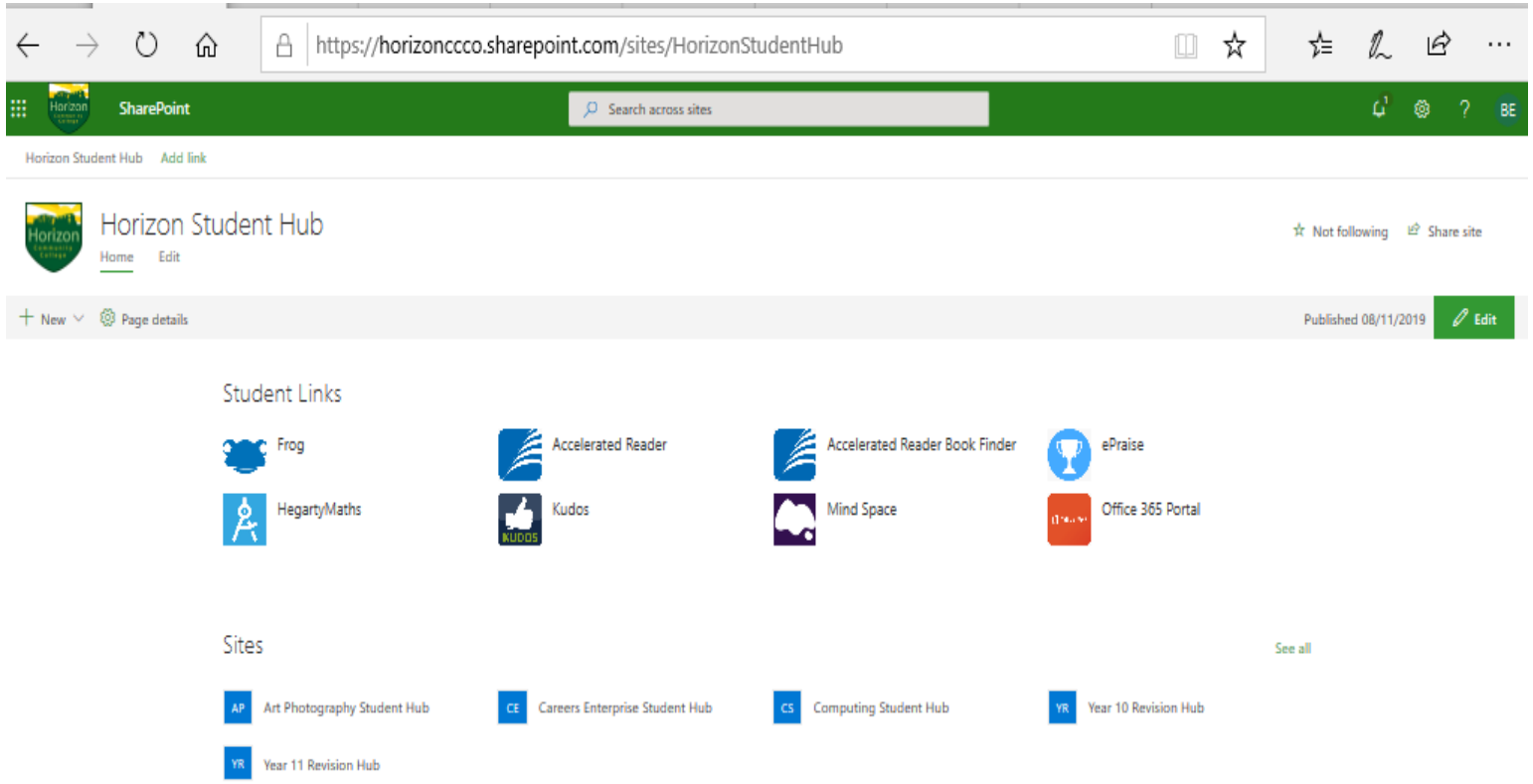
Office365 & SharePoint

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

