

# Using Office 365; Student Guide

Produced by the IT Services Team



# Office 365/OneDrive

## Office 365: Access via Student Portal

- If you need to work on files at home (or anywhere with an internet connection) you can upload them to your HNC OneDrive
- Go to the student portal page <https://portal.huddnewcoll.ac.uk> and click the Office 365 tile
- Login with your username@huddnewcoll.ac.uk and password
- You get 1TB of storage here
- You can also download a full copy of the Office suite onto 5 devices whilst you are a student at the College or simply edit Office files in Office Online at home.

# Recommendations

We recommend the following for the best experience of Office 365:

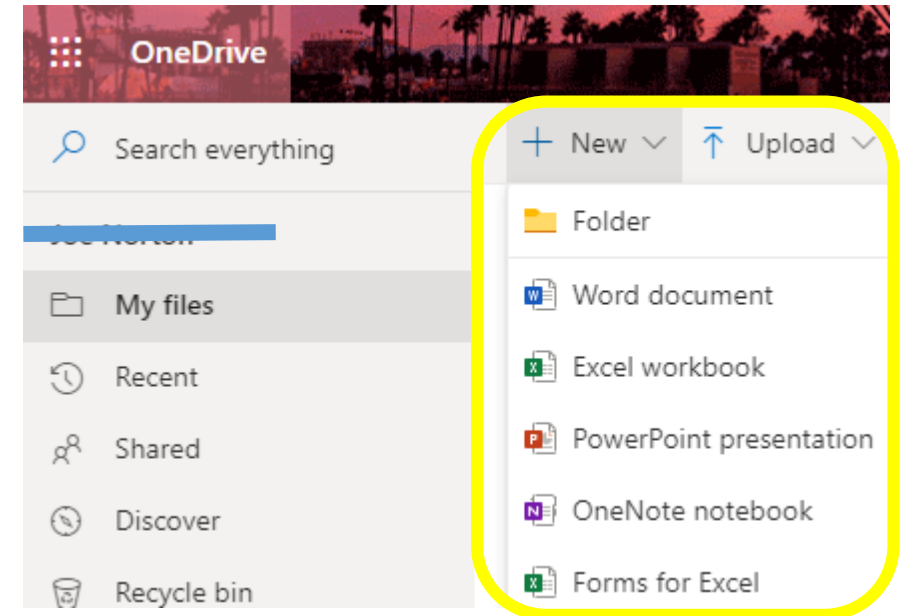
- Use Edge as your browser, both at home & at College
- On College devices, open in the Desktop App and where possible, save as you go along, unless you are moving regularly between a Mac & PC
- If you are, you will need to stay in online mode, this is because Office Apps for Mac & PC are different and can cause files to lose formatting or look different e.g. fonts & tables
- New for August 2021! OneDrive sync will automatically sync your Desktop, Documents and Pictures folders to your OneDrive

# Create a new file/folder in Office 365

## Create a new file or folder:

- Click the OneDrive icon when logged into Office 365 via the portal
- You can then create a new file by clicking on + New link and select the file that you want to create

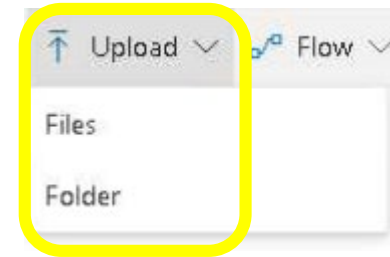
- Alternatively you can create folders to organise your work



# Upload Existing Files/Folders into OneDrive

## Upload an existing file or folder:

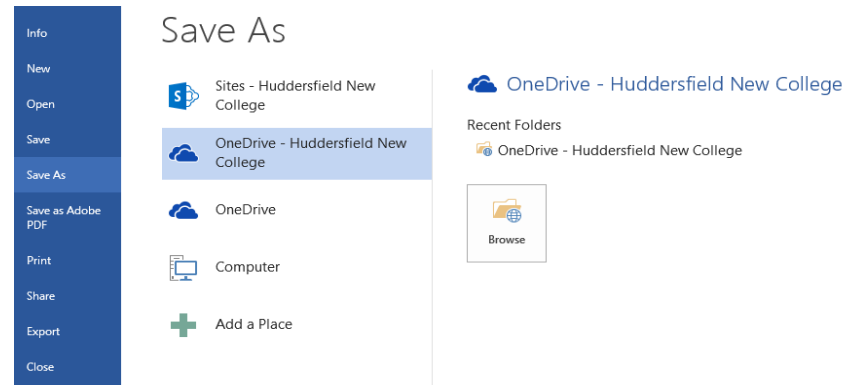
- Click the OneDrive icon when logged into Office 365 via the portal
- Browse to the folder you want to save into
- Click the upload icon
- Browse the location of file or folder you want to upload
- Then click Open (for a file) or Upload (for a folder)
- As the upload completes, you are invited to 'Share Link' (see Sharing a File in the Office 365 slides)
- It is possible to do a bulk upload of a files/folder from Windows (or a Mac) onto the OneDrive using drag and drop
- You can upload other non-Microsoft file formats such as .pdf to OneDrive.



