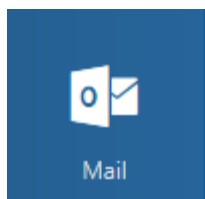


# Office365

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Email is now provided via Microsoft Office365 (O365) platform. As well as email, there are a number of additional facilities available to you, the most useful of which will be described later.

Access to O365 is via the web address <http://portal.office.com>.

Direct access to email is via the address

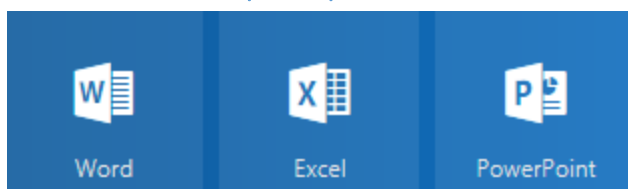
<https://outlook.office.com/owa/?realm=jmhs.hereford.sch.uk>. The links on the school website and the intranet will take you there directly.

Logon is with your school email address, i.e. [17BobBui@jmhs.hereford.sch.uk](mailto:17BobBui@jmhs.hereford.sch.uk) and your school password. If you change your password at school, it will be updated in O365. If you have set up access to email on your mobile device or home computer, please remember to update the settings to connect to the new service. The best way will be to delete the existing connection and create a new Microsoft Exchange account using your username and password. Mailbox sizes are 100GB, significantly larger than the current 2GB.

## Additional Facilities

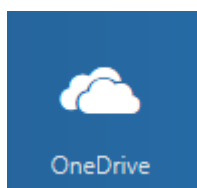
As well as email and calendar, O365 provides the following facilities:

### Web-based Word/Excel/PowerPoint



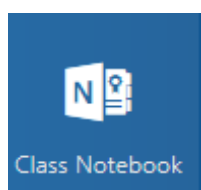
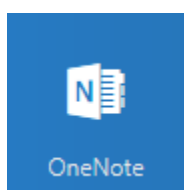
These are web-based equivalents to the programs you are used to, but with some reduced functionality. Useful for quick notes and calculations when out and about.

### OneDrive



This is file storage within O365. Files can be accessed from any device and there are apps for mobile devices. Files and folders can be shared to enable collaboration. Each user has 1TB of disk space available. Note that although Microsoft backs up all data, this is just so it can recover data in case of a failure at Microsoft. Deleted files stay in the Recycle Bin for 30 days after which they are really gone. Up to 500 versions of a file are retained, allowing you to go back to a previously saved version if necessary.

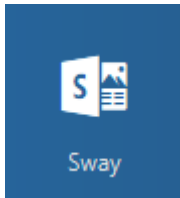
### OneNote/Class Notebook



OneNote is a free-form information gathering and multi-user collaboration tool. It gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet

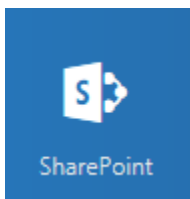
or a network. Class Notebooks are preconfigured OneNote books that allow teachers to create a workspace that contains a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities.

## Sway



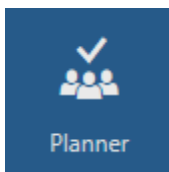
Sway is designed for creating presentations, is in many ways an alternative to PowerPoint, but is primarily for presenting ideas onscreen rather than to an audience. Tutorials, topic introductions and interactive reports are the sort of things to which it lends itself. Sway presentations are backed up to the cloud, and can be easily shared or embedded in websites.

## SharePoint



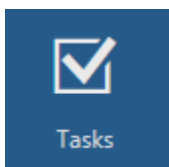
SharePoint is the web service that the current school Intranet is built on. Initially we will continue to use the existing school intranet, but over time we will be migrating some features to the O365 sites. So initially there will be little to see here.

## Planner



Planner is an easy to use planning tool geared for teams and collaborative working. Useful to plan work together and allocate tasks to team members. Tasks in Planner do NOT appear in your Tasks list in Outlook (see below). Hopefully this will be remedied in the future as it limits the usefulness of this tool.

## Tasks



Tasks is where you can organise your personal task list and appear in Outlook as tasks. Useful for keeping track of what you need to do. You can set due dates, priorities and attach files to tasks to help you work more efficiently.

## Delve



Use Delve to manage your Office 365 profile, and to discover and organize the information that's likely to be most interesting to you right now - across Office 365. It displays documents that it calculates will be of interest to you.

## Full Office download

You can download the full Office suite (Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook and OneDrive) on up to five computers at home. Please note that the Office licence is tied to your school account and will not be valid when you leave school.

## Facilities for Staff only

Some facilities are only available for staff. There are:

### Yammer

This may replace the current intranet for all staff communication. It is a private social-media type site that allows communications to be directed to groups, or to all, as appropriate. Currently work in progress.

### Teams

A group collaboration tool aimed to specific projects or groups. Some overlap with Yammer in functionality, but Yammer is aimed at whole school, while Teams is for specific projects/groups. Feel free to use if you wish. May be rolled out to students for collaborative work once permission issues get ironed out by Microsoft.