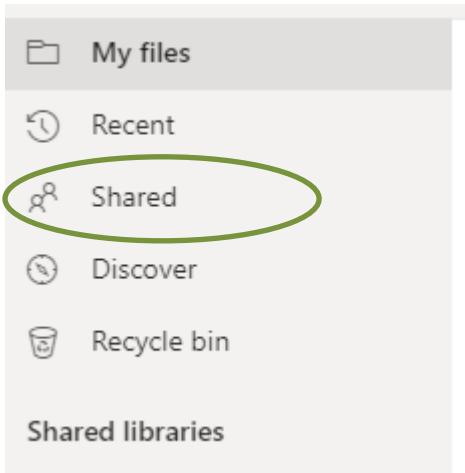


Click on the OneDrive icon.

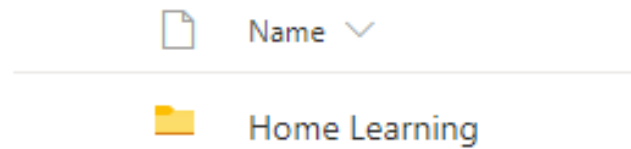


On OneDrive in the top left corner.  
Click on Shared

Once you are on the Shared area,  
you will find a Home Learning  
folder. Click on this

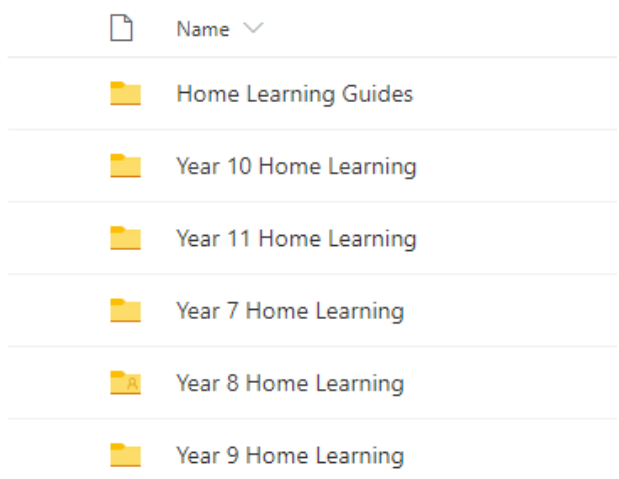













## Shared with you



Within the Home Learning  
folder, you will find a Home  
Learning Guides folder and a  
folder for each year group






Files > Home Learning











 Name
 Email Access.docx
 Using Doodle for Students.pdf
 Using Doodle.docx
 <a href="#">Using Doodle.pdf</a>
 <a href="#">Using Office 365 for Students.docx</a>
 <a href="#">Using Office 365 for Students.pdf</a>
 Using OneDrive.docx
 Using Seneca Learning for Students.docx
 Using Seneca Learning for Students.pdf
 Using Seneca Learning.pdf

Click on the Home Learning Guides folder. There you will find links to instructions on how to access different resources.

In each Year group folder, you will find a subject folder's

 Name
 Yr 11 Art
 Yr 11 Business
 <a href="#">Yr 11 Careers</a>
 Yr 11 Citizenship

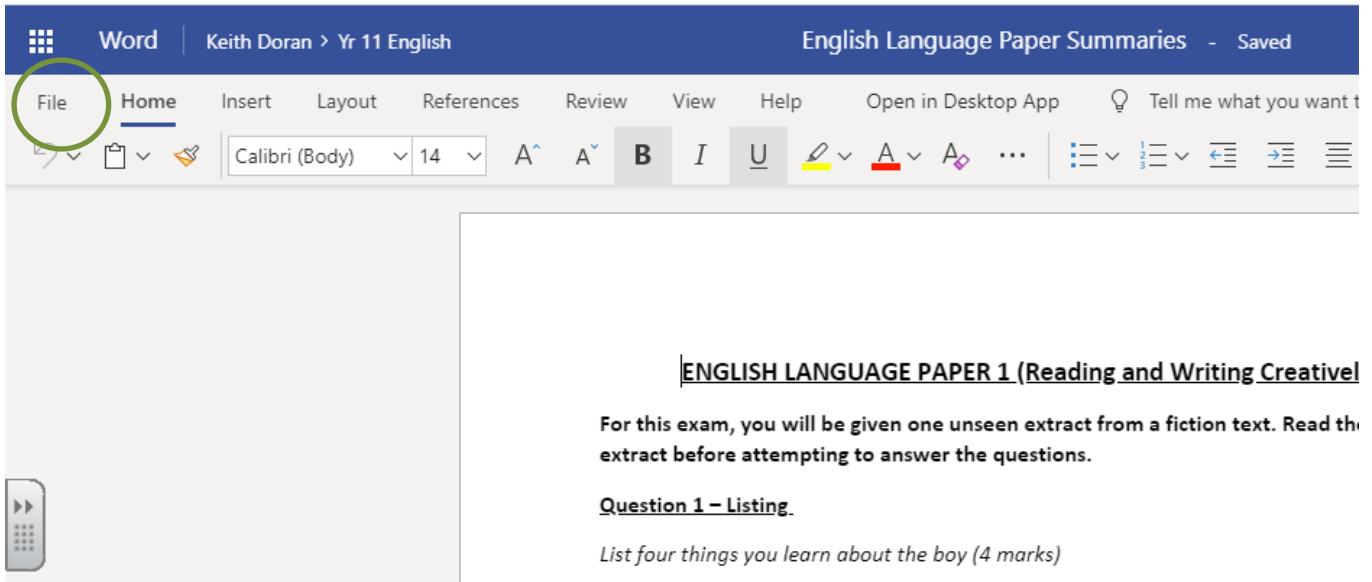
Files > Home Learning > Year 11 Home Learning