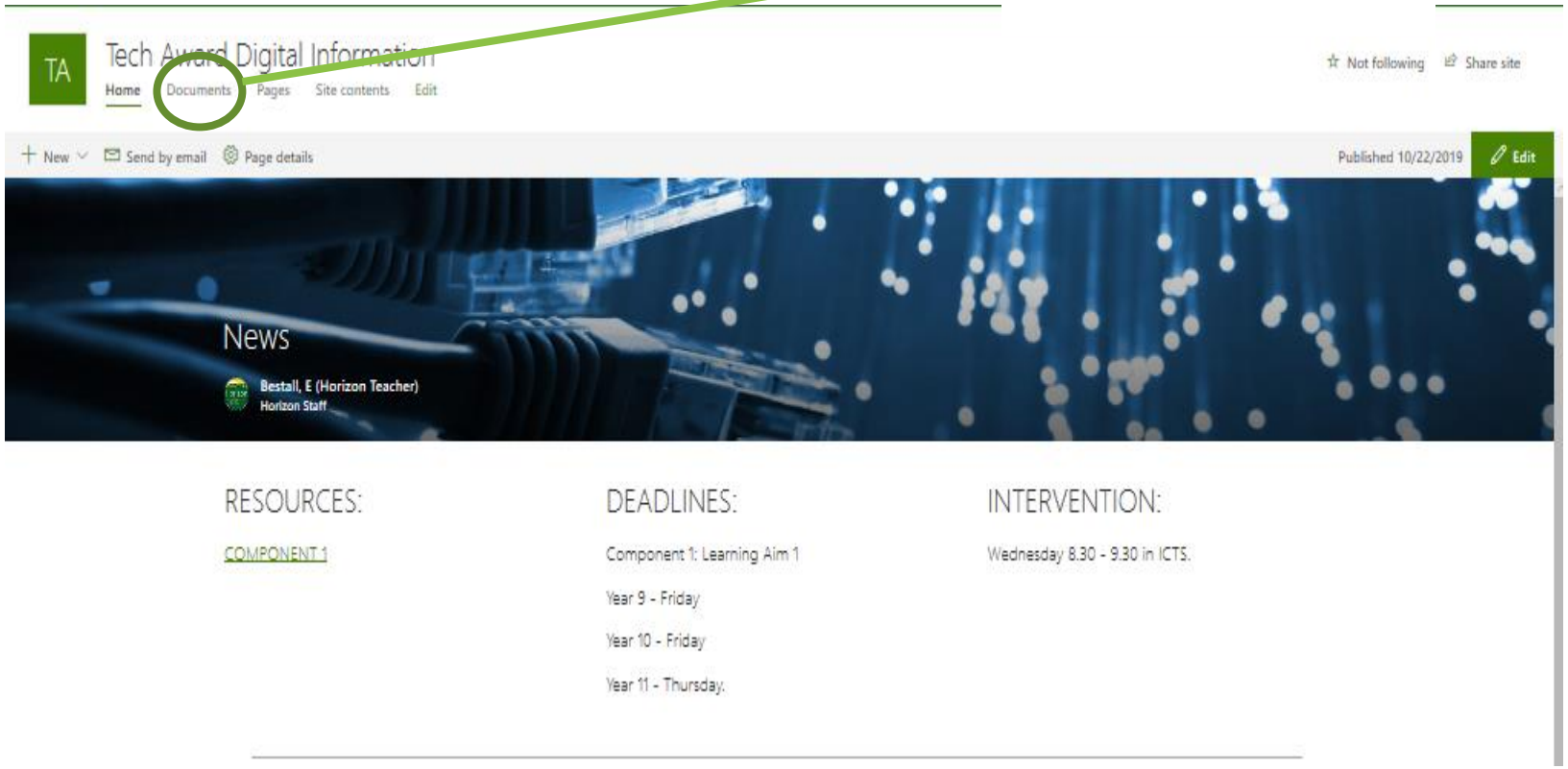


Go to www.horizoncc.co.uk – then click on Student Hub

