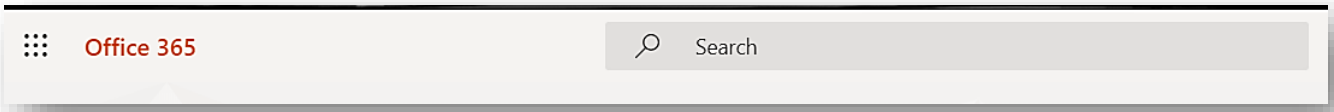
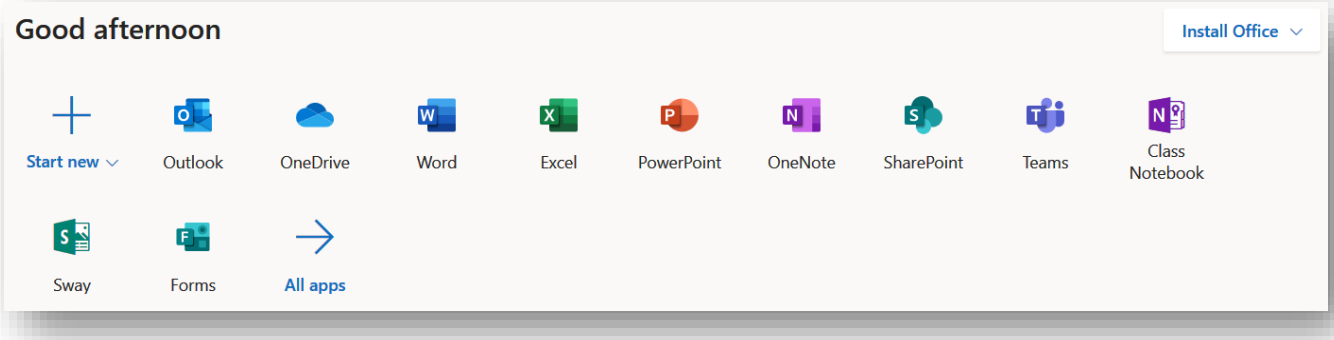
Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Yr Athro/Professor Medwin Hughes DL DPhil DPS FRSA FLSW
Is-Ganghellor/Vice-Chancellor

UWTSD Office 365 Suite Handbook 2022-23





Julia Ault 2022 @jault_uwtsd

Table of Contents

Accessing Office 365 2
Laptop/Computer/MacBook 3
Sign in with your UWTSD login 4
Access via Hwb 5
Install your free copy of Office 365 on your devices 6
1 Laptop/PC 6
Initial Install 6
More Installs 7
Connecting the software to your Office 365 account – Windows 9
2. MacBook 11
3. Mobile Apps 12
Microsoft Teams 14
Overview 15
Apps in Teams 16
Using your University Outlook Email 17
Forwarding to your personal email address 18
Creating an Email Signature 19
Email signature in Outlook Online 19
Email signature in Outlook Desktop app. 23
Saving Files to OneDrive 25
Syncing your OneDrive account with your computer/laptop 25
Saving Office 365 files to your OneDrive account 27
Using your OneDrive personal file storage 28
Creating Folders 29
Uploading Files 30
Sharing folders 30
Themes and appearance 32

Accessing Office 365

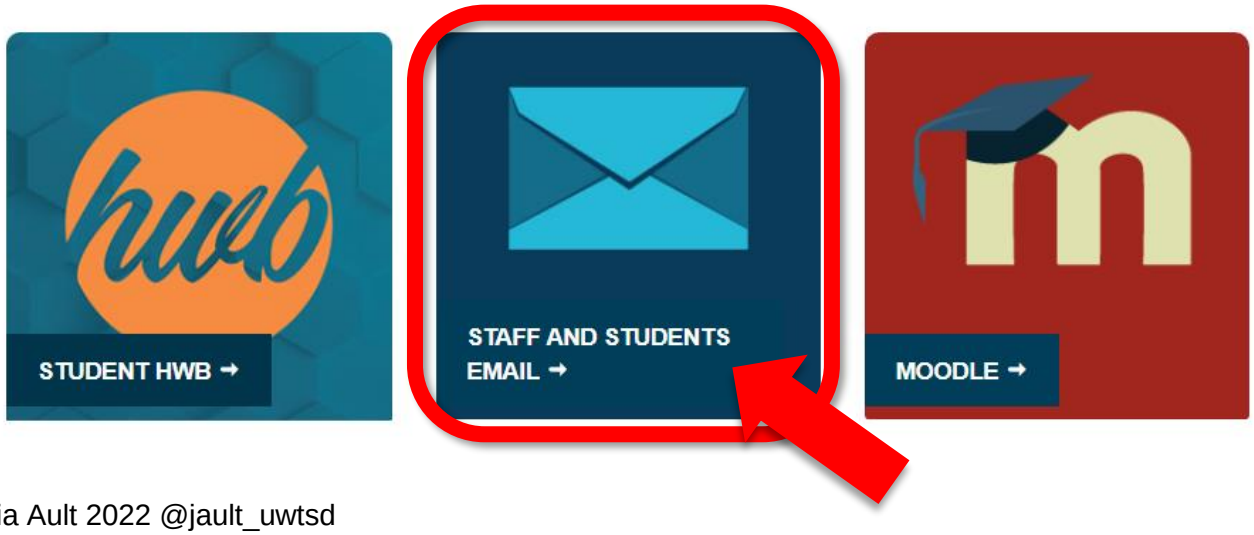
Laptop/Computer/MacBook

Make sure you are connected to wifi/internet and open up a web browser (Chrome, Edge, Firefox, Safari, Opera etc.) to go to the Internet

Go to the UWTSD homepage in your browser of choice - 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 **STAFF AND STUDENTS EMAIL** tile.



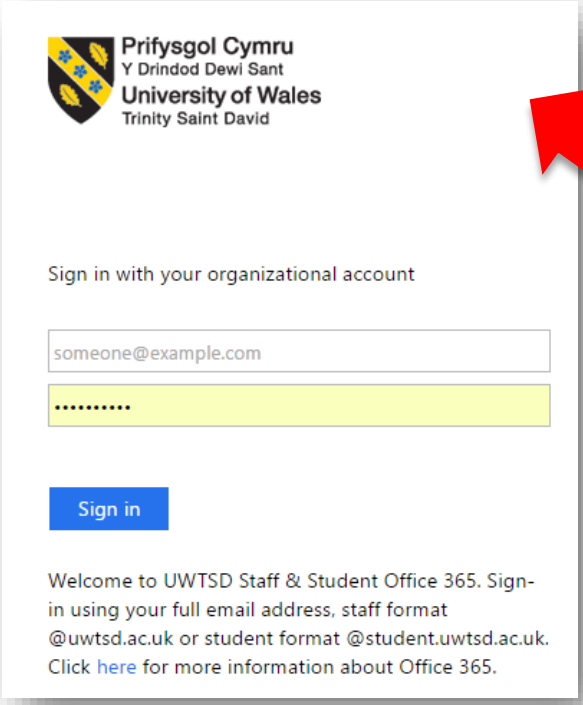
Sign in with your UWTSD login.

This is your staff or student email address

- yourstudentnumber@student.uwtsd.ac.uk for students
- name@uwtsd.ac.uk for staff.

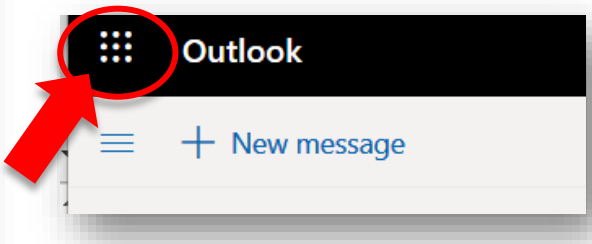
(example 1234567@student.uwtsd.ac.uk or j.bloggs@uwtsd.ac.uk)

and use the password you created when you made your account.

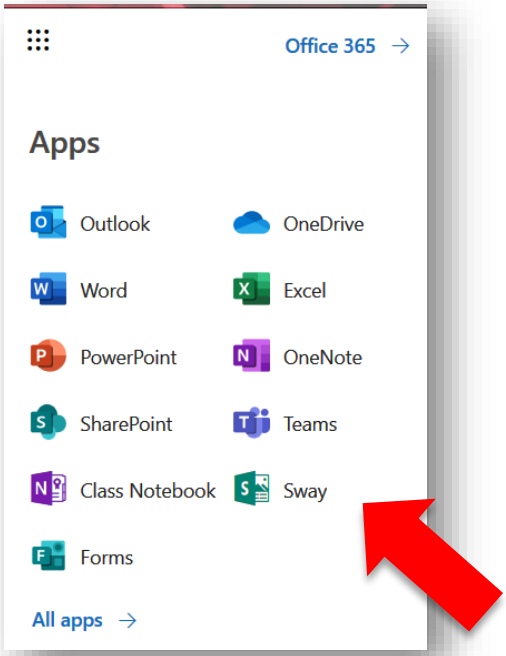


You will usually arrive in your Outlook email inbox.

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**



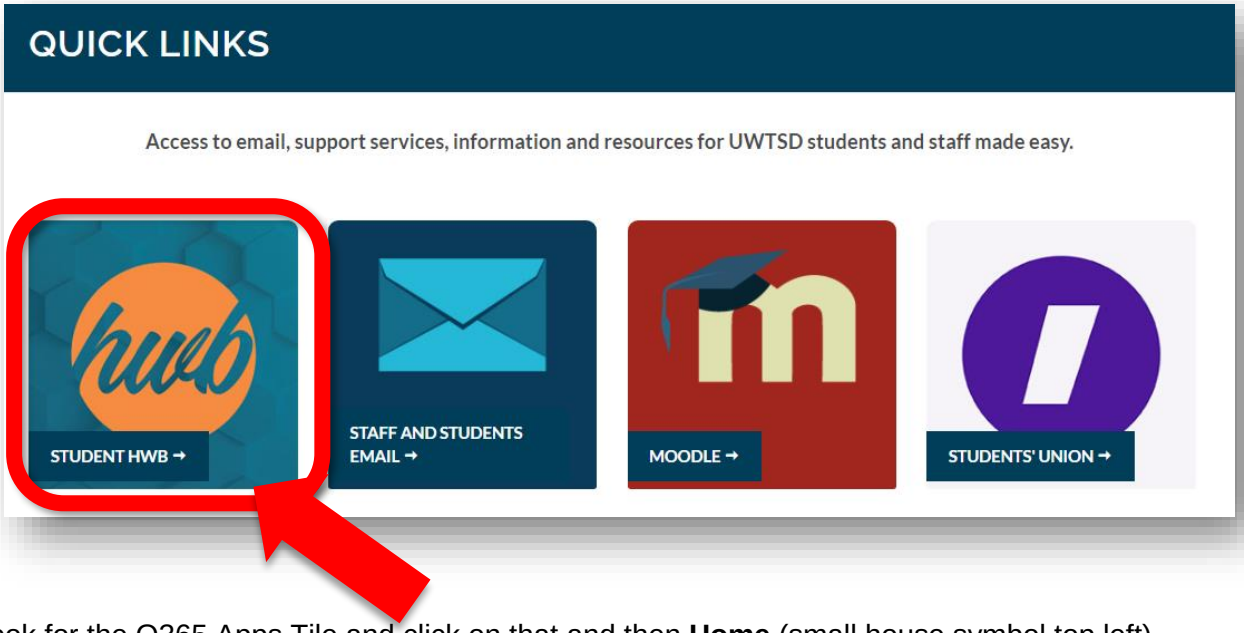
This will show all your Office 365 apps and this guide will discuss a number of them and their uses.



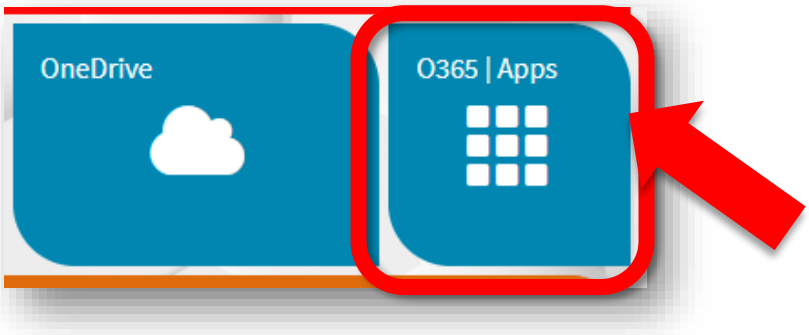
Access via Hwb

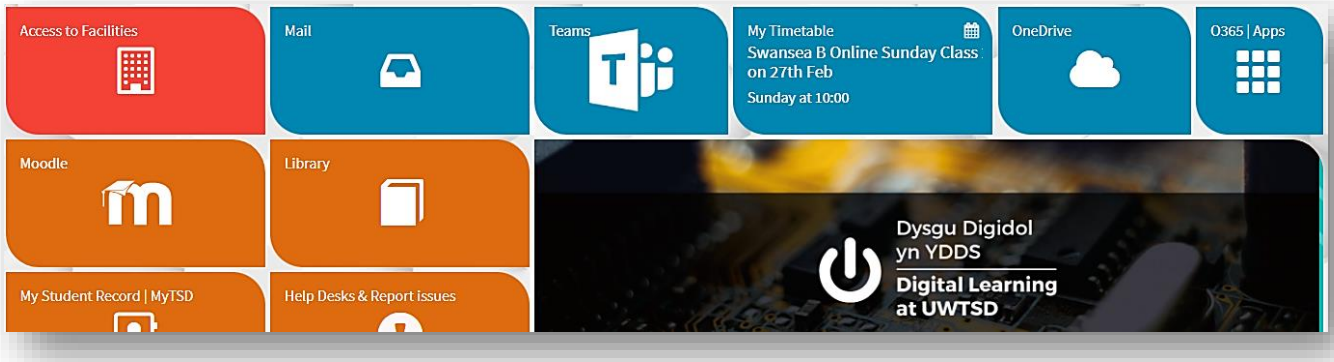
You can also access your Office 365 account as well as many other services via the Hwb.

