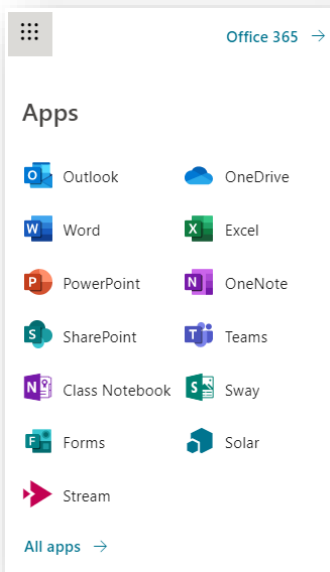
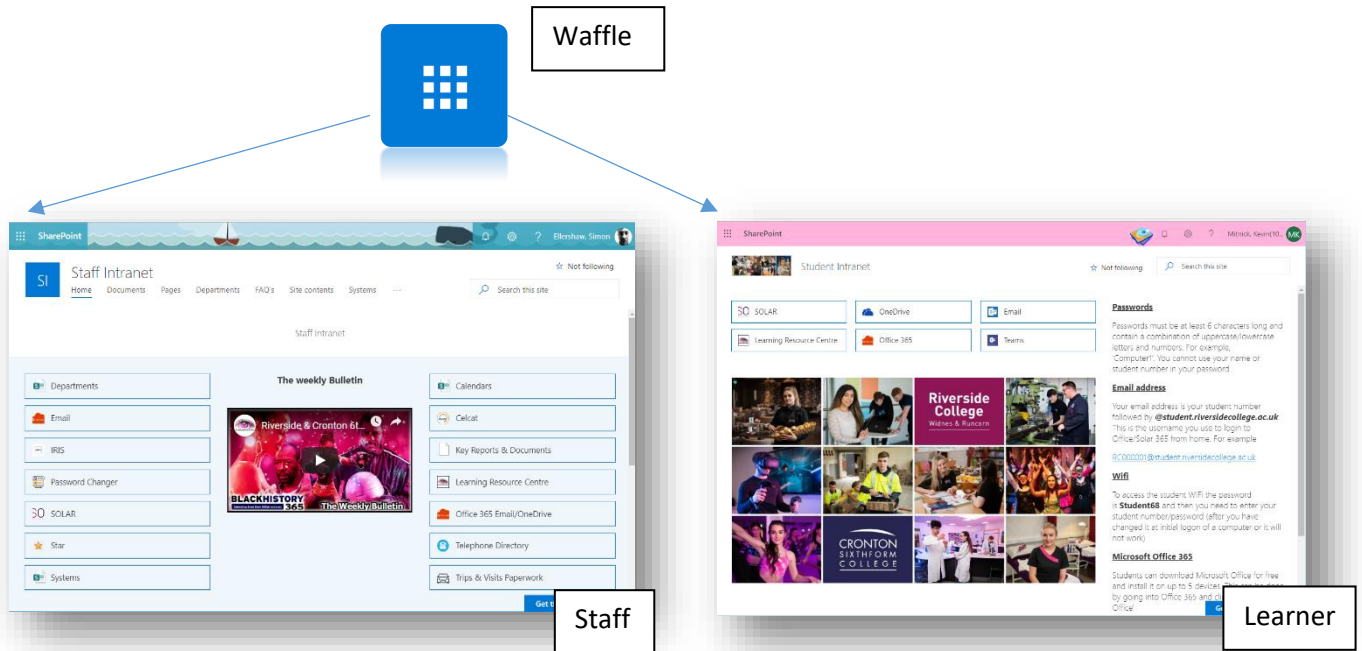


