

Guide To Office 365 on the iPad

About Office 365

Office 365 is the latest version of the office applications Word, Powerpoint and Excel available for download on the iPad and on the PC.

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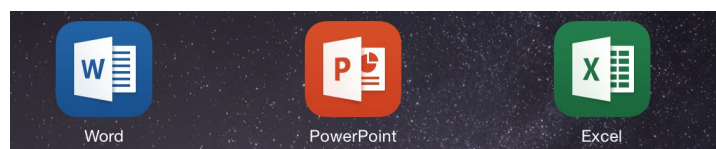
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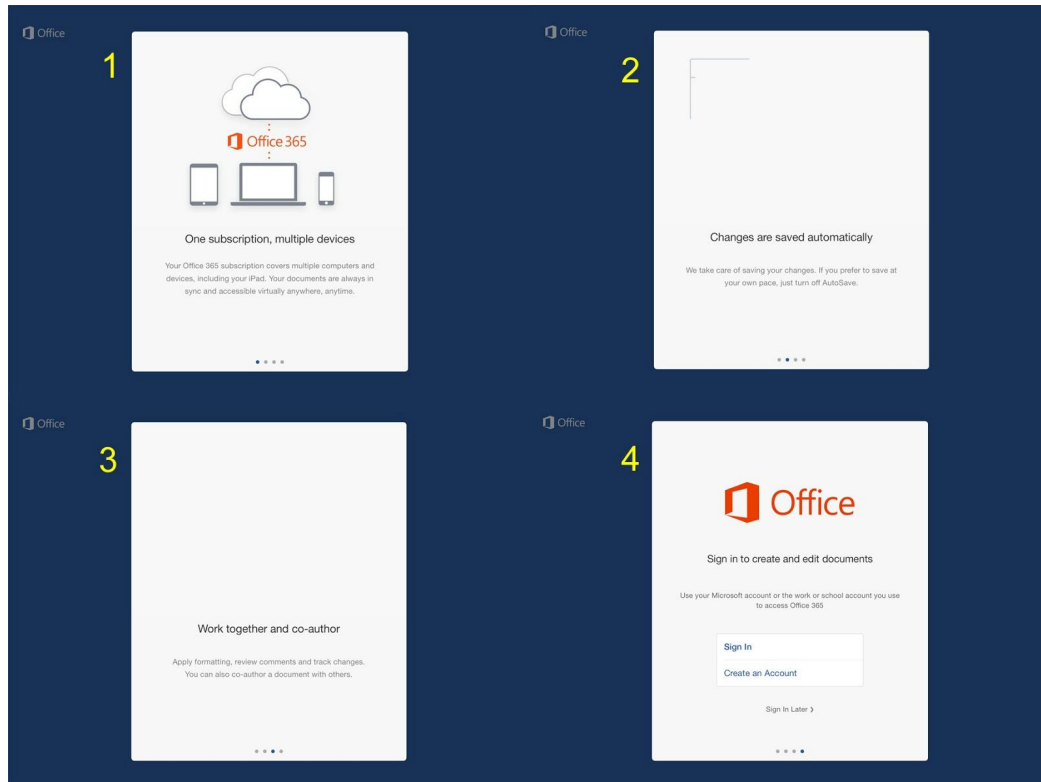
Getting The Apps(IPad)

The Office 365 apps for the iPad should be pushed automatically to the iPad by the iPad Technician. If they have not appeared on the iPad it is possible to go to the App Store and download them yourself. To find them in the App Store search the "Word", "Powerpoint" and "Excel" the icons should look like this



Signing in and Setting Up

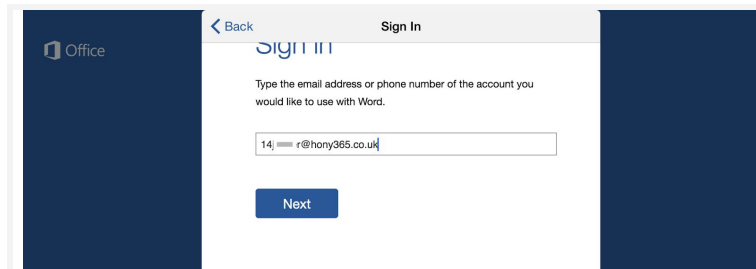
Once you have downloaded the Office 365 apps for the iPad, you will need to set Office up. This only needs to be done once! Press on one of the apps and you will be shown the following screens. Swipe through until you are shown the prompt to sign in (as point 4 shows below).