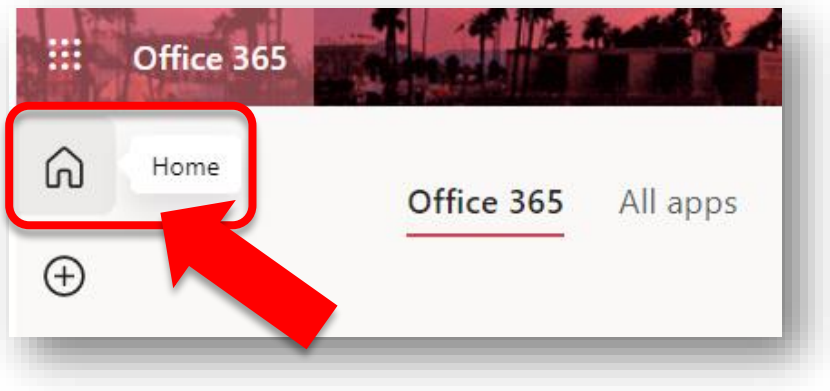
Click on the **STUDENT HWB** → tile.



Look for the O365 Apps Tile and click on that and then **Home** (small house symbol top left)







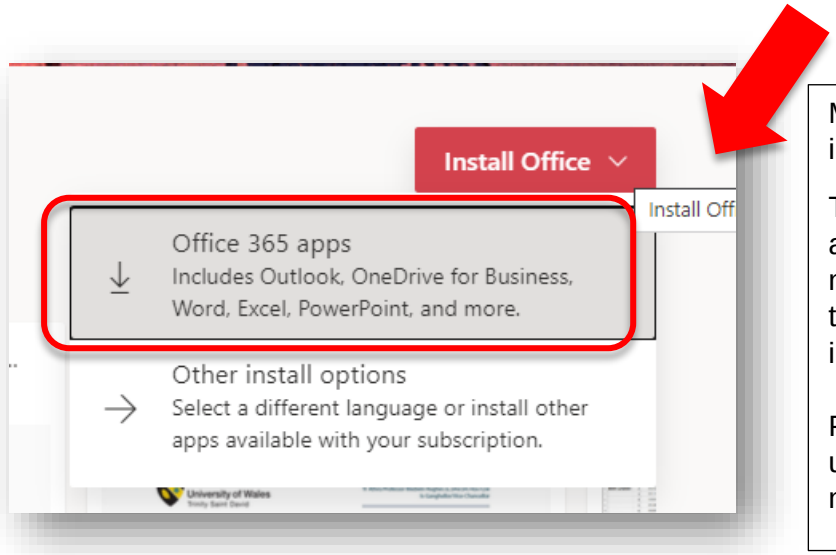
Install your free copy of Office 365 on your devices

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.

1 Laptop/PC

Initial Install

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

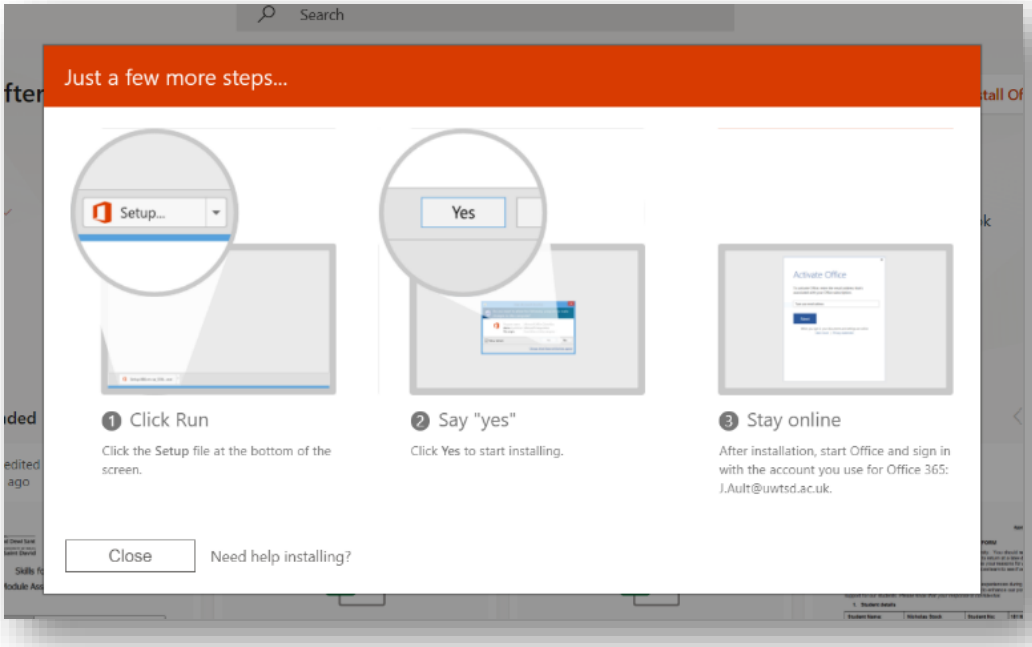


Most users will just need a standard installation as shown here.

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.

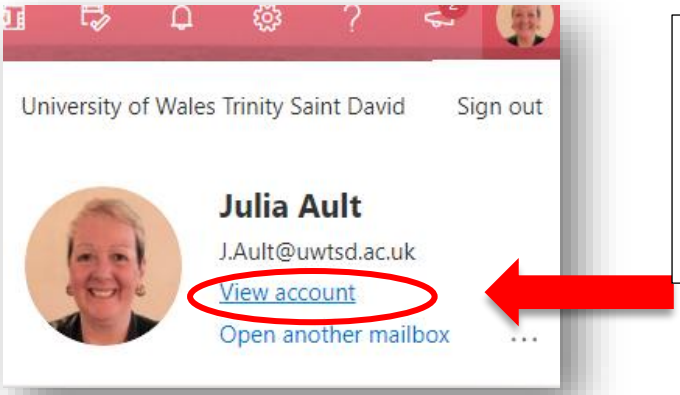


Follow the instructions and your Installation will take place.

More Installs

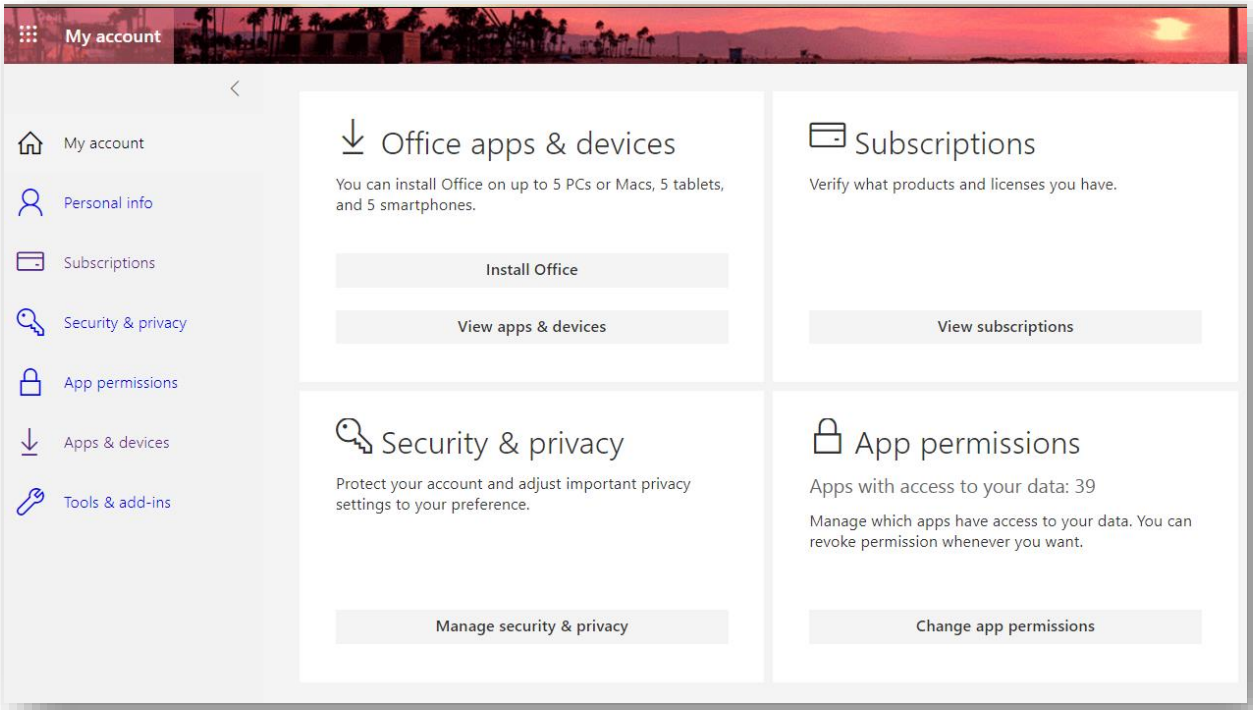
When you are installing Office 365 on other devices, login to your account as shown above and click on your name/picture/number at the top right of the screen

Click on **View account**

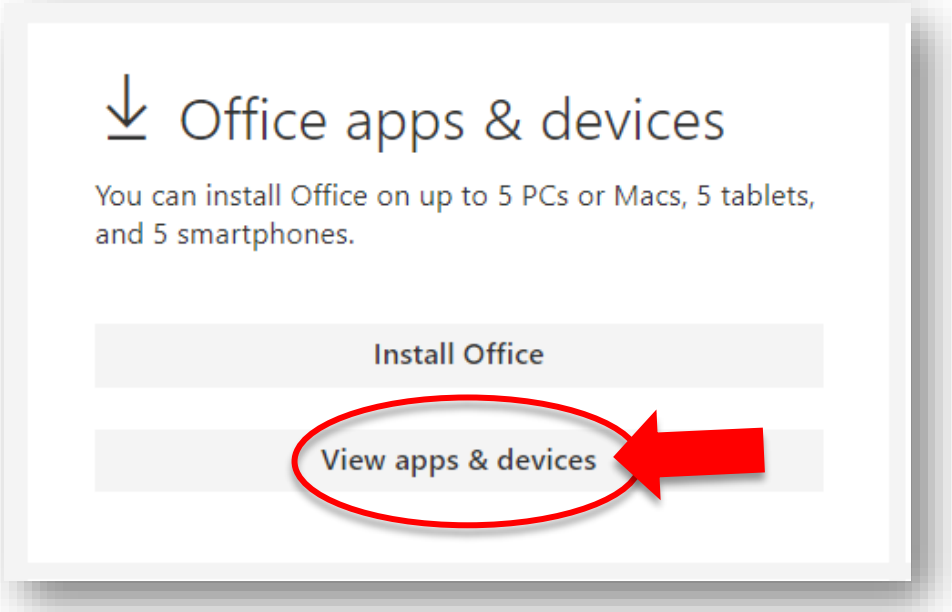


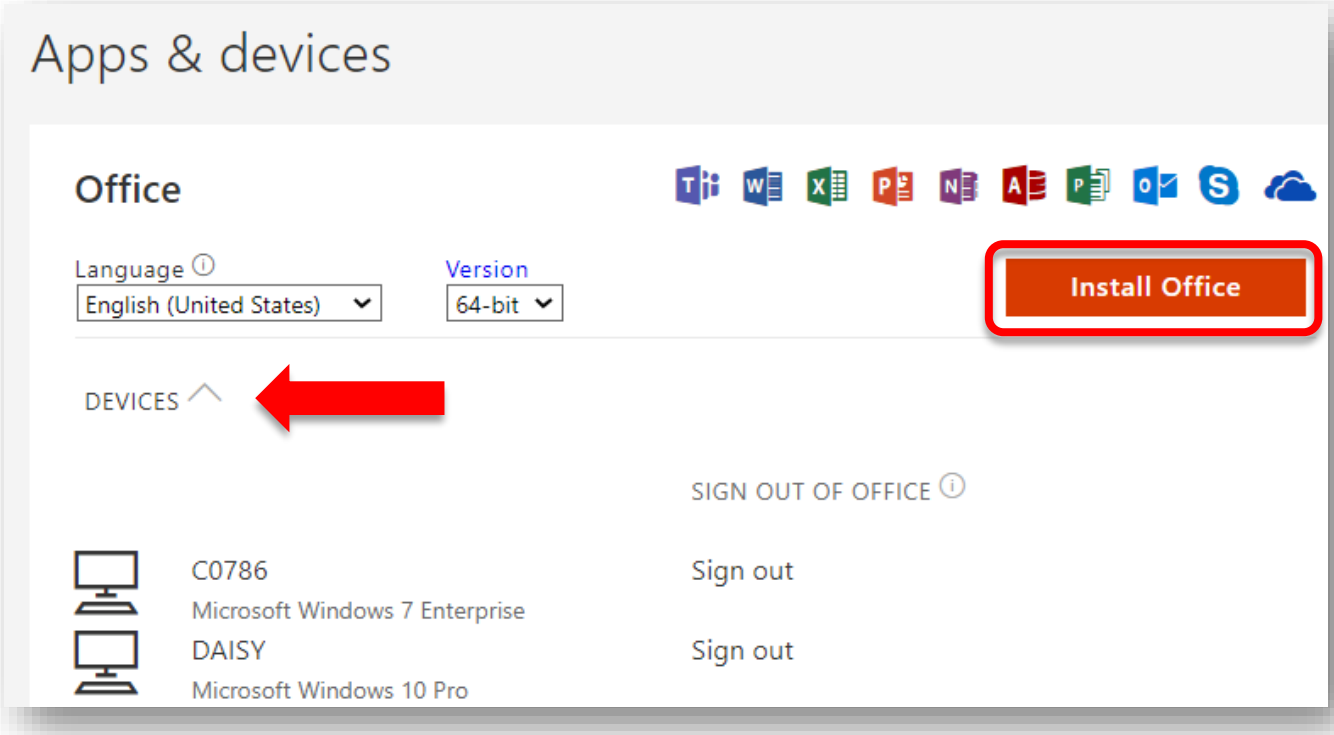
This will bring you to your **My account** page

