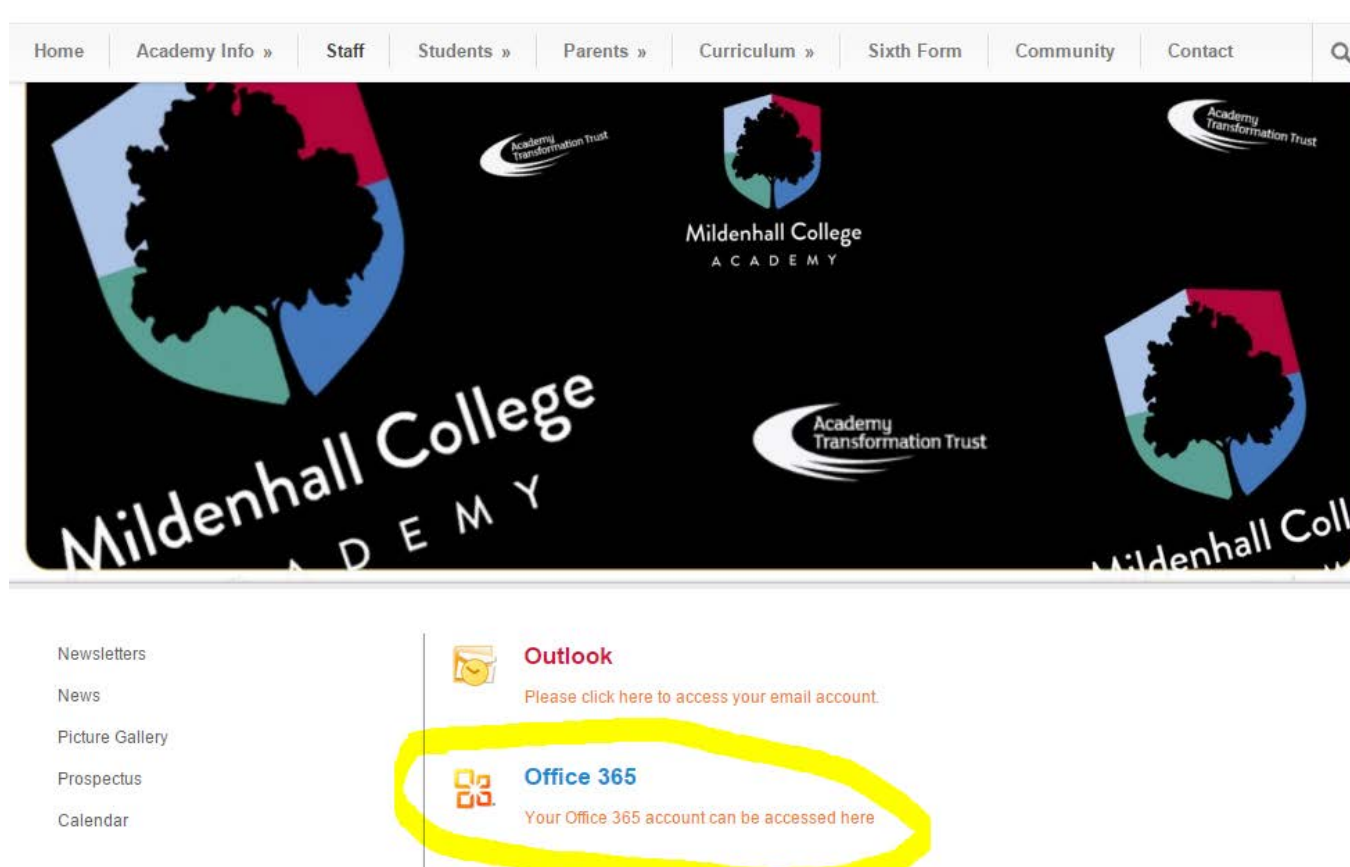


## INSTRUCTIONS FOR USING ONE DRIVE IN OFFICE 365

To log in to Office 365 go to: <https://portal.office.com/Home>

Or alternatively access the link on the Staff section of the Academy internet or intranet page:



The screenshot shows the website for Mildenhall College Academy. At the top, there is a navigation menu with links: Home, Academy Info », Staff, Students », Parents », Curriculum », Sixth Form, Community, and Contact. Below the menu is a large banner featuring the school's logo, which includes a stylized tree and the text 'Mildenhall College ACADEMY' and 'Academy Transformation Trust'. Below the banner, there is a sidebar with links: Newsletters, News, Picture Gallery, Prospectus, and Calendar. In the main content area, there are two links: 'Outlook' with the text 'Please click here to access your email account.' and 'Office 365' with the text 'Your Office 365 account can be accessed here'. The 'Office 365' link and its text are circled in yellow.

Login with your full email address and your usual network password:



Sign in with your work or school account

firstname.lastname@mca.attrust.org.uk

.....

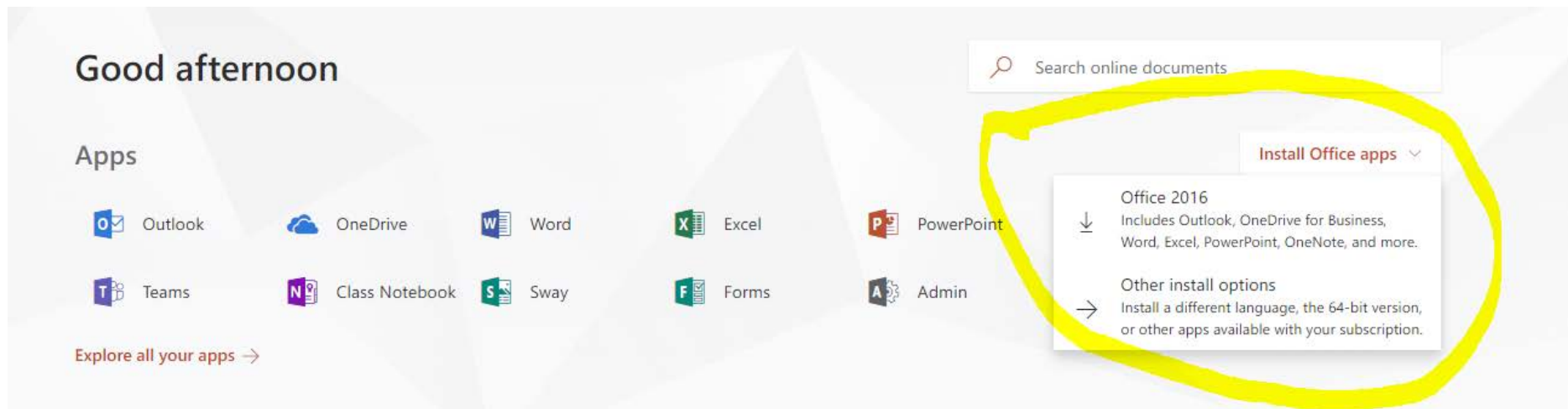
Keep me signed in

Sign in

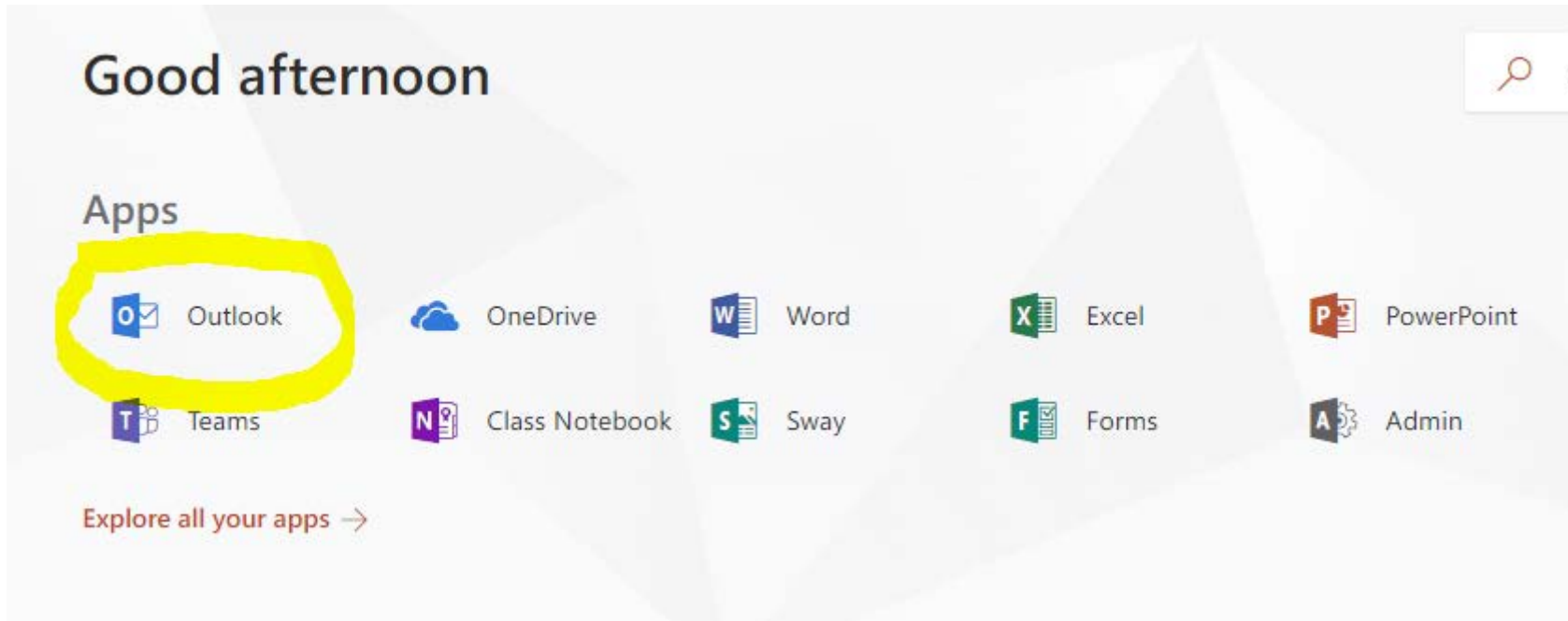
[Can't access your account?](#)

 Your work or school account can be used anywhere you see this symbol. © 2015 Microsoft [Legal](#) [Privacy](#) [Feedback](#)

From here you will have access to Office products that you are licensed to install at home free of charge on 5 devices, this includes Windows PCs, Macs, IPADs and tablets:



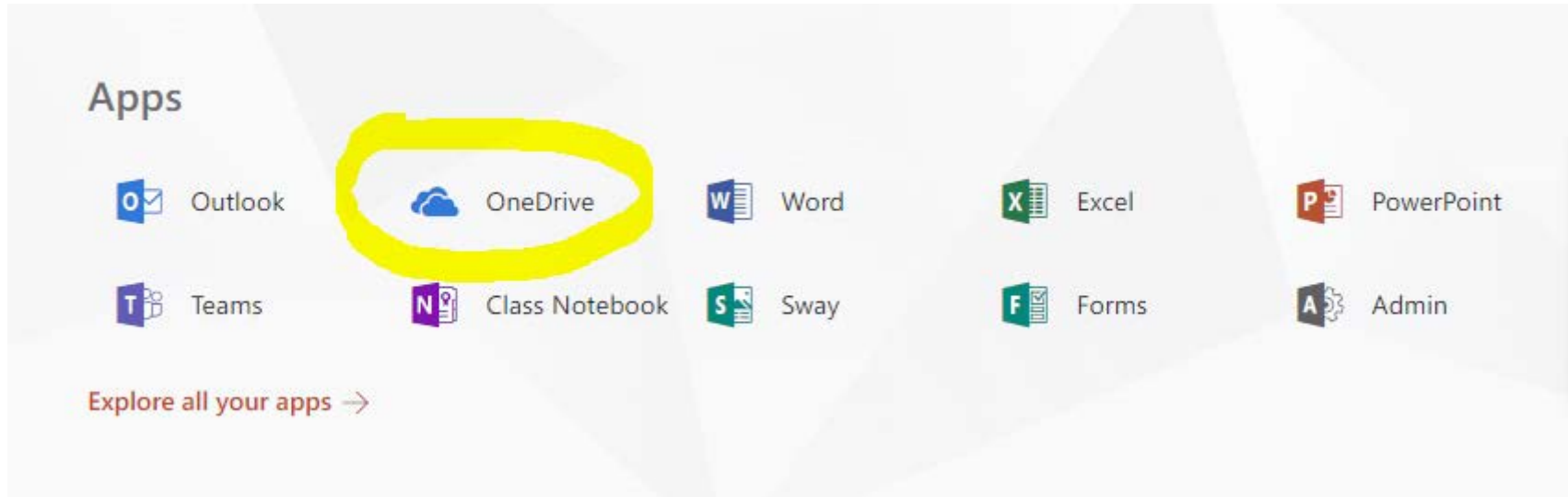
To access email it is as straightforward as clicking on the Outlook tab:




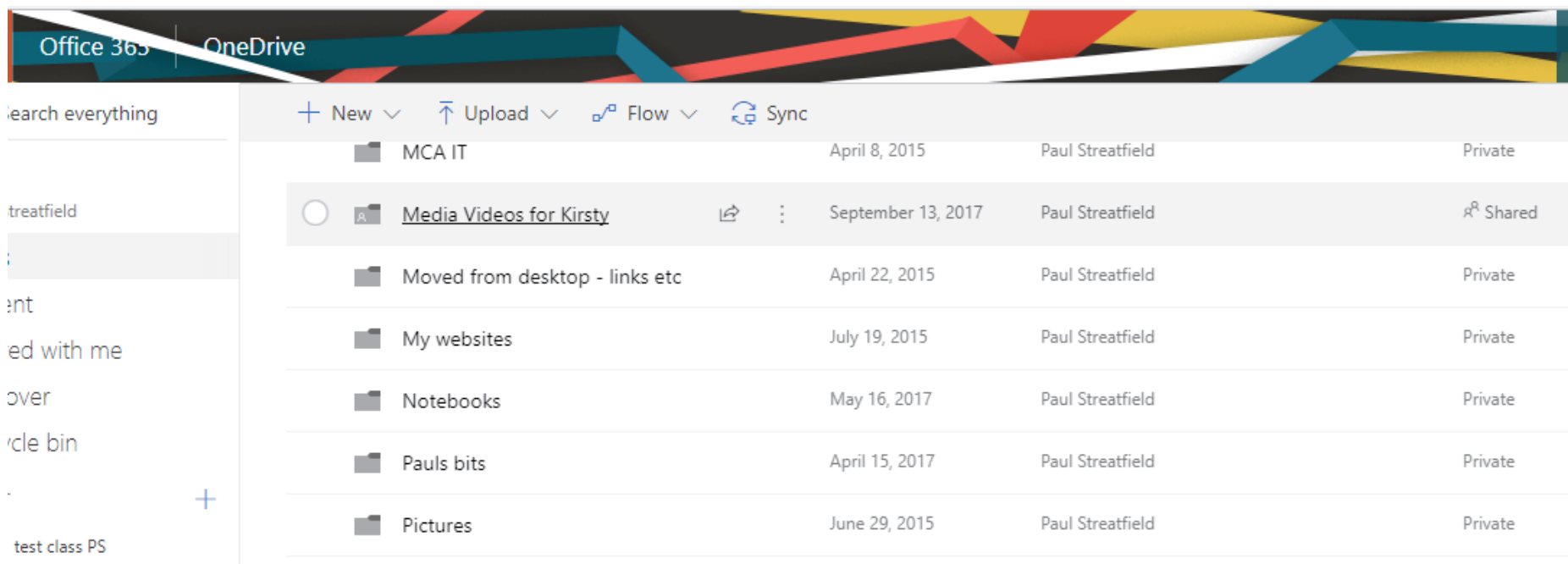
From here you can use your email in the normal way