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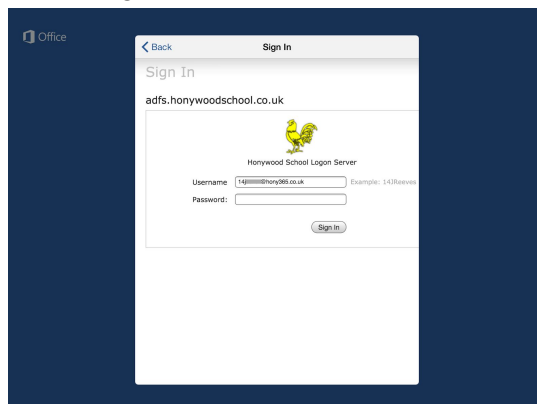
Your Office 365 Account “@hony365.co.uk”

On the Sign In screen you will be asked to enter your email address. **IMPORTANT:** For the purposes of Office 365 you must use the email address @hony365.co.uk. For example: 15jbaker@hony365.co.uk (see example below)

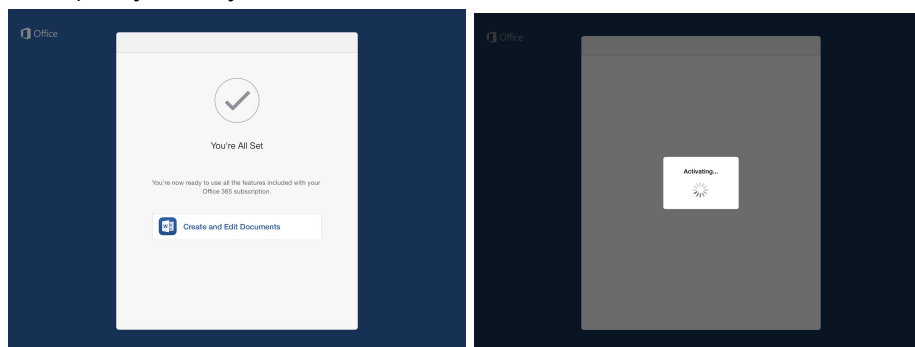


You must NOT use your normal school email @honywoodschool.com

When you press next you will then be forwarded to the Honywood School sign in page that will ask for the password to go with your account. This is the same password you use for your school login.

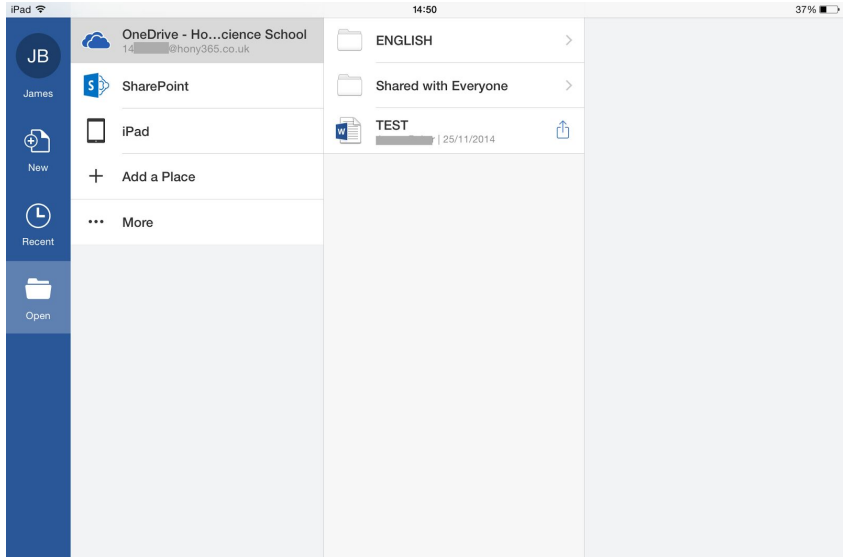


Once login is successful, you will be given a notice saying activating. Following this you will see a screen saying you're all set. Office is now setup for all programs (Word, Powerpoint and Excel) as you only need to do this once.



Navigating Office 365

Once you have logged in to Office, the menu will appear on the left hand side. Here you have options to create new and open existing documents.