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



Click on **View apps and devices in Office apps & devices** to install on another device OR to check on your installs

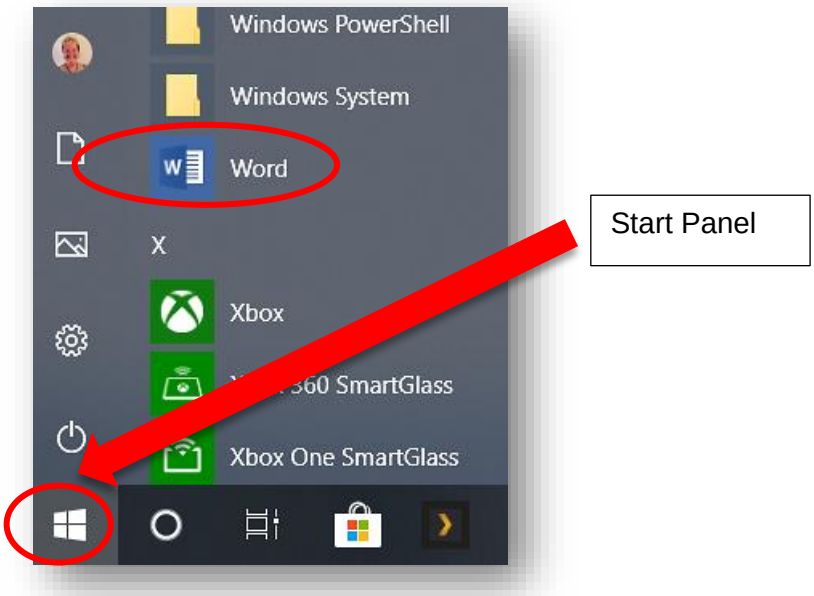




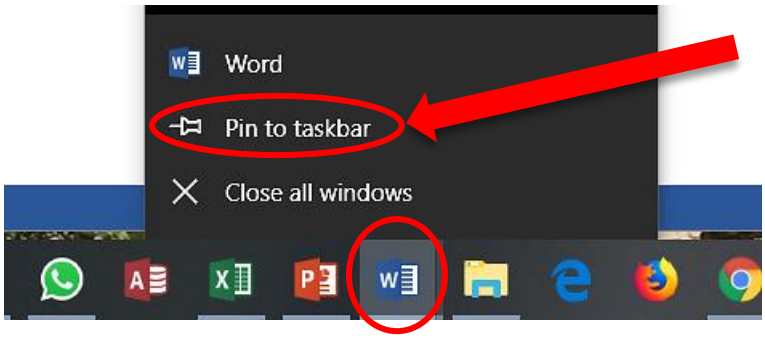
On this page you can see how many copies of Office you have already installed and install more as needed. Clicking on the arrow next to the number of installs gives details of where and when these installs have taken place. You can also Sign out of Office from a device here if you no longer use it and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

Connecting the software to your Office 365 account – Windows

Once the software has installed on your laptop or pc, 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 (on 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 on the taskbar here.

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

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

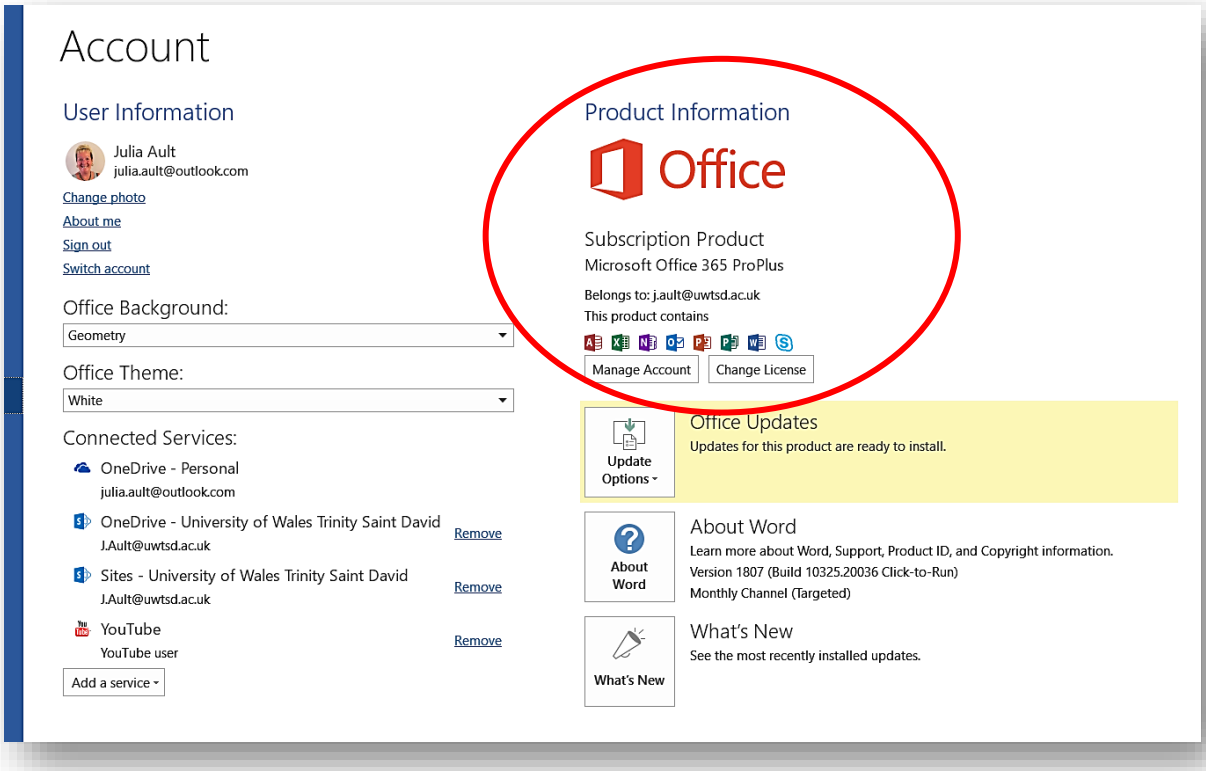
Sign in with your UWTSD staff or student email address as before when you downloaded the software.

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.

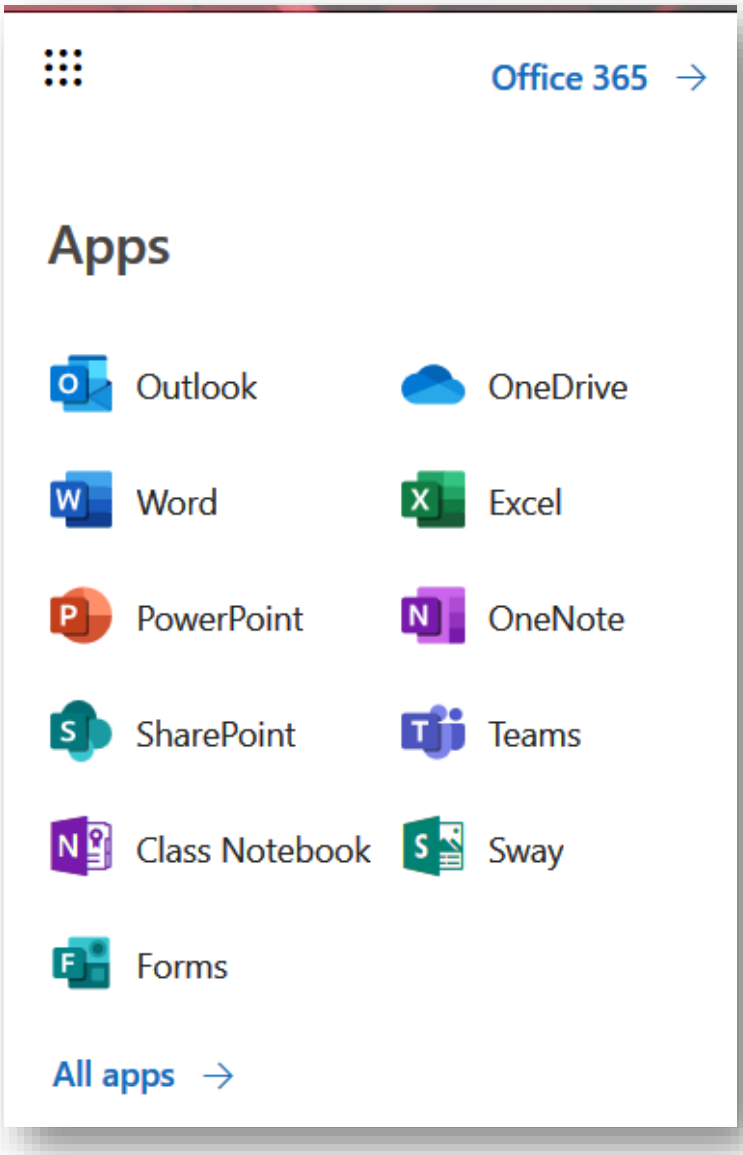
You can do the same if you wish or just attach **your work/student account here.**

2. MacBook

You can also install Office 365 on your MacBook or iMac.

Watch this very helpful video for easy to follow, step by step instructions,.

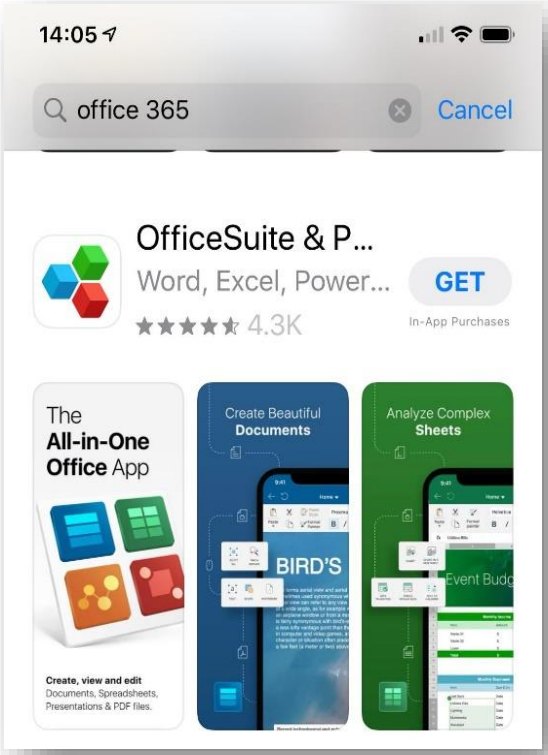
3. Mobile Apps

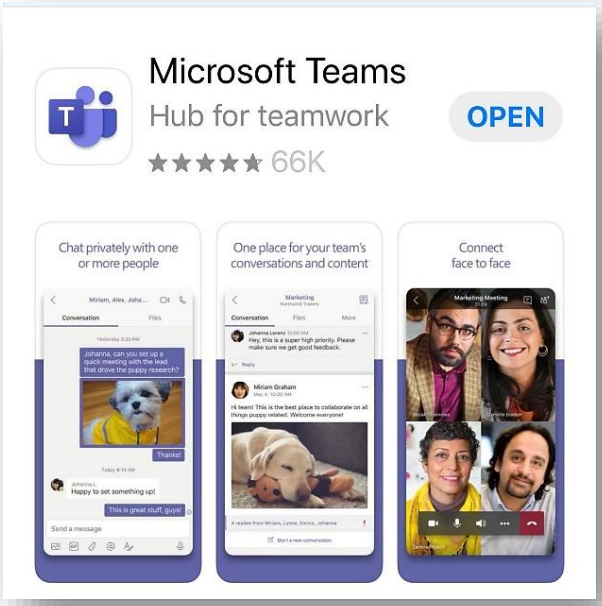


You can also access the Office 365 suite via apps on your mobile devices.

