

Office365 & SharePoint

Overview:

- SharePoint sites – Horizon Student Hub
- Navigation
- Outlook emails
- Saving your files in the cloud

- Using Office at home at school with OneDrive
- Downloading the Free Office Programs and Apps



SharePoint

- Student Hub

Horizon Student Hub Add link

Horizon Student Hub Home Edit Not following Share site

+ New Page details Published 08/11/2019 Edit

Student Links

- Frog
- Accelerated Reader
- Accelerated Reader Book Finder
- ePraise
- HegartyMaths
- Kudos
- Mind Space
- Office 365 Portal

Sites

- AP Art Photography Student Hub
- CE Careers Enterprise Student Hub
- CS Computing Student Hub
- YR Year 10 Revision Hub
- YR Year 11 Revision Hub

See all

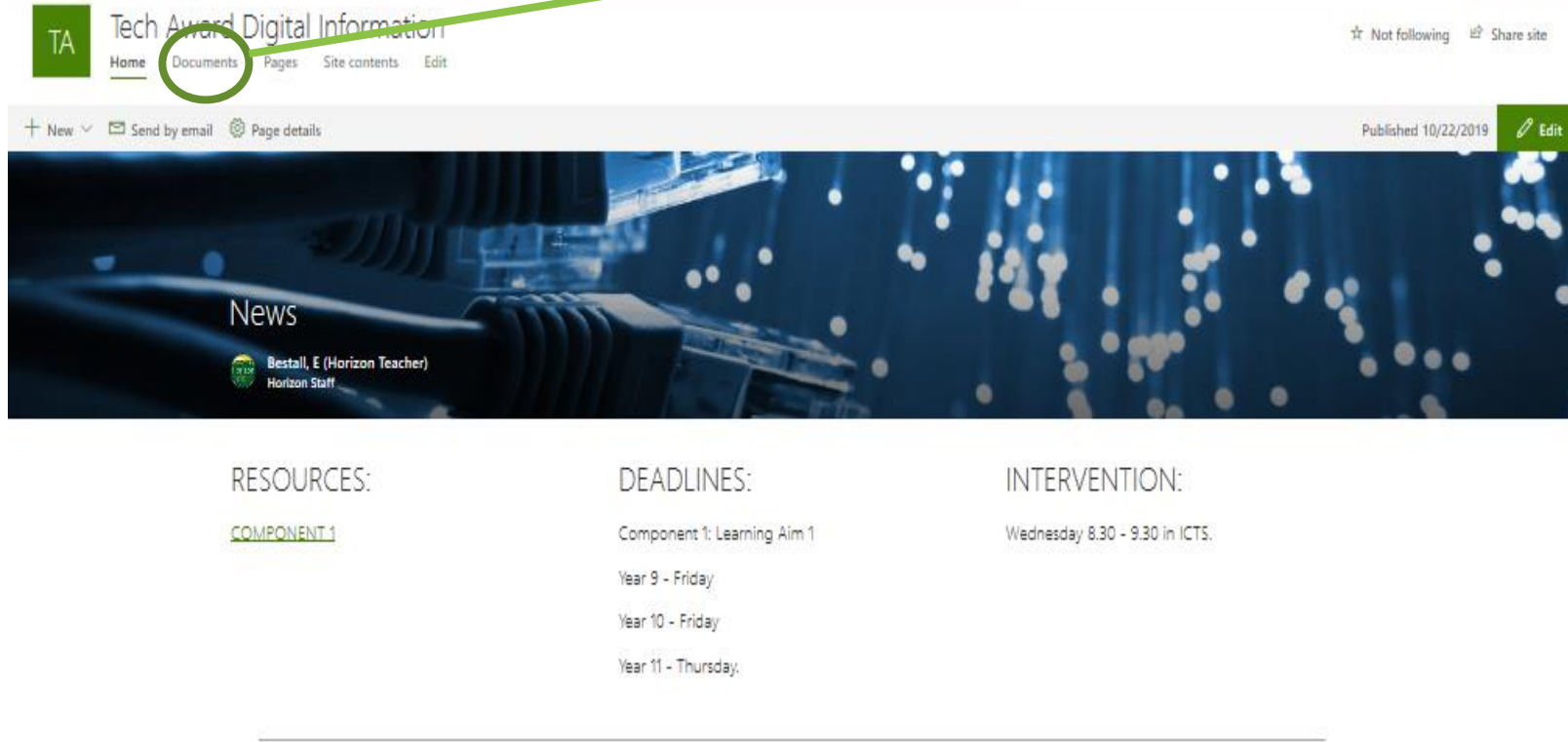
Go to www.horizoncc.co.uk – then click on Student Hub

This is your first way of accessing activities from your teachers



Department Hubs

Documents



TA Tech Award Digital Information

Home Documents Pages Site contents Edit

☆ Not following Share site

+ New Send by email Page details Published 10/22/2019 Edit

News

Bestall, E (Horizon Teacher)
Horizon Staff

RESOURCES:

[COMPONENT 1](#)

DEADLINES:

Component 1: Learning Aim 1

Year 9 - Friday

Year 10 - Friday

Year 11 - Thursday

INTERVENTION:

Wednesday 8.30 - 9.30 in ICTS.