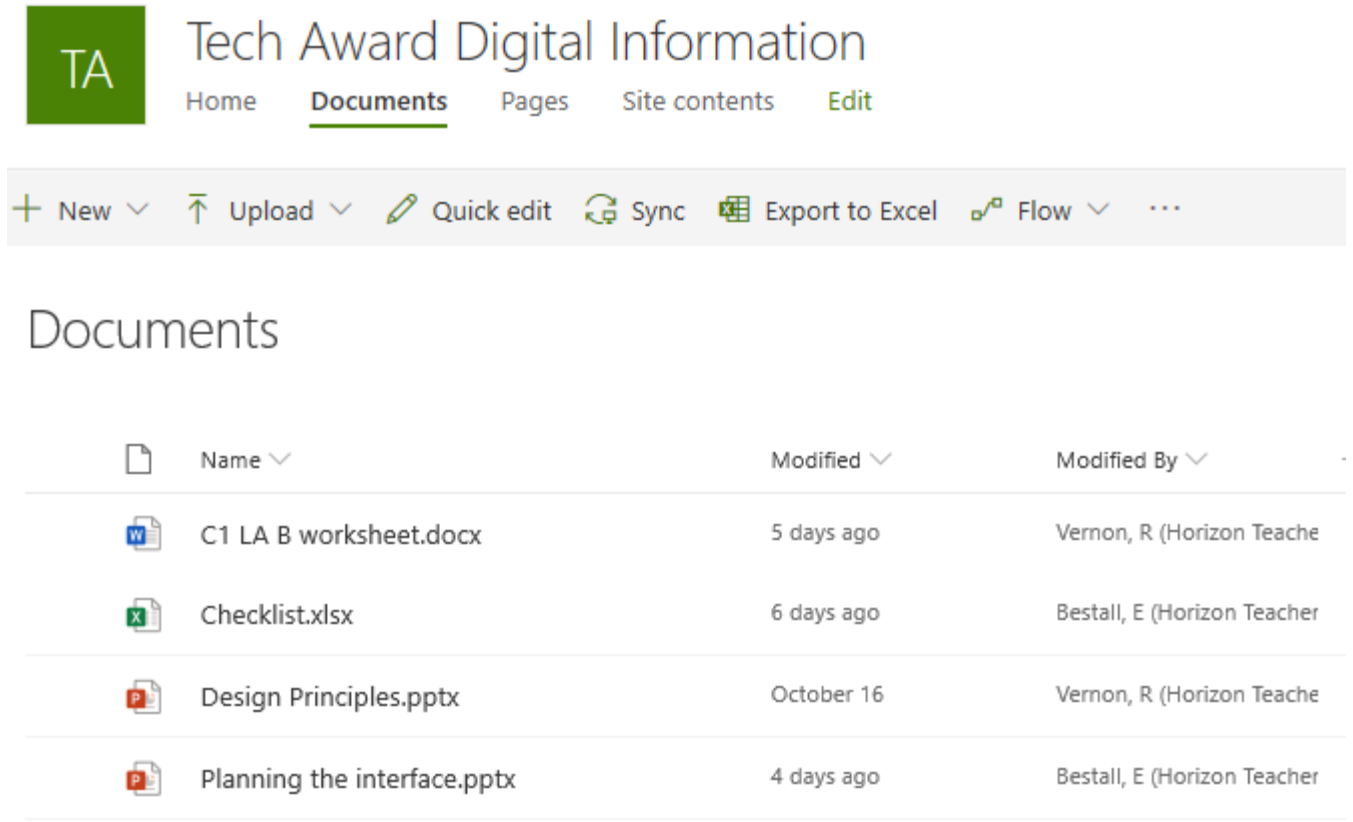
This is your first way of accessing activities from your teachers