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

OUR FAVOURITES
Get productive with Office 365
You'll find Microsoft Office 365 on the Mac App Store – and your Office 365 subscription gives you full access to all features across any platform.

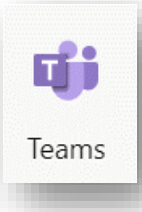

14:05
office 365
Cancel
OfficeSuite & P...
Word, Excel, Power...
GET
4.3K
In-App Purchases
The All-in-One Office App
Create, view and edit Documents, Spreadsheets, Presentations & PDF files.
Create Beautiful Documents
Analyze Complex Sheets


Microsoft Teams
Hub for teamwork
OPEN
66K
Chat privately with one or more people
One place for your team's conversations and content
Connect face to face

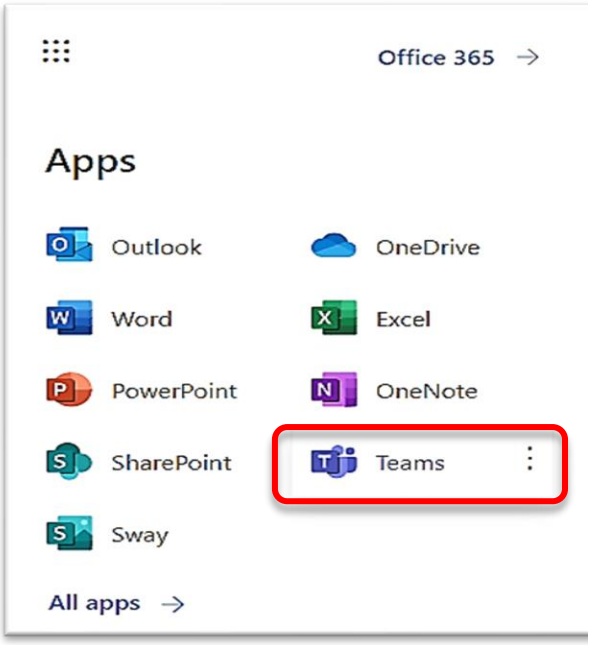
Microsoft Teams

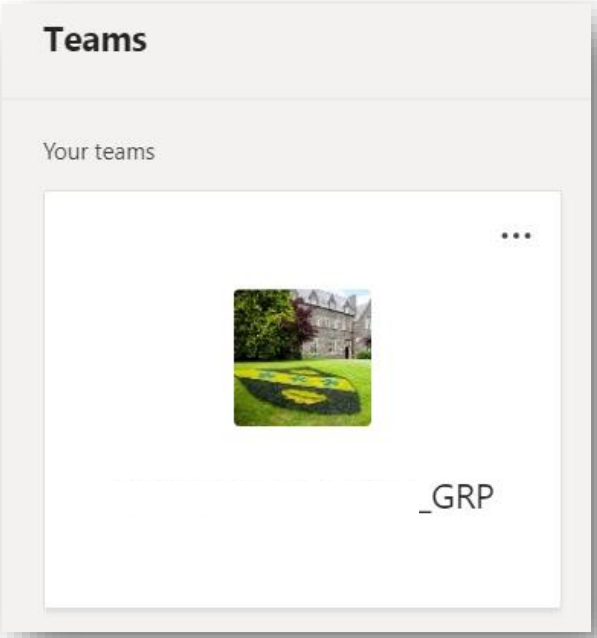
The Teams app in Office 365 will be used to set up Cohort spaces by your Tutor.

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

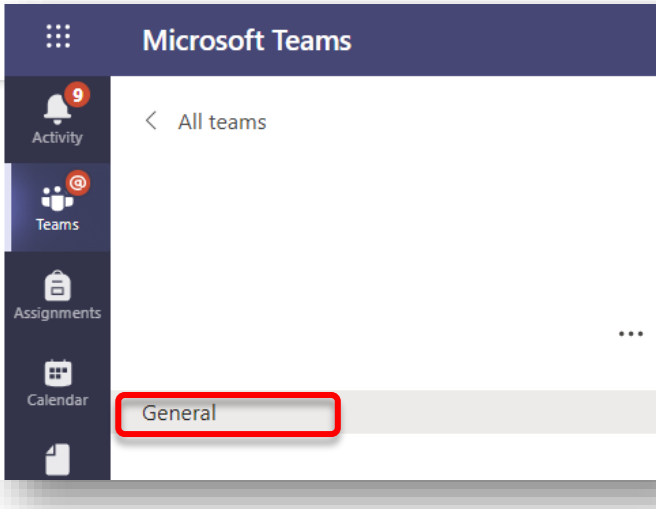


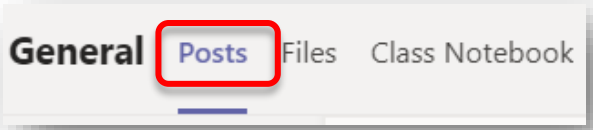
If you have been added to a Cohort Team by your Tutor, it will appear here.



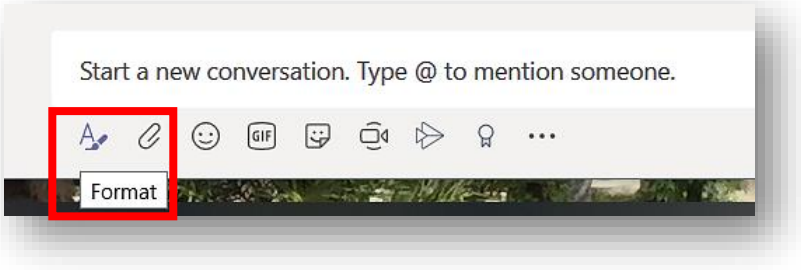


Overview

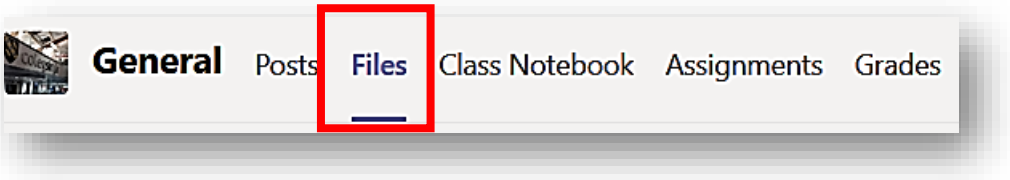




You will arrive on the Posts page in the General Channel.

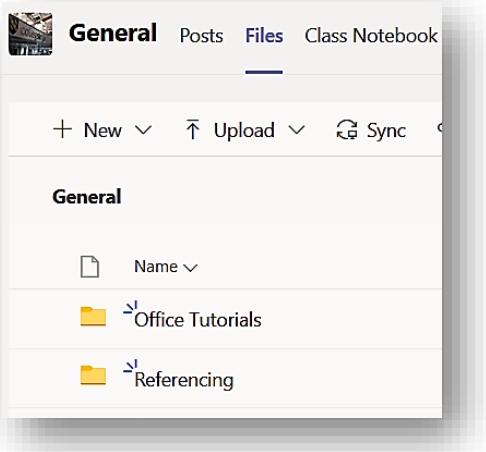


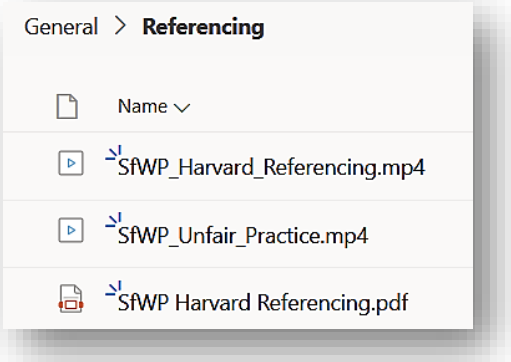
You can create conversations or reply to those already there, just as you would in any online application.



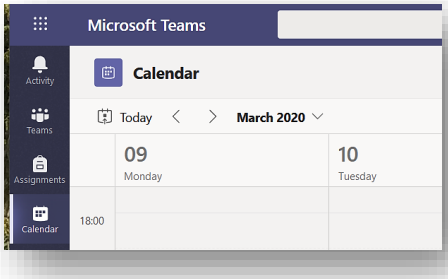
Clicking on Files allows you to view files and folders, create new folders, upload files etc.

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



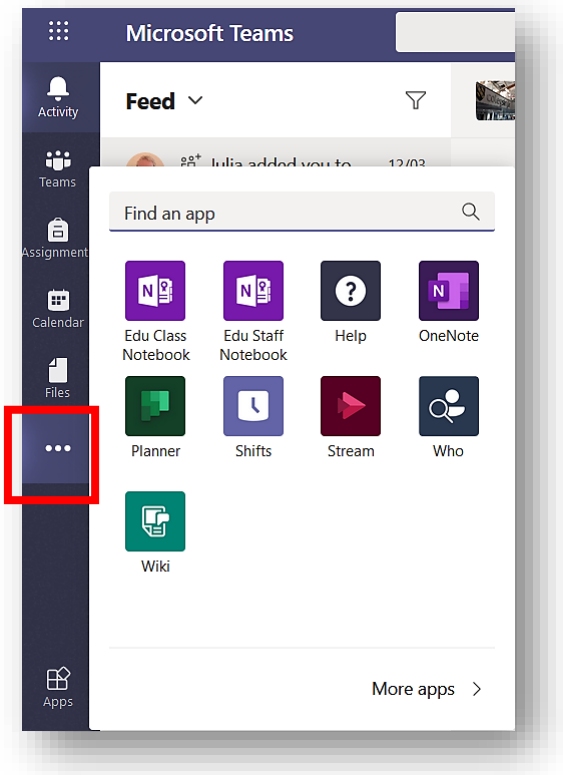


You will see that there is a navigation bar at the side which contains links to all the activities mentioned above, plus a calendar you can use to note down assignment submission dates, collaborative task meetings etc.

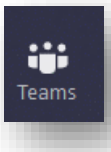


Apps in Teams

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

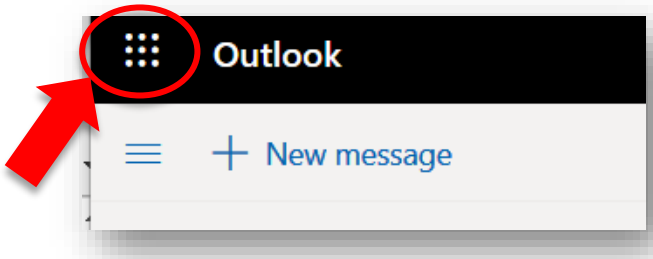


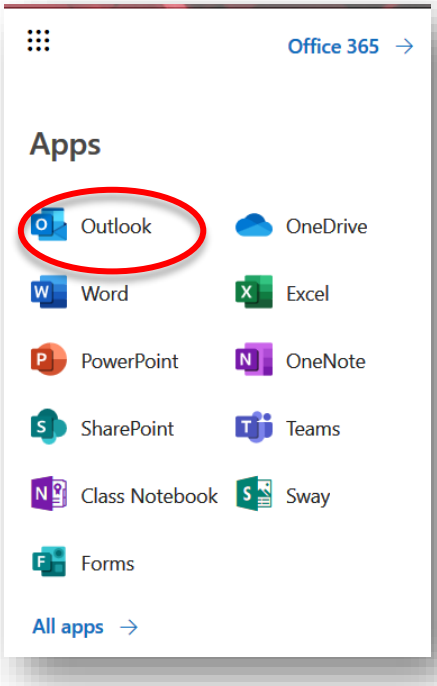
Click on Teams on the sidebar and then your Cohort Team to get back to the start.

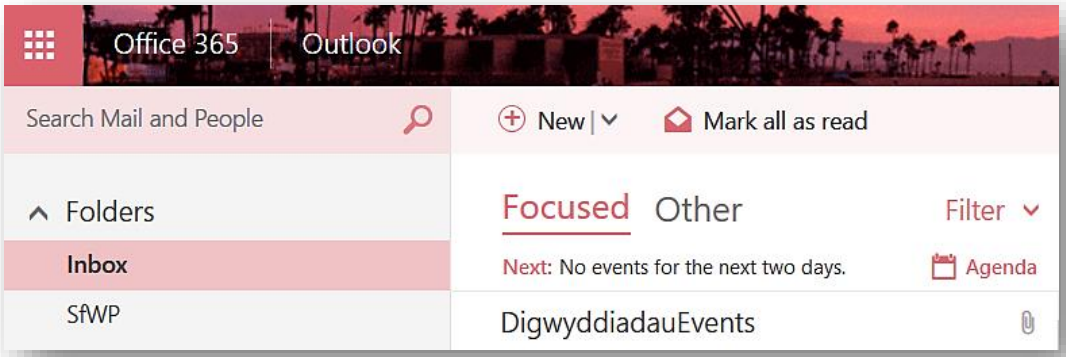


Using your University Outlook Email

When you login to your 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.



