

Skills for the Workplace Guides:

UWTSD Office 365 Suite Handbook 2020

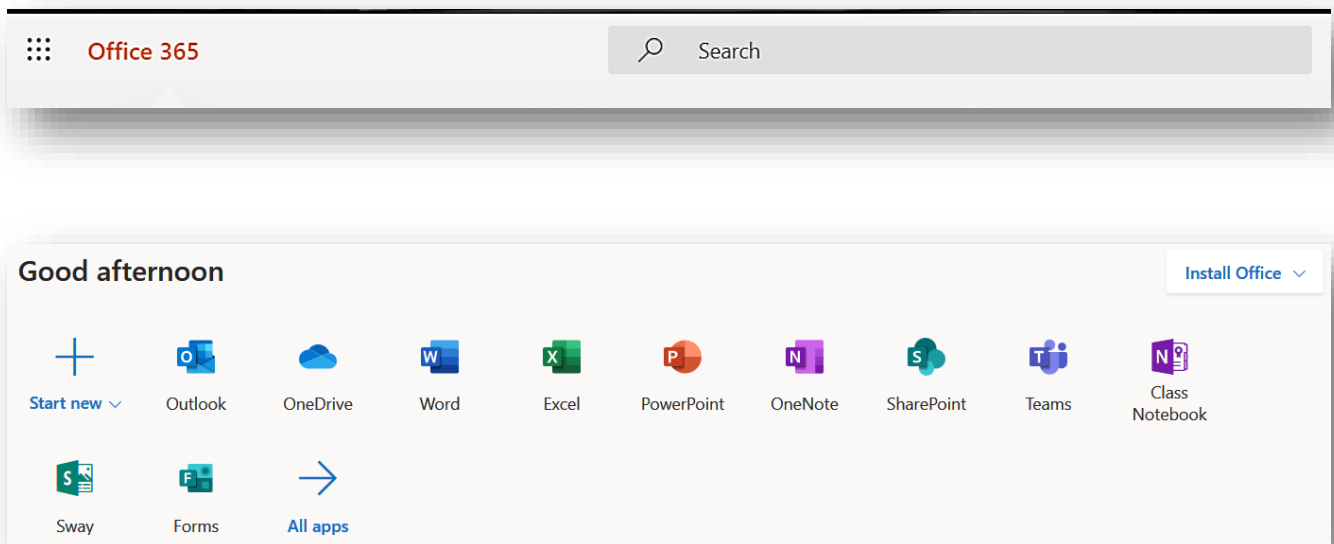


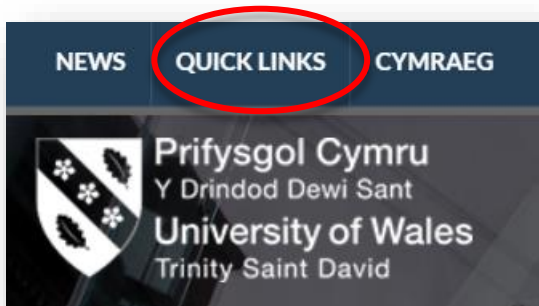
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Accessing Office 365

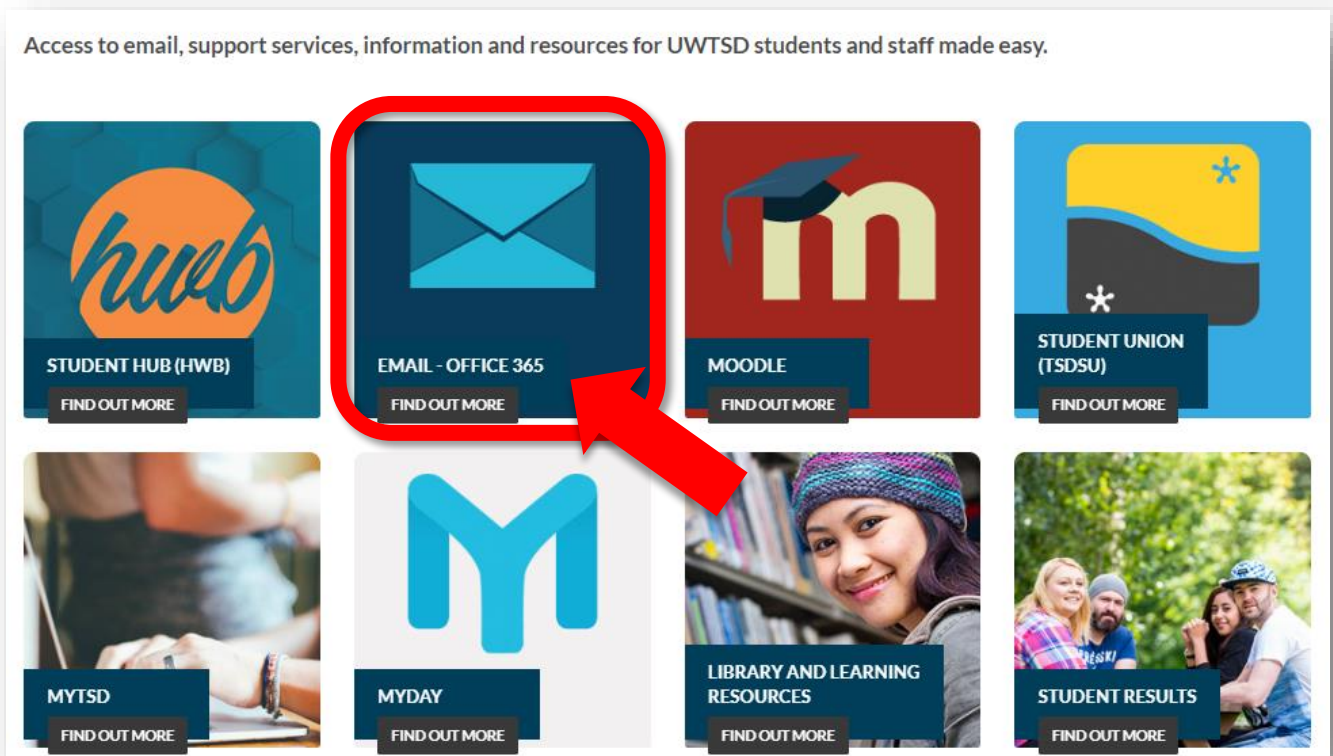
Laptop or Computer

Go to the UWTSD homepage <http://www.uwtsd.ac.uk/> and click on **QUICK LINKS** at the top of the page.



Or go straight there with this link. <http://www.uwtsd.ac.uk/quick-links/>

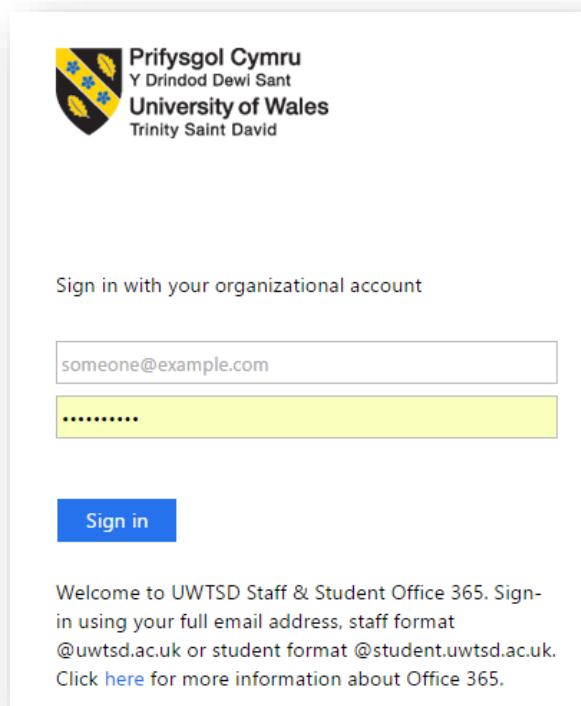
Click on the **EMAIL - OFFICE 365** tile.



Sign in with your UWTSD staff or student email address.

This is yourstudentnumber@student.uwtsd.ac.uk for students
or name@uwtsd.ac.uk for staff.

(example 1234567@student.uwtsd.ac.uk or j.bloggs@uwtsd.ac.uk) and use the password you created when you made your account.



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

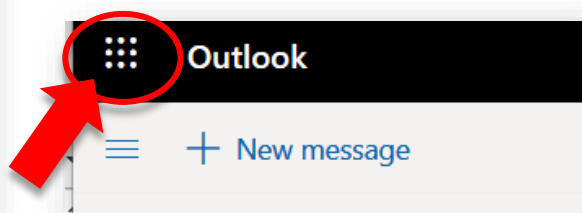
Sign in with your organizational account

[Sign in](#)

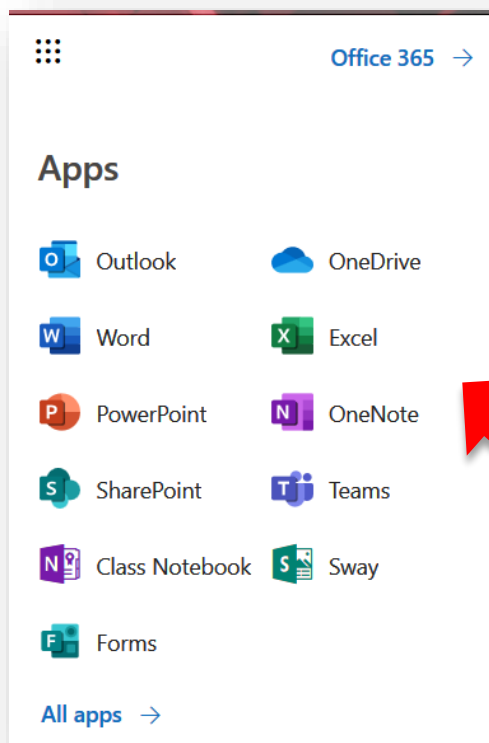
Welcome to UWTSD Staff & Student Office 365. Sign-in using your full email address, staff format @uwtsd.ac.uk or student format @student.uwtsd.ac.uk. Click [here](#) for more information about Office 365.

You will usually arrive in your Outlook email inbox.

Click on the box with dots to the left of the word Outlook at the top of the page. **This is called the App Launcher**



This will show all your Office 365 apps and this guide will discuss a number of them and their uses.



Mobile Apps

You can also access the Office 365 suite via apps on your mobile devices.

Add the Teams and/or Skype for Business apps and you are all set to work online, either on a laptop or mobile phone/tablet wherever you happen to be at any time that suits you.



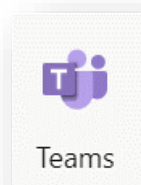


Working Online

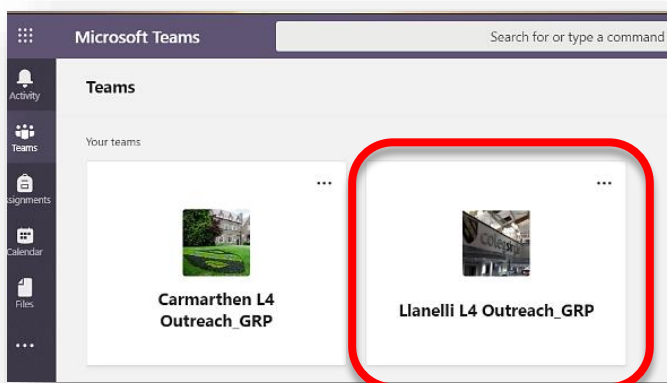
Microsoft Teams

The Teams app in Office 365 can be used to set up Cohort spaces by your Tutor or you can create Student groups to work collaboratively on Team Projects etc.

When you have opened the side menu bar using the dots in the square (app launcher), Click on **Teams**



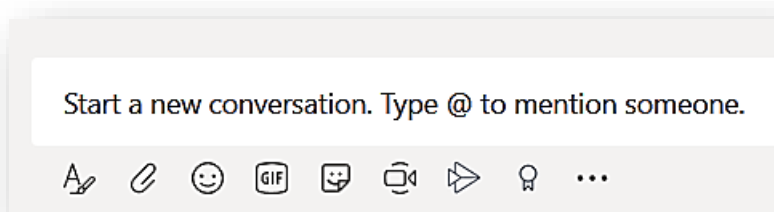
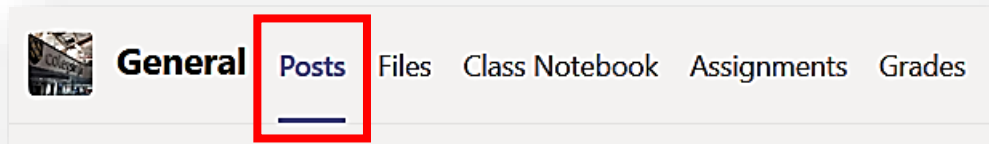
If you have been added to a Cohort Team by your Tutor, it will appear here.



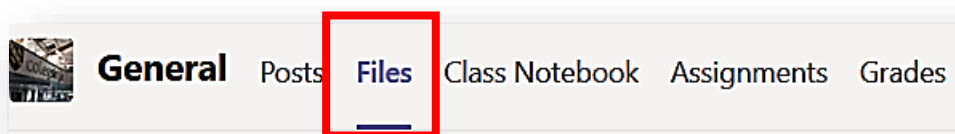
Click on the relevant Team (in this example it is Llanelli L4 Outreach)

Overview

You will arrive on the Posts page in the General Channel. You can create more channels as needed.

