



Introduction to OneDrive and the Office Online

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

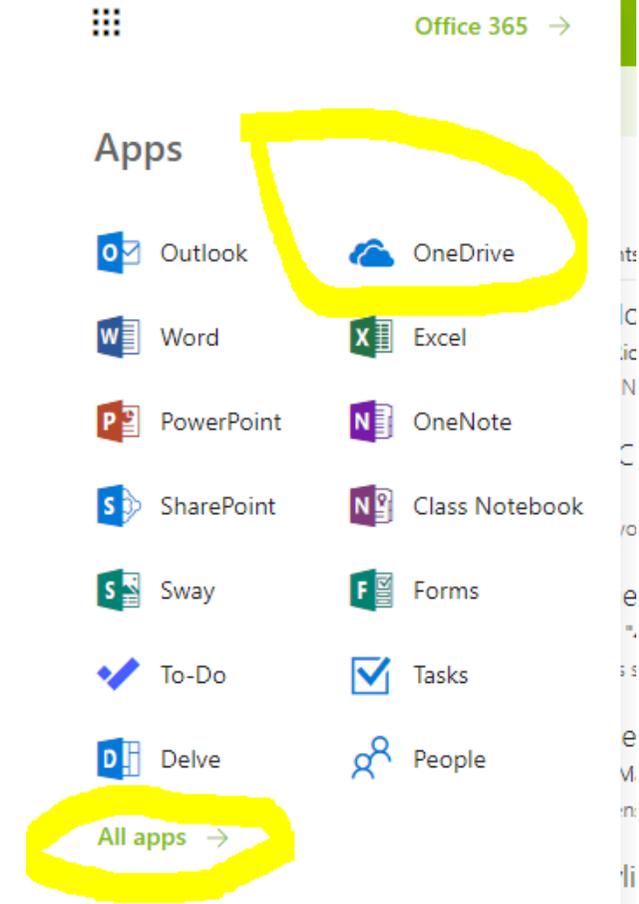
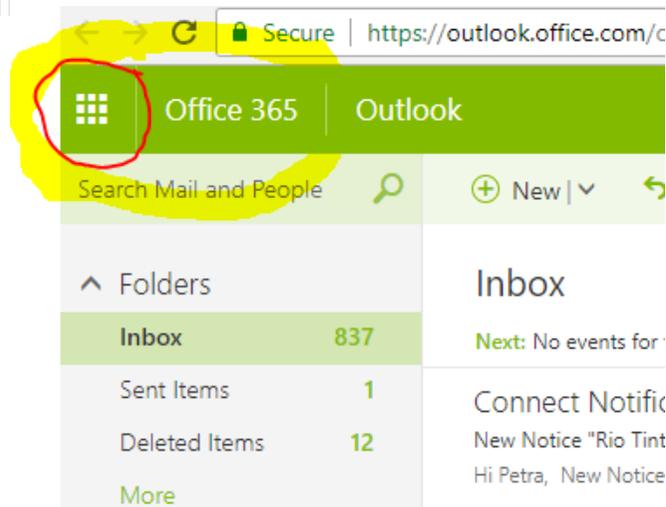
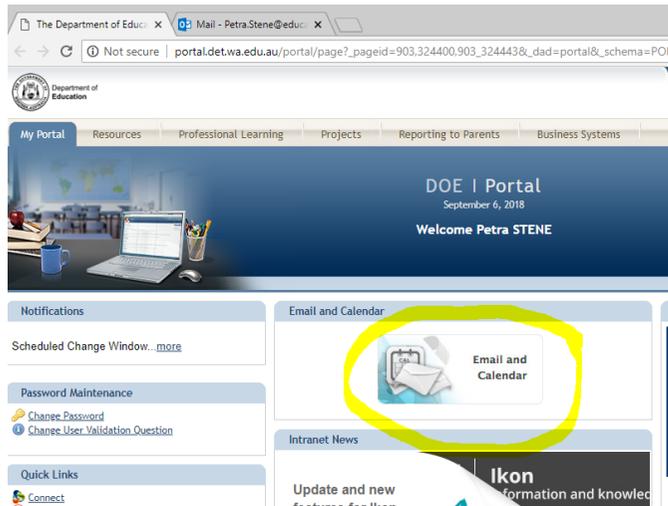


OneDrive

- 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





OneDrive

The screenshot shows a web browser window with the following tabs: "The Department of Educa", "Files - OneDrive", and "Automate processes + ta". The address bar shows the URL: https://educationwaeduau-my.sharepoint.com/personal/petra_stene_education_wa_edu_au/_layouts/15/one. The interface includes a green header with "Office 365" and "OneDrive". Below the header is a search bar labeled "Search everything". A left-hand navigation pane lists "Files", "Recent", "Shared", "Discover", and "Recycle bin". The main content area is titled "Files" and contains a table with columns for "Name", "Modified", and "Mod".