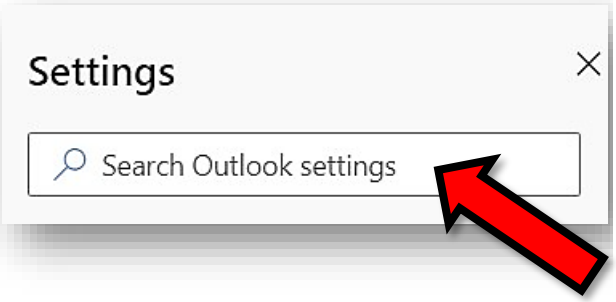




Forwarding to your personal email address

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 comer of the page.



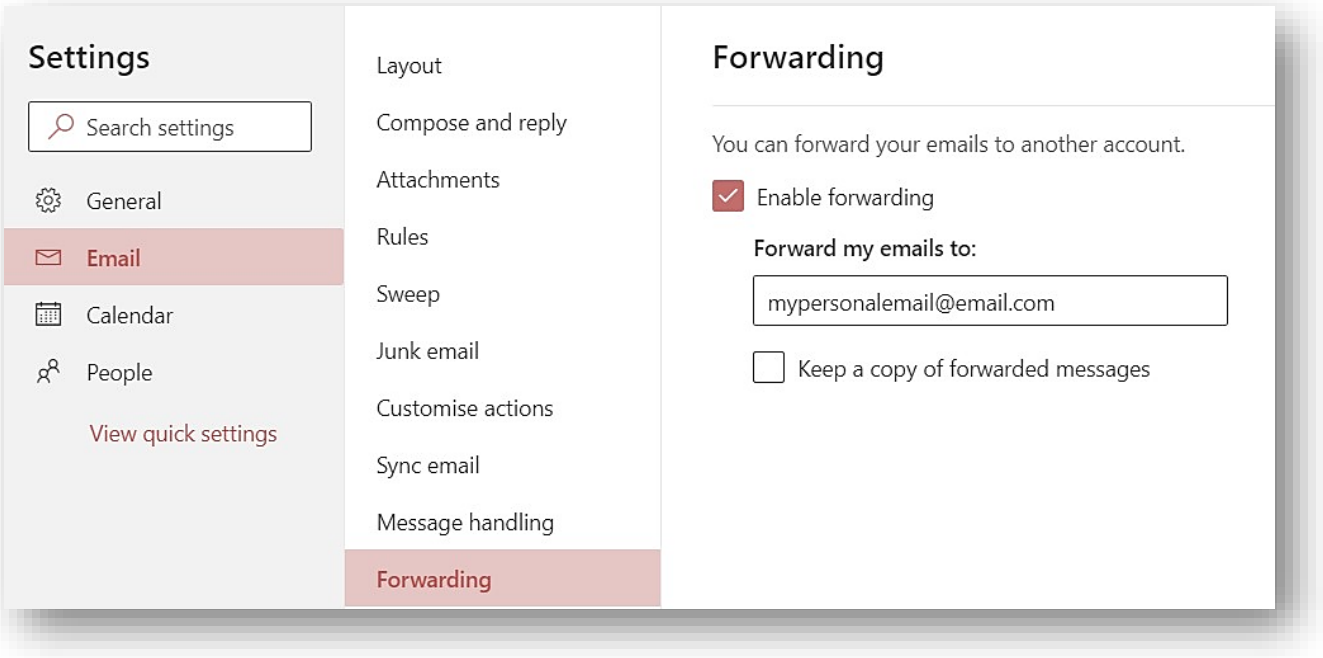
Type **Forwarding** in the Search Outlook settings box that appear on the right of the page.

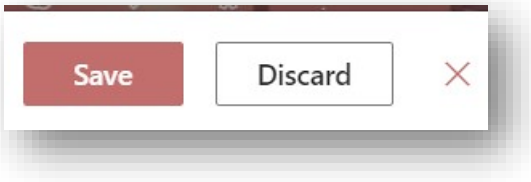
Julia Ault 2022 @jault_uwtsd

The following box will open on the screen.

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

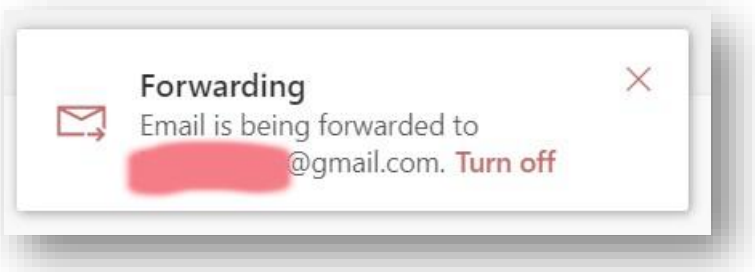
You can choose to retain a copy in Outlook or not and then click Save.





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

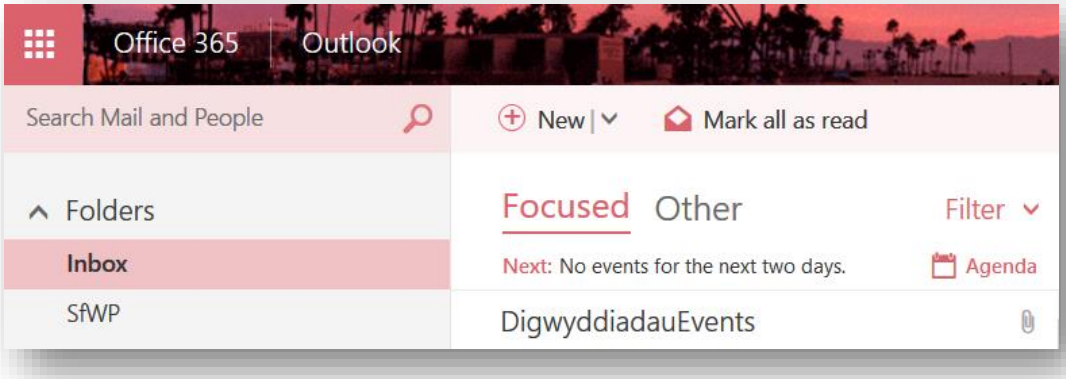
Close Outlook and logout. If the forwarding has been successful, you should receive this notification when you log back in. This should be your personal email address.



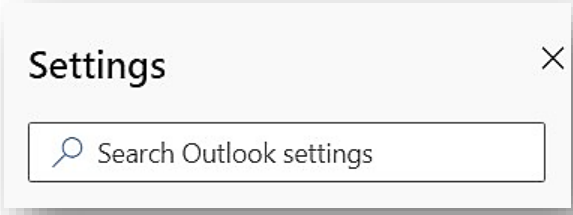
Creating an Email Signature

Email signature in Outlook Online

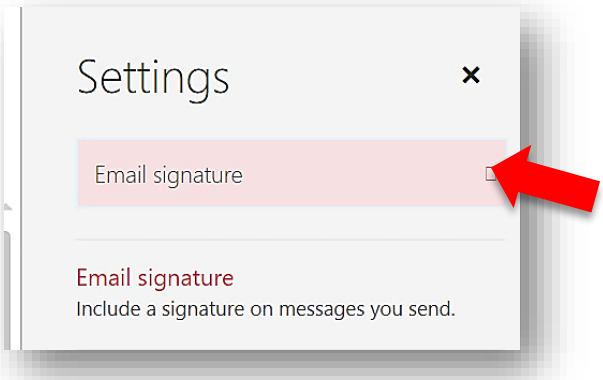
You will arrive on your university email page (Outlook) or click on Outlook in the box with white squares if you are on another application.



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



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



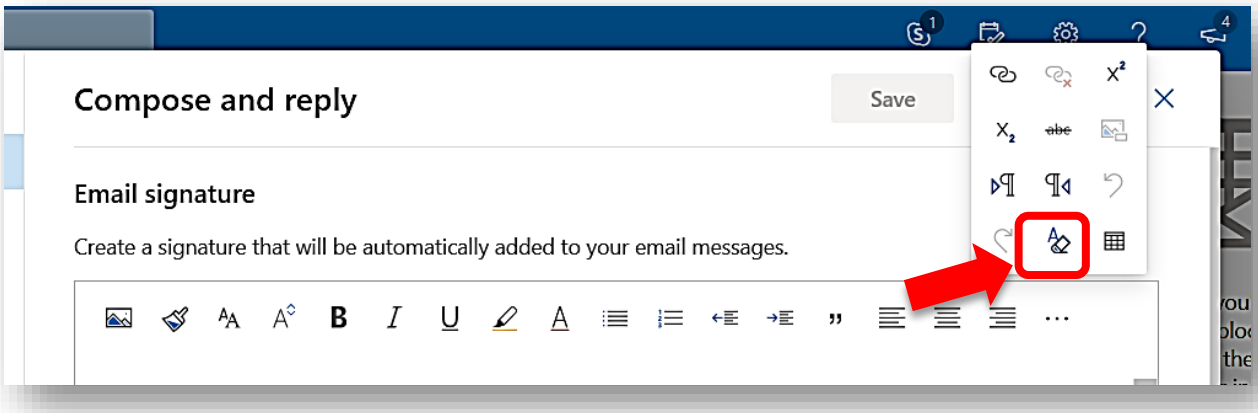
Click on the link that appears underneath the search box.

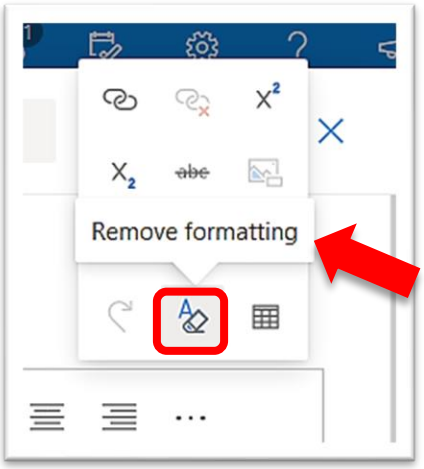
A Compose and reply window will open.

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

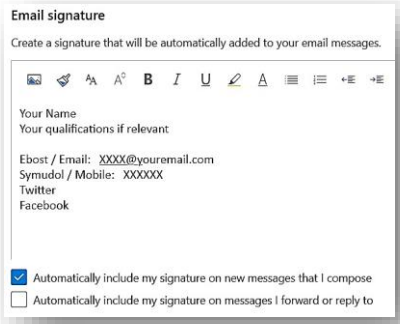
Tip: *If pasting text in, it can be easier to remove formatting and format font etc. in the signature box itself. Line spacing seems to be annoyingly increased when pasting formatted text directly.*

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.

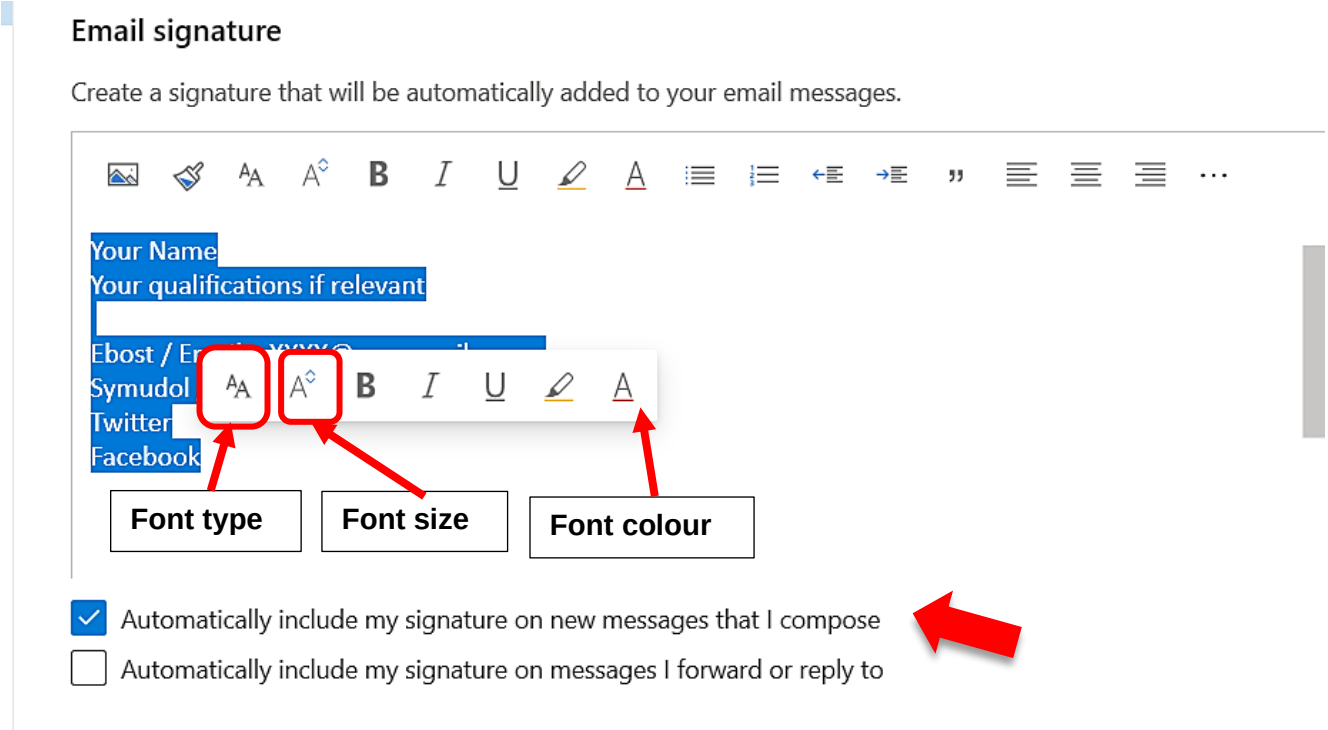




Your text is then unformatted.