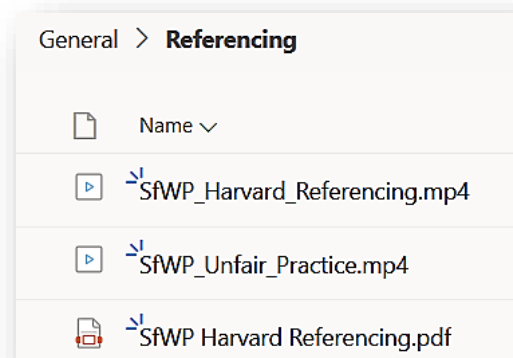
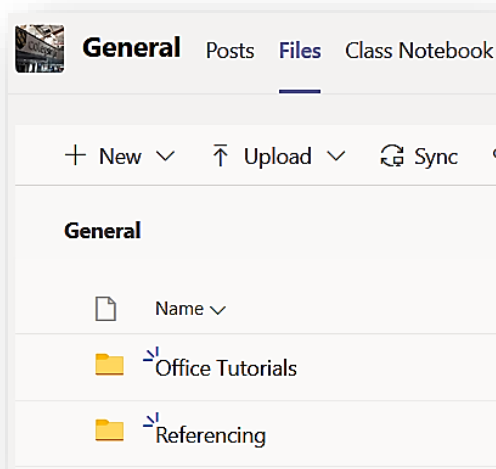


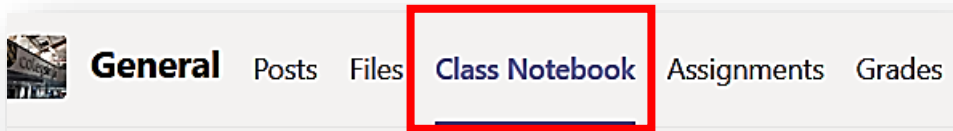
You can create conversations or reply to those already there, just as you would in any online application.



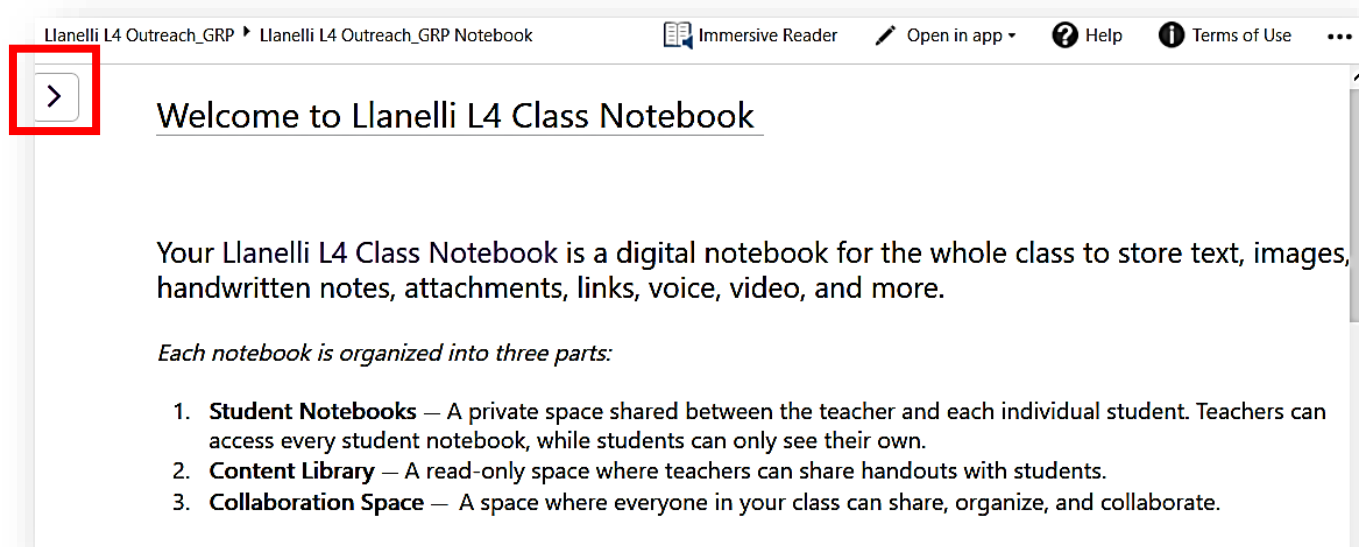
Clicking on Files allows you to view files and folders, create new folders, upload files etc.

Clicking on a folder takes you inside to view its contents.

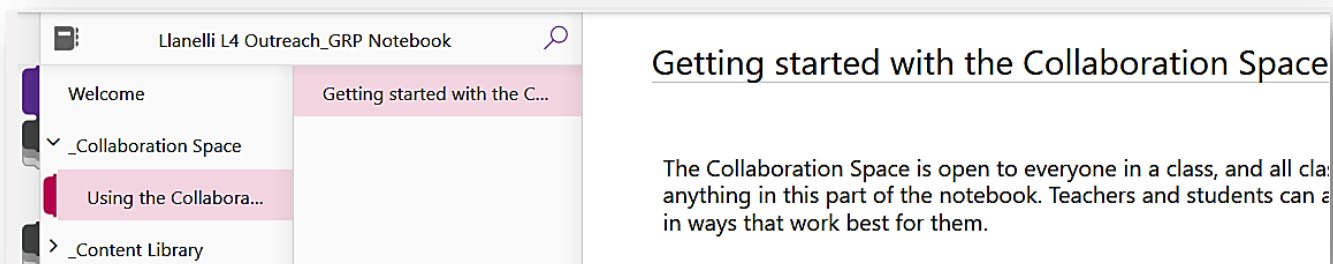




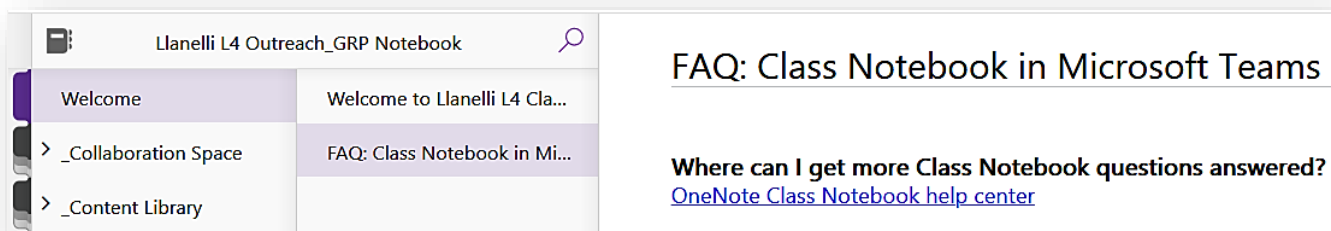
When you click on Class Notebook, you will find that there are lots of options for you to record your own private notes and/or collaborate with others.



Clicking on the arrow on the top right opens up more sections

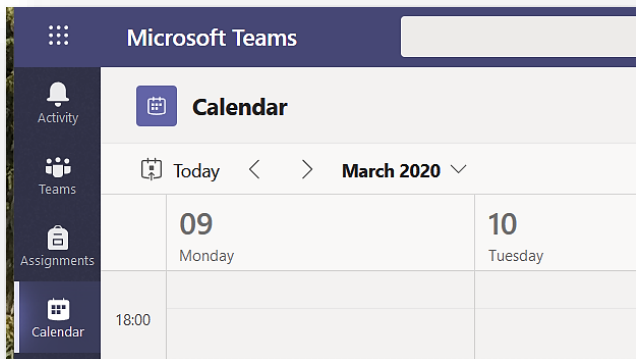


There is a lot of help and guidance provided for you to help you find your way around, so just browse and click away at first before doing anything!



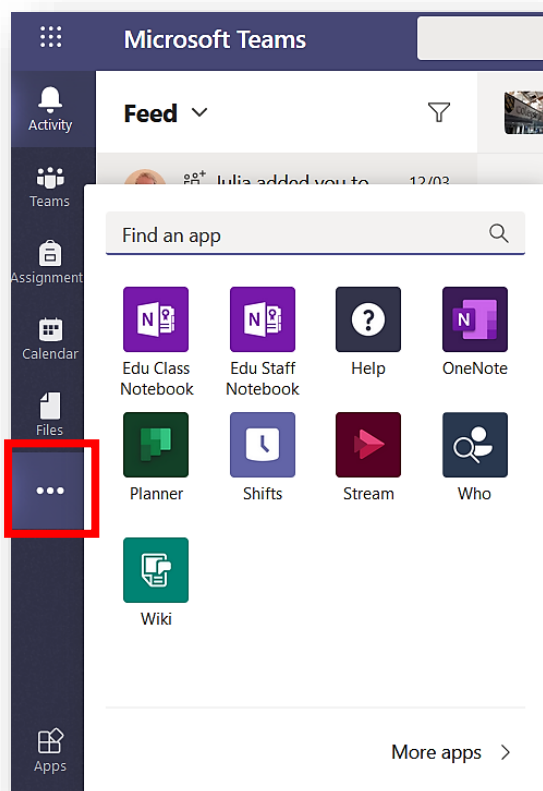
The **Assignments** and **Grades** features will not be used at the moment as the university uses Moodle and Turnitin for these tasks.

You will see that there is a navigation bar at the side which contains links to all the activities mentioned above, plus a calendar you can use to note down assignment submission dates, collaborative task meetings etc.

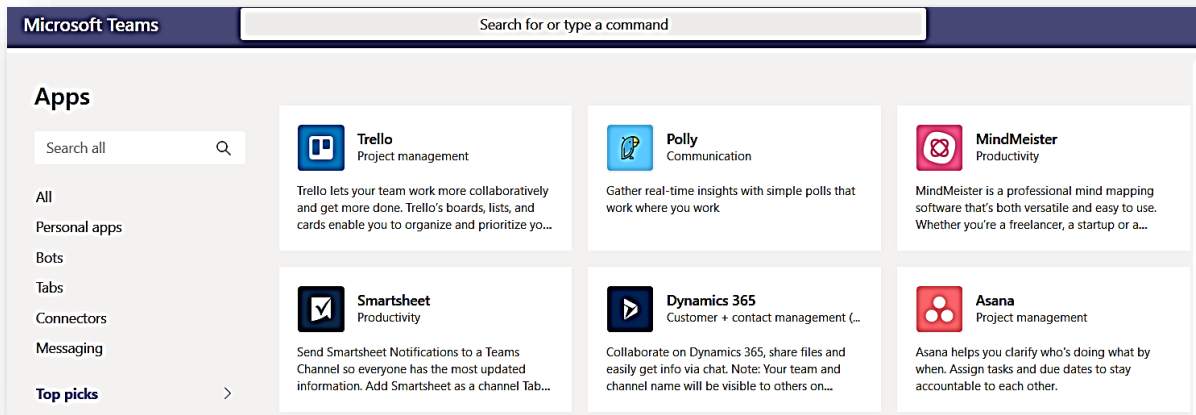


Apps in Teams

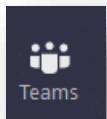
Clicking on the 3 dots at the end of the list offers more apps for you to try out.



And yet more apps!



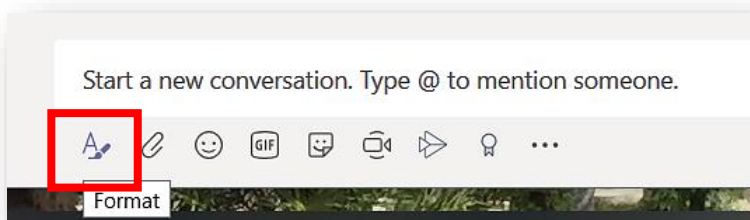
Click on Teams on the sidebar and then your Cohort Team to get back to the start.

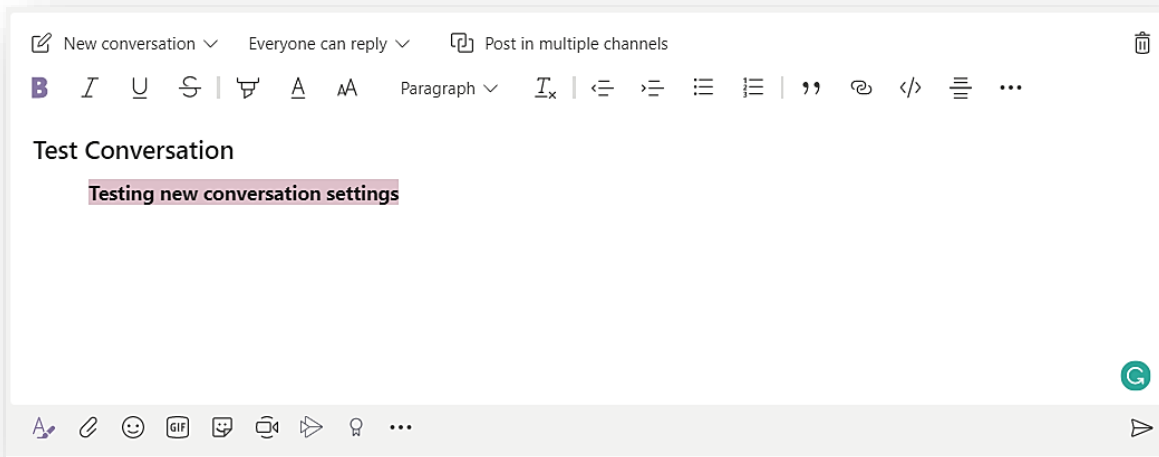


Conversations

Each channel (including General) has a **Posts** page where conversations and meetings can take place – either within a module channel if specifically related to that module, or in General for more *general* discussion.