Department Hubs - Documents



Tech Award Digital Information

Home Documents Pages Site contents Edit

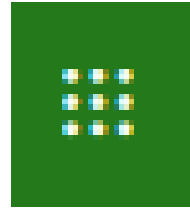
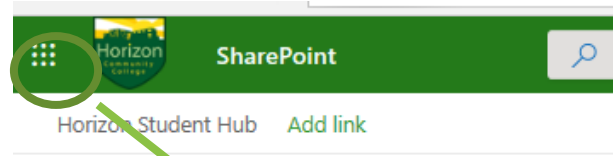
+ New ↓ Upload ↓ Quick edit Sync Export to Excel Flow ↓ ...

Documents

Name ↓	Modified ↓	Modified By ↓
C1 LA B worksheet.docx	5 days ago	Vernon, R (Horizon Teache
Checklist.xlsx	6 days ago	Bestall, E (Horizon Teacher
Design Principles.pptx	October 16	Vernon, R (Horizon Teache
Planning the interface.pptx	4 days ago	Bestall, E (Horizon Teacher

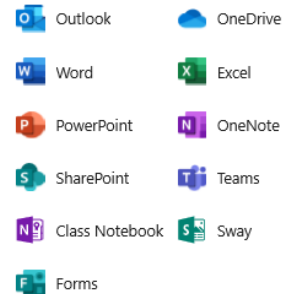


Navigation to 365 Apps

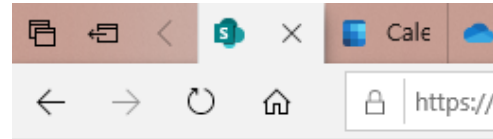


Office 365 →

Apps

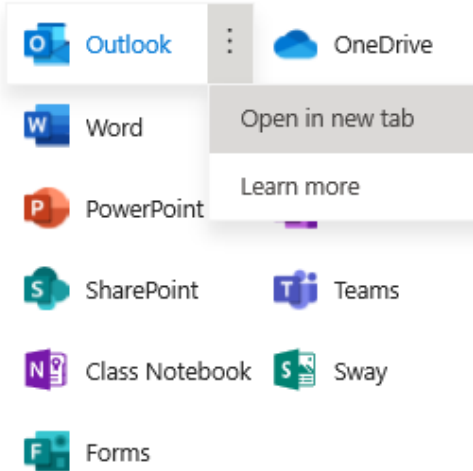


All apps →

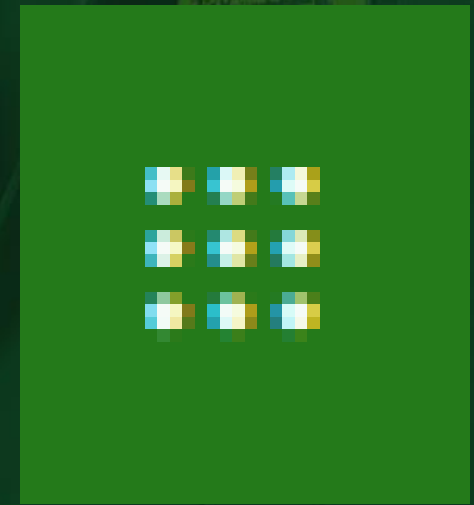


Office 365 -

Apps



Go to the Horizon Student Hub - click on the 'waffle' icon to access any Office app you want to use.



Accessing your emails online

1. Go to the Student Hub

www.horizoncc.co.uk
Click on Student Hub
Click on the Waffle icon



2. Select the **Outlook Email App**



3. Your teachers will e-mail you instructions for work to do – you need to be checking your e-mails daily.



OneDrive

What is OneDrive? Storage in the cloud.

It enables you to access your files anywhere you have internet connection.

When you 'Save a Copy' of any files you open in Student Hub, they are stored here.

A screenshot of the OneDrive web interface. The top navigation bar is green with the Horizon Community College logo and the text "OneDrive". Below the navigation bar is a search bar and several action buttons: "+ New", "Upload", "Flow", and "Sync". The main content area shows a file list for the user "Bestall, E (Horizon Teacher)". The file list has columns for "Name", "Modified", "Modified By", "File Size", and "Sharing".

