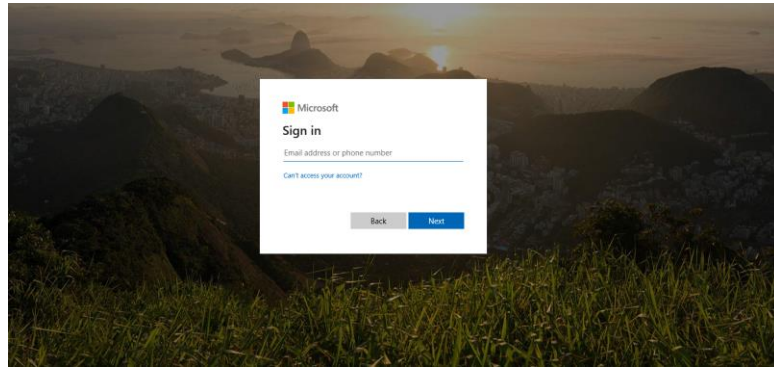


Logging onto Office 365 to Upload Homework

1. Visit the Office 365 website by typing www.office.com into your browser



2. Sign in details are your old Fronter username followed by **@o365.hadleywood.enfield.sch.uk**

e.g. **smita008.308**@o365.hadleywood.enfield.sch.uk



Old Fronter username

3. Your password is the same as your old Fronter one followed by **##** in Years 1-5

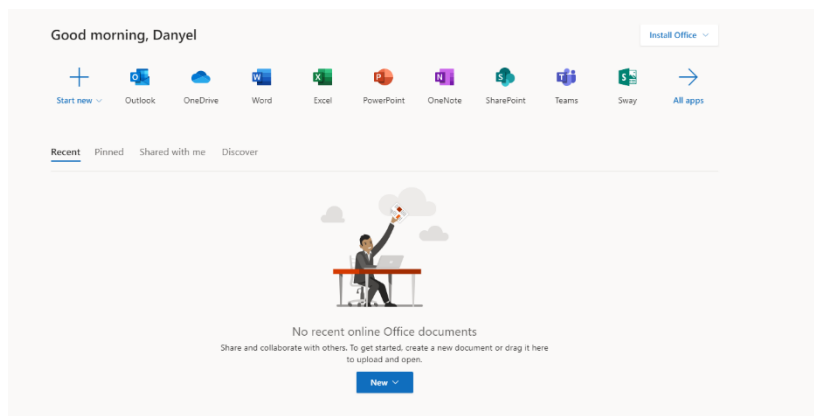
e.g. **cat123##**



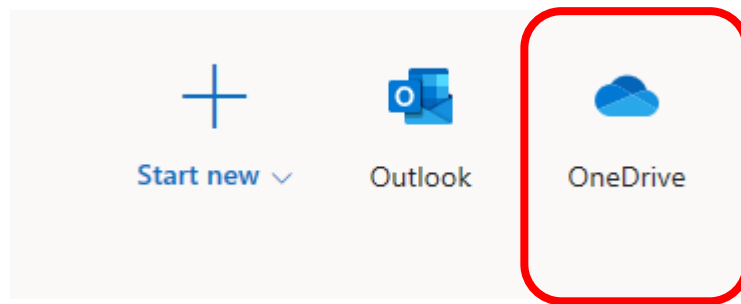
Old Fronter password

Please note - In Year 6 add either one or two # symbols to make your password up to eight characters.

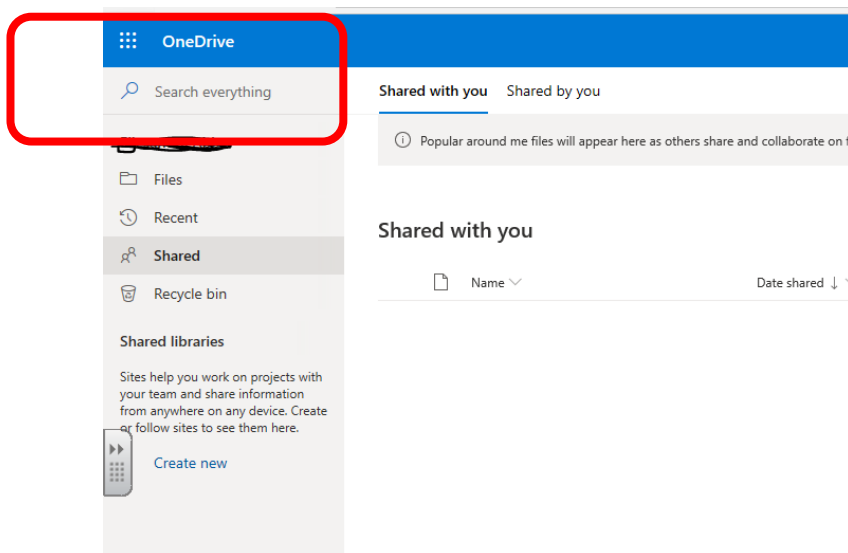
4. Your home screen will look like this



5. Click on the OneDrive App



6. To find your class page use the 'search everything' function, located in the top left hand corner.



7. Type your year group into the search function e.g. 'Year 1'. Your year group page will be shown as shown below. Double click on the folder to open your class page.

Search results for "year 1"



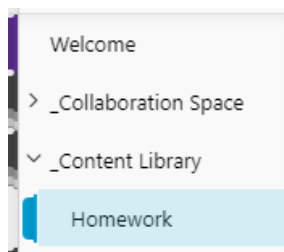
Please note - When you have visited your class page a number of times, it will save itself on your One Drive front page as shown below:



8. This is an example of what your new page will look like (*this is the Year 1 page*)



9. To find your homework click on the Content Library Tab on the left hand side.



10. To complete your homework click on your named folder on the left hand side (under the Content Library tab). You can choose to write straight onto the page shown or you can upload a photograph or word document (just like you used to do on on Fronter).