

Activate the Office Apps



MS Word



MS PowerPoint



MS Excel



MS OneNote



OWA



OneDrive

- **All students** and **teaching staff** in Edinburgh already have an Office365 account.
- Students will need to register/login **once** in order to activate and use these apps with the following information:
 - ScottishCandidateNumber@ea.edin.sch.uk
 - Computer login password.
 - If you do not know your computer login password, you must speak to the IT Technician to have it reset.

Activate the Office Apps



MS Word



MS PowerPoint



MS Excel



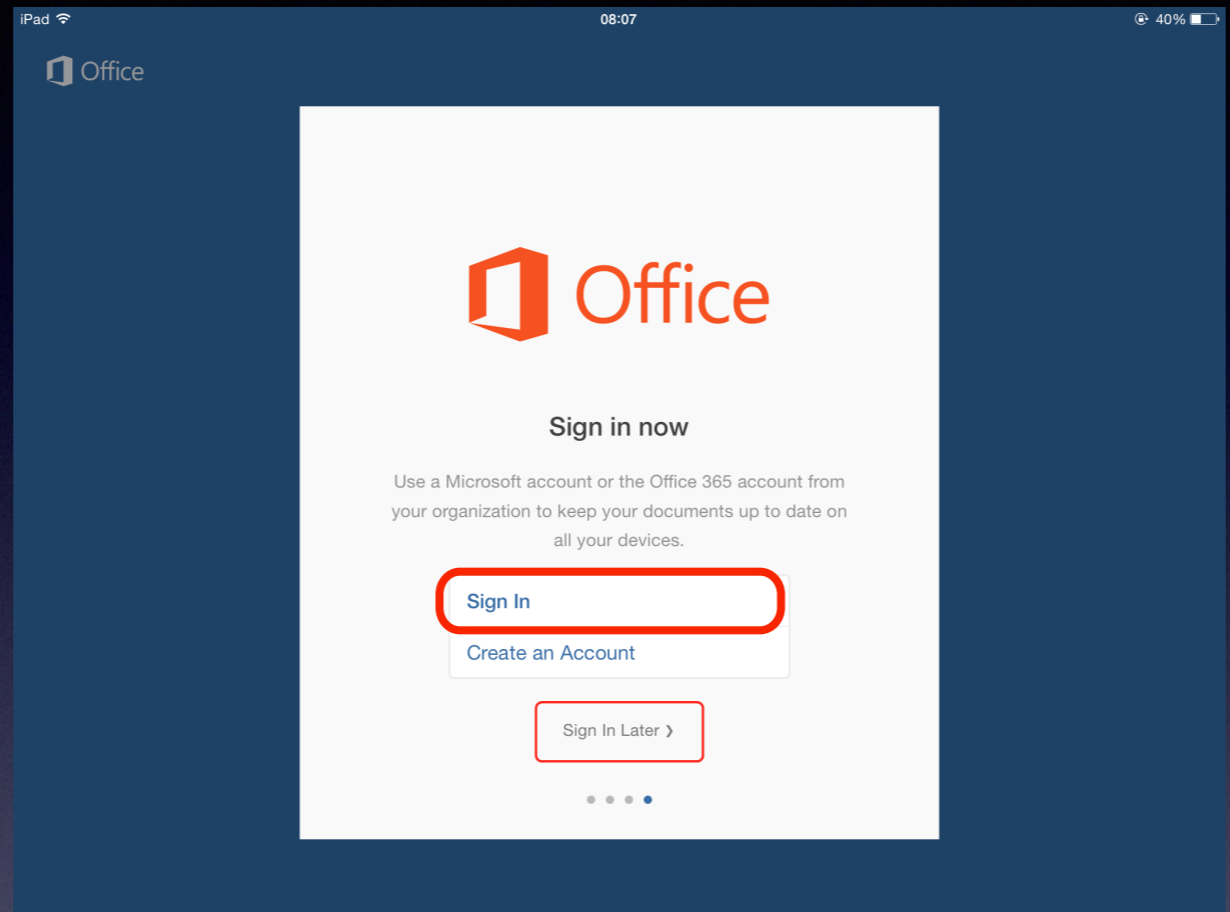
MS OneNote



OWA



OneDrive



Step 1

SCN@ea.edin.sch.uk



Step 2

SCN

Computer Login Password



OneDrive

OneDrive

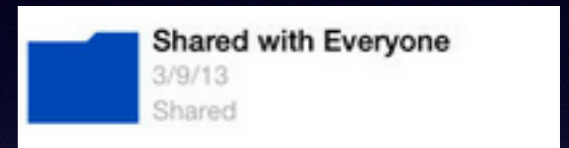
- OneDrive is a place where you can store all of your work safely. It is backed up and you can access your OneDrive folder from any computer or OneDrive app on an iPad or iPhone.
- You have access to the OneDrive App on your iPad.
- Whenever you need to print work off, you can either:
 - Print it off wirelessly at home (if you have a wireless AirPlay printer).
 - Just login through a browser at <http://office365.edin.org>
 - Log into a library computer to access your OneDrive account and print off you work from there.



OneDrive

OneDrive Homework

- Log into OneDrive
- Delete the shared with everyone folder. You don't need it.
- Create folders for each subject that you are taking in S3 next term:



- Activate the Office Apps, you should only need to activate one for the rest to work.
- See if you can create a test word document and save it into one of your folders on OneDrive.
- If you have any problems, seek the support of Mr Whyte or Mr Gordon in the Technologies Department.