Name	Modified	Mod
00000Petra org	August 23	STEM
000Petra	April 3	STEM
Attachments	February 25	STEM
Class Notebooks	June 17	Shar

Accessing OneDrive and web Apps

The image displays two screenshots of web portals. The top screenshot is the 'Connect Resources' interface, featuring a navigation bar with tabs for Classes, Communities, My Connect, Manage, Resources, Data Nav, and Learn. A user profile for Adam Cheetham is visible. A video player titled 'How to use the Copyright Advisor' is shown, with a red box highlighting the 'Email and Calendar' icon in the top right corner. Below the video is a 'Quicklinks' section with options for Change Password, Terms of Use, and Support Community. A 'My Classes' section lists ECE 2018, Test, and Getting more out of Connect. The bottom screenshot is the 'DOE | Portal' for Adam Cheetham, dated May 14, 2018. It features a navigation bar with My Portal, Resources, Professional Learning, Projects, Reporting to Parents, and Business Systems. A red box highlights the 'Email and Calendar' icon in the 'Email and Calendar' widget. The portal also includes sections for Notifications, Password Maintenance, Quick Links, Intranet News, and a 'Discover' banner for the Ikon system.

Accessing your O365 Web Apps

Office 365 Outlook

Search Mail and People

New | Mark all as read

^ Folders

Inbox 106

Deleted Items 101

Sent Items

More

^ Groups * New

Groups give teams a shared space for email, documents, and scheduling events.

Discover

Inbox Filter

Next: No more events for today or tomorrow

Connect Notifications

Connect Communities - Ellen Ner 4:16 PM

Hi Adam, Ellen Neretlis has joined the co...

Connect Notifications

Inappropriate Content Flagged in 3:49 PM

Hi Adam, Inappropriate Content Report F...

SUTTON Jacqueline [...]

Done- Jaki Sutton Senior Project 3:45 PM

Done Jaki Sutton Senior Project Officer E...

