

# Microsoft Office 365 Introduction

Free Download, Training and Apps

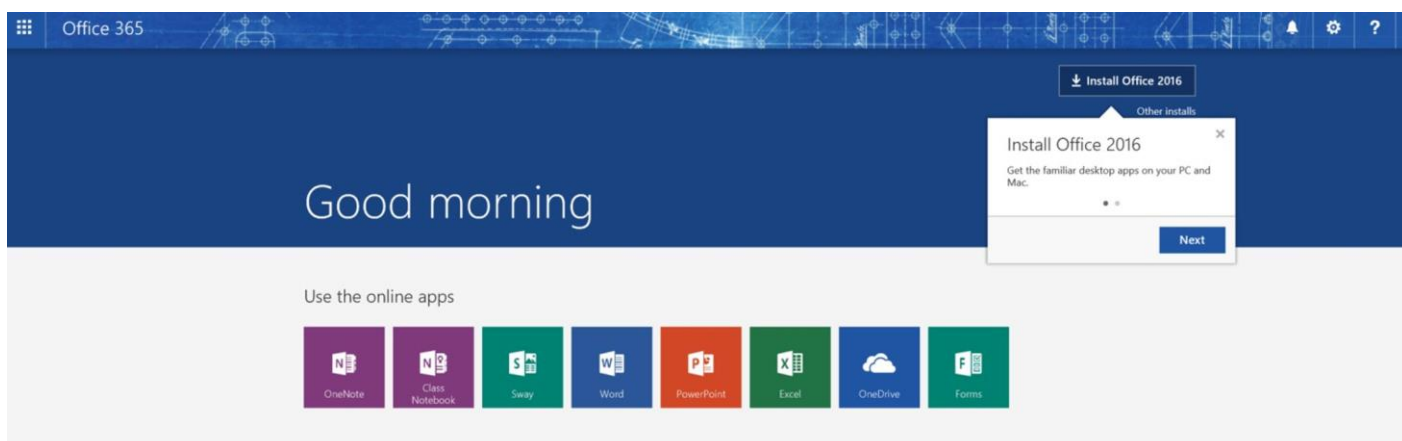
## Using Office 365 for School Work

Many class notes, resources and classwork are now available online – if there are any questions, just ask your teacher. These may be useful in catching up after absence or to have class notes and guides to help with homework. Google 'MySchool' or go directly to [www.c2kschools.net](http://www.c2kschools.net) to access a 'MySchool' homepage as shown below.

**When signing in, use your C2K username and password in this format** <username>@c2ken.net, **NOT** @c2kni.net  
Reset my C2K Password from Home guide [here](#)



Click the **Office 365** icon to access online Microsoft Office Apps or Install Office 2016 - [open instruction guide](#)



