

## OFFICE 365

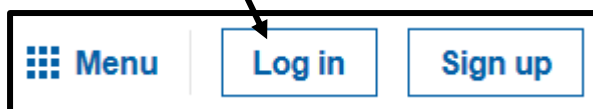
To access Office 365 for the first time you must have your son/daughter's Hwb username and password. If you do not have these please email Carole Evans:

[Carole.evans@WMS.schoolsedu.org.uk](mailto:Carole.evans@WMS.schoolsedu.org.uk)

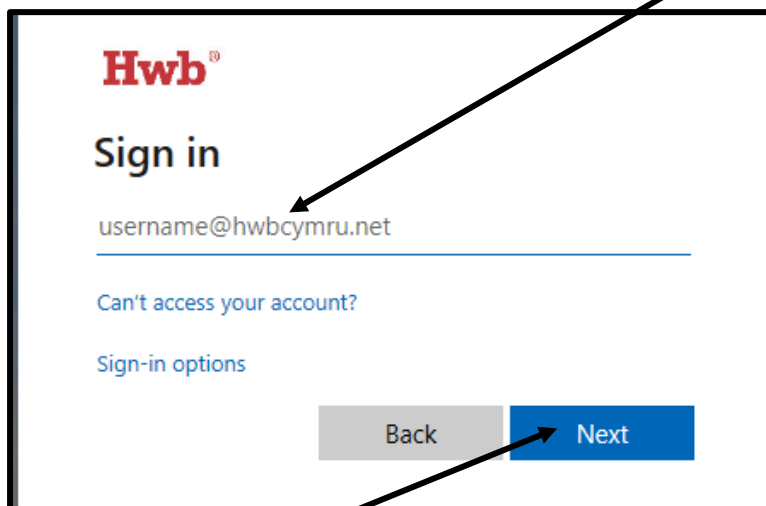
1. Search for the Hwb website or click on the link below:

<https://hwb.gov.wales/>

2. Select Log in

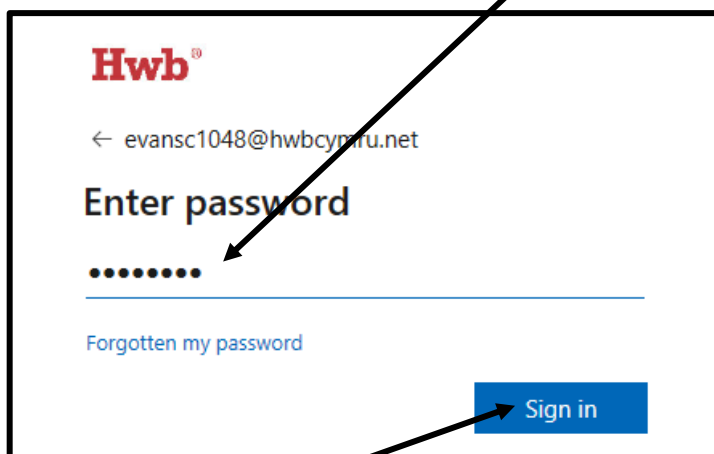


3. Enter Hwb username, this is not case sensitive:

A screenshot of the Hwb 'Sign in' page. The Hwb logo is at the top left. Below it is the text 'Sign in'. A text input field contains the placeholder 'username@hwbcymru.net'. Below the input field are links for 'Can't access your account?' and 'Sign-in options'. At the bottom are two buttons: 'Back' (grey) and 'Next' (blue). An arrow points to the 'Next' button.

4. Select Next

5. Enter Password, this is case sensitive:

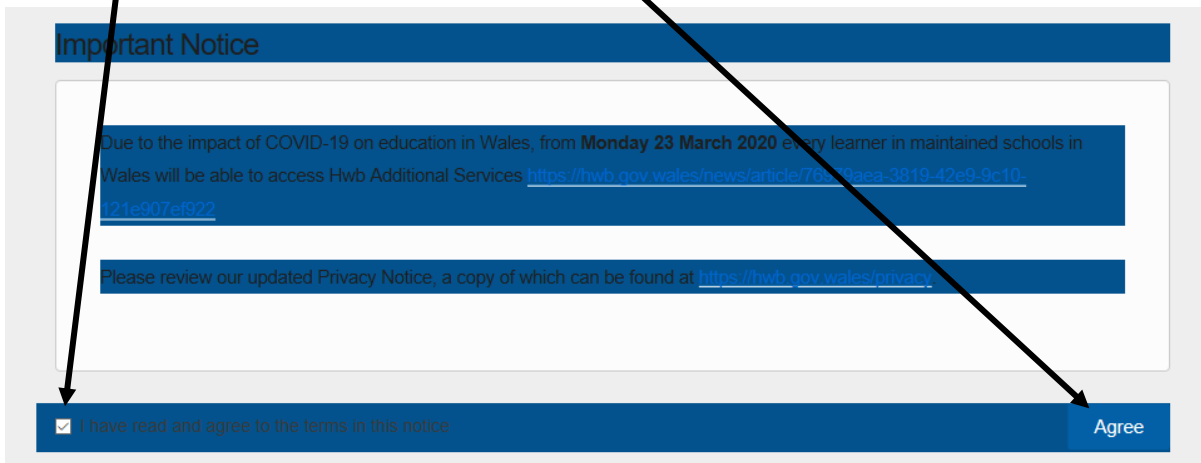
A screenshot of the Hwb 'Enter password' page. The Hwb logo is at the top left. Below it is a back arrow and the email address 'evansc1048@hwbcymru.net'. The main heading is 'Enter password'. Below it is a password input field with seven dots. Below the input field is a link for 'Forgotten my password'. At the bottom right is a blue 'Sign in' button. An arrow points to the 'Sign in' button.