From the **Posts** page, click on Format (the Large A at the end) to start a new conversation

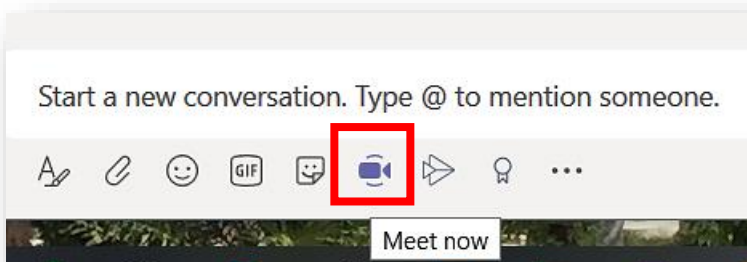




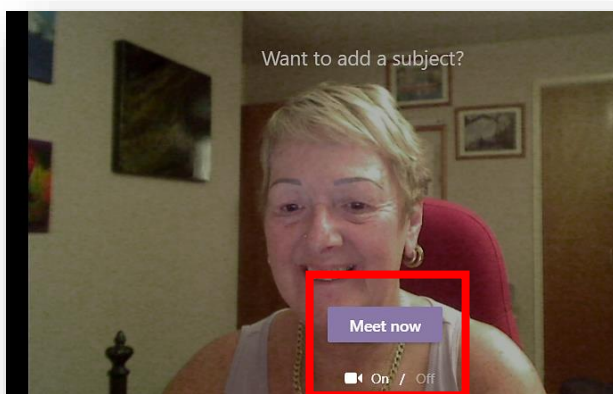
Online Video Team Meetings

You can also set up a video meeting inside Teams.

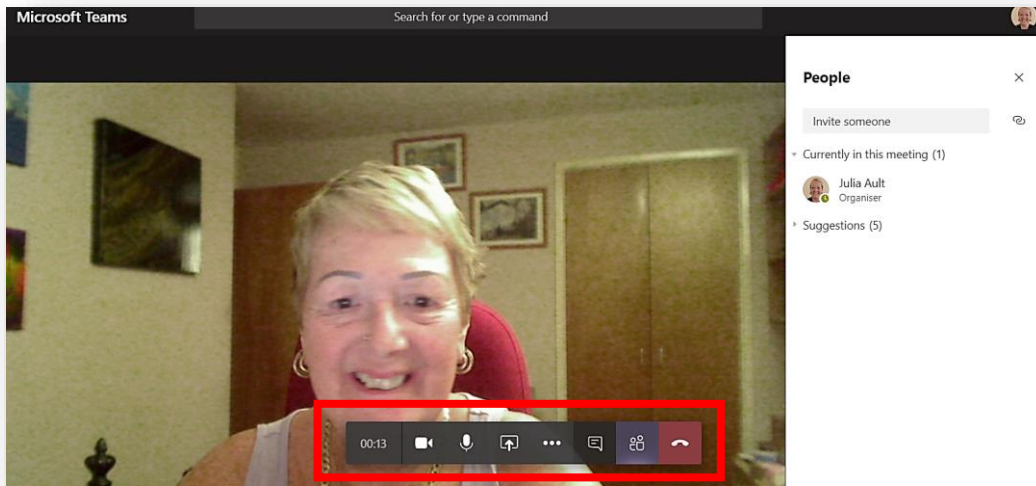
Start a new conversation as above but instead of typing a post, click on the little camera icon at the bottom which will say Meet now.



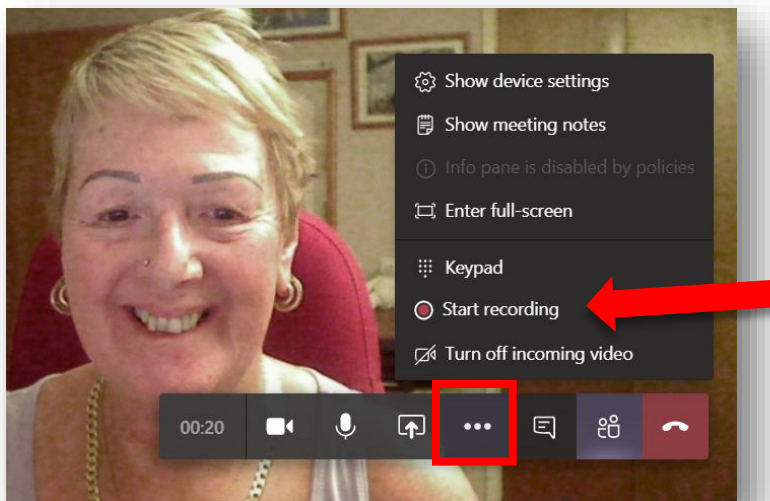
If you are using a pc or laptop with a webcam, your camera will start and you will be asked if you want to type a subject for the meeting. You can click on Meet now, with or without video camera.



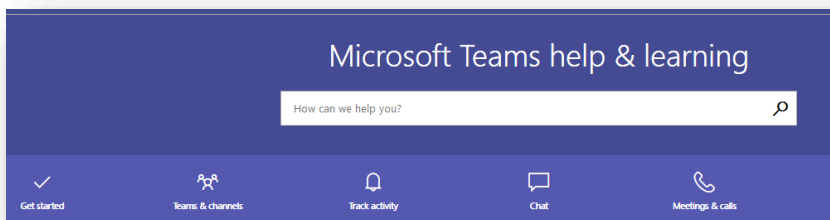
When you click on Meet now, you are then given the option to add people to the meeting and a bar of meeting controls comes up on the screen. This goes away when you are talking but you can move your mouse to bring it back at any time.



If you click on the 3 dots on the bar you are given additional options, which include recording the meeting.

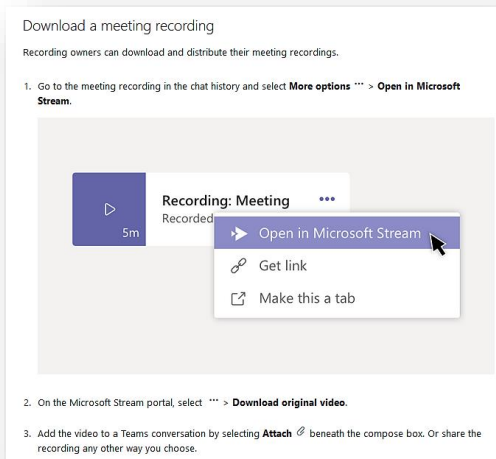


Further information about Teams Meetings may be found on the [Teams Help pages](https://support.office.com/en-gb/teams)
<https://support.office.com/en-gb/teams>



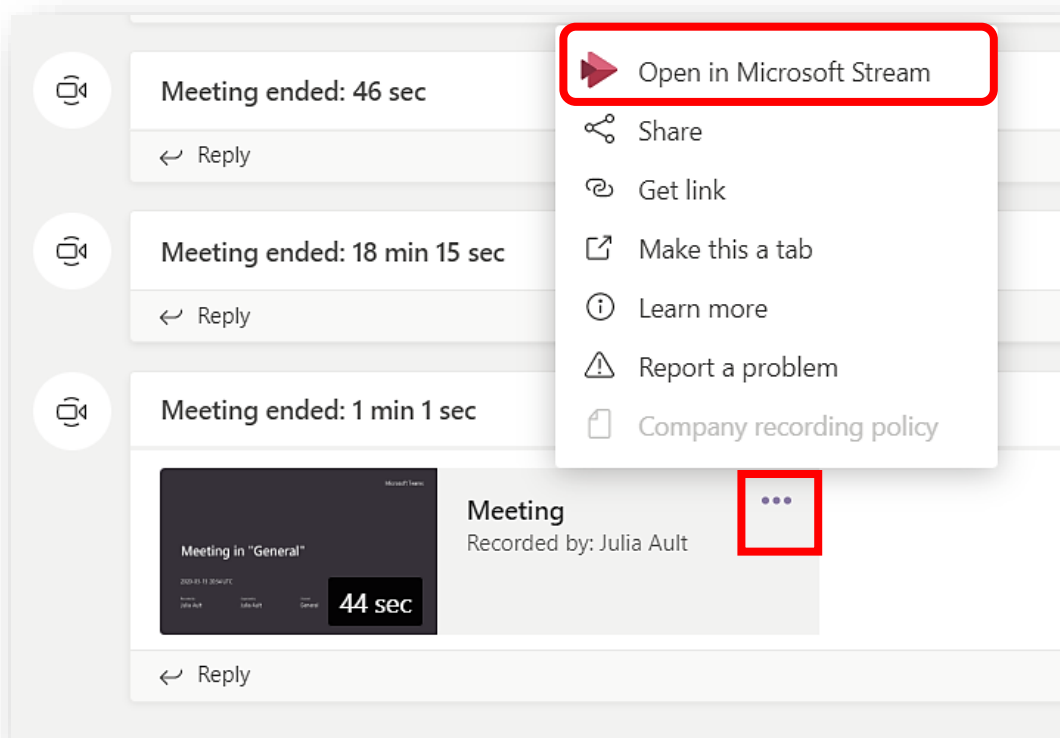
Recording a Meeting

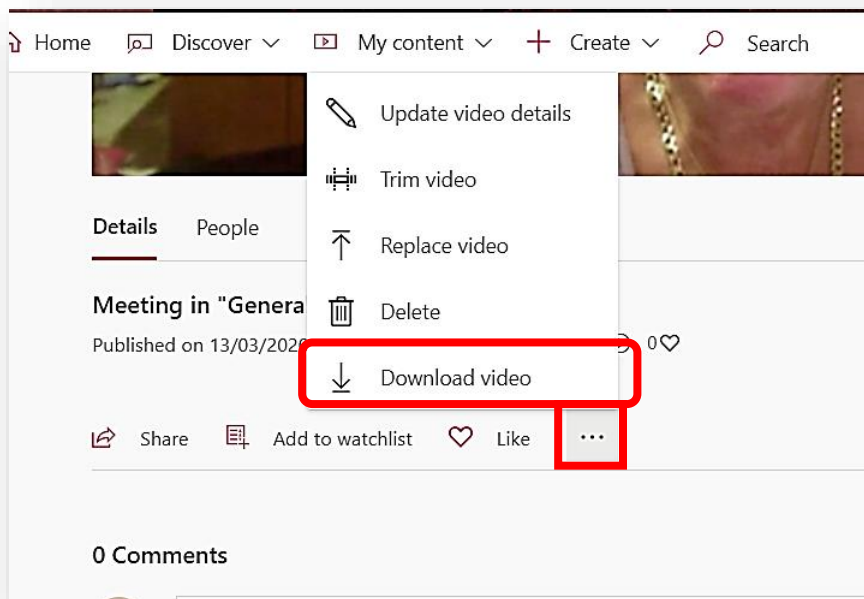
If you record a meeting, it is stored in Microsoft Stream and is also available in the Meeting chat for 7 days.



Start a recording by pressing the Start recording button. You can stop the recording in the same way.

When the recording has been uploaded to Microsoft Stream, it will appear in your Chat and you can then click on the 3 dots and go to Microsoft Stream to share the link or download the file itself.

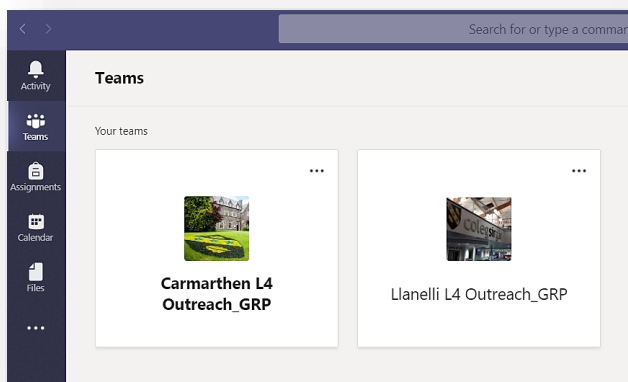
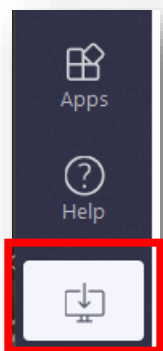




More Information on the [Teams website](#).