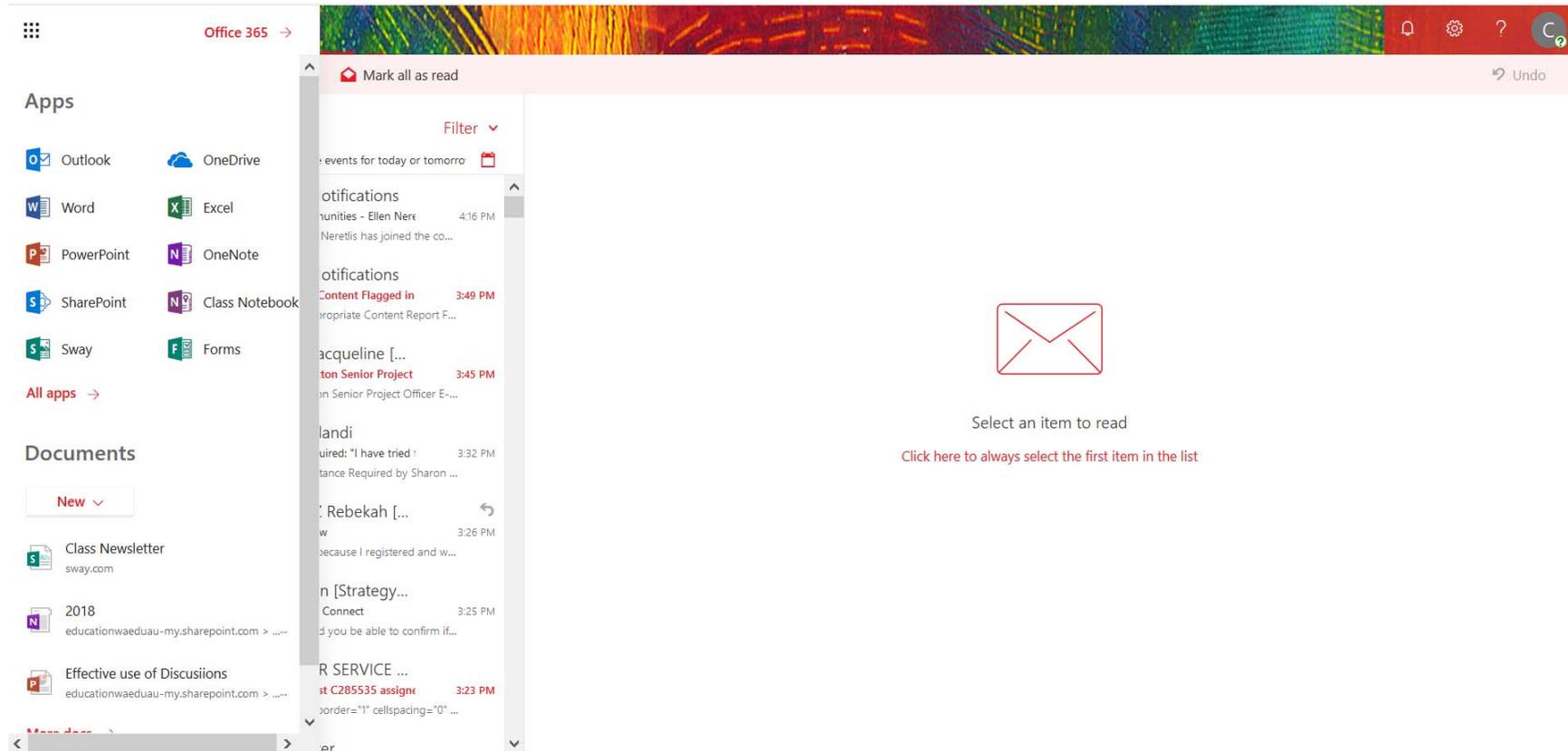
Sharon Orlandi

Assistance Required: "I have tried" 3:32 PM

Select an item to read

[Click here to always select the first item in th](#)

O365 App launcher



Office Web Apps



Word



Excel



PowerPoint



OneNote

- 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



Passion Project Part 3

Due Date: Tuesday, 5 June 2018 @11:30PM

Views (1)

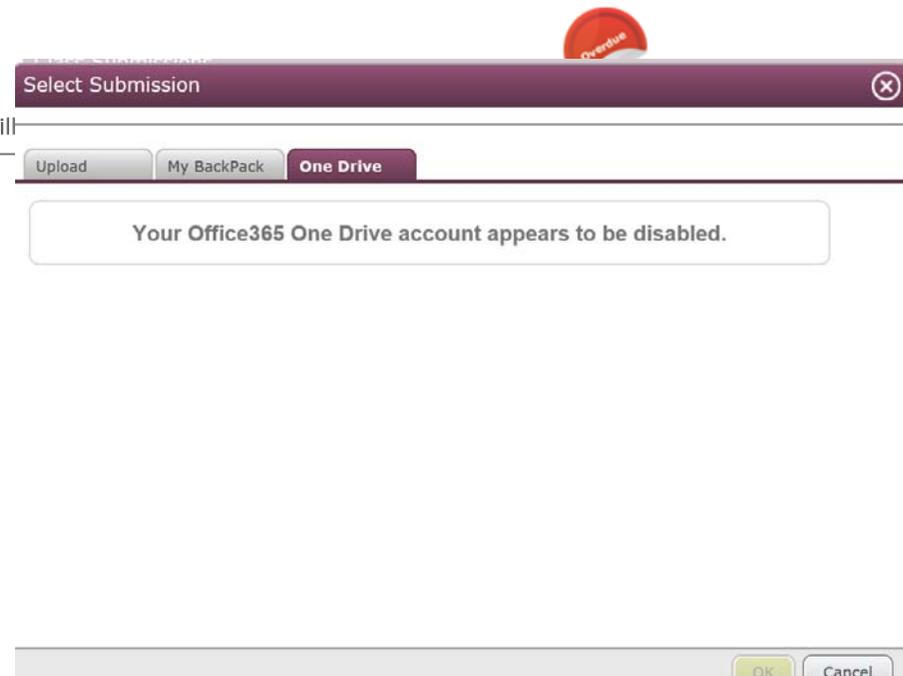
Comments (0)

View >

Submit Work

Open

Part 3 of your passion project. If you have not presented to the class, you will



Select Submission

Upload My Backpack **One Drive**

Your Office365 One Drive account appears to be disabled.

OK Cancel

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)

-  Summary
-  Notices
-  Discussions
-  Library
-  Members

Library 

 Library > Microsoft support documentation

Select All

Showing 1 to 10 of 11
 Page of 2

	Name	Size	Modified	
<input type="checkbox"/>	 Getting started with Delve		8 May '18	
<input type="checkbox"/>	 What is Microsoft Forms		8 May '18	
<input type="checkbox"/>	 Getting started with Sway		8 May '18	
<input type="checkbox"/>	 Getting started with Class Notebook		8 May '18	
<input type="checkbox"/>	 OneNote training videos		8 May '18	
<input type="checkbox"/>	 OneDrive video training		8 May '18	
<input type="checkbox"/>	 Microsoft Excel video training		8 May '18	
<input type="checkbox"/>	 Microsoft Word video training		8 May '18	
<input type="checkbox"/>	 PowerPoint video training		8 May '18	
<input type="checkbox"/>	 Microsoft Education Community		8 May '18	

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