Introduction to OneDrive and the Office Online

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Session outline

- Outline the new Office 365 tools available to Department staff and students
- Discuss the advantages of using the Department supported Cloud storage.
- Explore the web based OneDrive and web authoring apps.
- Discover how OneDrive can be used effectively with Connect
- Discover additional Microsoft training and support opportunities.

Office 365 Service Categories

BASE SERVICES	CORE SERVICES	OPTIONAL SERVICES
On for all by default	On for all but can be switched off	Off for all but can be switched on
Outlook – DOE Email Tasks, Contacts, Calendar	Sway	OneDrive Office web Apps
Office at Home 5 devices, 5 Macs, 5 PCs	Forms	OneNote
		Class Notebook
		Staff Notebook
Portal link *Connect link*	*One Drive*	Sharepoint

You have all of these applications except for Sharepoint; it is for ICT/ admin only at the moment

Why OneDrive?

- Easy Management
- Identity management
- Duty of Care
- Storage location
- Fixed terms of service
- Department support

Web based service - but with safeguards

We are able to ensure that data is secure - students & staff
- our data isn't going to a third party like other cloud storage options
- data can be found in case of staff leaving abruptly/ emergencies
- we can access student data
- ICT Customer Service can help you with it

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OneDrive

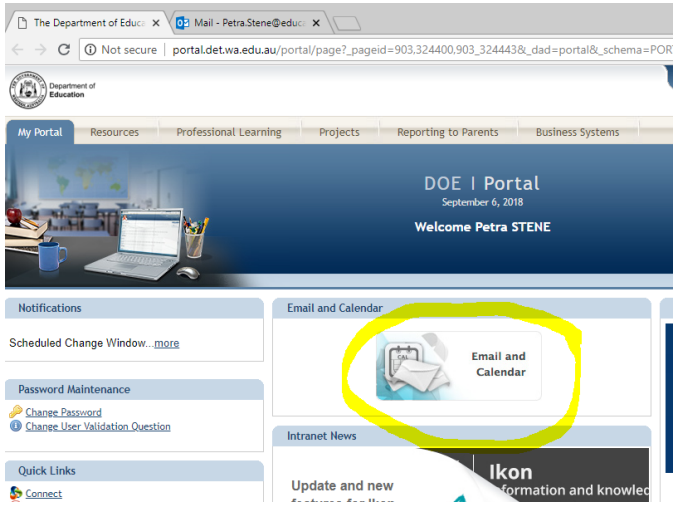
- Corporate Cloud based storage
- 100 GB Capacity

- Let's take a look.

Setup on ANY device

No automatic sync at school
- due to bandwidth & use of different devices by students