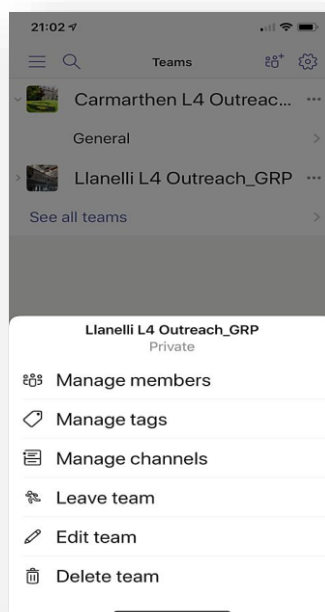
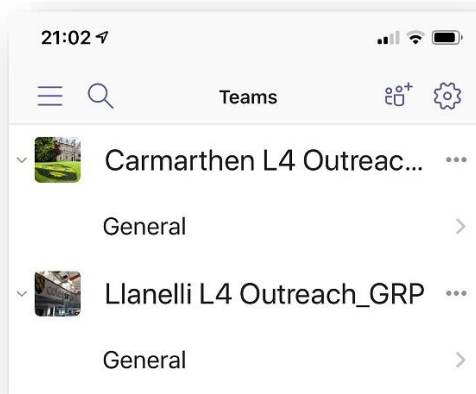
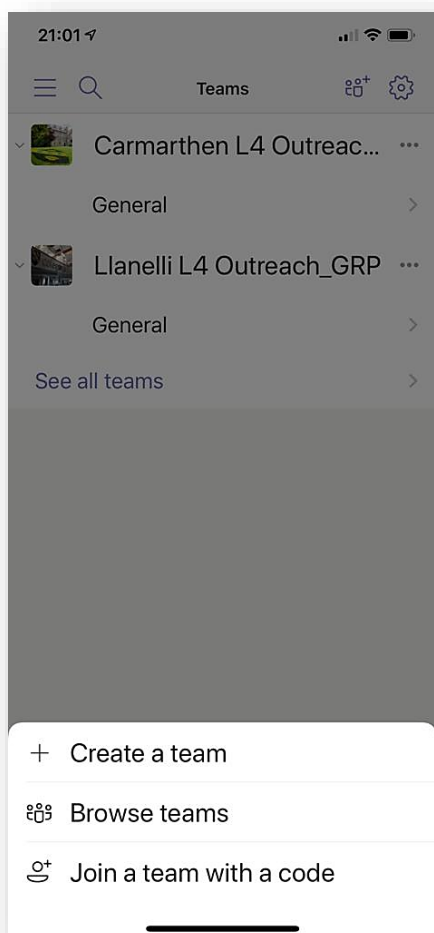
Desktop App

You can download the Teams Desktop app on a windows computer or laptop by scrolling to the bottom of the left hand navigation panel and clicking on the computer with an arrow.



Teams on Mobile Devices

You can also use Teams on your phone or tablet. Download the Teams app from your App store and sign in with your UWTSD email address and password.

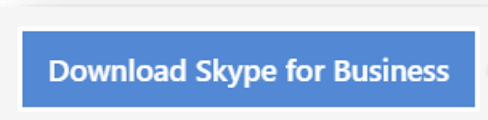


Skype for Business

Skype for Business is being retired by Microsoft next year (2021) and is being replaced by the **Teams** app which is discussed fully above.

It is however still fully operational at the time of writing, so you can continue using **Skype for Business** for Staff and Student Meetings on a laptop or pc if you wish. You can also start and attend Skype Business Meetings and Video Calls on mobile devices, but some functionality is limited.

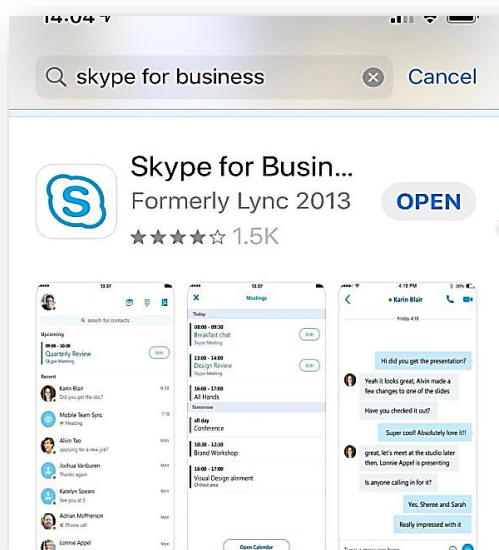
All UWTSD Staff and Students currently have free access to Skype for Business via their university Office 365 subscription and if this is going to be used as an alternative to Teams by Tutors, students will be asked to ensure that they have downloaded the Skype apps onto their laptops/mobile devices as shown below.



Download Skype for Business



Click on the image to download the app on a pc or laptop



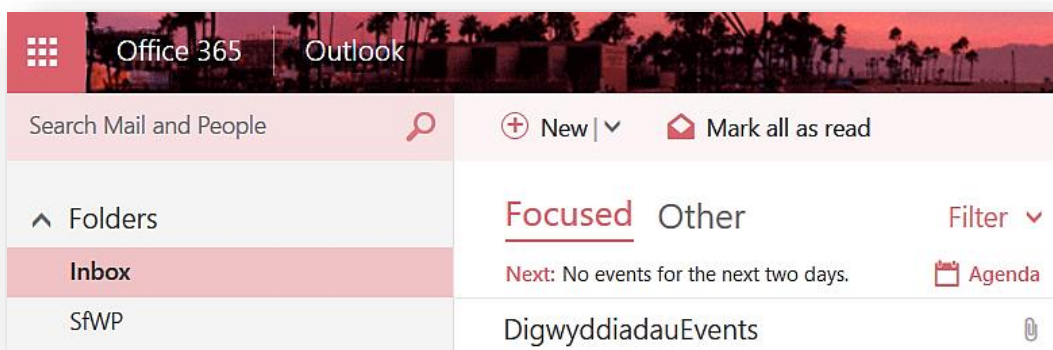
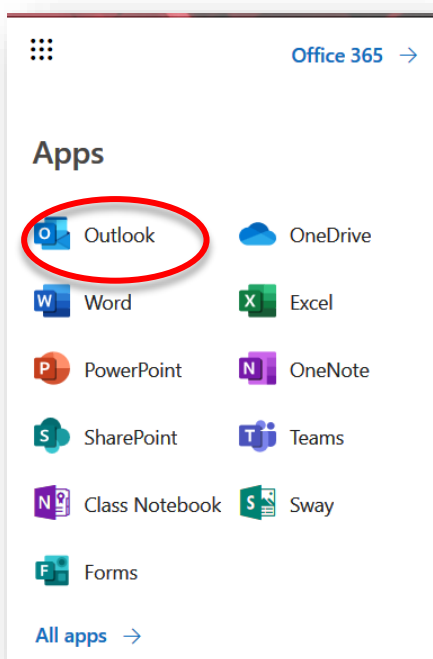
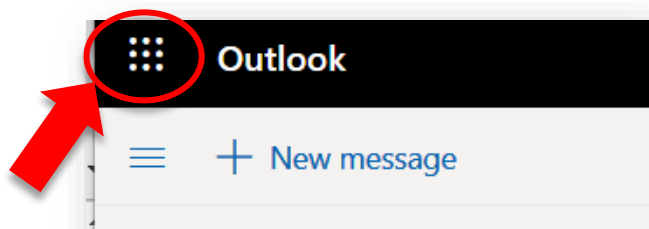
Find the mobile app in your App Store

Click [here](#) to download Skype for Business on to a Windows laptop/pc

Tutors will provided further instructions on using Skype for Business as needed.

Using your University Outlook Email

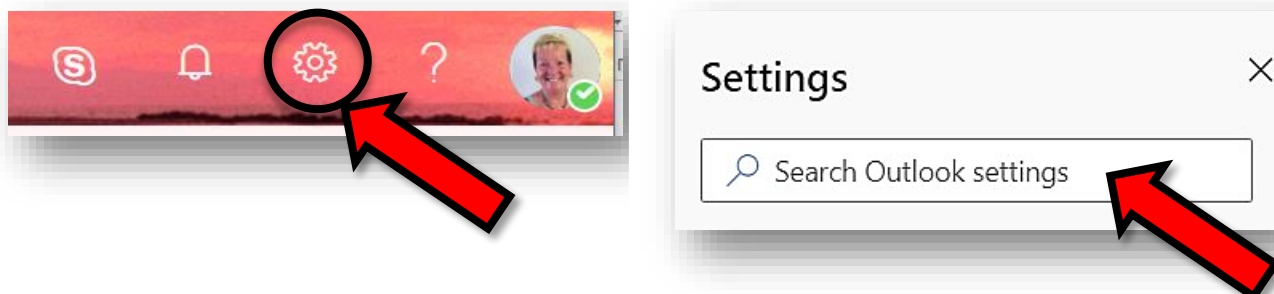
When you login to your Office 365 account, you will usually arrive on your university email page (Outlook), but if not, click on the box with white squares top left and choose Outlook if you are in another Office 365 app.



Forwarding to your personal email address

You might want to forward your university email to your personal email account so you don't miss anything important.

Click on the Settings icon (small cog) in the top right corner of the page.

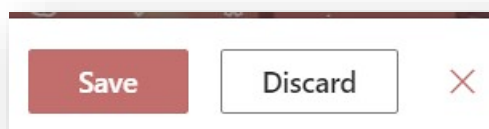
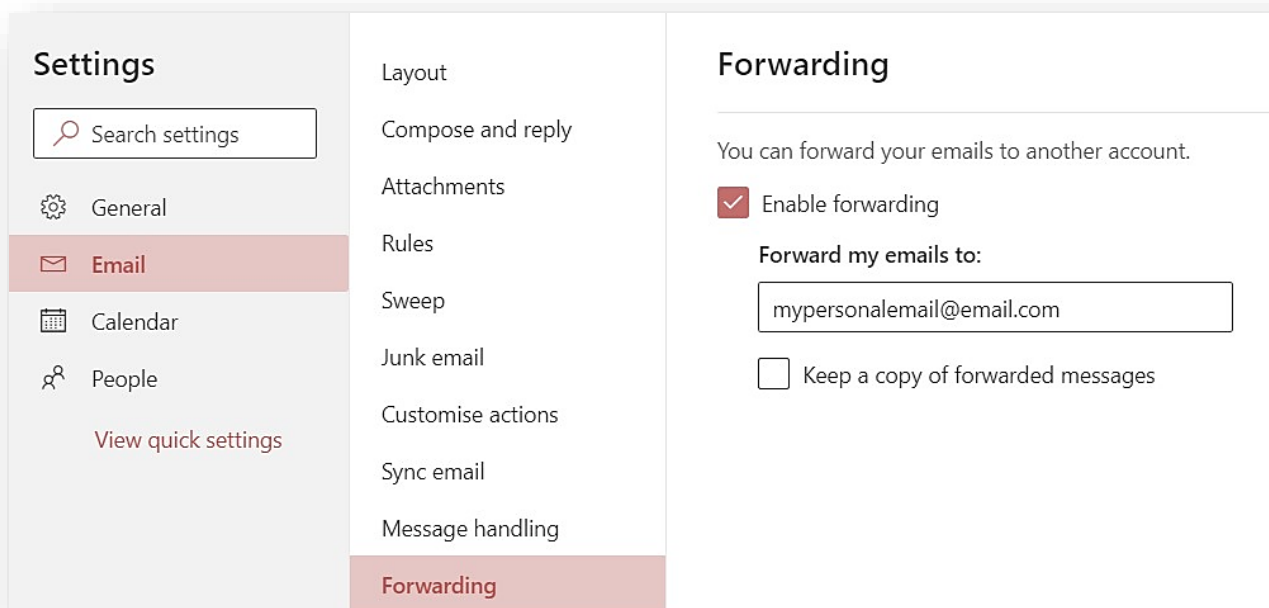


Type **Forwarding** in the Search Outlook settings box that appears on the right of the page.

The following box will open on the screen.

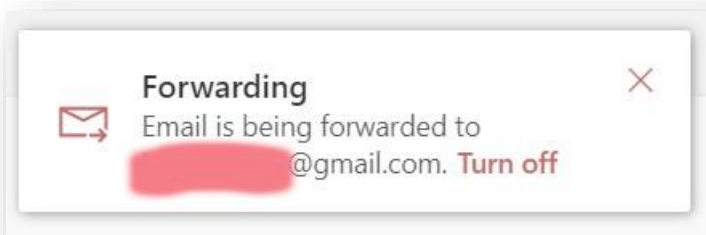
Tick **Enable Forwarding** and then type your personal email in the **Forward my emails to:** box.

You can choose to retain a copy in Outlook or not and then click **Save**.



Once saved, you can close this box with the X.

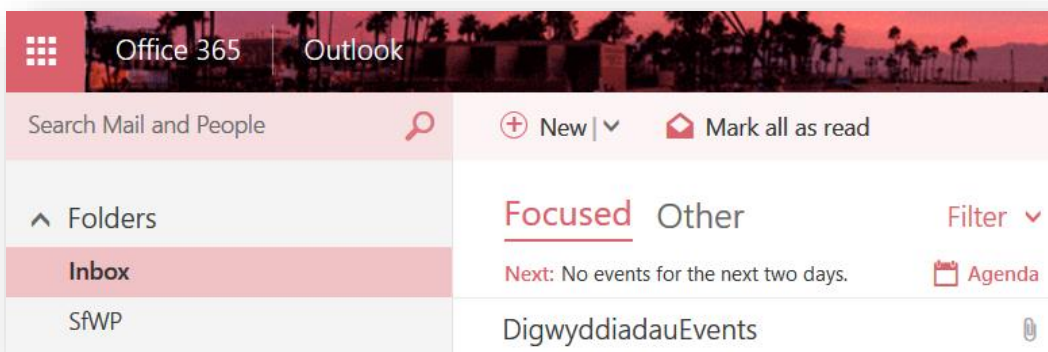
Close Outlook and logout. If the forwarding has been successful, you should receive this notification when you log back in. This should be your personal email address.