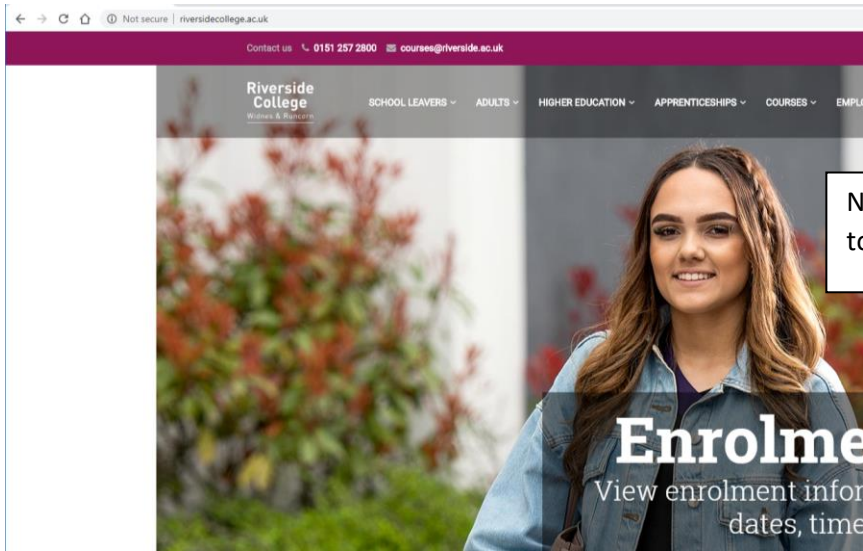
Access 365 in College using the waffle

Open your internet browser and click on the waffle to access your 365 applications. If one of the screens below does not appear then press the home button on the browser toolbar.

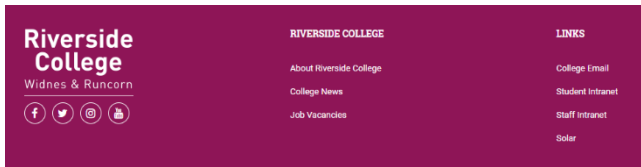


You can see your most commonly used apps as well as access the whole 365 suite by clicking on All apps. This will then give you access to the complete 365 suite.

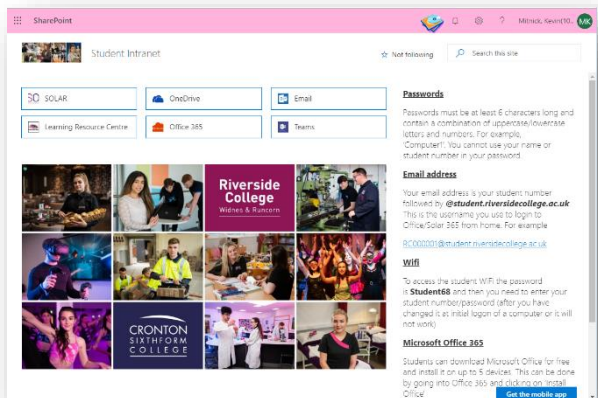
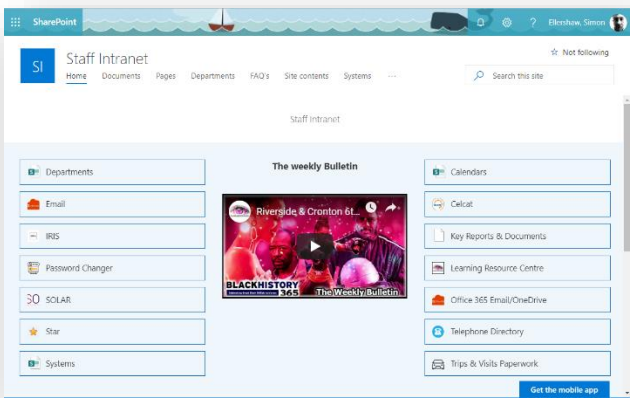
Accessing 365 through the College website from home



Navigate through your web browser to www.riversidecollege.ac.uk

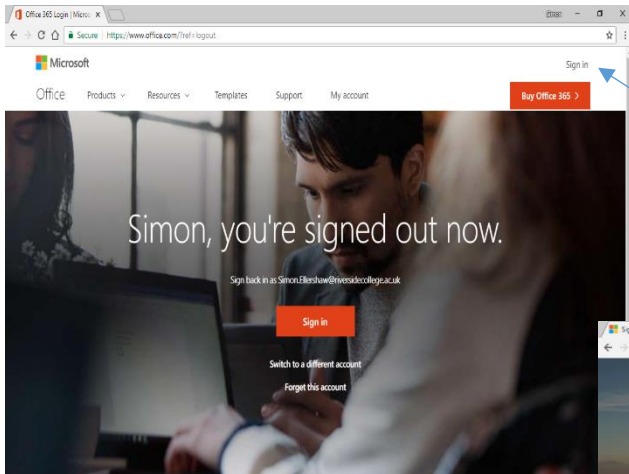


Scroll to the bottom of our homepage and click on either staff or student intranet depending on your status