OneDrive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Mail - Petra.Stene@educ
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Professional Learning
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September 6, 2018
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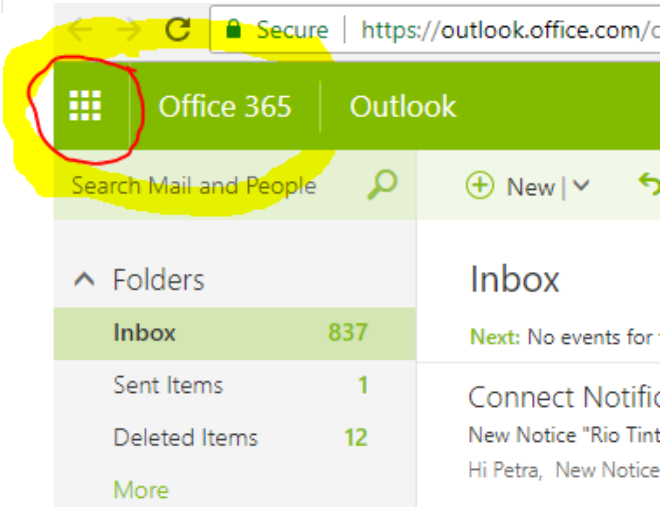
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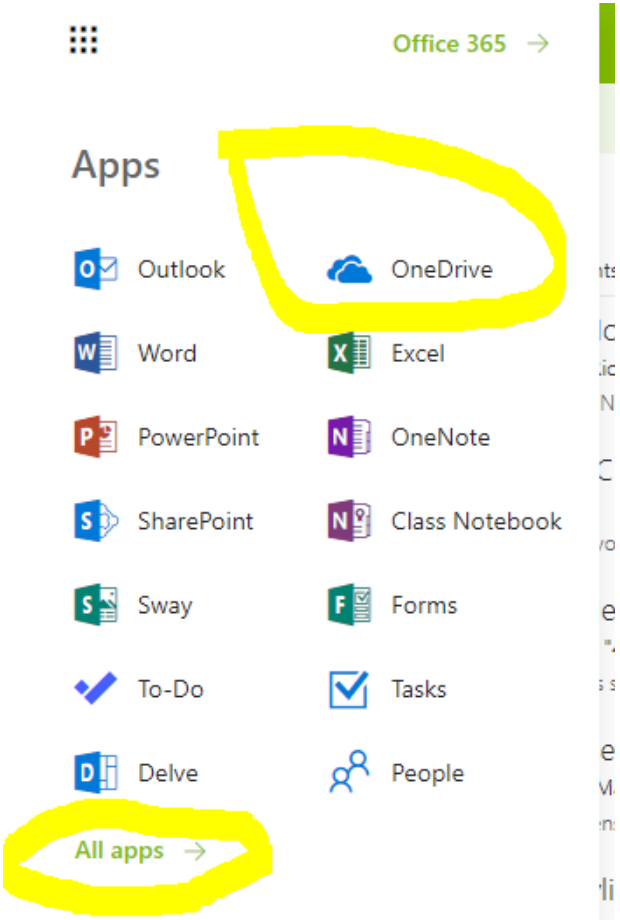
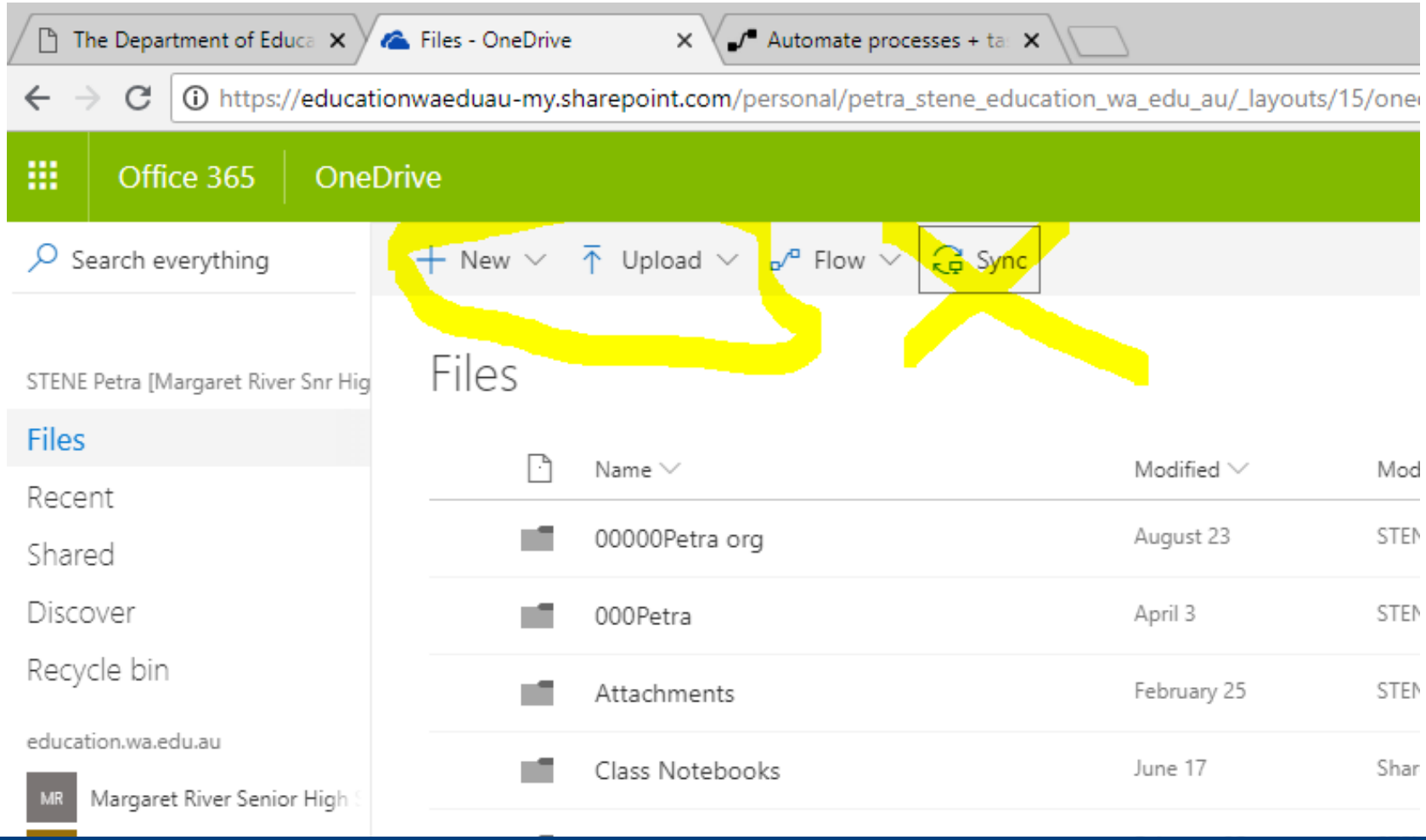