Creating an Email Signature

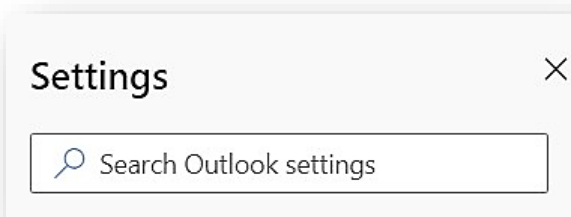
Email signature in Outlook Online

You will arrive on your university email page (Outlook) or click on Outlook in the box with white squares if you are on another application.

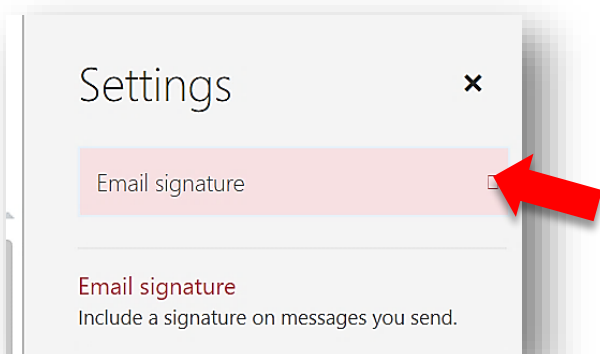


Click on the Settings icon (small cog) in the top right corner of the page.





Type Email signature in the Search all settings box that appears at the top



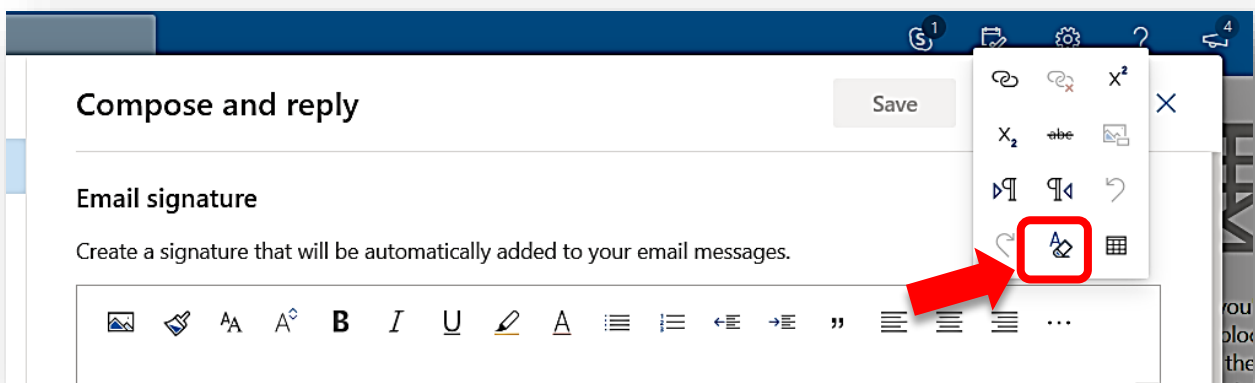
Click on the link that appears underneath the search box.

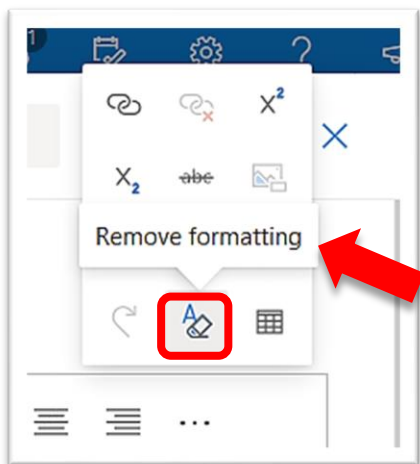
A Compose and reply window will open.

Paste your email signature into the box if you already have one – or type it in.

Tip: *If pasting text in, it can be easier to remove formatting and format font etc. in the signature box itself. Line spacing seems to be annoyingly increased when pasting formatted text directly.*

When you have pasted the text in, highlight it (CTRL +A) and whilst highlighted, click on the 3 dots at the end of the toolbar and then on the 'Remove formatting' button.





Your text is then unformatted.

Email signature

Create a signature that will be automatically added to your email messages.

A toolbar for creating an email signature. It includes icons for inserting a picture, a link, text color, background color, bold, italic, underline, text color, list, indent, and undo/redo.

Your Name
Your qualifications if relevant

Ebost / Email: XXXXX@youremail.com
Symudol / Mobile: XXXXXX
Twitter
Facebook

☒ Automatically include my signature on new messages that I compose

☐ Automatically include my signature on messages I forward or reply to

Highlight the text again and you can then use the toolbar to change font type, size and colour etc.

Email signature

Create a signature that will be automatically added to your email messages.

Font type

Font size

Font colour

☒ Automatically include my signature on new messages that I compose

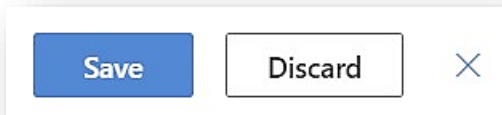
☐ Automatically include my signature on messages I forward or reply to

Make sure the box is ticked to automatically include signature to new messages.

You can also insert images and links using the toolbar.

Make any other changes that you want – using the options on the top and in 3 dots that give you further options and then click **Save**.

The blue Save box will go grey and you can close the window with the X.



Send a test email to yourself to see if it looks alright and then do more tweaks if needed.

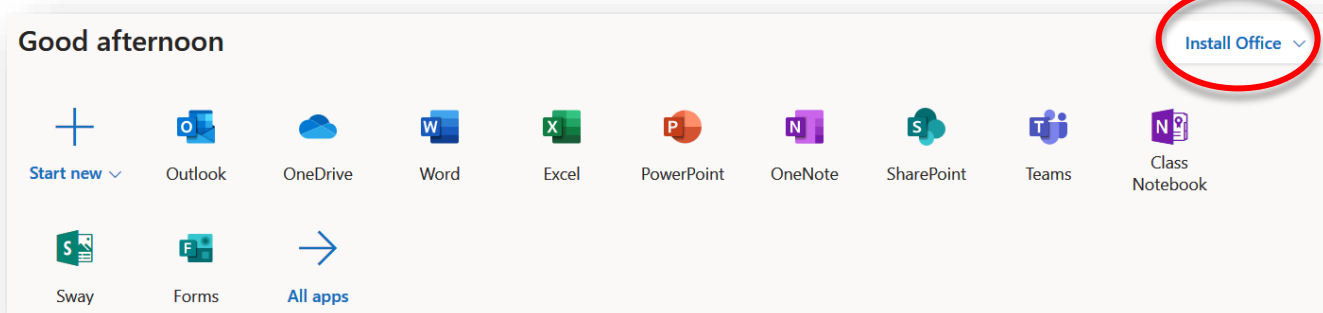


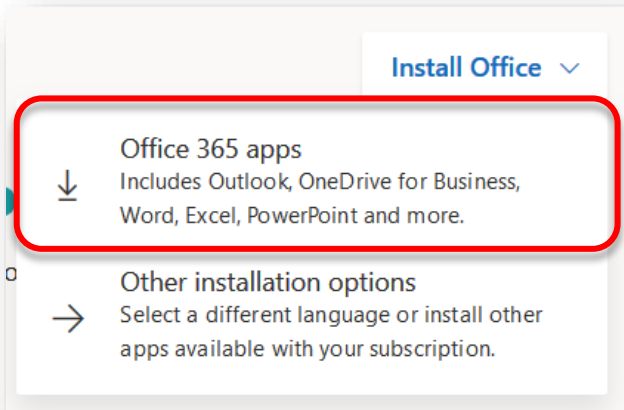
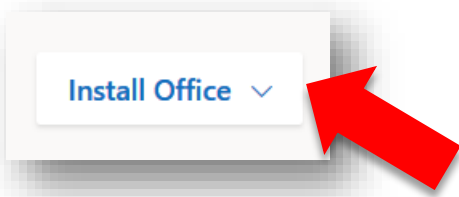
Install your free copy of Office 365 on your laptop

You can install up to **5 free copies of Office** on your own devices (laptop, PC, MacBook, phone, tablet etc.) for your own personal use.

Initial Install

Click on the small arrow next to Install Office on the top right of the page.



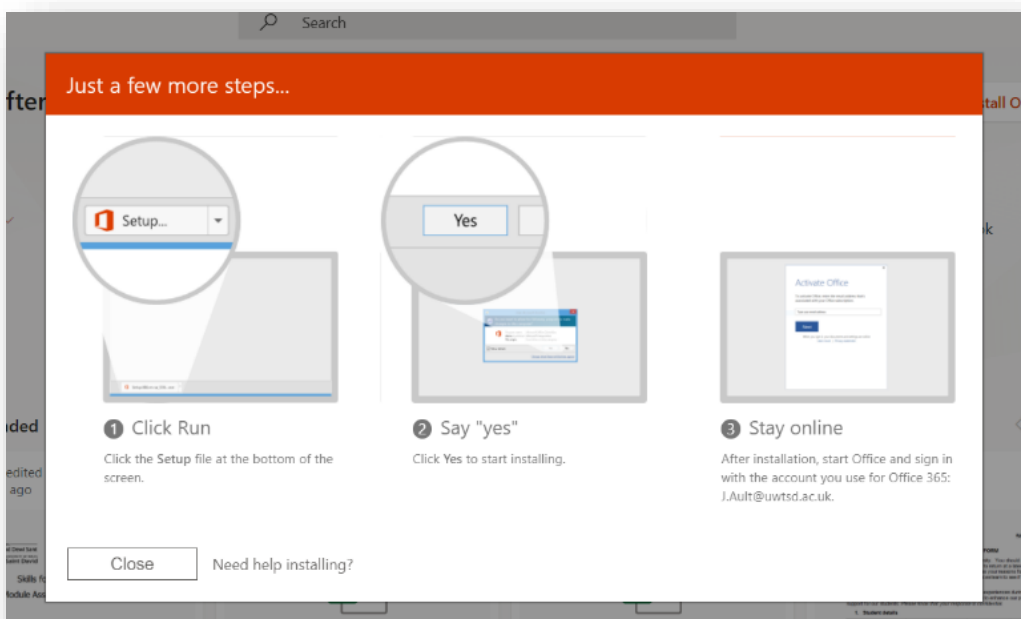


Most users will just need a standard installation as shown here.

The default is 32-bit but you may have a 64-bit computer/laptop. If so you will need to install a different version using the Other Installation options link instead.

Please ask us for help if you are unsure which version of Office you will need.

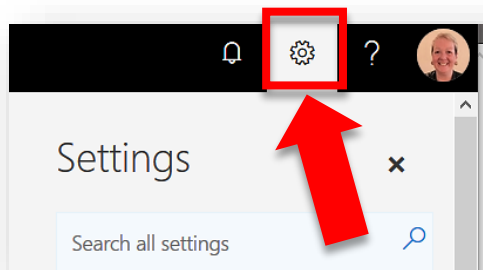
The next screen will appear.



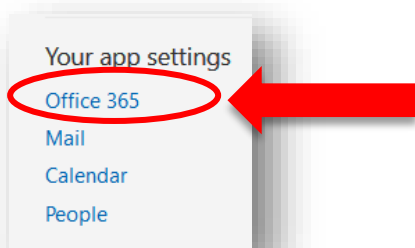
Follow the instructions and your Installation will take place.

More Installs

When you are installing Office 365 on other devices, login to your account as shown above and click on the **Settings** icon on the top right hand corner next to your name or student number.

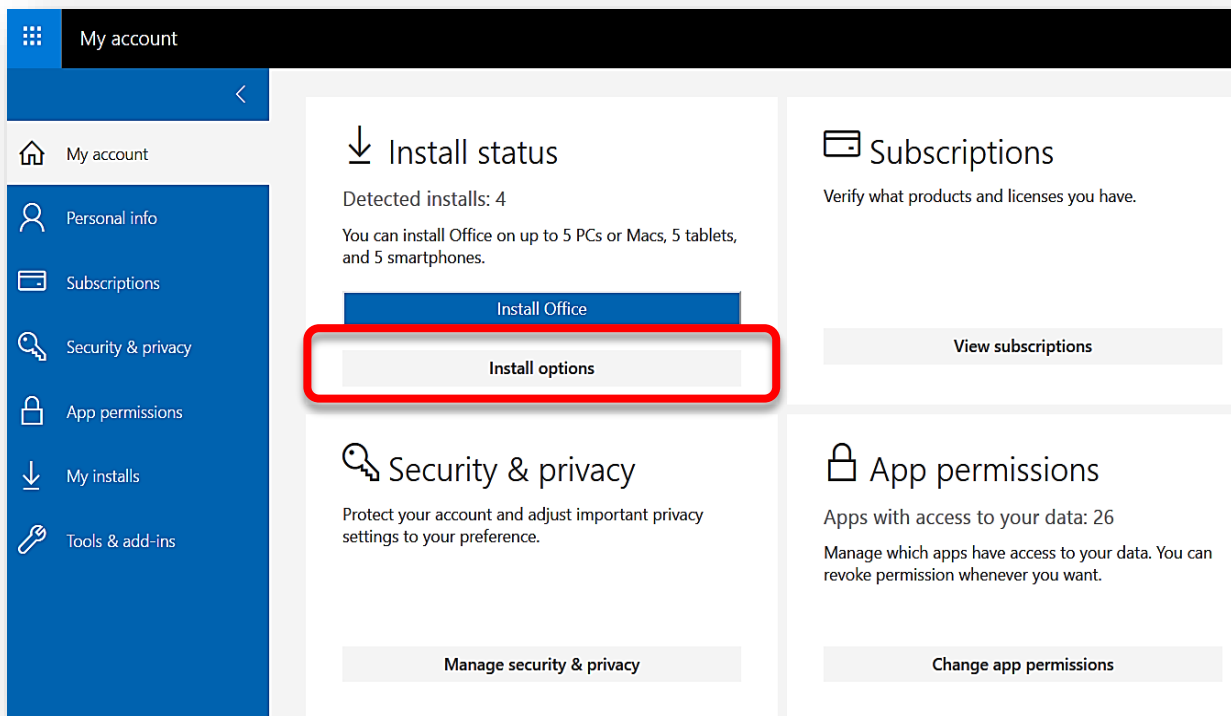


Scroll right down the menu that opens until you reach the section at the bottom titled **Your app settings**. Click on **Office 365**.