6. Select Sign in

7. You should now see your son/daughter's name



8. If this is their first time on Hwb, please read the message on the screen and tick the box at the bottom and select Agree.



9. Select Menu



10. Select Office 365

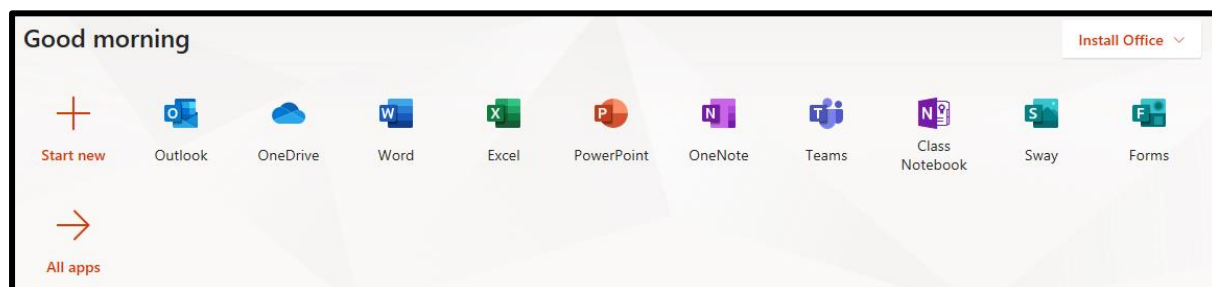


## Using Office 365 Online within Hwb

There are now 2 choices, you can either use Office 365 within Hwb, this means you must be connected to the Internet and Hwb at all times. The advantage of this is all work will be saved on your OneDrive, meaning it can be accessed from anywhere.

Work can be done in all of the software shown below. The most recent files you have done will also be shown for quick access.

Using Outlook work can then be emailed to teacher's for marking.



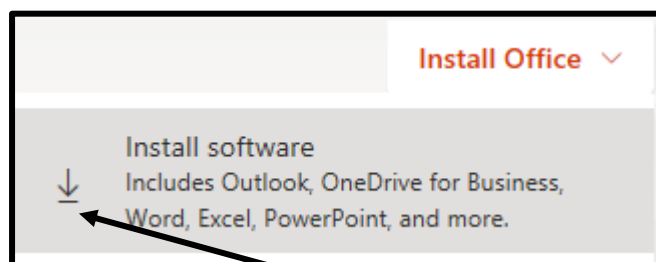
## Installing Office 365 to your PC

The second alternative is to Install Office so that it can be used at any time, whether you are on the Internet or not. Office 365 is a free download to all pupils in Wales.

To install Office select



Click on the down arrow



Click on the next down arrow

You will then need to follow the instructions on the screen.

The information on the next page is taken from Hwb to help you with this process, as unfortunately I cannot replicate it as I already have Office installed on my PC. If you have any problems then please contact me using the email at the top of this document.

### Installing Office 365 for home use

1. Log in to Hwb and navigate to **Office 365**.
2. Click on the **Install Office** dropdown (in the top right hand corner).
3. Click **Install software**.
4. Under **My installs**, click **Install Office**.
5. Follow the on-screen instructions (installation can take a while depending on the Internet connection speed).
6. Once installed, open an app such as Word and read and accept "The fine print".
7. A pop up will appear asking you to select a **Default File Type**. Select **Office Open XML formats** > Click **OK**.
8. Click **Sign in to get the most out of Office** (in the top right hand corner) and enter your Hwb username and password. This will connect the additional services to the Office installation, such as OneDrive.
9. If using Windows 10, accept the prompt. You may wish to un-tick **Allow my organization to manage my device** and select **This app only**.

All learners in Wales automatically have a Microsoft 365 licence. This allows them to download Office 365 on up to 5 personal devices including PCs, Macs and mobile devices. Once a learner is marked as a 'leaver' in their school's Management Information System (SIMS) the account will be automatically deactivated and the M365 licence removed.