Department Hubs

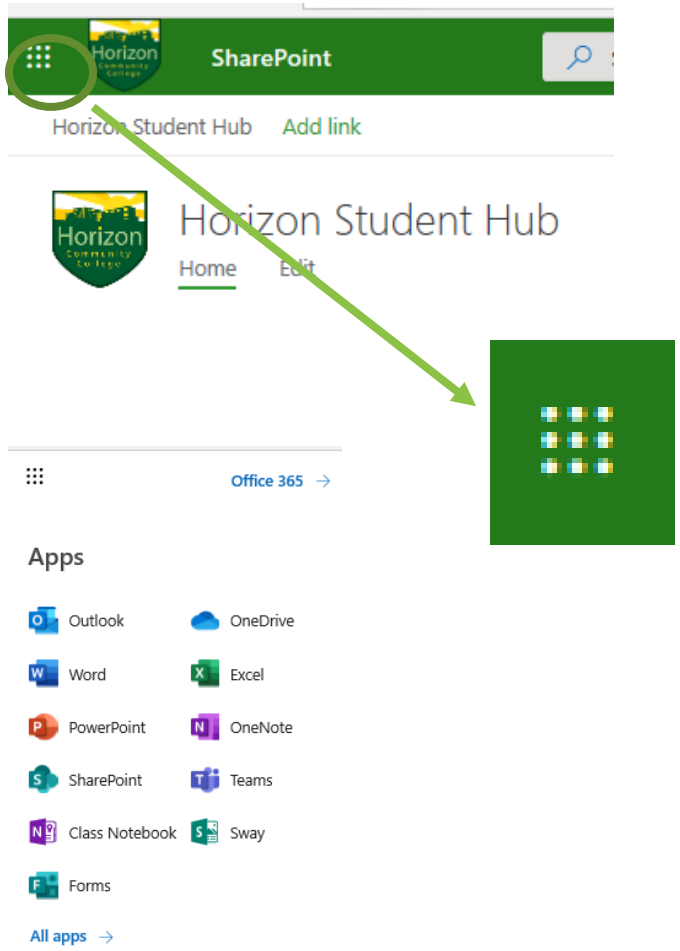
Documents

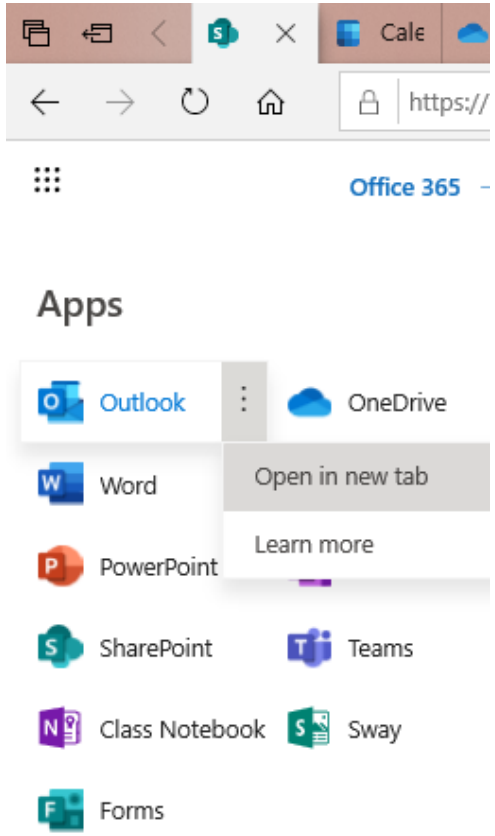


Department Hubs - Documents



Navigation to 365 Apps



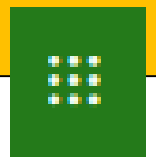


Go to the Horizon Student Hub - click on the 'waffle' icon to access any Office app you want to use.