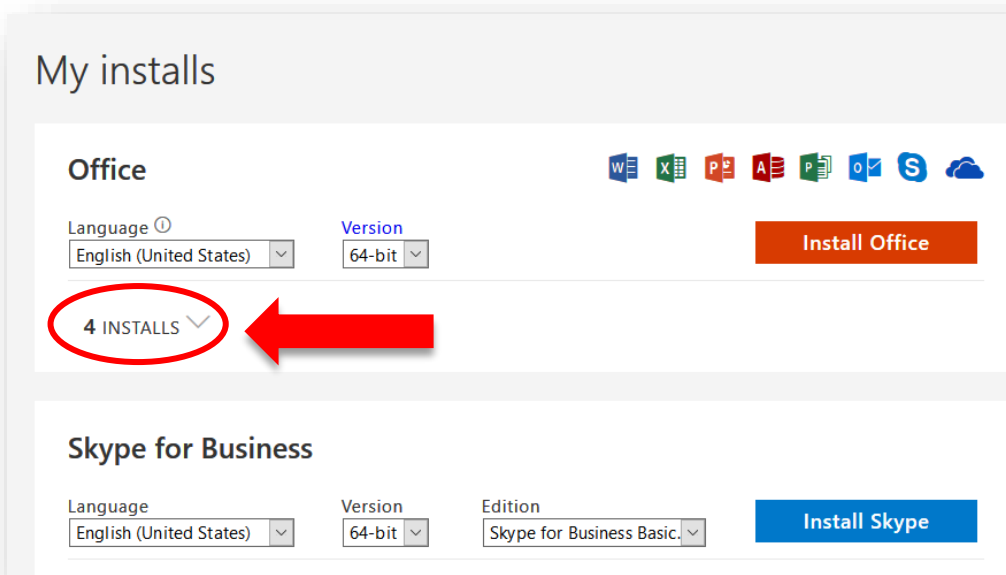
This will bring you to your **My account** page on the **Settings** tab

(You can also use this page to access a range of personal settings and make changes as you wish)



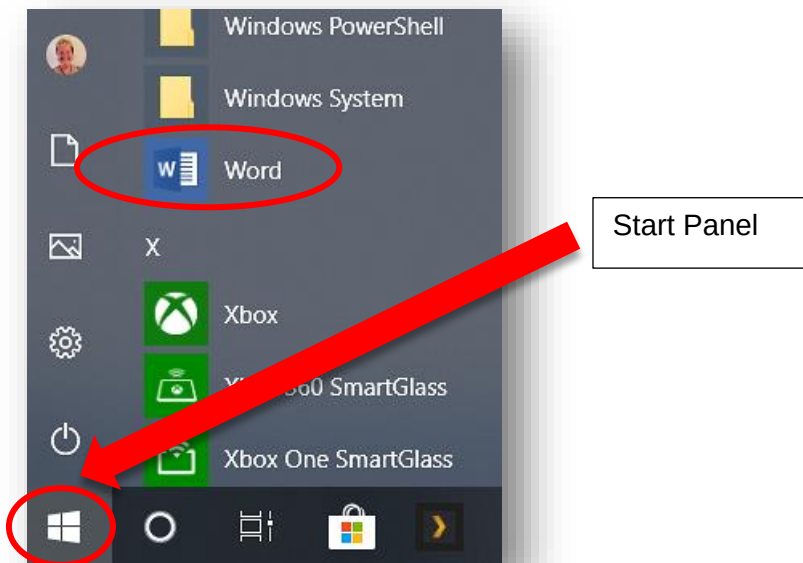
Click on **Install options**

The My installs page will open where you can see how many copies of Office you have already installed and install more as needed. Clicking on the arrow next to the number of installs gives details of where and when these installs have taken place. You can also deactivate Office from a device here if you no longer use it and want to install on a new device at a later stage.

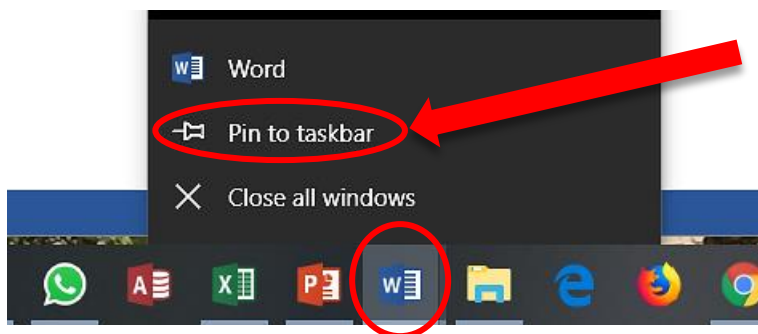


Connecting the software to your student account

Once the software has installed on our laptop, click on Word to open it. You may have to go into your Start Panel to find it at first.



Tip: Once it is open, **right click** on the Word icon in your taskbar (if using a Windows laptop/PC) and chose 'Pin to taskbar' -then it will always be easily accessible to you.



You can do the same with other Office Software too as shown here.

Go to **File: Account** and Click **Sign in**

You will be prompted to sign in to a Microsoft account.

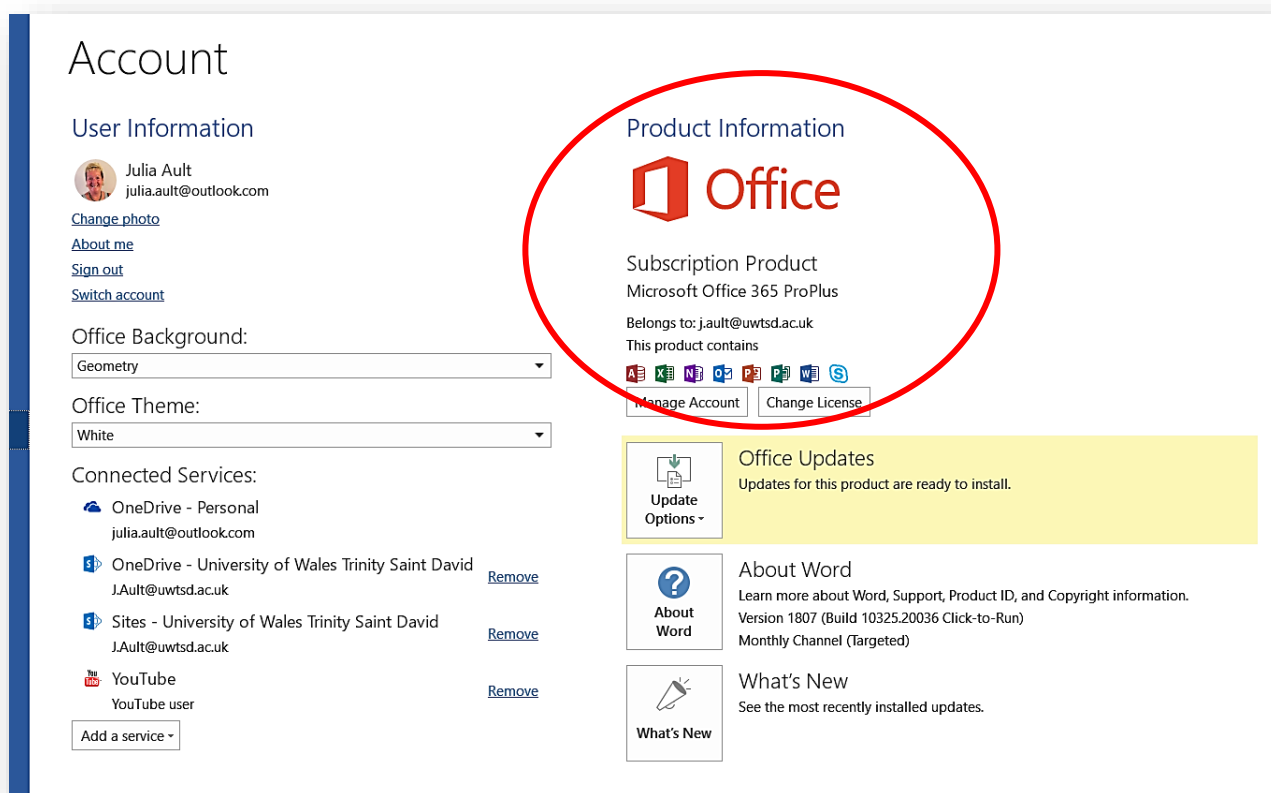
Sign in with your UWTSD staff or student email address as before when you downloaded the software.

This is yourstudentnumber@student.uwtsd.ac.uk for students or name@uwtsd.ac.uk for staff.

(example 1234567@student.uwtsd.ac.uk or j.bloggs@uwtsd.ac.uk) and use the password you created when you made your account.

The version will then sign in and activate your subscription.

This is an example of the screen you see when you have signed in.



I have attached both my personal and work Microsoft accounts to my version of Office as my computer uses my personal Microsoft ID to sign in. You can do the same if you wish or just attach **your work/student account here**.

Saving Files

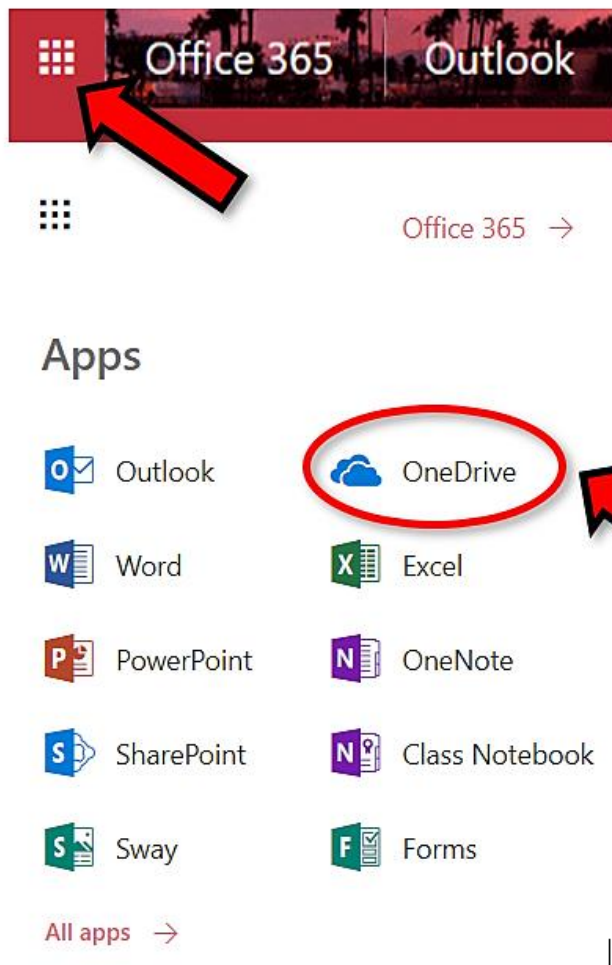
You can choose where to save your files by default and if you have synced your OneDrive account with your computer/laptop (see next section), you can save your files directly to this (which has the distinct advantage of saving a copy 'in the cloud' as well as on your own device). *No more lost assignments when your laptop crashes at just the wrong moment!*

Syncing your OneDrive account with your computer/laptop

Sign in to your Staff/Student account online as shown above.

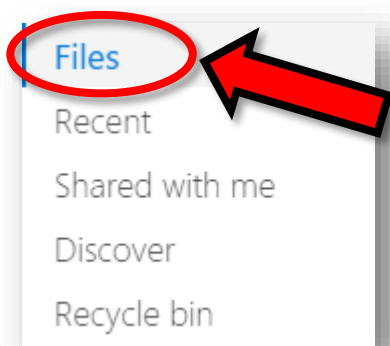
You will arrive on the Outlook page by default.

To access other sections of your Office 365 account, click on the white squares in the top left corner of the page and the following sidebar/menu will appear. Click on [OneDrive](#)

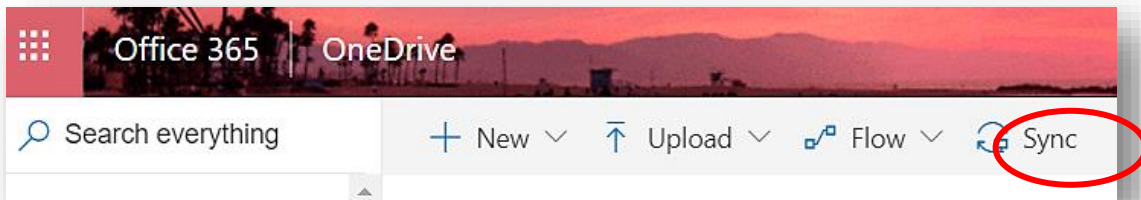


You should then be in your **Files** section.