Name	Modified	Modified By	File Size	Sharing
VB Projects	May 13	Bestall, E (Horizon Teacher)		Private
Class Notebooks	May 7	SharePoint App		Private
My Pictures	April 9	Bestall, E (Horizon Teacher)		Private
National Data	April 9	Bestall, E (Horizon Teacher)		Private
Kagan	April 9	Bestall, E (Horizon Teacher)		Private
GCSE Computer Science	April 9	Bestall, E (Horizon Teacher)		Private
Python Solutions	April 9	Bestall, E (Horizon Teacher)		Private
NEA Practice	April 9	Bestall, E (Horizon Teacher)		Private



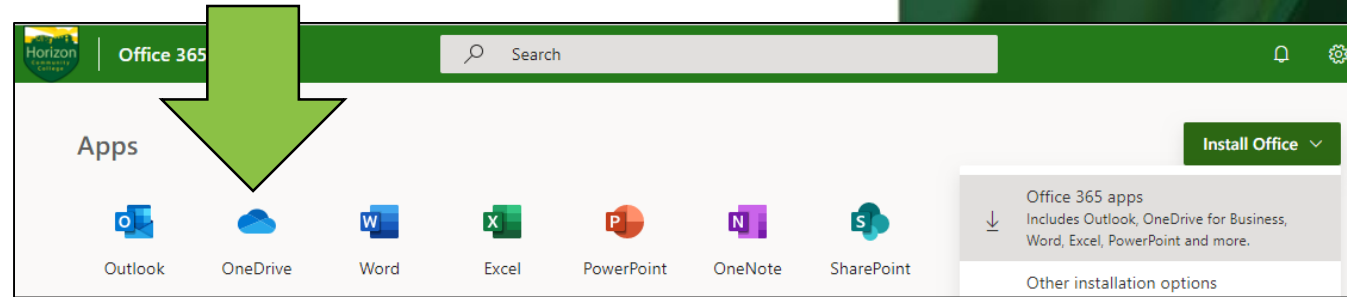
Access to OneDrive

1. Simply sign into **Office365**

www.horizoncc.co.uk
Click on Student Hub
Click on the Waffle icon

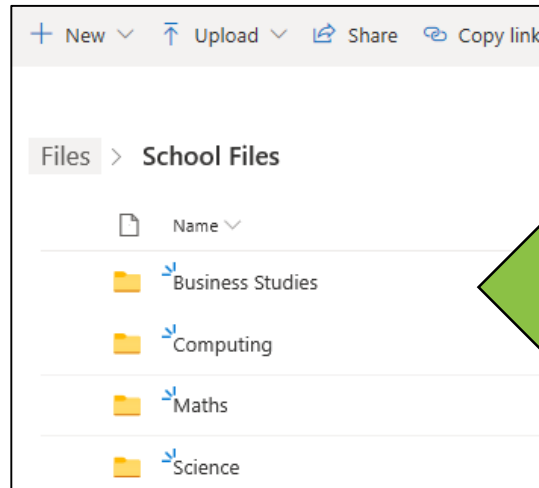


2. Select the OneDrive APP



3. Setup Document Folders
like you would normally

4. **Access your files** at school,
home, or via the APPS



Summary – Office 365

1. Simply sign into **Office365**

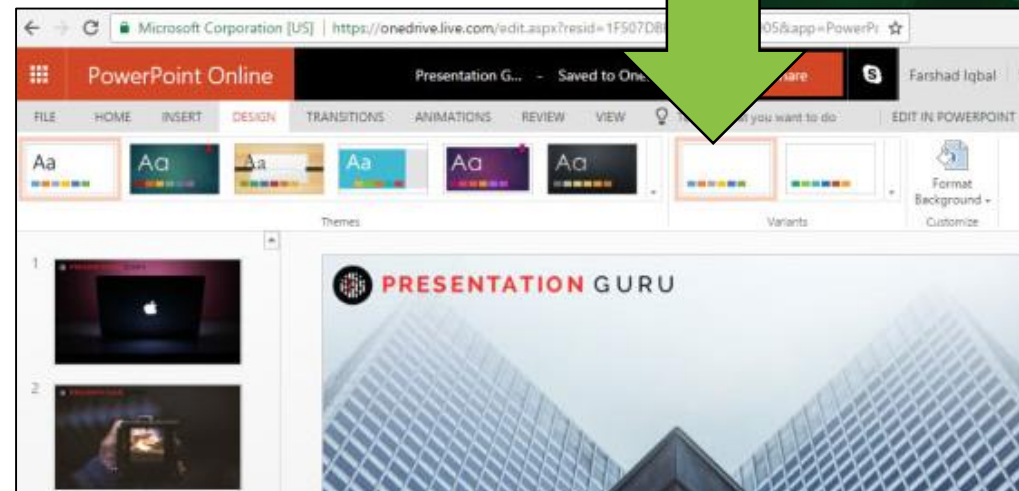
www.horizoncc.co.uk
Click on Student Hub
Click on the Waffle icon



2. Select the **APP** you wish to use



3. Work within your **Web Browser**



4. Remember to 'Save A Copy'