Office 365
Apps
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Class Notebook
Sway
Forms
To-Do
Tasks
Delve
People
All apps

OneDrive


The Department of Educa
Files - OneDrive
Automate processes + ta
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Office 365
OneDrive
Search everything
New
Upload
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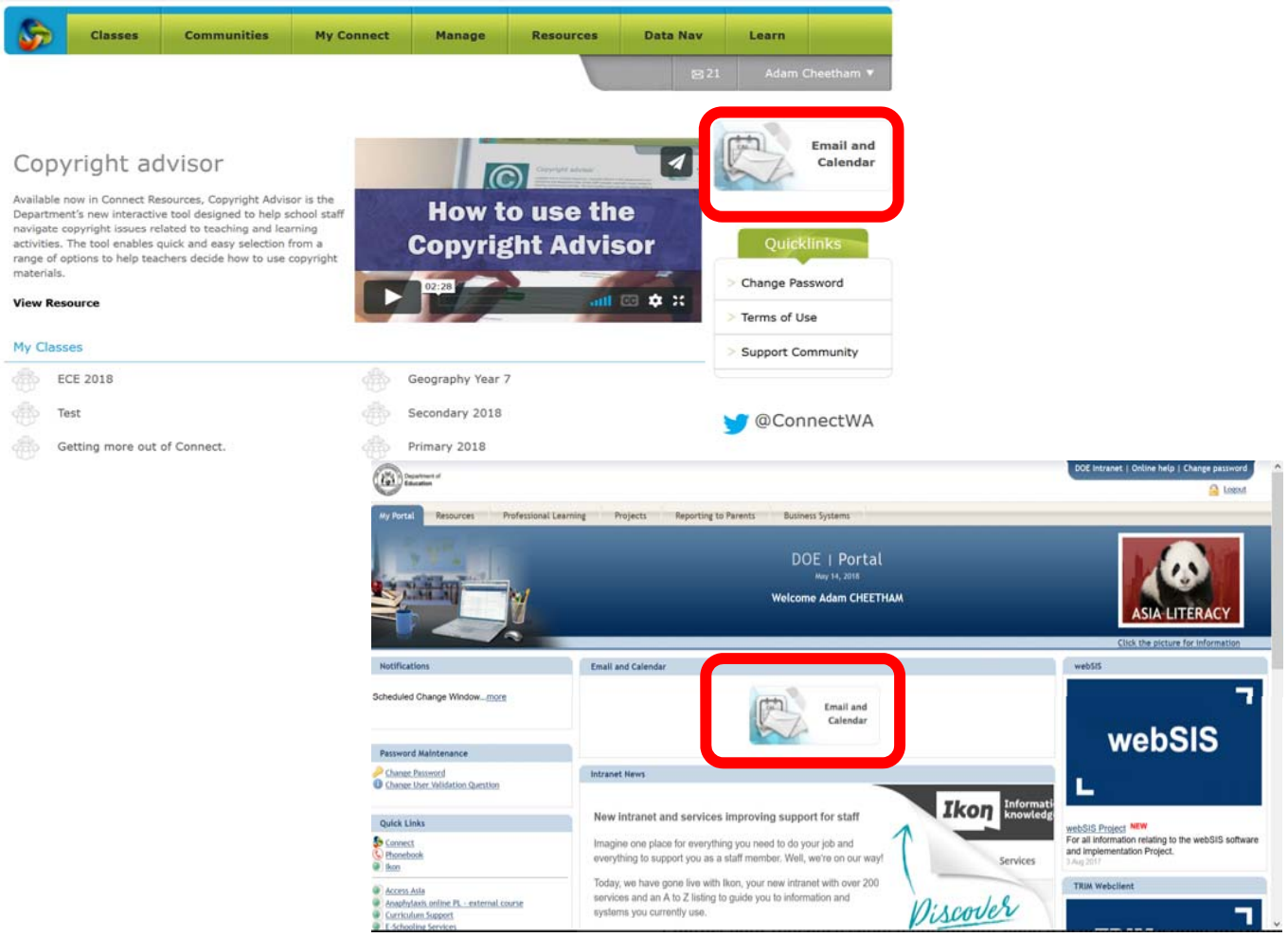
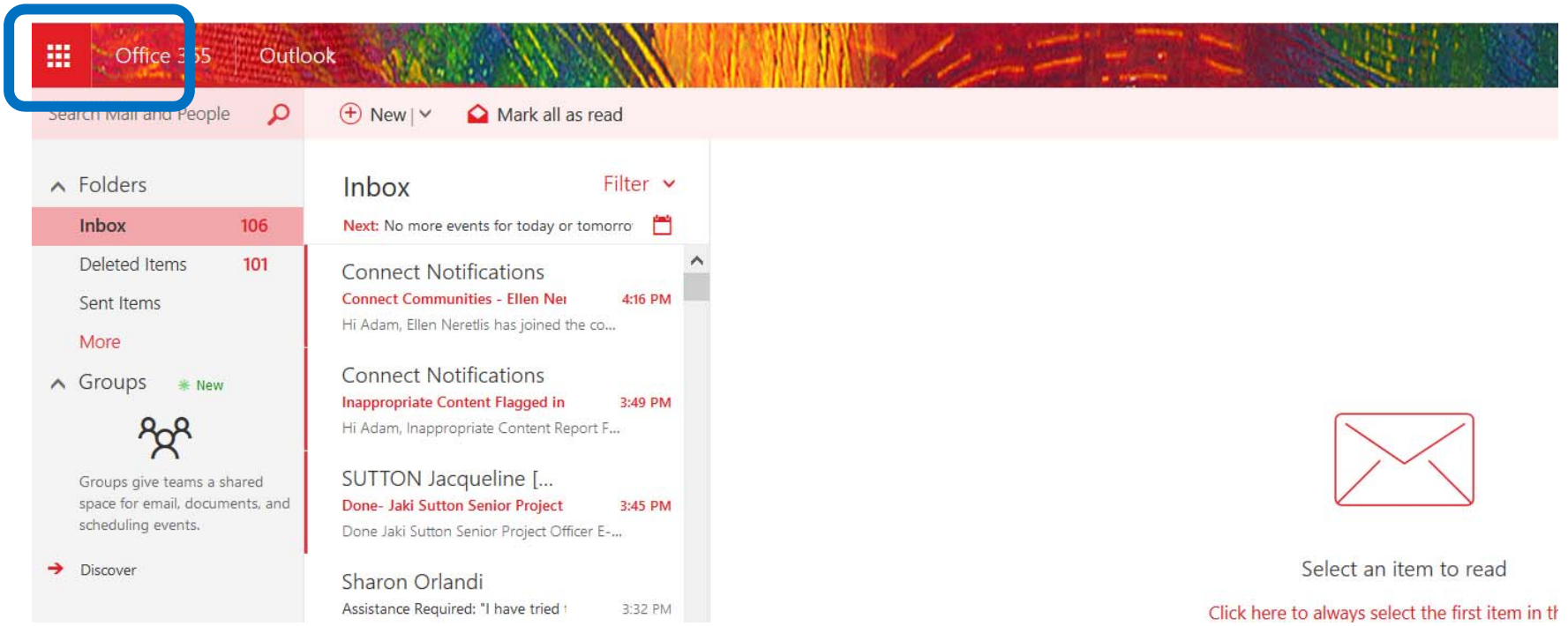
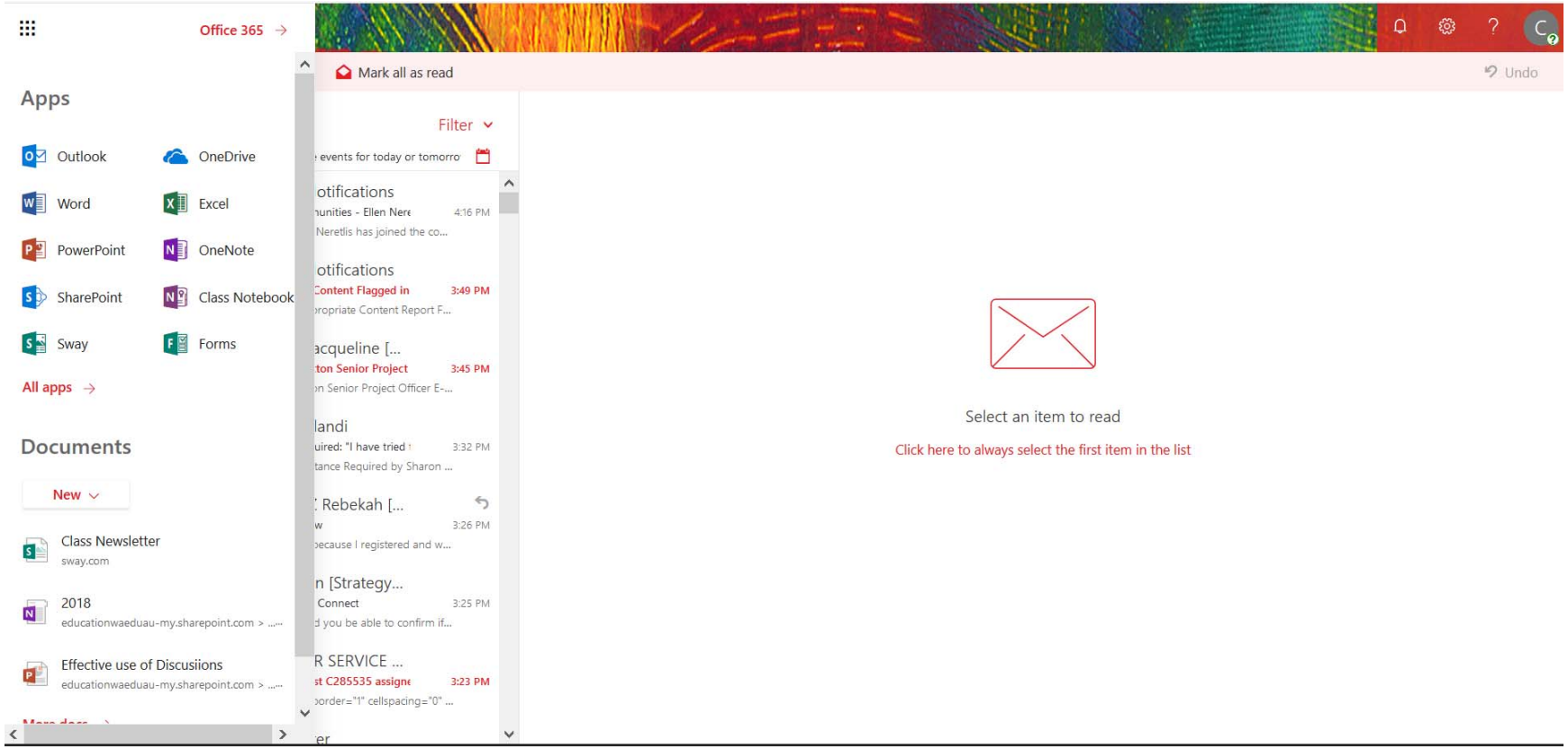
Accessing OneDrive and web Apps