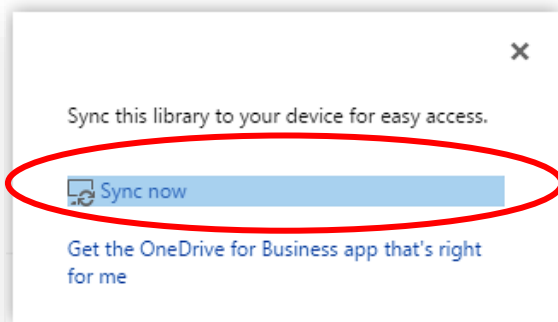
If not, click on Files on the left hand navigation menu



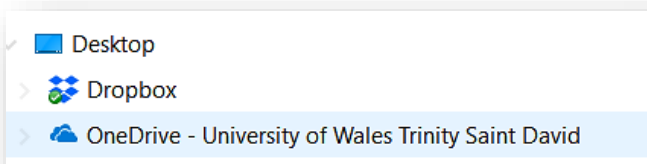
Click on Sync at the top of the screen



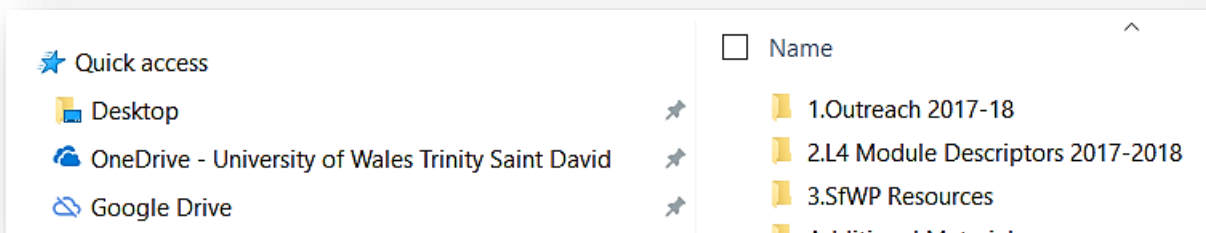
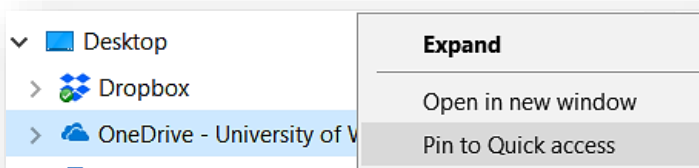
Click on Sync now



Your OneDrive will then appear in the File Explorer on your computer or laptop under Desktop as OneDrive - University of Wales Trinity Saint David.



Right click on this name and then choose Pin to Quick access so that you can find this folder easily in future.

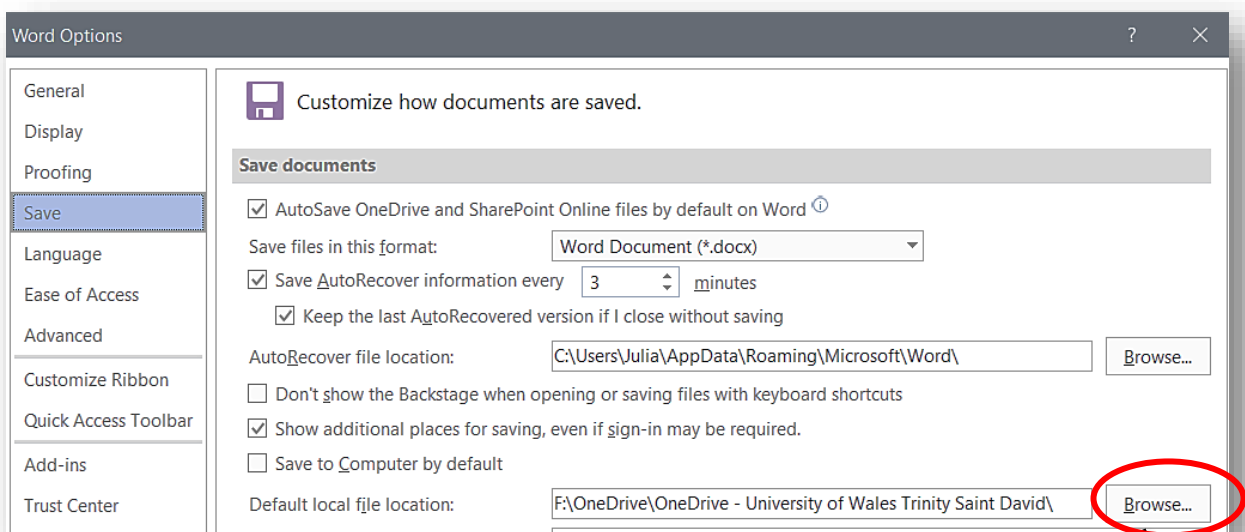


Every time you save a file to this folder, it will automatically upload it to your OneDrive account 'in the cloud' whenever you are online and will enable you to access your files anywhere you have internet access just by opening a browser and logging in to your account.

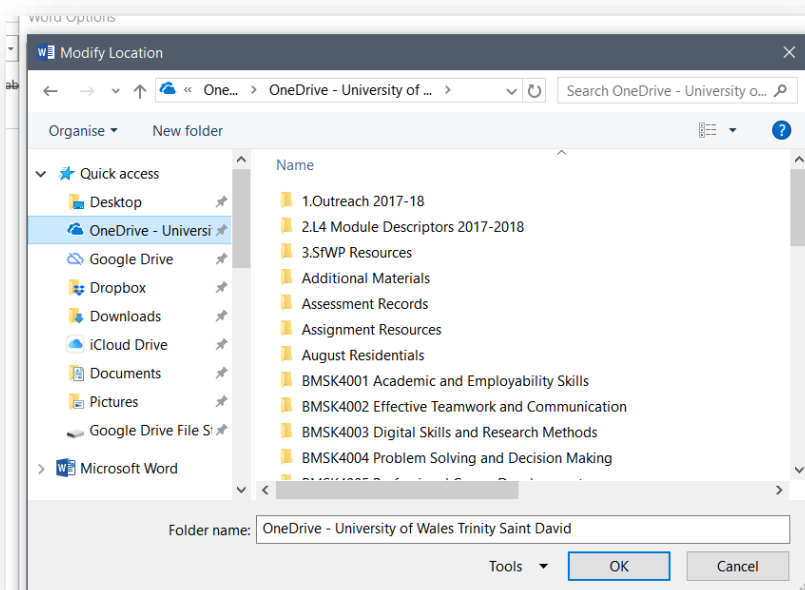
Saving Office 365 files to your OneDrive account

Once you have synced your OneDrive to your computer, open up Word (you can do the same with Excel and PowerPoint too) and go to:

File: Options: Save



In Default local file locations, click on Browse and locate your OneDrive folder

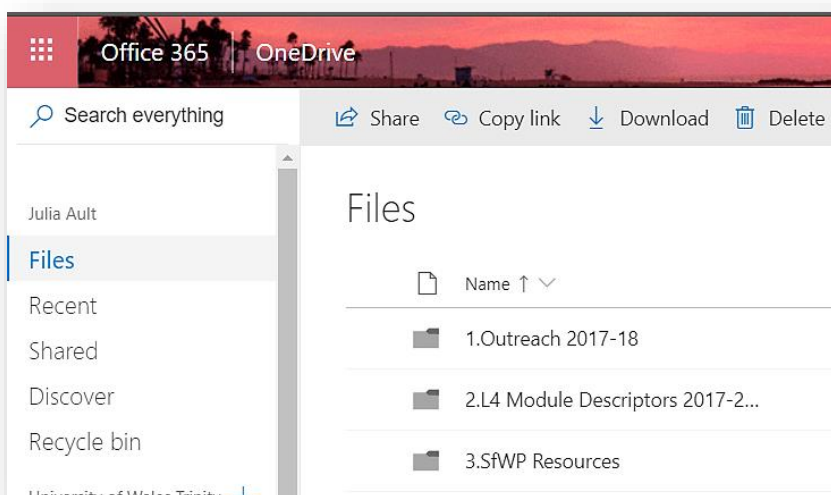


Click on it and then click OK and your files will save to this folder by default.

You can always over-ride this if you want to save files somewhere else at any point. Just click on File Save as and choose your location.

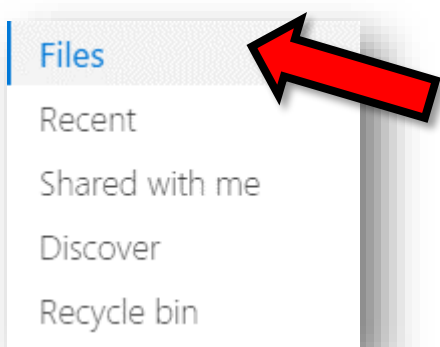
Don't forget to organise this main parent folder into suitable sub-folders, or your files can get into a real mess (and save them with meaningful names too!)

This file structure is replicated on your OneDrive online to enable you to find files easily and quickly.



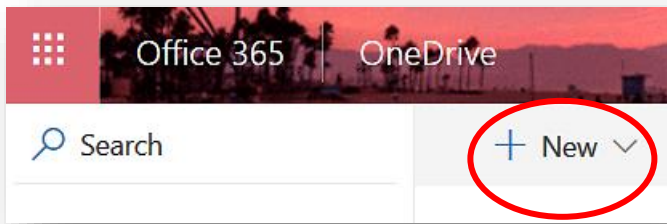
Using your OneDrive personal file storage

Go to your OneDrive online as shown above and go into your Files section again.



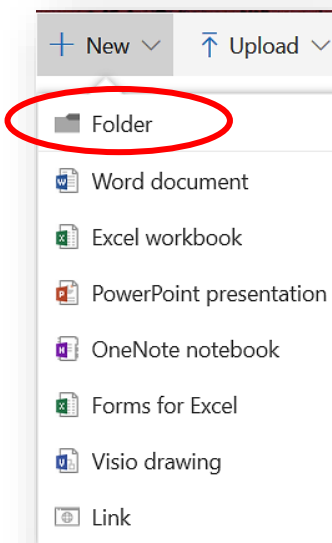
Creating Folders

Click on **New** next to the cross **+**



You can create folders to store all your files personally and you can also share certain files and folders with others (for group project work or for students to send assignment drafts to tutors, for example).

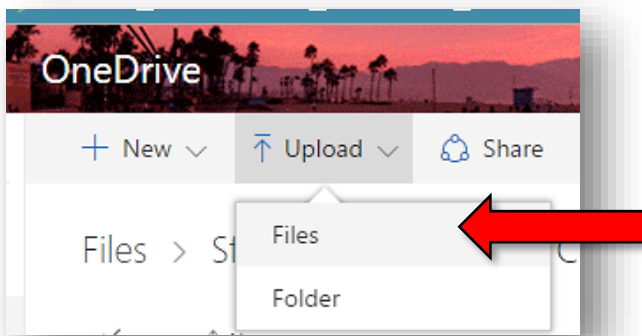
Choose Folder from the drop-down menu



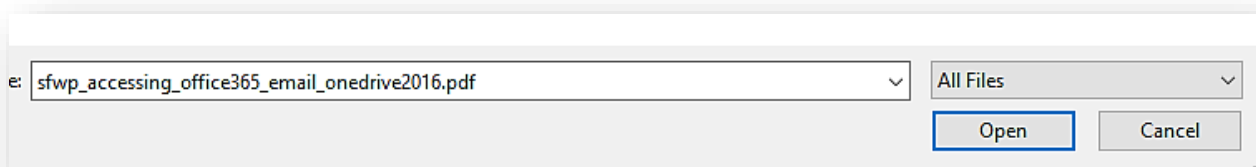
Once you have created your folders (it might be helpful to create one for each module for example) you can upload files from your computer into these folders so that they are safely stored online if your laptop or computer crashes and the operating system needs to be reinstalled. If this happens, your files will be unharmed 'in the cloud' and you can re-download them when your computer is fixed if you wish.

Uploading Files

You may wish to upload files you already have on your computer directly into your OneDrive in the cloud. Go into the folder where you want to upload your files, click on **Upload**, choose Files rather than Folder and browse for your file on your computer. Click on the file you want, click on Open and the file will be uploaded to your OneDrive.

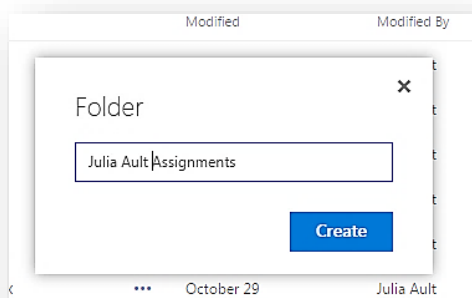


NAME	DATE MODIFIED
NEW-MyDay-Portal-Guide.pdf	22/09/2016 12:47
sfpw_accessing_office365_email_onedrive2016.pdf	27/09/2016 14:06
SfWP_MyTSD_enrolment_guide.docx	15/09/2016 15:32



Sharing folders

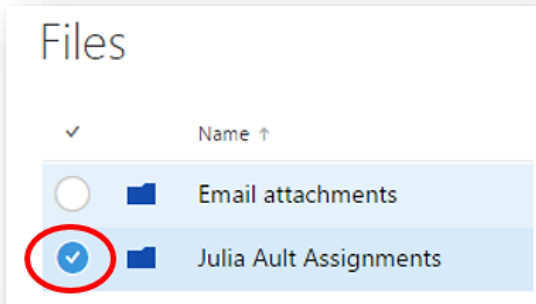
Name your new folder with **your name and subject** so the person you are sharing with can recognise this folder.