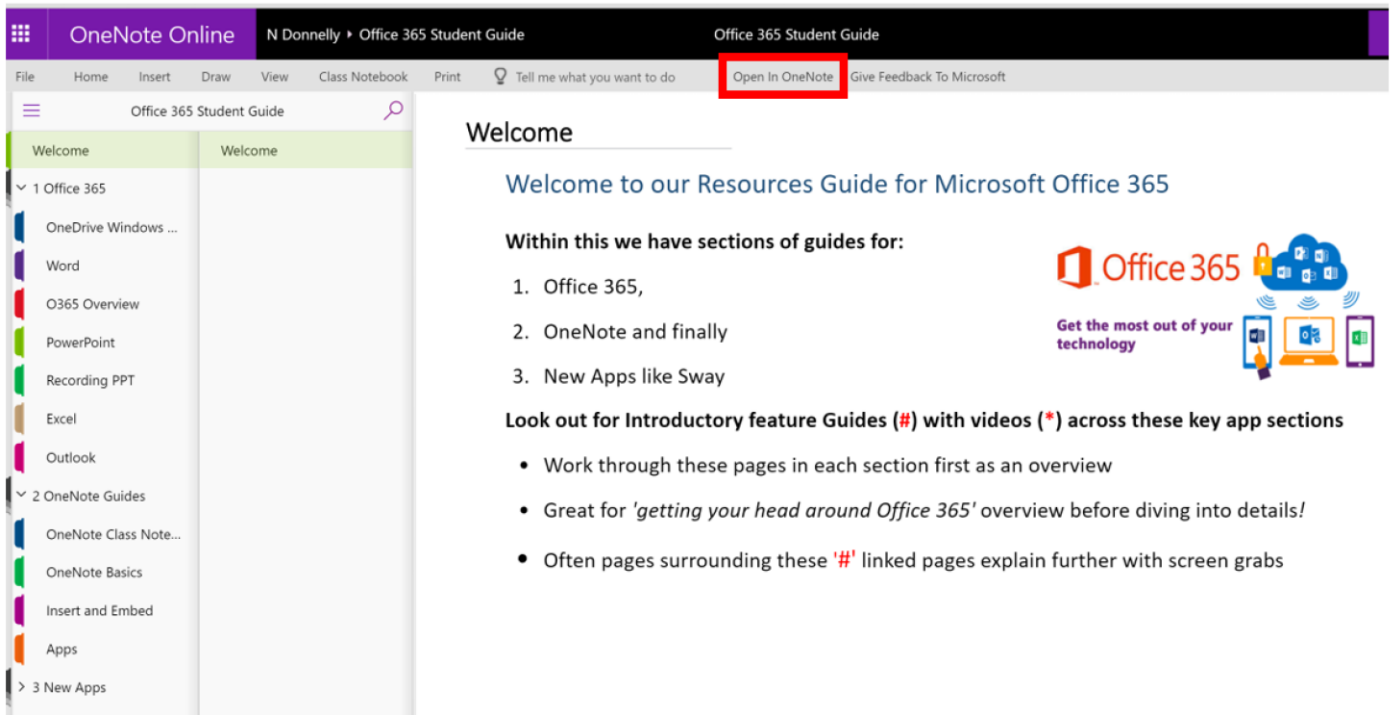
## Tablet or Smartphone Apps

- If using a tablet or iPad or smartphone, use Microsoft Office Apps for OneDrive, Word, PowerPoint, OneNote, Excel etc. for easy access to your files and notes.
- These App versions are free from the Google Play or IOS App and Windows stores.
- To see your Class notes, resources etc and uploaded school files, go to App settings, Add Account (often referred to as Work or Business Account) and 'Sign In' with your C2K logon details - @c2ken.net
- Please ensure that in all App Settings, 'Sync over Wifi Only' is ticked to save your data allowance.

## Training yourself in Office 365

Access a OneNote (folder style MS Office document) [HERE](#) to avail of Microsoft Office 365 introductions and training.

- It is laid out online in a folder style, with sections in a tabbed format as illustrated below.
- ‘Open in OneNote’ to have this locally available on your smartphone, tablet, PC etc. versions of OneNote



The screenshot shows the OneNote Online interface. The top navigation bar includes 'File', 'Home', 'Insert', 'Draw', 'View', 'Class Notebook', 'Print', 'Tell me what you want to do', 'Open In OneNote' (highlighted with a red box), and 'Give Feedback To Microsoft'. The document title is 'Office 365 Student Guide'. The left sidebar shows a folder structure with sections like 'Office 365', 'OneDrive Windows ...', 'Word', 'O365 Overview', 'PowerPoint', 'Recording PPT', 'Excel', 'Outlook', 'OneNote Guides', and 'New Apps'. The main content area displays a 'Welcome' message and a list of sections for Office 365 guides.

**Welcome**

Welcome to our Resources Guide for Microsoft Office 365

Within this we have sections of guides for:

1. Office 365,
2. OneNote and finally
3. New Apps like Sway

Look out for Introductory feature Guides (#) with videos (\*) across these key app sections

- Work through these pages in each section first as an overview
- Great for 'getting your head around Office 365' overview before diving into details!
- Often pages surrounding these '#' linked pages explain further with screen grabs

**Office 365**  
Get the most out of your technology

## What is OneDrive?

OneDrive is an online storage service, integrated into Windows 10 and available as an app, which makes it simple to access and share your files and photos across your devices.

- Simply sign into the OneDrive App with your C2K logon details.
- When you make a change on one device, the updates are available on your other devices, so you can pick up right where you left off.
- In Windows 8 and 10, add files to OneDrive on your PC by dragging them into the OneDrive folder located on the left-hand side of File Explorer on a home PC (see above guide for more detail).