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

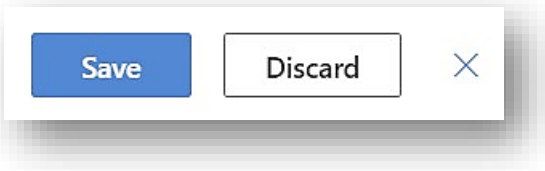


Make sure the box is ticked to automatically include signature to new messages.

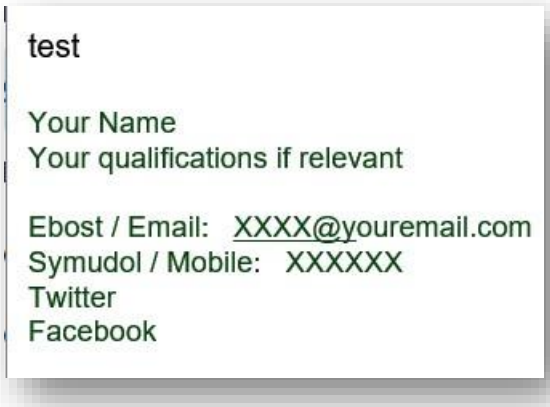
You can also insert images and links using the toolbar.

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.



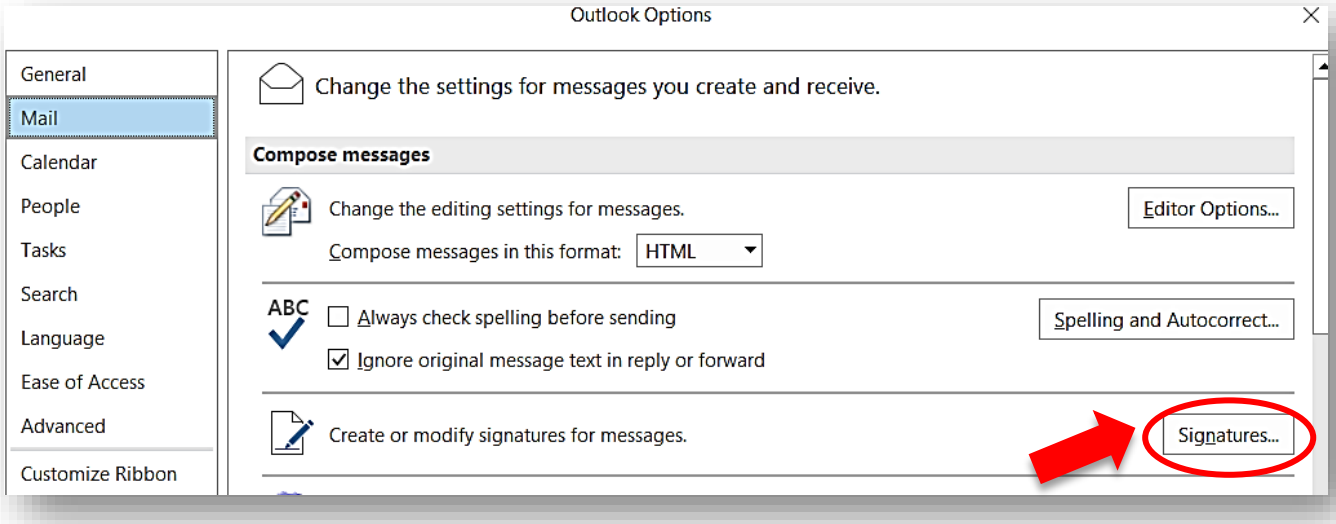
Send a test email to yourself to see if it looks alright and then do more tweaks if needed.



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**

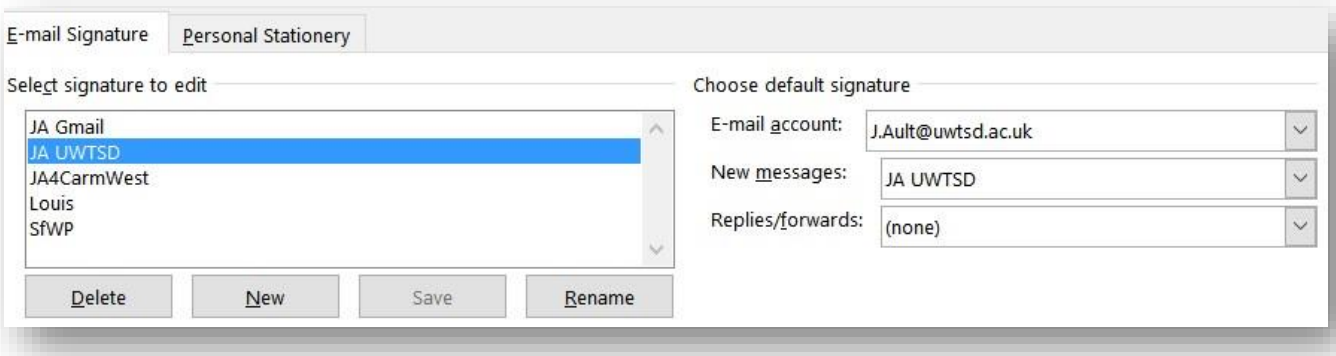


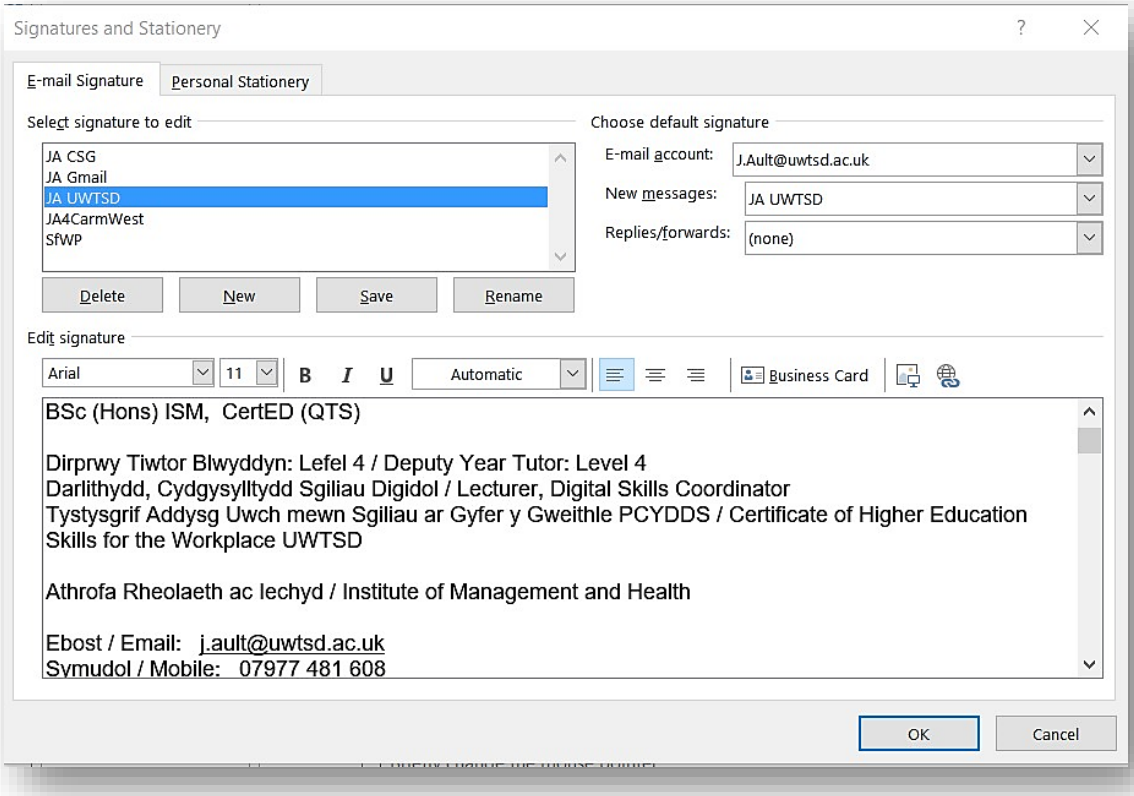
Click **New** and create your signature as you wish.

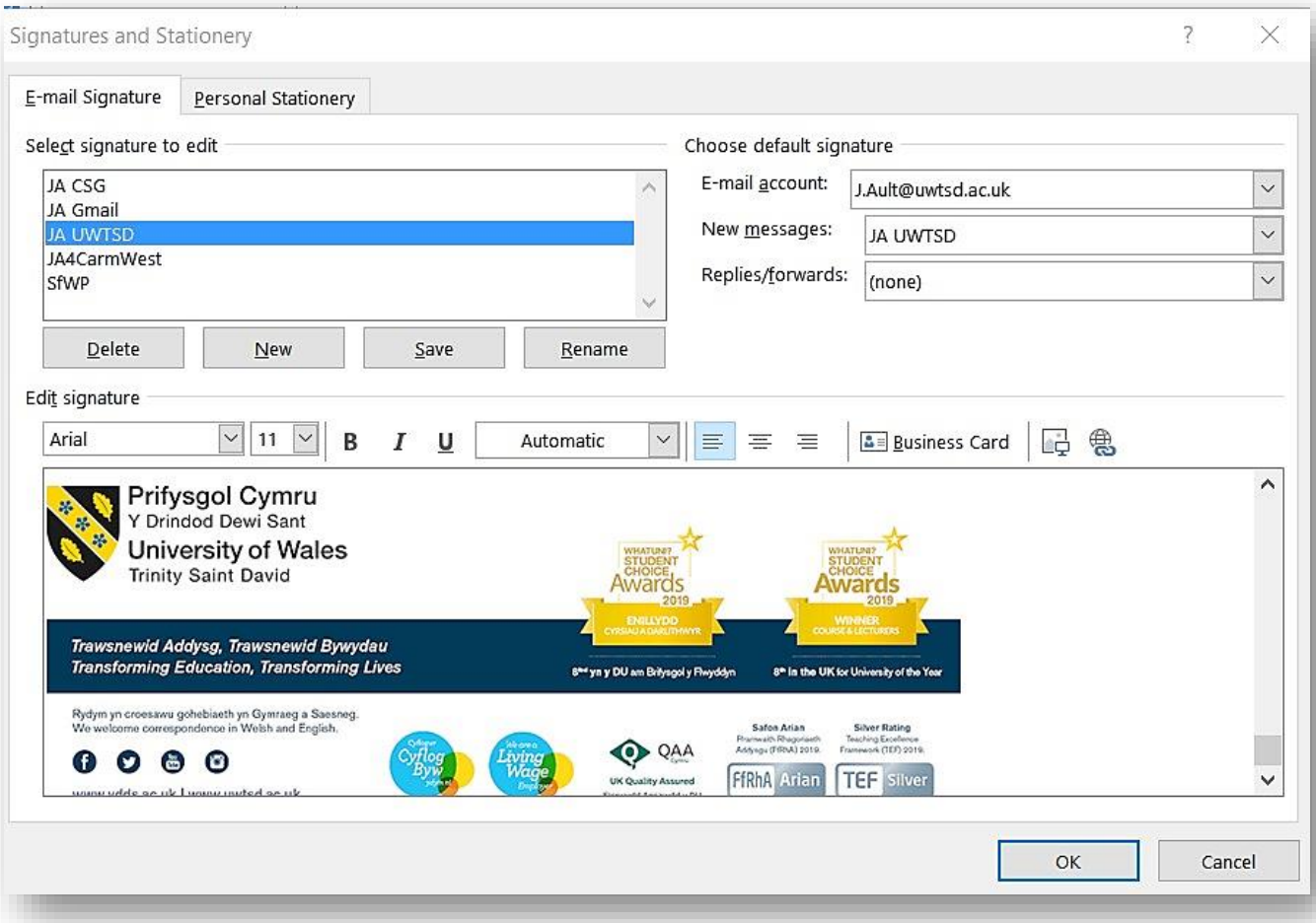
You can paste your text in and insert images, hyperlinks etc. as you wish.