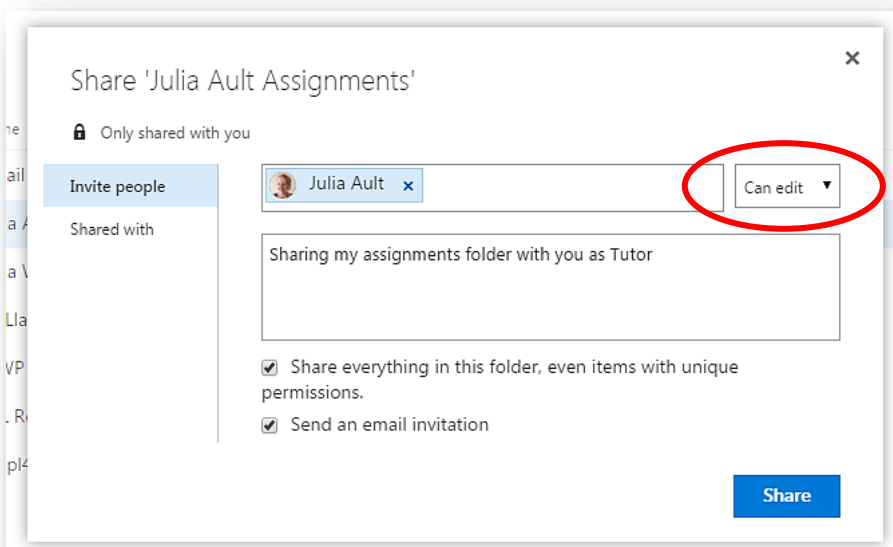
Once created, the folder will appear in your list of folders in your 'Files' storage. Hover your mouse next to the folder name and a checkbox will appear. Click on this to select the new folder and then click on **Share** from the bar above the files list.



If a file is selected instead of a folder, an 'Open' menu will appear (depending on the file type) asking if you wish to open it Online or in the Office app on your computer.



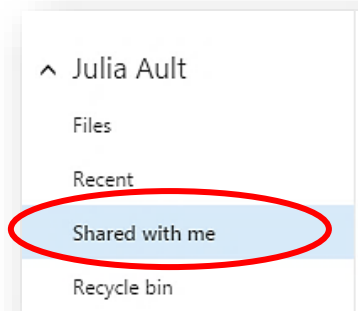
Type in the email address of the person (or people) that you wish to share the file or folder with.



If you do not want the people you are sharing with to be able to edit this file/folder, click on the arrow next to '**Can edit**' and change this to '**Can view**'. Click on **Share**.

However, if you are sharing with others to collaborate in some way you will probably want to keep this setting to **Can edit** otherwise your tutor or fellow students will not be able to upload files to this shared folder.

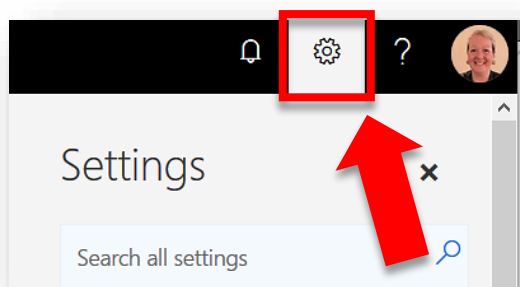
The person/people you have emailed will each receive an email invite to share this folder and it will appear in their list of files **Shared with me**. Both you and they will now be able to share files through this folder.



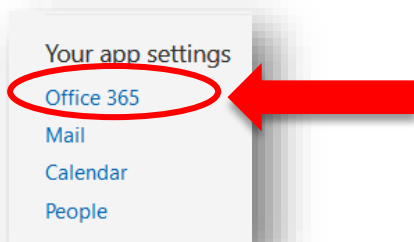
Office 365 App Settings

You can make changes to notifications, look and feel etc. in the Settings section of your account.

Login to your account as shown above and click on the **Settings** icon on the top right hand corner next to your name or student number.

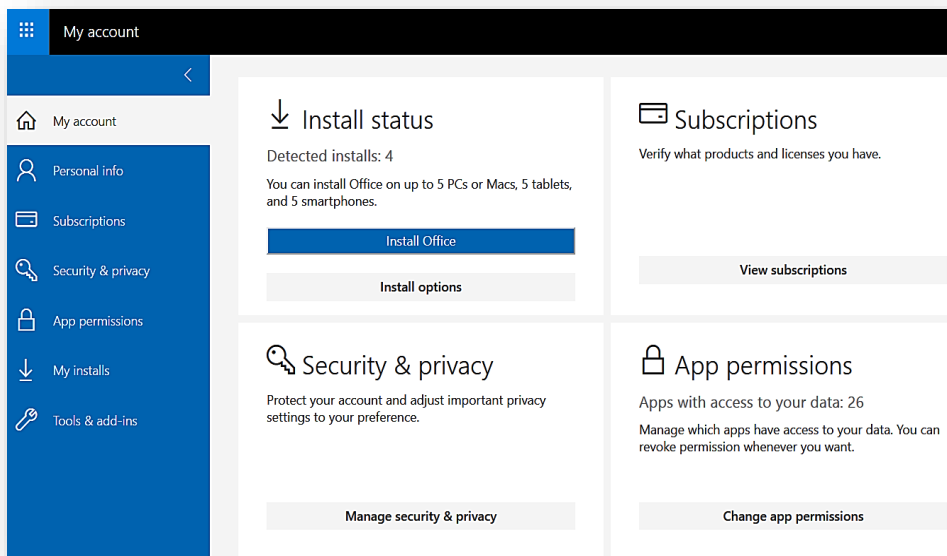


Scroll right down the menu that opens until you reach the section at the bottom titled **Your app settings**. Click on **Office 365**.



This will bring you to your **My account** page on the **Settings** tab

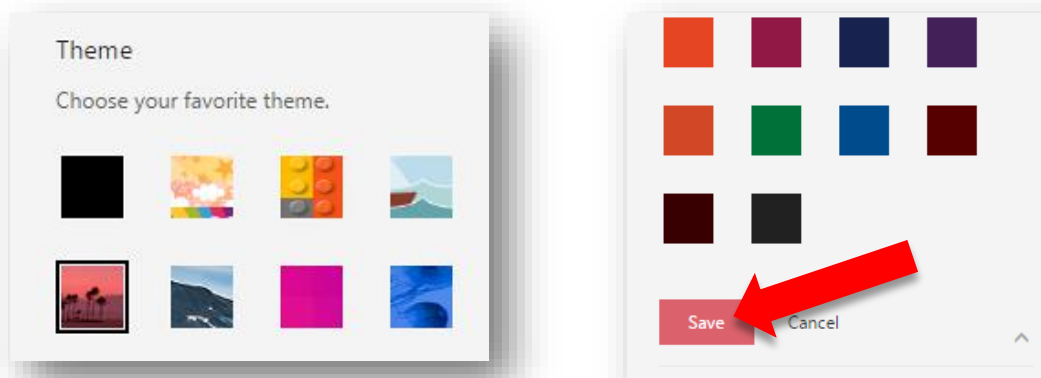
Clicking on Mail, Calendar or People allows you to make changes to the settings for these apps.



You can use the links on the main page or the menu on the left to access a range of personal account settings and make changes as you wish.

Themes and appearance

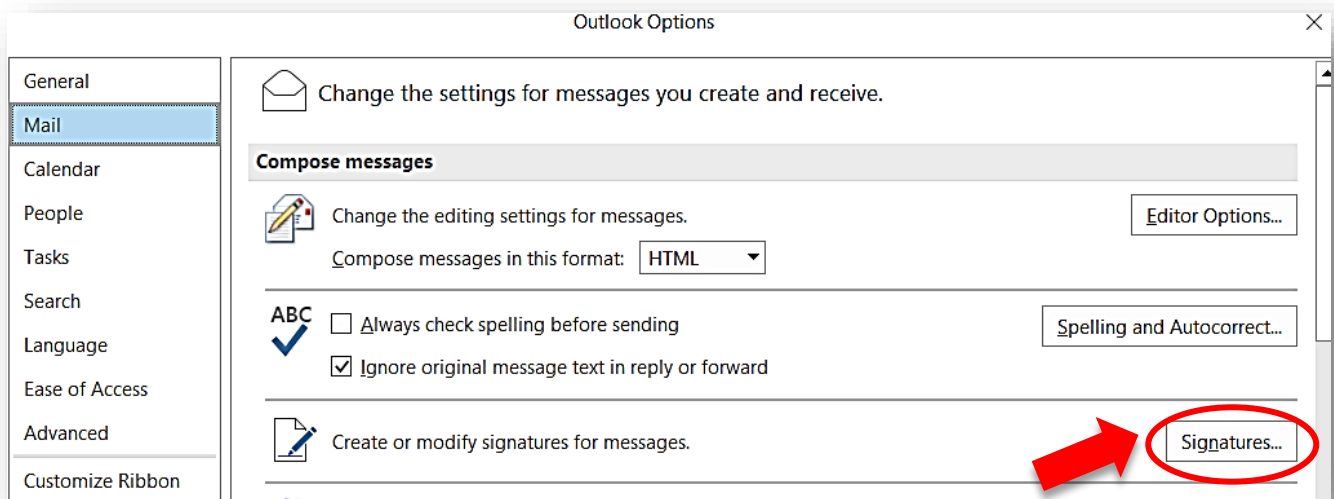
You will notice that you can change the theme of your Office 365 pages to be a bit more personal if you wish. Scroll down to Theme, pick a theme you like and then click Save. (The theme used in the screenshots above is *Beach Sunset*).



Email signature in Outlook Desktop app.

If you use the Outlook desktop client (which comes with Office 365 when you download it to your computer/laptop) on your pc or laptop, you have a little more flexibility in terms of colour and formatting when designing your email signature.

Open Outlook on your desktop and Go to **File: Options: Mail: Signatures**

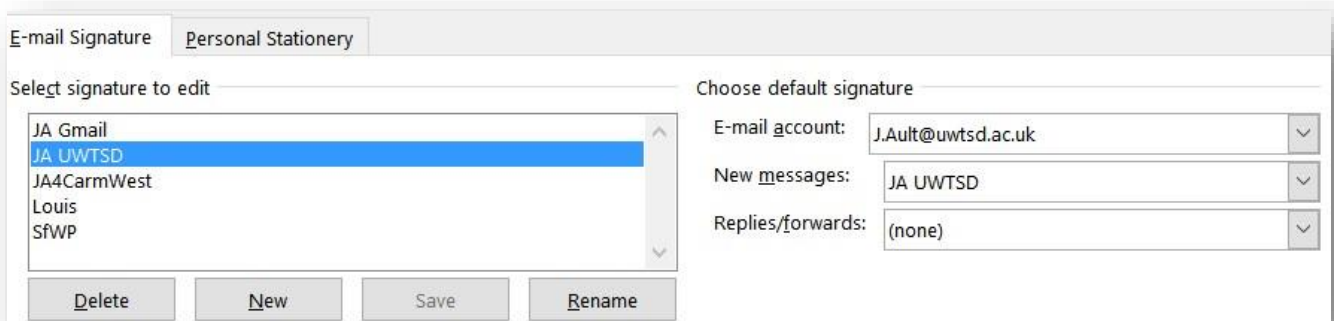


Click **New** and create your signature as you wish.

You can paste your text in and insert images, hyperlinks etc. as you wish.

Click Save when you are finished and then OK twice to close the signature and options windows

If you are using more than one email account in Outlook, you can create and use a different signature for each email address,



Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

- JA CSG
- JA Gmail
- JA UWTSO
- JA4CarmWest
- SFWP

Delete New Save Rename

Choose default signature

E-mail account: J.Ault@uwtsd.ac.uk

New messages: JA UWTSO

Replies/forwards: (none)

Edit signature

Arial 11 B I U Automatic Business Card

BSc (Hons) ISM, CertED (QTS)

Dirprwy Tiwtor Blwyddyn: Lefel 4 / Deputy Year Tutor: Level 4

Darlithydd, Cydgysylltydd Sgiliau Digidol / Lecturer, Digital Skills Coordinator

Tystysgrif Addysg Uwch mewn Sgiliau ar Gyfer y Gweithle PCYDDS / Certificate of Higher Education Skills for the Workplace UWTSO

Athrofa Rheolaeth ac Iechyd / Institute of Management and Health

Ebost / Email: j.ault@uwtsd.ac.uk

Symudol / Mobile: 07977 481 608

OK Cancel

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

- JA CSG
- JA Gmail
- JA UWTSO
- JA4CarmWest
- SFWP

Delete New Save Rename

Choose default signature

E-mail account: J.Ault@uwtsd.ac.uk

New messages: JA UWTSO

Replies/forwards: (none)

Edit signature

Arial 11 B I U Automatic Business Card


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Y Drindod Dewi Sant
University of Wales
Trinity Saint David




Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg.
We welcome correspondence in Welsh and English.







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OK Cancel