# Saving from the Desktop App (Windows)

## OneDrive: Saving a file from the Desktop Application (Windows)

- File > Save As > OneDrive- Huddersfield New College > Click Browse

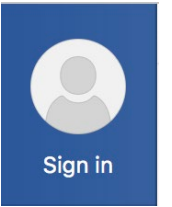


- You will be connected to your OneDrive. Create folders if needed, then click save and your file will upload
- If you are accessing at home you will need to; Save As > Add a place > OneDrive for Business
- To login to your college OneDrive using your username@huddnewcoll.ac.uk and password

# Saving from the Desktop App (Mac)

## OneDrive: Saving a file from the Desktop Application (Mac)

- The first time you open a Office program on a Mac, click the Sign in icon
- When asked for your email address, enter [username@huddnewcoll.ac.uk](mailto:username@huddnewcoll.ac.uk) and click Next
- You will be taken to our Office 365 page and you can enter your network password and click Sign in
- You will be connected to your OneDrive
- Create new folders if needed, then click save
- We recommend saving all Office documents into Office 365
- You will need to sign in to each Mac you use



# About Sharing in Office 365

## About sharing:

- The files and folders you store in OneDrive are only accessible by yourself and System Administrators until you decide to share them
- Office 365 allows you to share documents with teachers and Progress Tutors and they can add contributions to files
- There are various ways to Share a file in Office 365:
  - Uploading files, you get the option to 'Share Link'
  - Clicking the Share icon in the Office desktop app (if the file is not already saved in OneDrive you will be prompted to do this)
  - Clicking the Share icon in Office Online; the file will auto save in the online applications
  - Clicking the file you want to Share when in the OneDrive Section of Office 365 via the portal



# Sharing a file in Office 365

## Sharing a file:

- Once you have clicked Share, then either:
  - In Office Online, after upload or if you share from the OneDrive
    - Click on copy link; this will give you a link that you can email to people (See NOTE below)
  - In the Desktop Application; add one or two names to share (this is best for private files shared between teachers/Progress Tutors and yourself e.g. personal statements or assignments) or you can click 'Get Sharing Link' if you are happy with anyone at HNC with the link having access
- NOTE: by default, links work for anyone with a HNC Office 365 account so should only be used for non sensitive information or you should change the settings to define specific people who can access before sending

# Restoring Files


## To restore a different version of your file on OneDrive

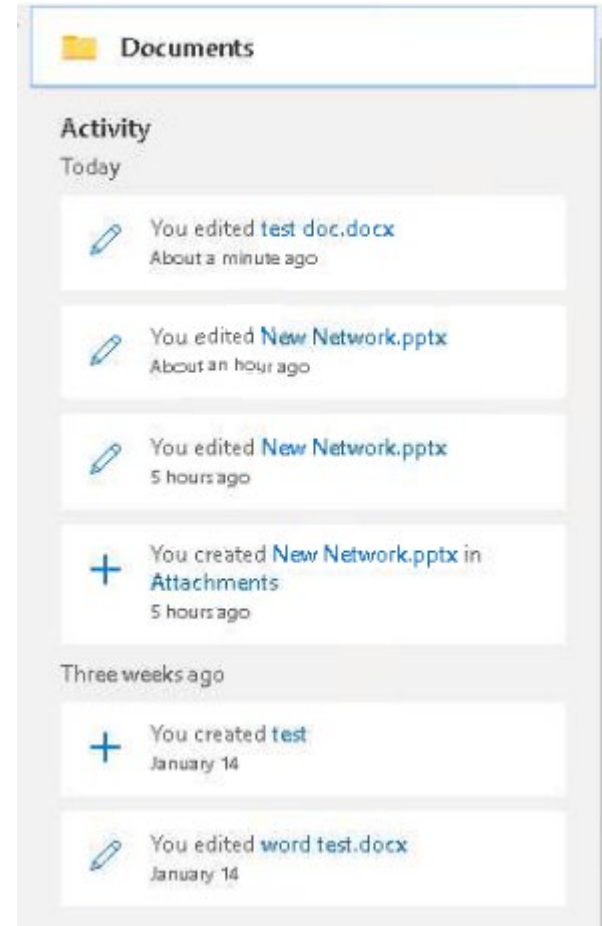
- Find the file you need to restore a different version
  - Hover over it and click the 3 dots
  - Click version history
  - You will see all the versions of the file listed, you can either:
    - Click the 3 dots against a version and Open File to review the file contents and if this is the file you need, re-save with a new file name
- OR
- Click the 3 dots against a version and Restore; this will make that version the current version



# Viewing Activity

To view your One Drive activity:

- In OneDrive click on my files
- Click the  icon at the top right corner of the screen
- In the right pane you will see your activity
- You can do the same in subfolders



# Submit your work directly to Turnitin from OneDrive

You can now submit your work from OneDrive onto a Turnitin submission point:

- On Moodle when you go to your submission point, click on the upload file link as normal
- Choose 'Microsoft OneDrive' from the list of file stores in the File picker
- Log in using [username@huddnewcoll.ac.uk](mailto:username@huddnewcoll.ac.uk) and your normal password
- Select your file you want to upload and then in the top box "Make a copy of the file"
- Click on Select this file and the file should be submitted for you as normal