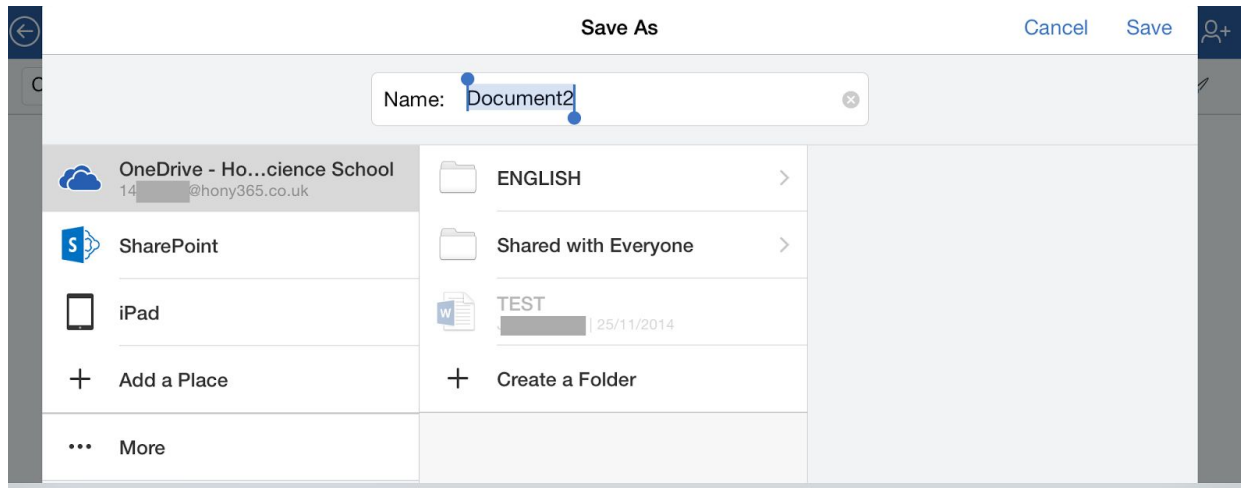
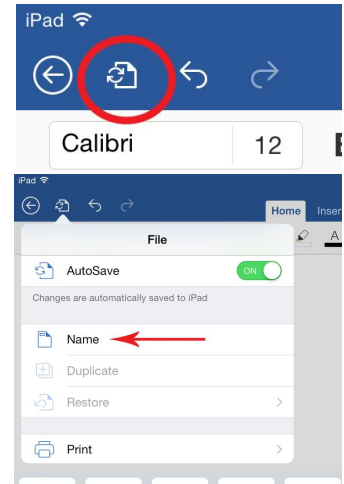
Saving documents in Office 365

How to Save

To save a document in Office 365, press the small save icon (circled in image opposite).

Press the Name button (indicated with an arrow opposite).

You will need to Name your document and decide where you want to save the file, either to the iPad or Onedrive see the descriptions below for the differences.



The “iPad” Option

Saving to the iPad is ideal for offline use but if the iPad needed to be wiped or reset you would lose all the work saved on it. To save to the iPad select “iPad on the left hand side, then the folder or where you want to save it, and then the save button after naming the file.

The “OneDrive - Ho... Science School” option

In Office 365 it is possible to save your documents to the Cloud meaning they are not stored on the iPad. This protects these documents incase your iPad or pc has a problem. To save to OneDrive, select the option on the left and proceed as normal.

All documents saved to OneDrive are accessible on the IPad (with wifi), on the school pcs, and any home pc where you log into your Hony365 account.

Accessing OneDrive Through the Internet on any PC or mac

To access OneDrive through the internet go to <http://Onedrive.live.com> in any web browser

1. Select sign in
2. Sign in with your @hony365.co.uk account
3. Press "OneDrive For business " when asked
4. This will then take you to the OneDrive for your user account

Installing Office 365 on personal devices

The office licence provided to every learner at Honywood School allows up to 5 devices to be connected to the account. One of these must be the school IPad but the other 4 can be any personal devices. Your home pc/laptop could benefit from the latest office package while your child is at Honywood School

To sign in and download the office product please go to portal.office.com and sign in with the learners "@hony365.co.uk" account described at the beginning of this guide. There will then be options to download the software.

Honywood School is unable to offer any support with office products for personal devices beyond the point of logging into the portal. Please contact Microsoft for help.