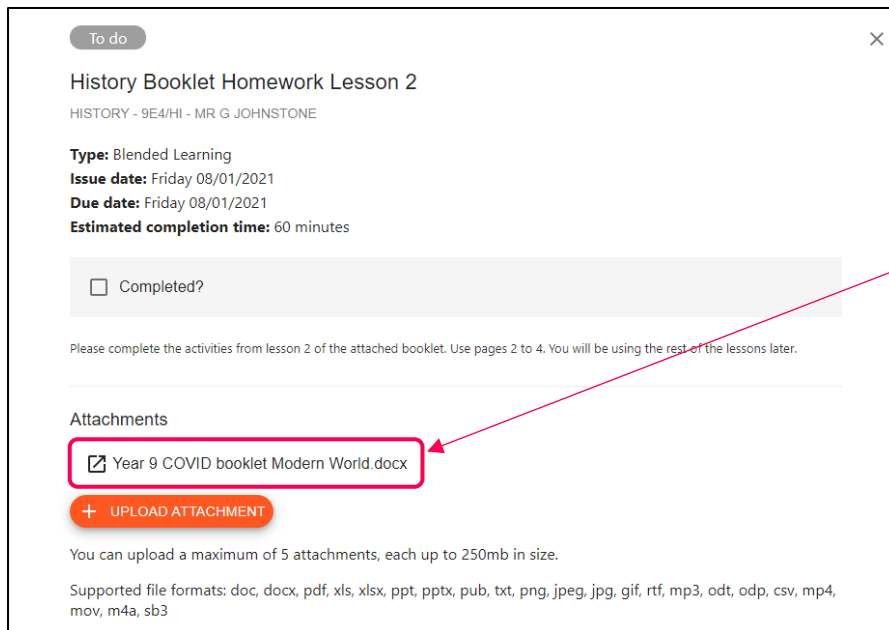


ACCESSING MICROSOFT DOCUMENTS ON GOVERNMENT LAPTOPS



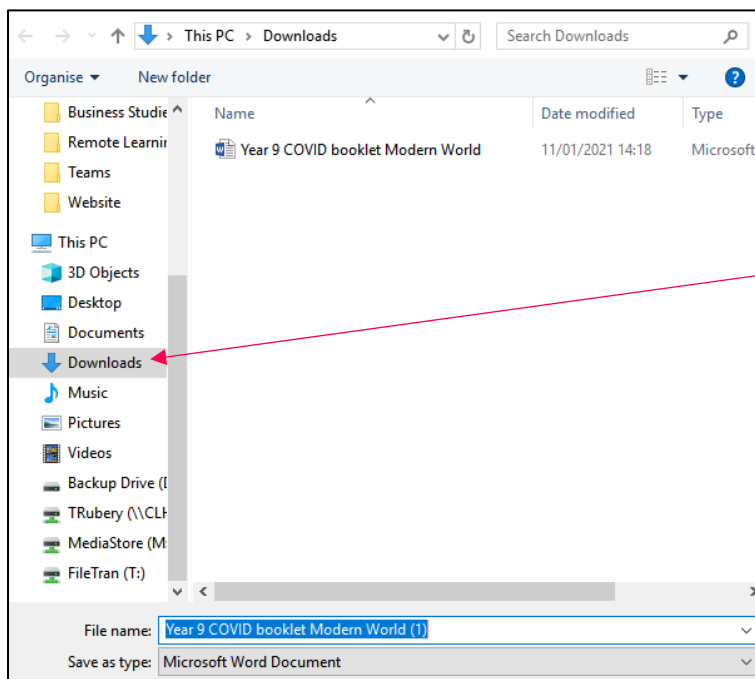
This guide only applies to the Government/DfE provided by CLHS (Toshiba Satellite Pro and Dell)

If you are having trouble accessing PowerPoint or Word documents from Classcharts on a school loaned laptop, please follow the steps shown below:



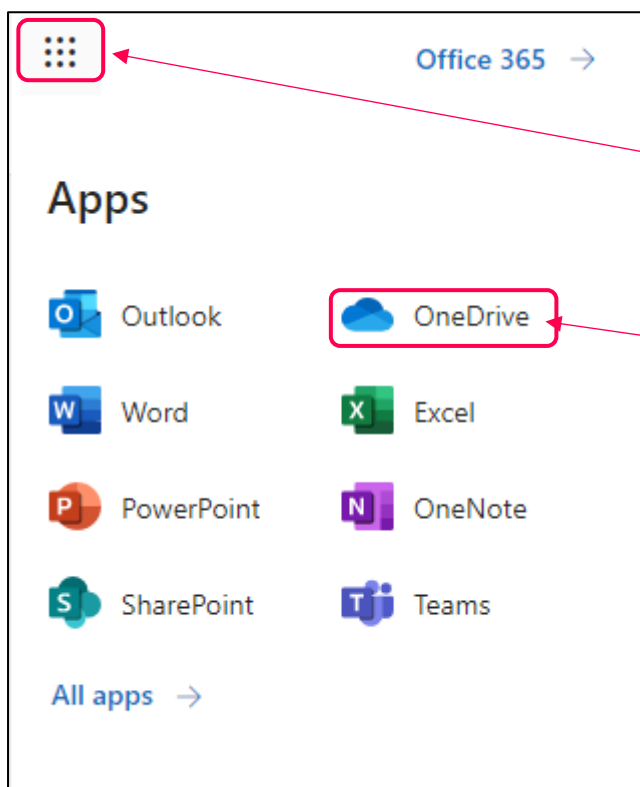
Open the task on Classcharts and find the attachment.

Click on it once to start the download.



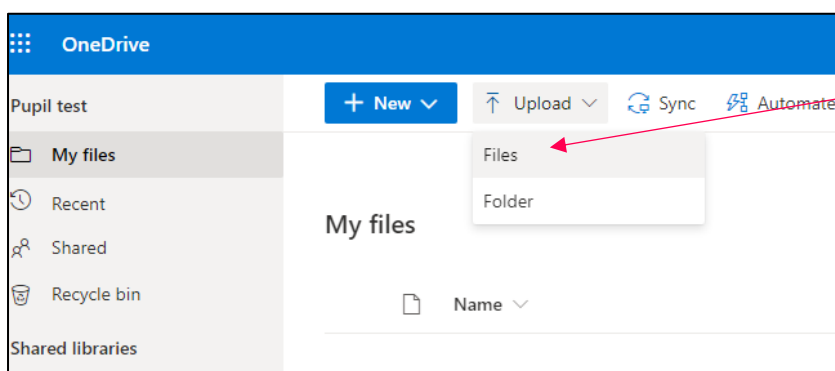
Save the file into the Downloads folder on the laptop.

Then login to the pupil school email you have been provided: www.office.com

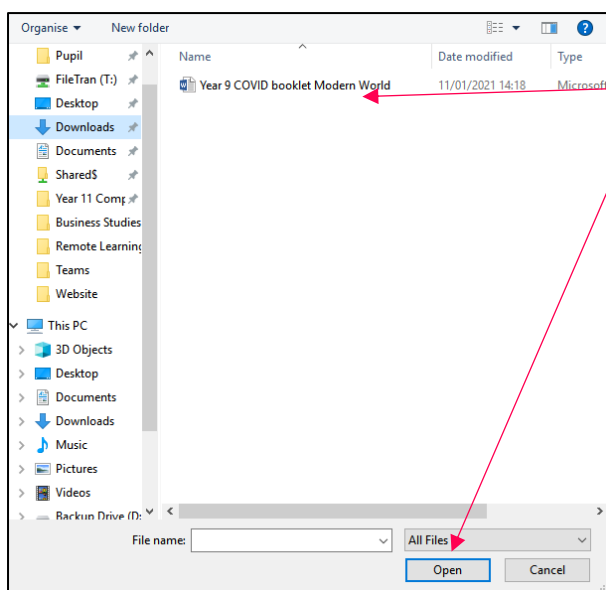


Click on the 9 dots to open the Apps menu.

Then click on OneDrive

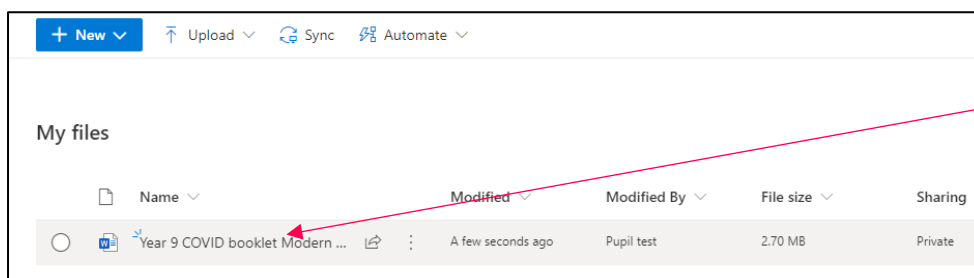


When OneDrive opens, click UPLOAD and then FILES.