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**

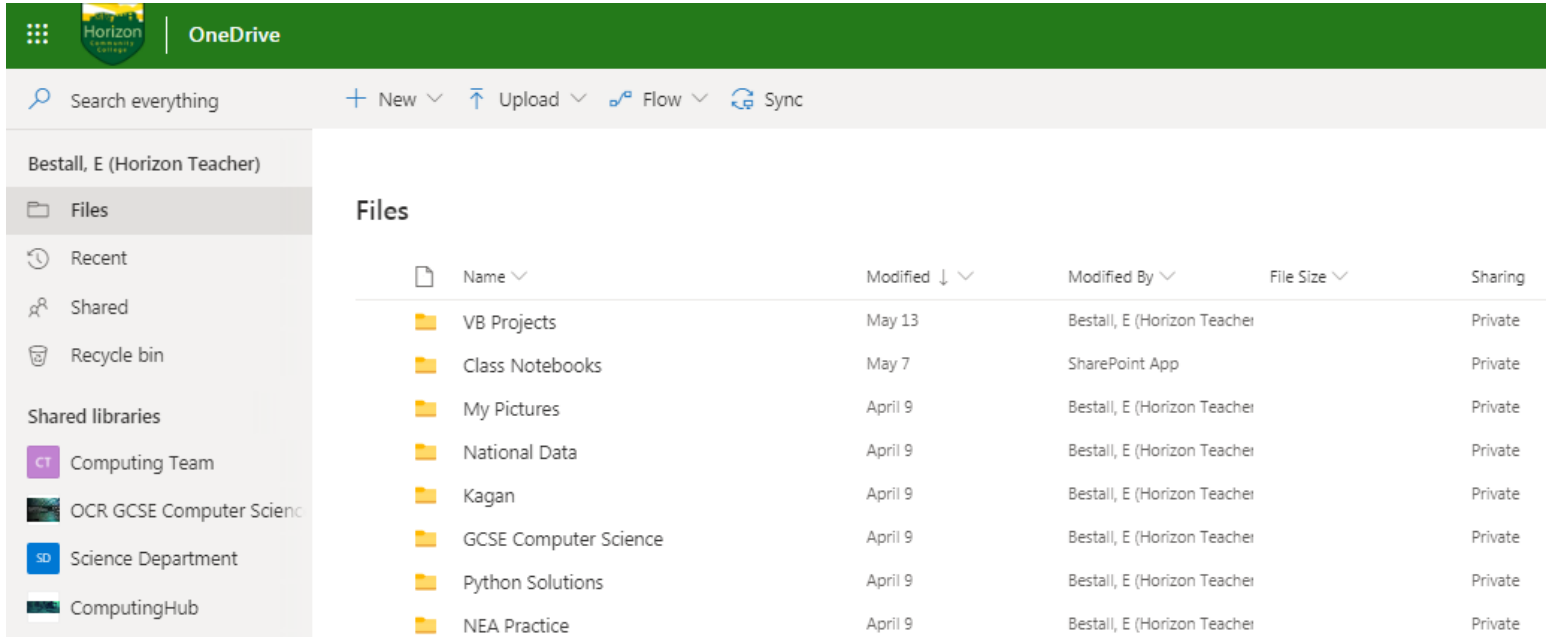
3. **Your teachers will e-mail you instructions for work to do – you need to be checking your e-mails daily.**

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.