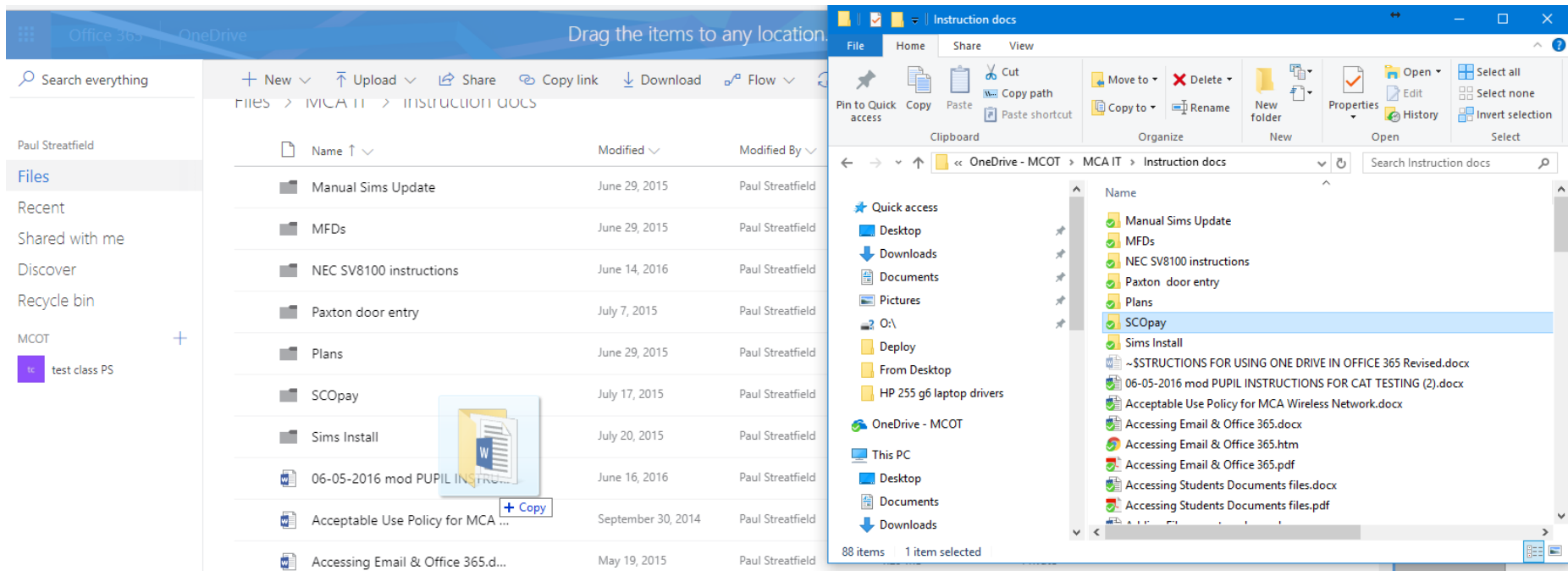
You are also licensed for Office online products including One Drive, where you can share and store your documents and access them anywhere outside of the Academy.