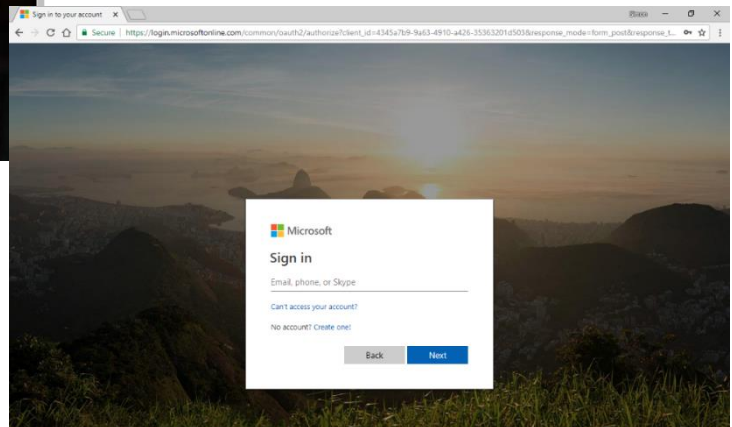


You will then get access to the same screen that you use in College

Office 365

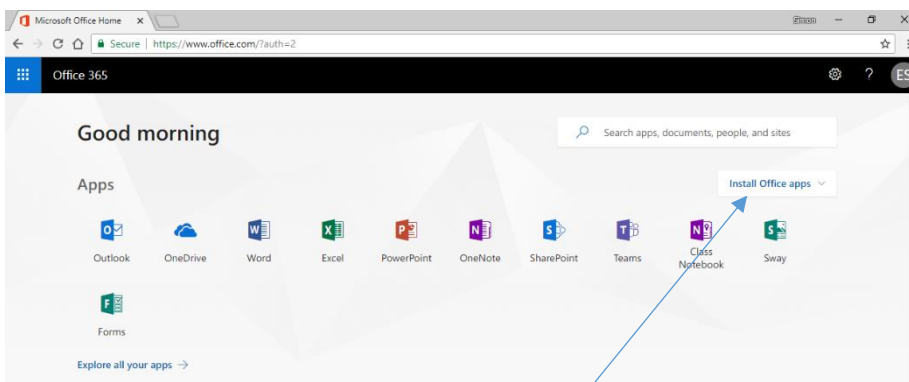


You can also access your 365 account by going to www.office.com and click on sign in



Use your work/student email address to login forename.surname@riversidecollege.ac.uk (Staff) or RCnumber@student.riversidecollege.ac.uk (learners) and your College network password to access 365.

You should now have access to a collection of Microsoft products. These can be accessed anywhere with an internet connection and also gives you the ability to install a free version at home.



Everything created in these applications can be stored automatically to the OneDrive cloud, meaning that you do not need to worry about copying over files between home and College.

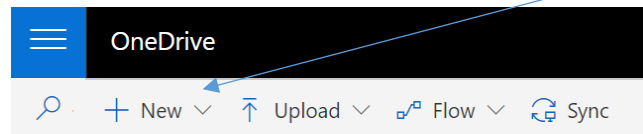
FREE INSTALL AT HOME

If you click install Office apps you get an option to install the desktop version for free if you are a member of staff or student at Riverside.

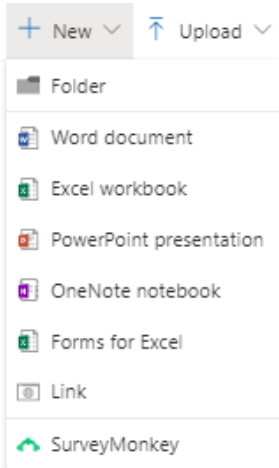
Using One Drive

Click on the One Drive icon. At the top you will see a plus with New next to it. Press on the down arrow and you will see an option to create a folder.

Folders and files on OneDrive can be shared with others.

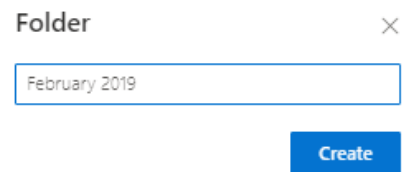


Create a folder



Click on the + New button to add a folder or create a certain type of file within the 365 cloud.

You can keep your files organised by using folders. Press the + New button and select 'Folder'. You can then give your folder a name then click on create.



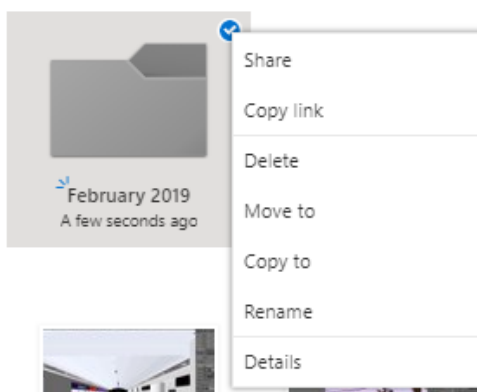
Upload a file

To add a file you literally drag and drop an existing file on to the browser to the folder you want the file to appear in. You can drag files into an existing folder or drag files which are already in a folder which will then create an identical folder in OneDrive.

