**OFFICE 365 HOME ACCESS/SAVING/SHARING**

1. Log into Glow on the internet. The school Launch Pad should load automatically, click on Launch Pad ( icon) to load your own Launch Pad.
2. Search for Office 365 – tiles similar to the ones display below should appear, if they don’t you can search by entering the exact name of the tile you are looking for.

**REMEMBER**, you can download Office to your home computer by clicking the **Download Office Now Tile** and following the instructions – *please ask permission from your parent/carer before doing so*.



1. Click on Office 365 Home. The following should appear:



**You can now load Word, Excel, PowerPoint etc from your home computer.**

1. To save a document, click on:





 This will automatically save the file to your **OneDrive**.



 Enter your document **Name.**

 Click on **Save**.

**TO SHARE AN OFFICE 365 DOCUMENT WITH YOUR CLASS TEACHER:**

1. Open the document you wish to share.



1. Click on **Share**.
2. **Enter** your Class Teacher’s Glow Username eg gw09sandilandsamanda (if you have already shared a document with them – their name will be displayed as below).

***There may be multiple people with the same name in Scotland – for example there are over 6 Amanda Sandilands’s – please check you have the correct username before sharing!***





1. Click **Send** – your teacher can now access your document.