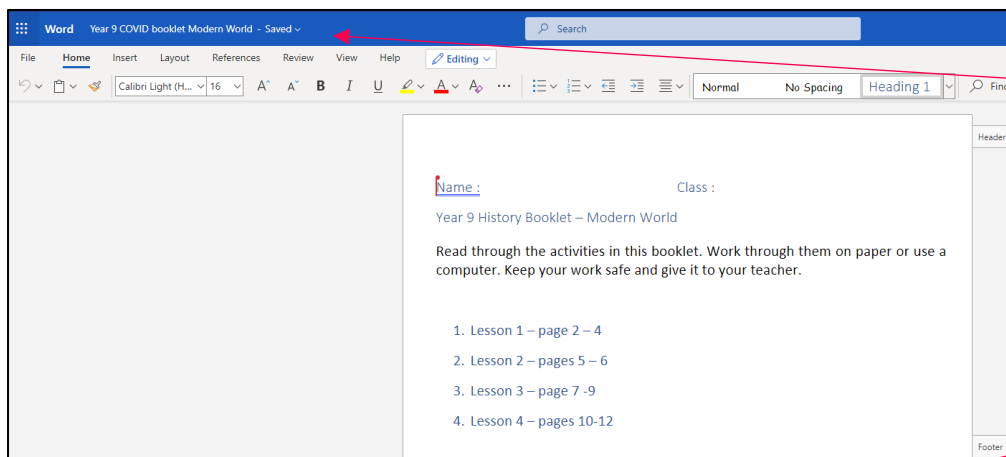


Then browse and find the Downloads folder and select the file you want to work on.

Press Open when you have selected it.

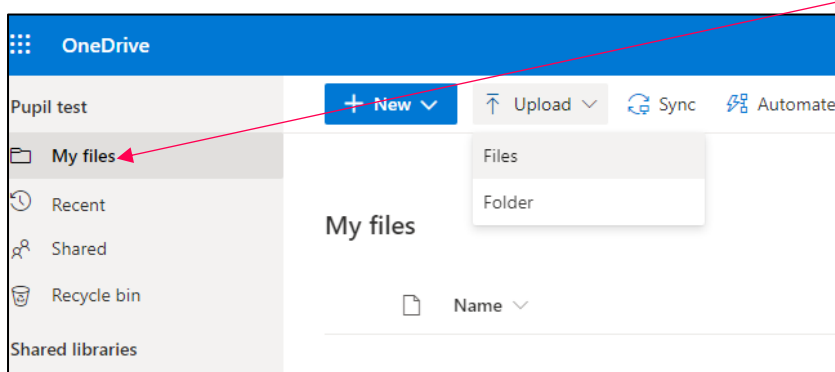


This will then upload the document and you can click on it to open it successfully.

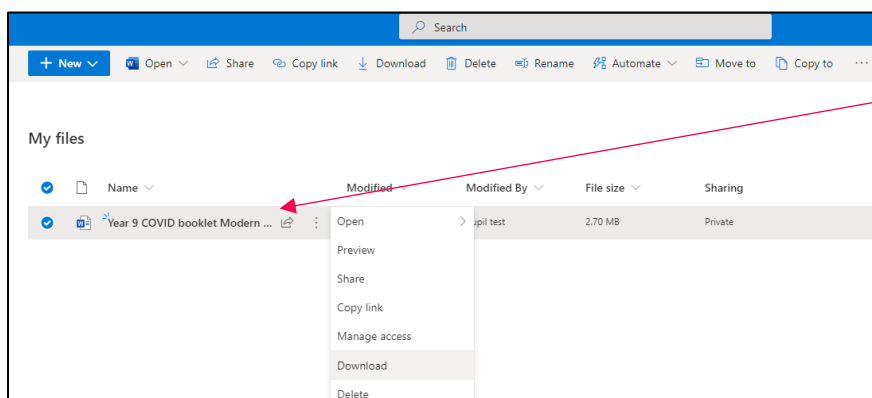


You can work on the document online – it will save automatically – just check it says “Saved” at the top.

If you want to access the file again, find the MY FILES section on OneDrive and it will be there.



Repeat this process for each file you need to access.



To send the work to the teachers, right click on the file and DOWNLOAD it. You can then submit to Classcharts as usual.

For more help and advice, please visit the schools Home Learning page:
<https://www.lancasterhigh.lancs.sch.uk/home-learning>