Sharing

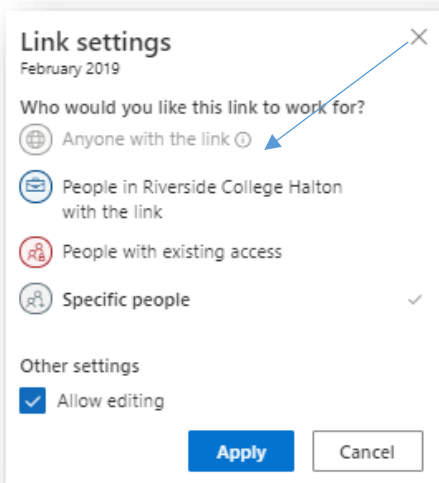
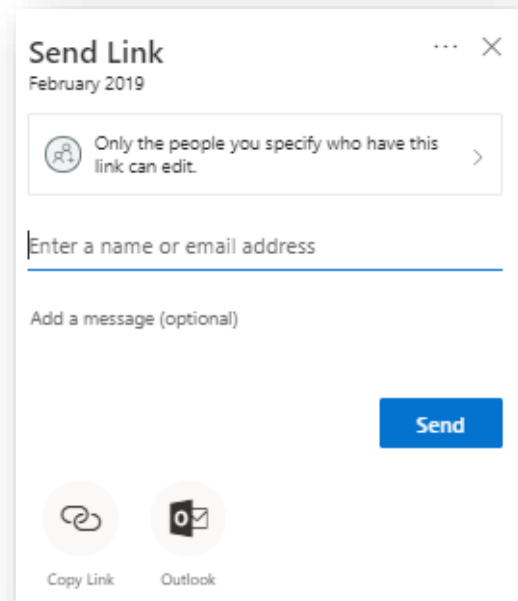
You can share files and folders with other easily with OneDrive as well as access files shared with you by others.

Sharing files or folders with others



Right click on the resource that you would like to share and select 'share' from the top of the list.

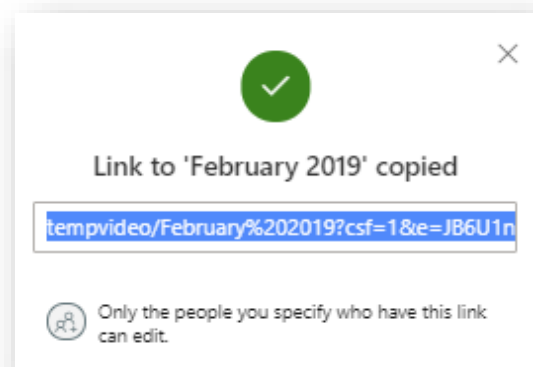
By default OneDrive will select a specific share list. If this is correct then simply start typing the name of the person you want to share with if they are internal staff or enter the email address if they are from outside of the organisation.



If you want to set up a share which is available to all members of the College you can select this link. This may include everybody in the organisation.

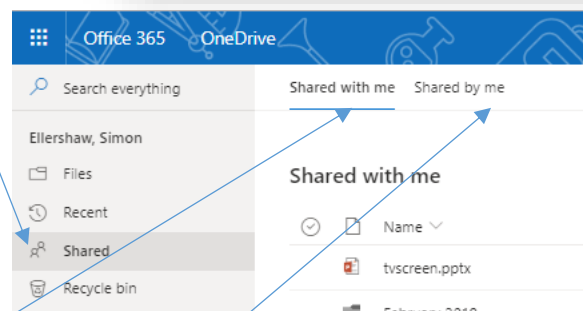
If you are sharing a resource then you can also control what users can do with your files. If you want them to have the ability to edit then select the check box below.

