



**CHURCHLANDS**  
SENIOR HIGH SCHOOL

## OFFICE 365

Since its rollout in 2017, Office 365 (O365) has been the primary application suite used by students at Churchlands when creating, collaborating, distributing and saving/storing content. There is a multitude of apps available for students that allow them to explore and enhance their capabilities.

Whilst there are many applications available and more being added frequently, the school chooses to focus on the following apps as a way of enhancing learning;

- **OneDrive (Cloud Storage)**  
Store your files in one place, and get them from any device connected to the internet.
- **Outlook (email)**  
Use business-class email through a rich familiar Outlook experience you can access from your desktop or web browser
- **Onenote**  
Capture notes by typing, drawing or writing. Onenote lets you organize and reuse your notes across all devices.
- **Forms**  
Create surveys, quizzes and polls in minutes. Send them to anyone and easily see results in real time.
- **Word**  
Bring out your best writing. Going from a blank page to a beautiful document is as easy as ever.
- **Powerpoint**  
Take your presentation to the next level. Design like a professional.
- **Sway**  
Create and share engaging interactive reports, presentations, personal stories and more. Sway does the design work for you.

### How do I share work?

By uploading your work to your Onedrive cloud storage space you can simply right click on your document, click on the Share option and send it to the user(s) of your choice. You can also choose whether you want them to have read or edit permissions.

**What is the difference between office online and on my laptop?**

Not a lot. You might find a few more features in the office applications loaded on your laptop so we recommend downloading those as well. Be aware if you want to use office online only, you must be connected to the internet.

**How do I download and install office on my laptop?**

You can navigate to the O365 home screen via the Churchlands website. Clicking on the Student option and then O365 will take you there. Then it is just a case of clicking the Install Office button and you're done.

For more great resources <https://support.office.com>