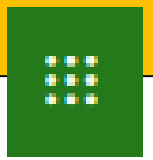


OneDrive

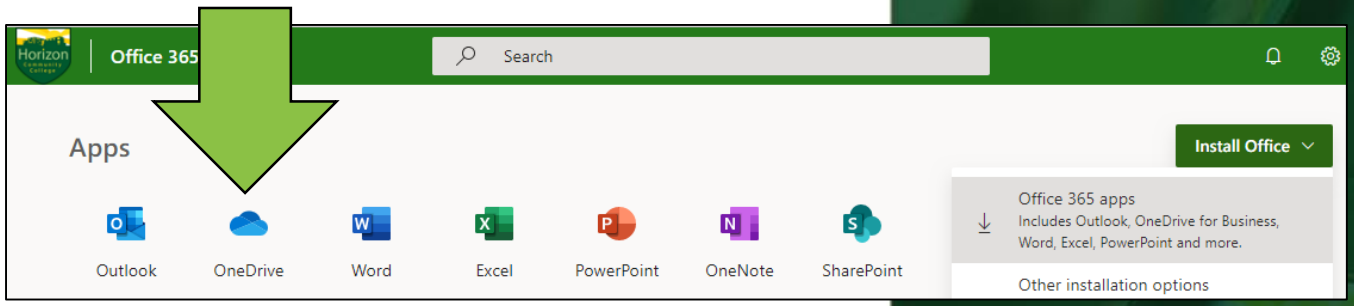
Access to OneDrive

1. Simply sign into **Office365**

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

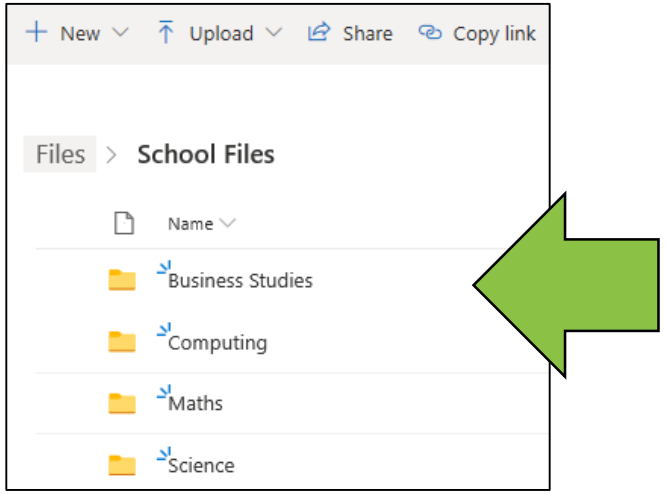


2. Select the OneDrive APP



3. Setup Document Folders like you would normally

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

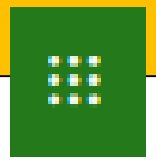


OneDrive

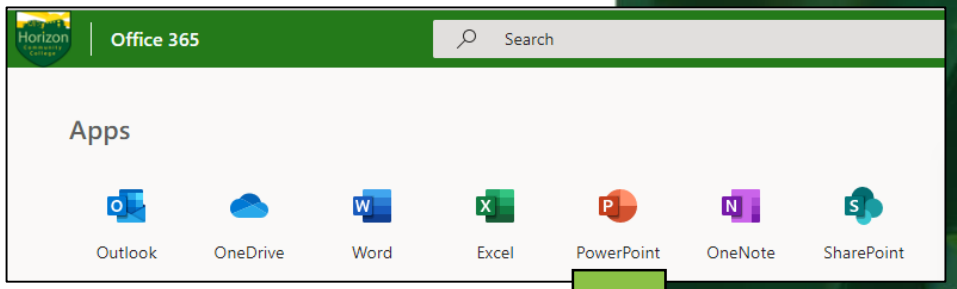
Summary – Office 365

1. Simply sign into **Office365**

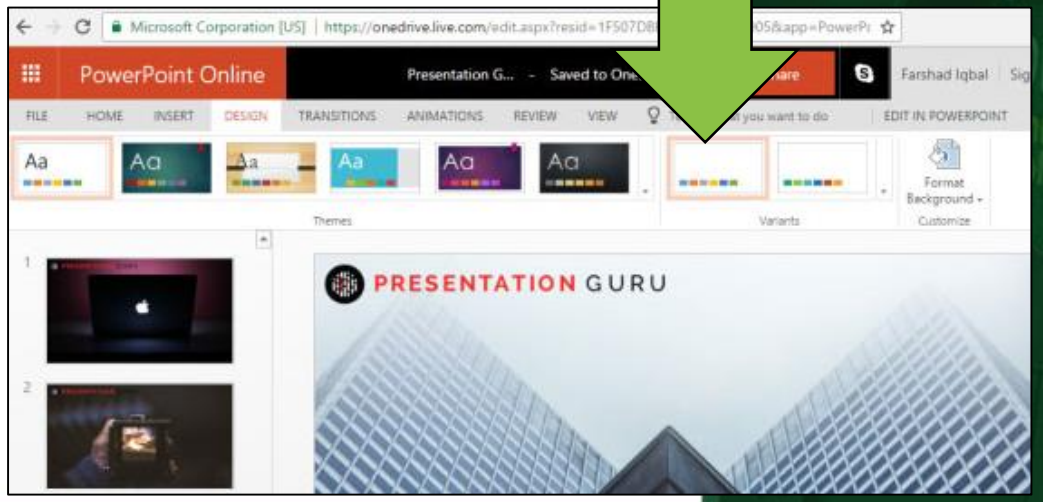
www.horizoncc.co.uk
Click on Student Hub
Click on the Waffle icon



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



3. Work within your **Web Browser**



4. **Remember to 'Save A Copy'**