Accessing your O365 Web Apps



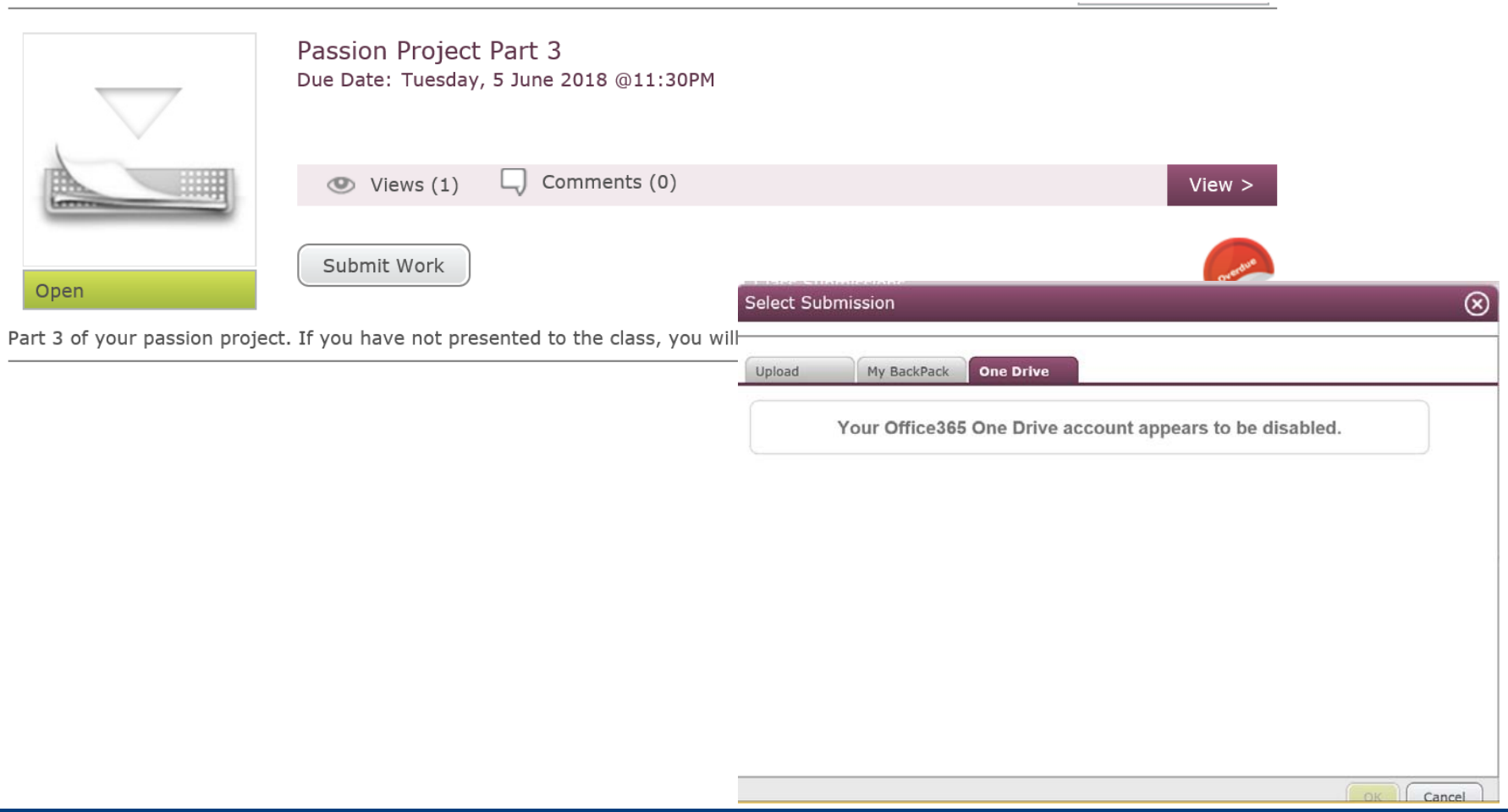
O365 App launcher



Office Web Apps

- Students and teachers can work on at the same time (*Word, Excel, PowerPoint, One Note & Forms)*
- You do not need to save - it does it automatically
- Difference is fonts and templates
- Can share and comment in real-time: instant feedback
- Can send a link to the document - can allow editing or not

Effectively linking OneDrive and O365 documents to Connect Classes



More questions about Office 365?

Select Office 365 Support form the following list

- Microsoft Training Centre
- Microsoft Education Community
- Office 365 Support Connect Community
- Call ICT Customer Service Centre
- Contact the E-Schooling team

SELECT THE ARROW WHEN IN SLIDE SHOW MODE

ICT Customer Service Centre

9264 5555 (Metro)

1800 012 828 (Regional)

Office 365 Support Community

Summary
Notices
Discussions
Library
Members

Library

Library > **Microsoft support documentation**

Select All | Copy | Download

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Name	Size	Modified
Getting started with Delve		8 May '18
What is Microsoft Forms		8 May '18
Getting started with Sway		8 May '18
Getting started with Class Notebook		8 May '18
OneNote training videos		8 May '18
OneDrive video training		8 May '18
Microsoft Excel video training		8 May '18
Microsoft Word video training		8 May '18
PowerPoint video training		8 May '18
Microsoft Education Community		8 May '18

Showing 1 to 10 of 11 First Prev Next Last

Things to consider:

- Personal one drive account provided by corporate services
  – 100GB EACH for students and teachers

- Link to share – share button on far right in Word

- Access to student's one drive - if there is suspicious activity
  – see ICT and we can change their password and
  then you can access to their one drive accounts

- Syncing - not at school

- If staff leave and you require a document then
  CCS can get it within 60 days you can get copies of their work

- Exit strategies – school documents in one drive

- Automatic syncing – be careful – feed back to personal device

Sharepoint
– issues around sovereignty bandwidth and development
- Admin people having live documents – save some links in the library so they are live or save as shared links

Optional tools – other apps such as minecraft is being looked at being rolled out via this method