Once you setup the share then you can create a link to send to users



Looking at files shared with me

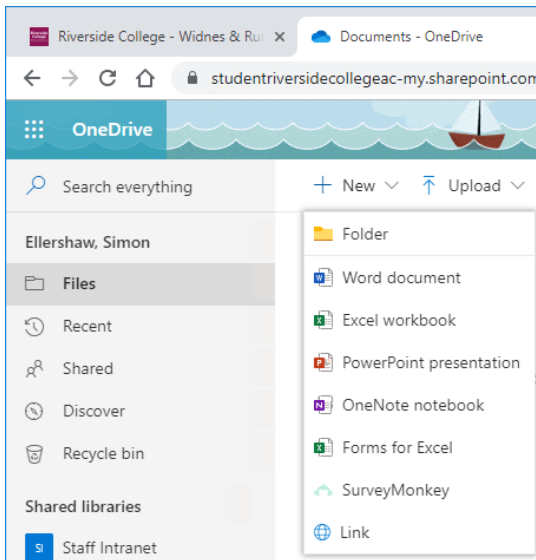
To see files that have been shared with you select the shared menu item on the left hand side of OneDrive



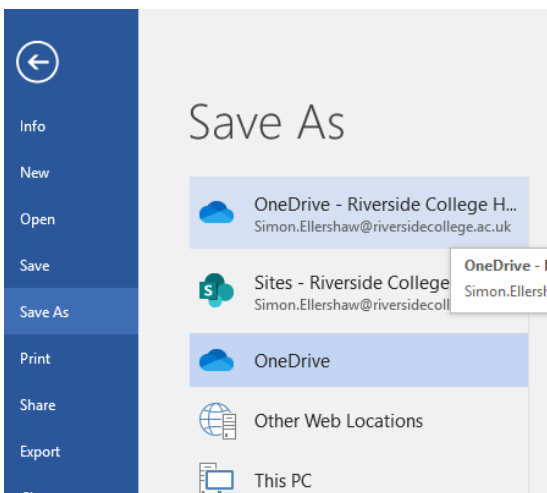
You can then select items which are 'shared with me' or 'shared by me'.

Saving through Office applications

Ideally create your document in OneDrive itself. This will mean that Office knows where to save it on creation and everything will be saved automatically as you type. You can do this by pressing the + button and selecting the type of file you wish to create. This only includes Microsoft office file types.

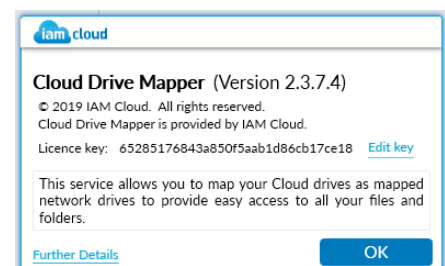


If you have already created a document in a desktop application then you should ensure that whenever saving, that you select the OneDrive for business link shown below.



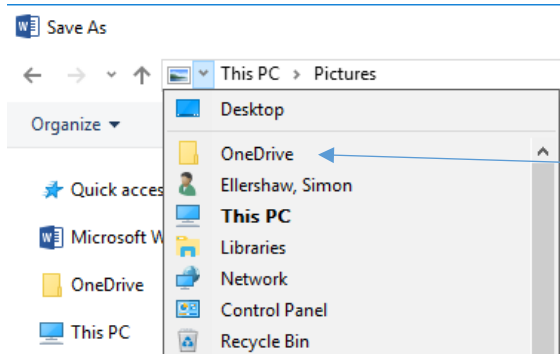
The correct OneDrive will display your 365 login name underneath.

You can also use the third party OneDrive mapper which should map your OneDrive to the A: Drive through File Explorer. If you save to the A drive then it will automatically use your OneDrive. Shared areas are not available through the drive mapper.



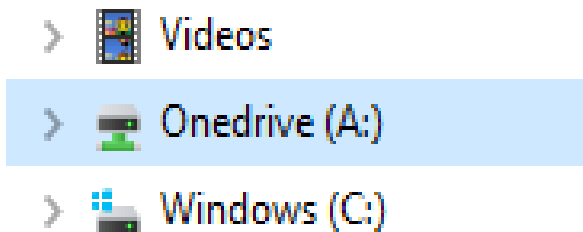
Troubleshooting

Unfortunately, Windows installs a personal version of OneDrive to each computer which can be viewed when saving. DO NOT use the arrow next to This PC when selecting save as.



If your work has disappeared then it is likely that you have saved to an incorrect version of your OneDrive.

You can use the third party OneDrive mapper which should map your OneDrive to the A Drive



If the drive is not mapped to A then there is one of two issues.

First check that the app is installed by clicking on the up arrow in the bottom right portion of the screen and look if the lam cloud is present.



If it is not there then contact Technical Support

If the cloud is there but the A drive is not working then right click on the cloud and refresh settings. This should restart the mapper and solve your issue.