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 UWTSD
JA4CarmWest
SfWP
Delete
New
Save
Rename
Choose default signature
E-mail account:
J.Ault@uwtsd.ac.uk
New messages:
JA UWTSD
Replies/forwards:
(none)
Edit signature
Arial
11
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 UWTSD
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 UWTSD
JA4CarmWest
SfWP
Delete
New
Save
Rename
Choose default signature
E-mail account:
J.Ault@uwtsd.ac.uk
New messages:
JA UWTSD
Replies/forwards:
(none)
Edit signature
Arial
11
Automatic
Business Card
Prifysgol Cymru
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.
QAA
UK Quality Assured
FfRhA Arian
TEF Silver
OK
Cancel

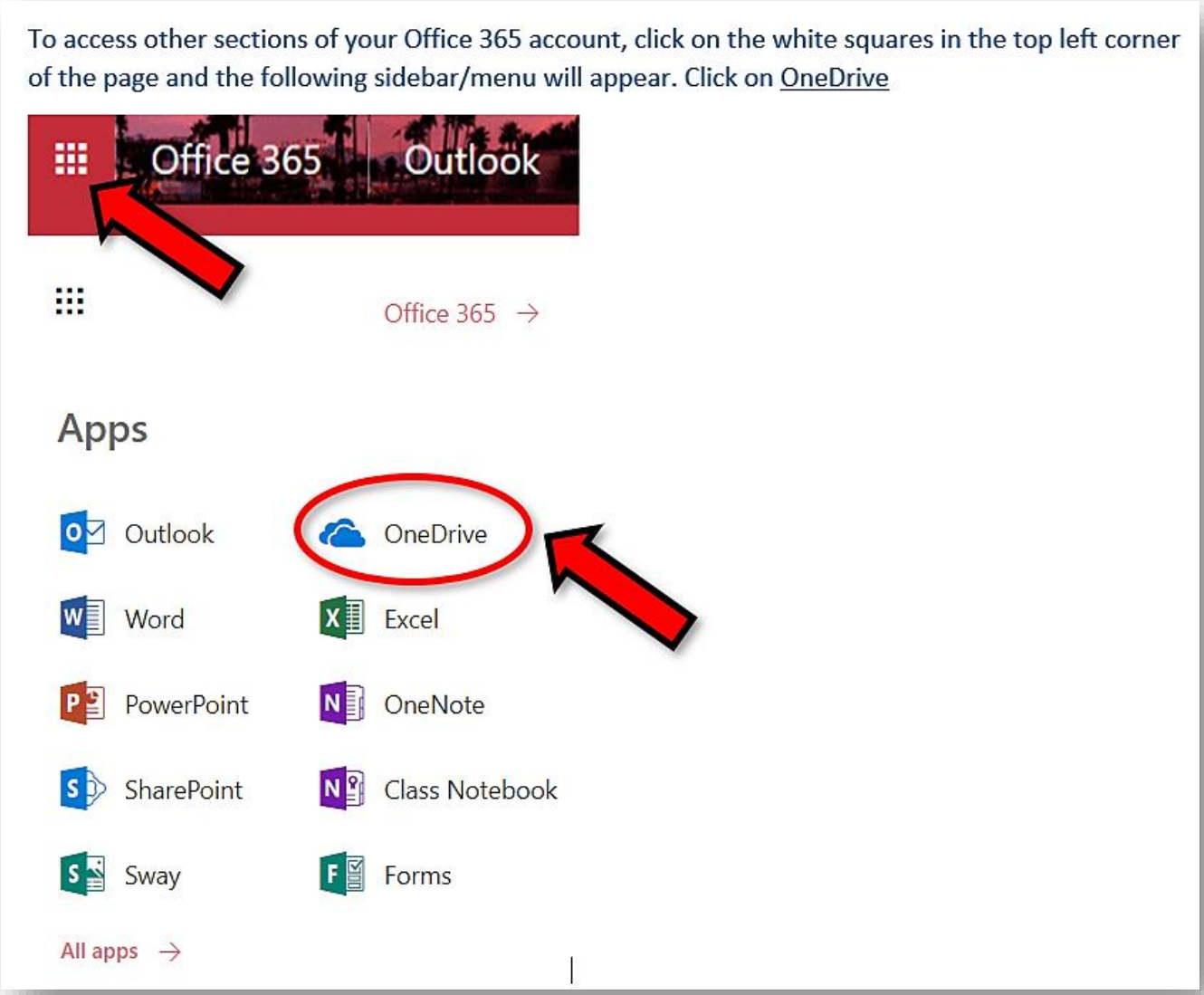
Saving Files to OneDrive

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

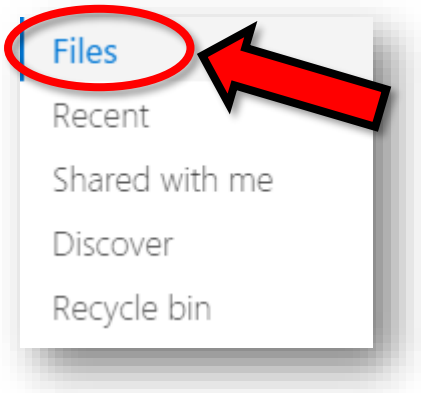
Sign in to your Staff/Student account online as shown above.

You will arrive on the Outlook page by default.

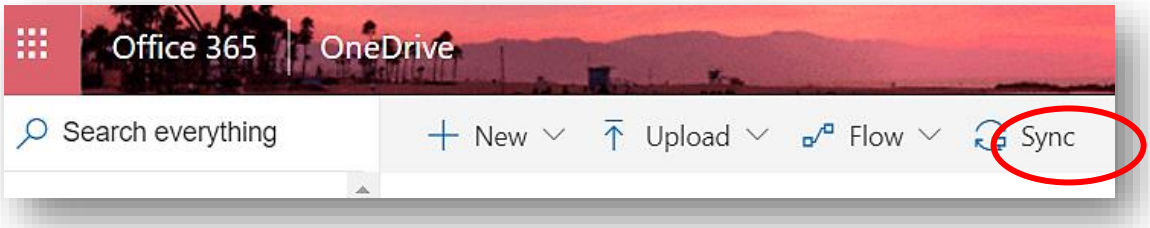


You should then be in your **Files** section.

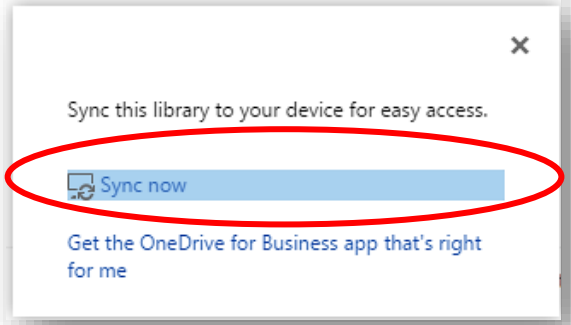
If not, click on Files on the left hand navigation menu



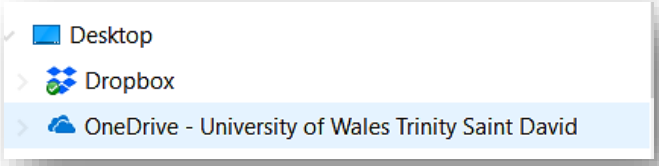
Click on Sync at the top of the screen



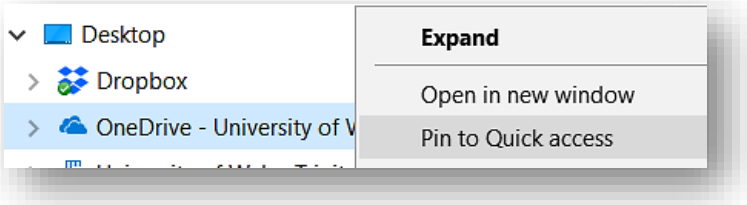
Click on Sync now

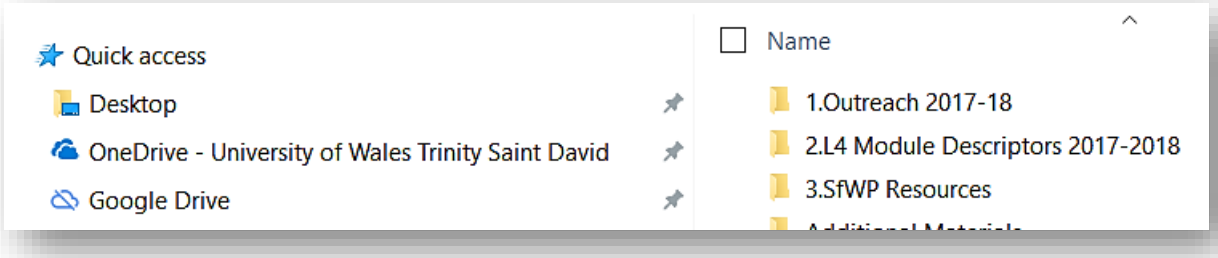


Your OneDrive will then appear in the File Explorer on your computer or laptop under Desktop as OneDrive - University of Wales Trinity Saint David.



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



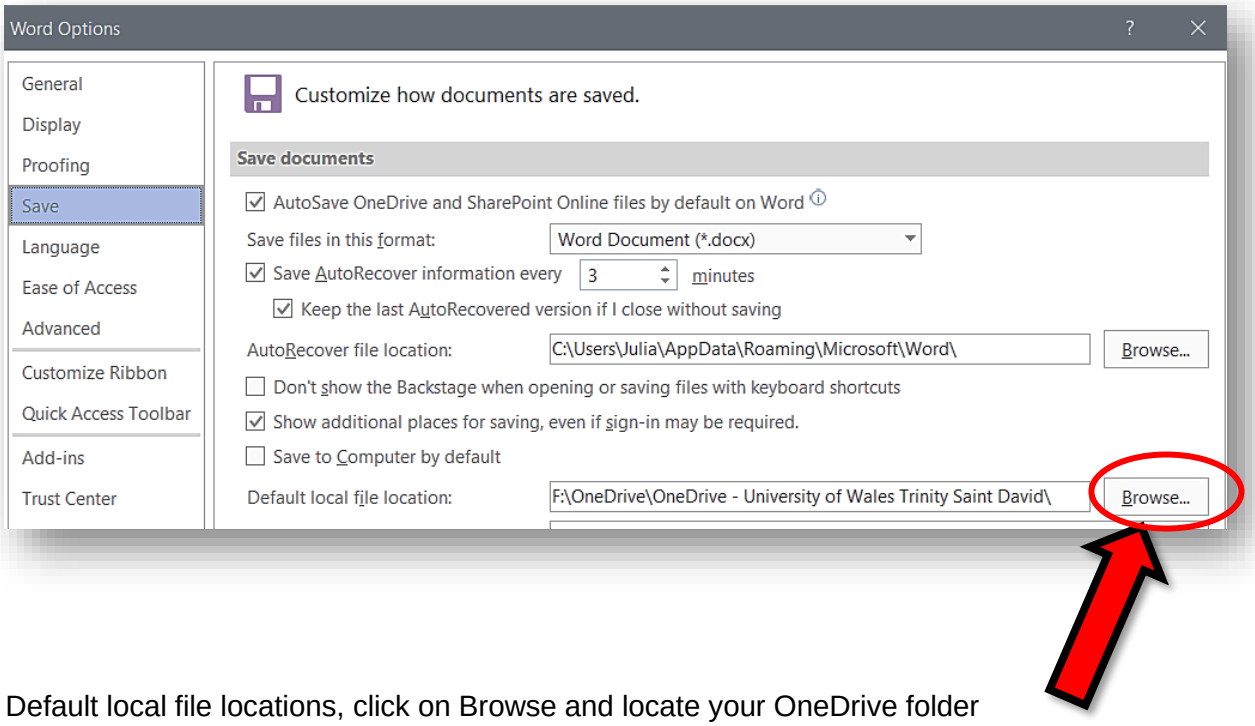


Every time you save a file to this folder, it will automatically upload it to your OneDrive account 'in the cloud' whenever you are online and will enable you to access your files anywhere you have internet access just by opening a browser and logging in to your account.