To access One Drive, simply click on the link to open your One Drive portal:



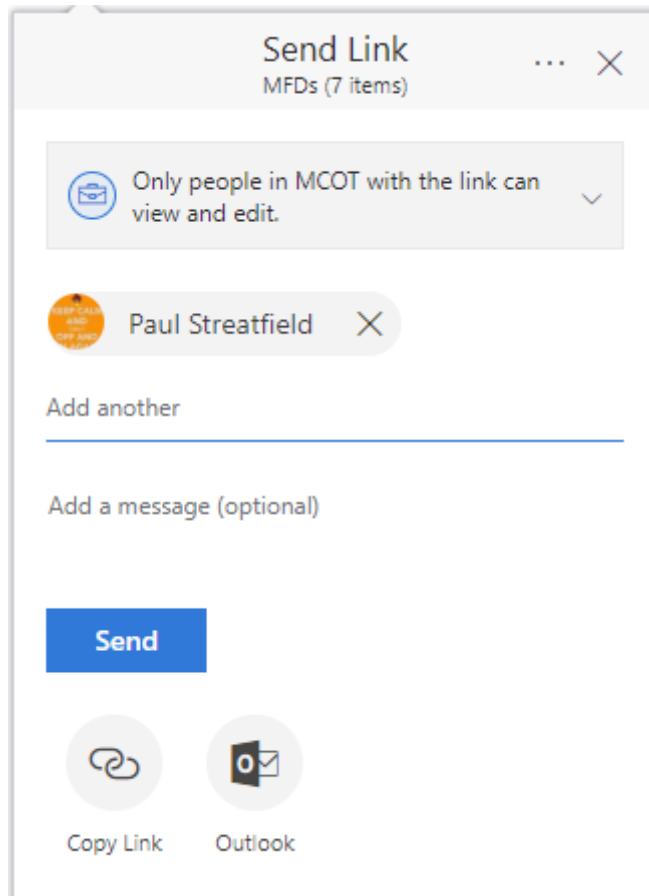
From here you can create your own folders, simply by clicking the  button and selecting “New folder”. You can then either upload documents from your documents folder or by simply dragging a folder or files from your documents folder/ USB drive into OneDrive:





You can easily create shared folders or files within One Drive so that they are easily accessible for other members of staff. This is done by selecting the file or folder you wish to share:

Right click or select share:





You have the option of people in MCOT (MCA) with the link can view and edit or the following options:

### Link Settings

MFDs (7 items) ✕

Who would you like this link to work for? [Learn more](#)

- Anyone
- People in MCOT ✓
- People with existing access
- Specific people

Other settings

- Allow editing

Apply Cancel

Other Options include:

**Anyone** – Self-explanatory, anyone with the link can open. An Expiration date can be set here so that the access expires at a time chosen by you.

**People with existing access** – users that have been given access previously.

**Specific people** – Only users specified here can access.

The other option is whether you wish the file or folder to be edited. If you do not wish it to be edited, deselect the Allow editing box.

You can then choose to copy the link and send it to the recipient(s) or select Outlook, this will automatically open Outlook (in 365) with the link in the body of the email:

To paul.streatfield@mca.attrust.org.uk

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Cc

---


Add a subject

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[https://mcot-my.sharepoint.com/:f/g/personal/paul\\_streatfield\\_mca\\_attrust\\_org\\_uk/ElkoTWajq-dMiKhmcGYndIsB40cIMxpZ25Ltl7w6Xp7DKw?e=N0AhgY](https://mcot-my.sharepoint.com/:f/g/personal/paul_streatfield_mca_attrust_org_uk/ElkoTWajq-dMiKhmcGYndIsB40cIMxpZ25Ltl7w6Xp7DKw?e=N0AhgY)

|

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Send Discard      

Further information and help is available here:

<https://support.office.com/en-us/article/sharing-files-and-folders-74cab0bf-39c6-4112-a63f-88ee121722d0?ui=en-US&rs=en-US&ad=US>