 Name
 <a href="#">English Language Paper Summaries.docx</a>
 <a href="#">Frankenstein Exam Question PAGE 14 ONLY...</a>
 <a href="#">Frankenstein Revision Booklet.docx</a>
 <a href="#">Paper 1 Insert.pdf</a>
 <a href="#">Paper 1.pdf</a>
 <a href="#">Paper 2 Insert.pdf</a>
 <a href="#">Paper 2.pdf</a>

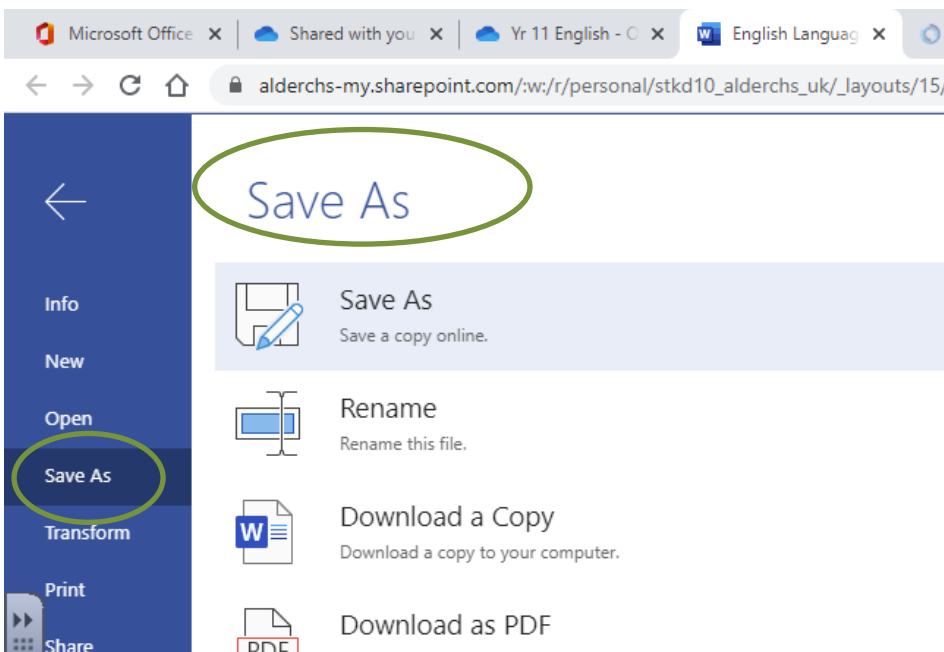
Each subject folder will have links to work provided.

Click on a piece of work and it will automatically open up in Outlook Microsoft. To be able to type on work sheets, you must save the document in your own are first.

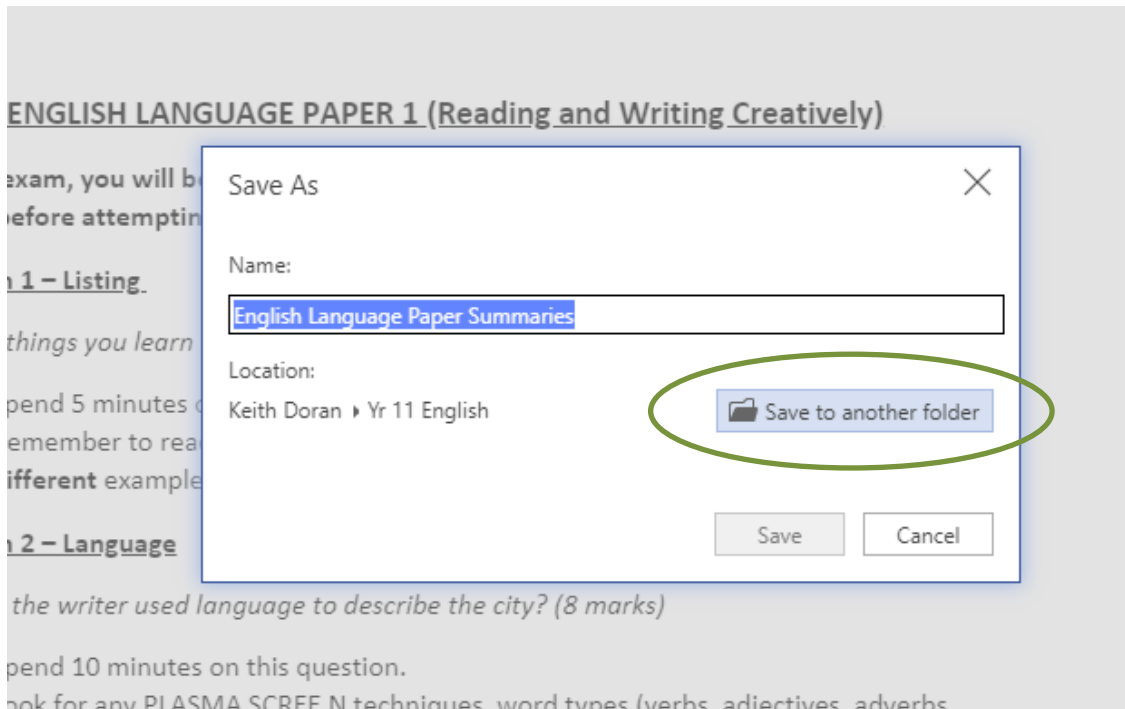
Top left corner, click File:



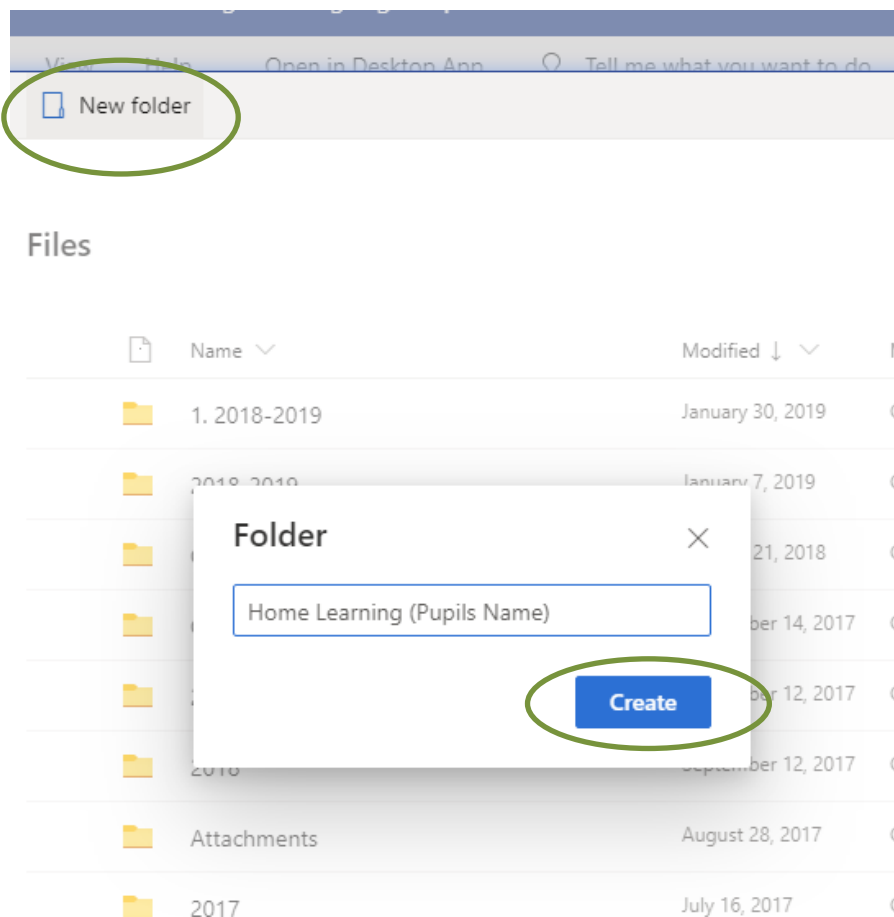
Click Save AS



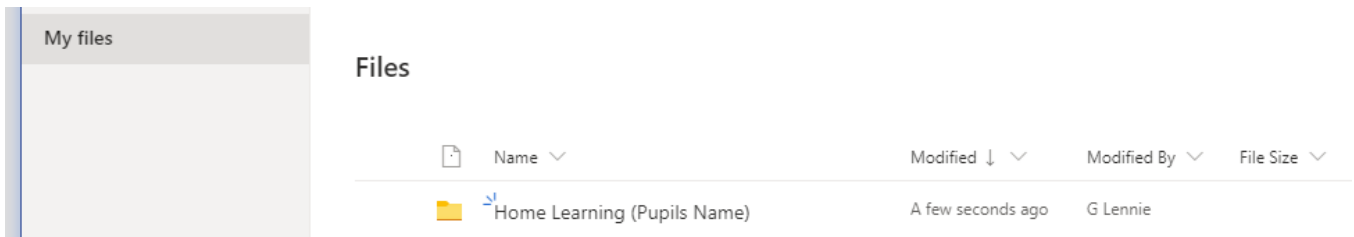
Now Save to another folder



Click New Folder in the top left and name the folder something appropriate. Then click Create.



The folder will now appear in your individual files.



Once saved to your own files, you can now type on any documents