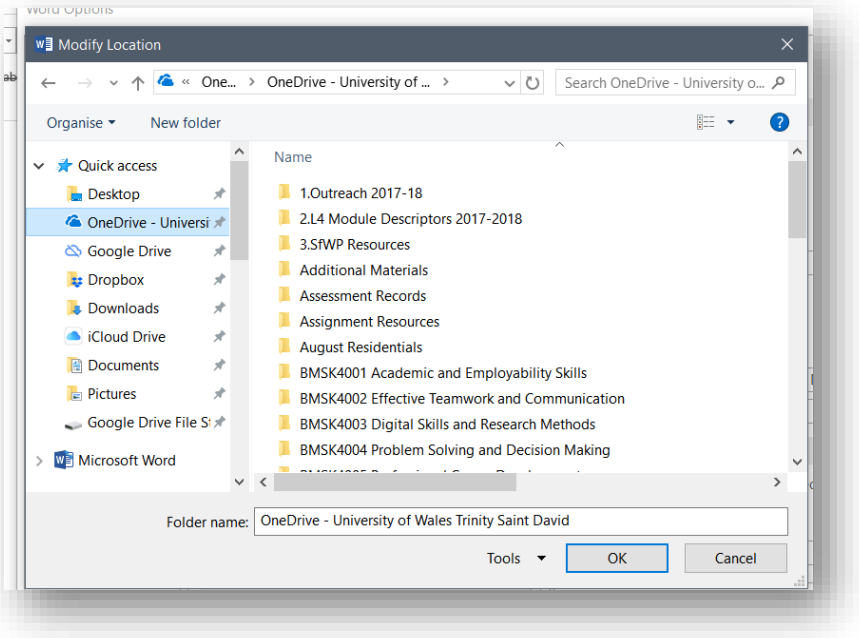
Saving Office 365 files to your OneDrive account

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

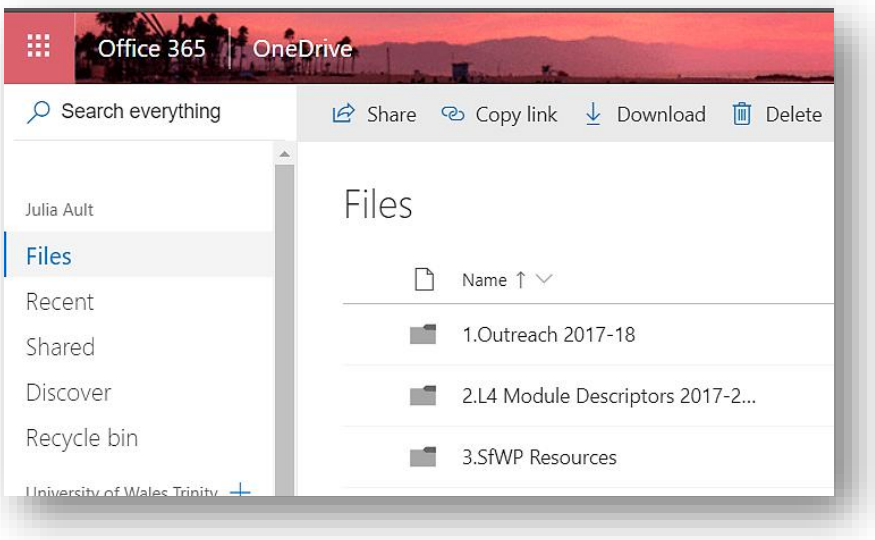


Click on it and then click OK and your files will save to this folder by default.

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.

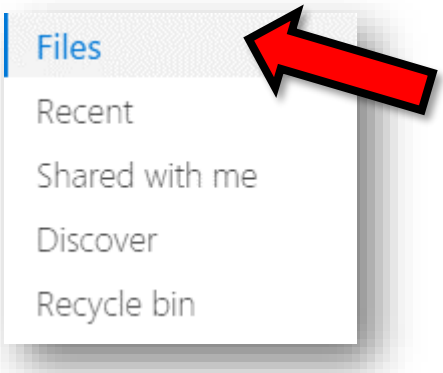
Don't forget to organise this main parent folder into suitable sub-folders, or your files can get into a real mess (and save them with meaningful names too!)

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



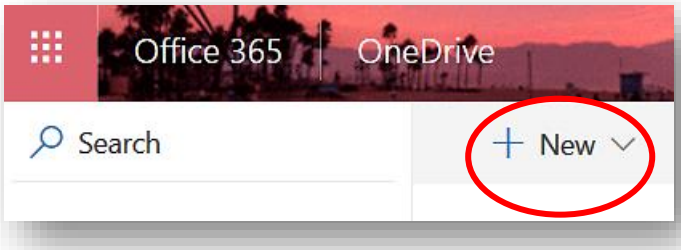
Using your OneDrive personal file storage

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



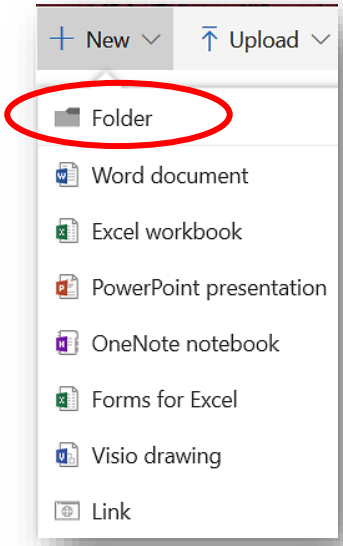
Creating Folders

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

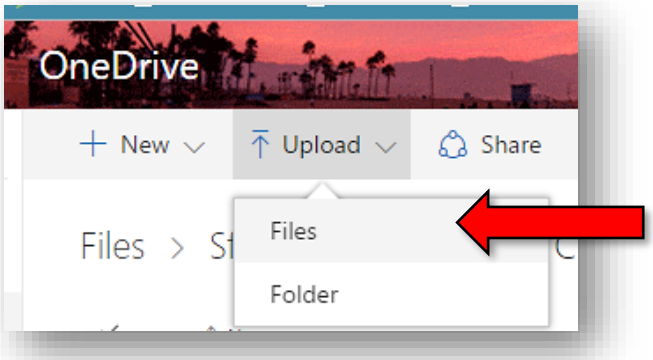


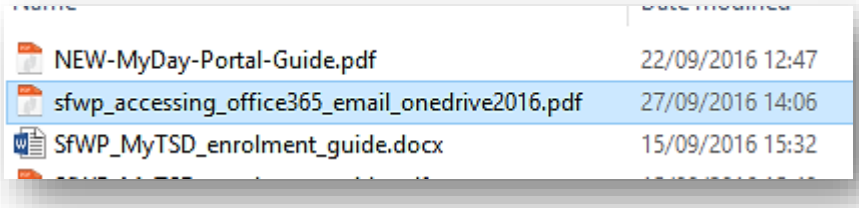
Once you have created your folders (it might be helpful to create one for each module for example) you can upload files from your computer into these folders so that they are safely stored online if your laptop or computer crashes and the operating system needs to be reinstalled. If this happens, your

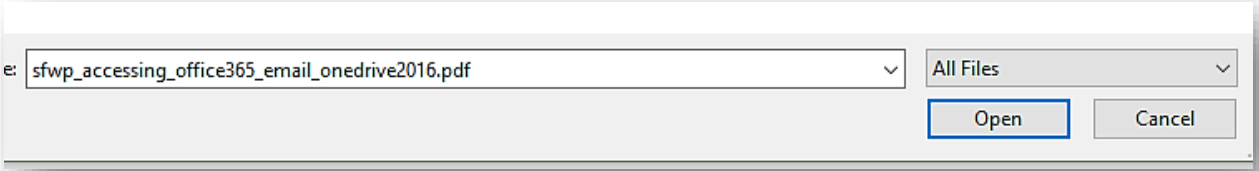
files will be unharmed ‘in the cloud’ and you can re-download them when your computer is fixed if you wish.

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.

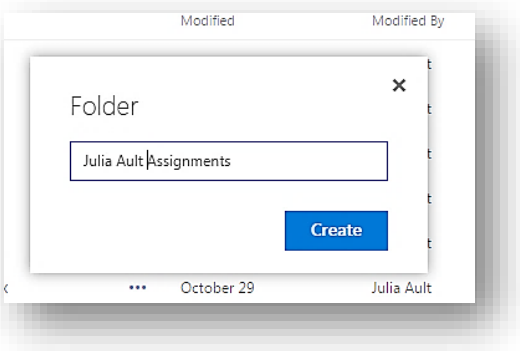




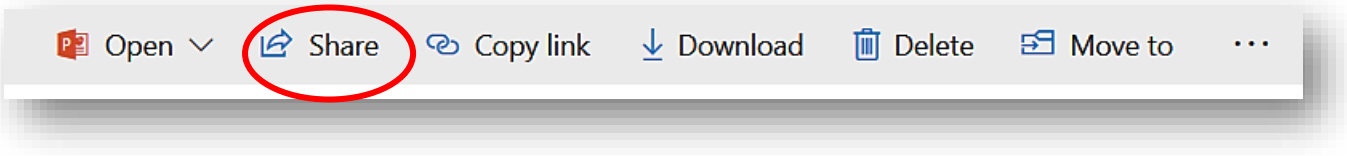


Sharing folders

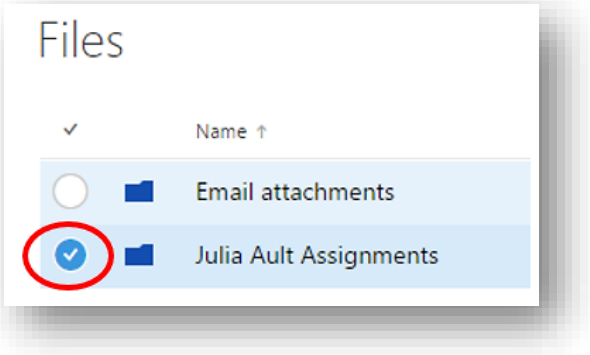
Name your new folder with **your name and subject** so the person you are sharing with can recognise this folder.



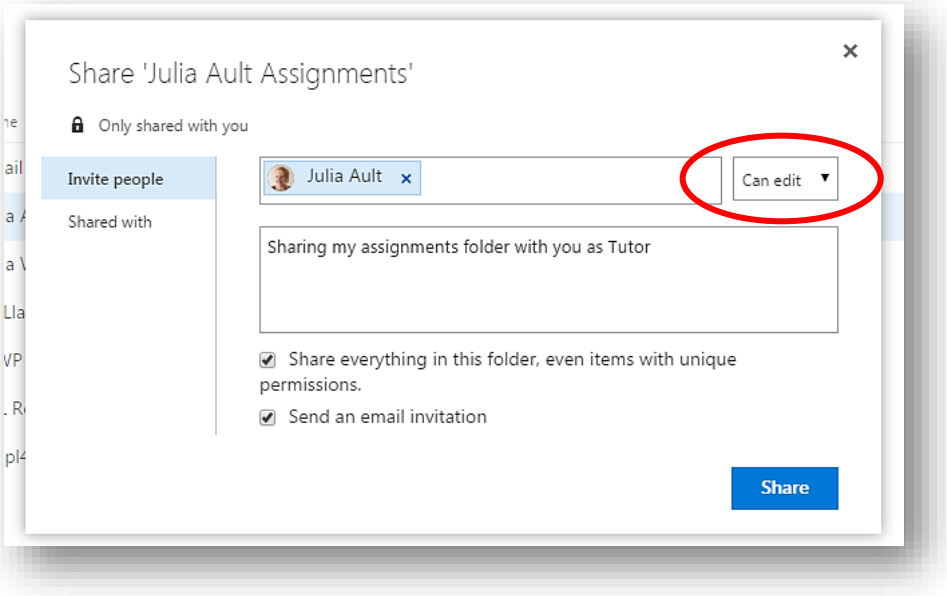
Once created, the folder will appear in your list of folders in your 'Files' storage. Hover your mouse next to the folder name and a checkbox will appear. Click on this to select the new folder and then click on **Share** from the bar above the files list.



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



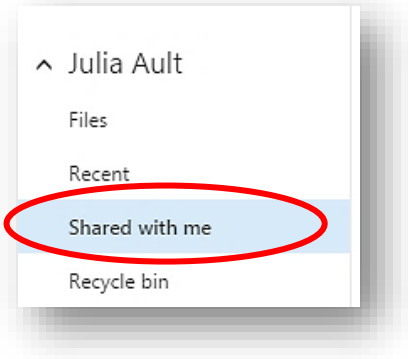
Type in the email address of the person (or people) that you wish to share the file or folder with.



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.**

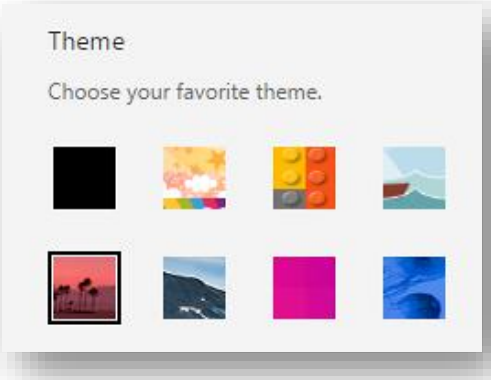
However, if you are sharing with others to collaborate in some way you will probably want to keep this setting to **Can edit** otherwise your tutor or fellow students will not be able to upload files to this shared folder.

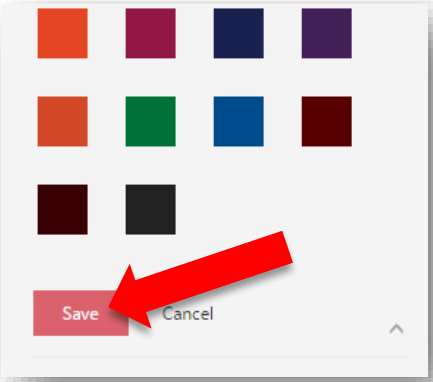
The person/people you have emailed will each receive an email invite to share this folder and it will appear in their list of files **Shared with me.** Both you and they will now be able to share files through this folder.



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. Click on Settings, pick a theme you like and then click Save. (The theme used in the screenshots above is *Beach Sunset)*.


Theme
Choose your favorite theme.


Save
Cancel