Accessing OneDrive & Office 365

Your OneDrive is storage attached to your college email address. You can save to it and access work saved to it from any computer, at home or in college.

You can also access online versions of the Microsoft Office applications, like Word, PowerPoint or Teams. These online applications are called Office 365.

Go to Microsoft Office Site

Step 1:
Open an internet browser, such as Chrome or Edge.

The icon for Chrome looks like:

The icon for Edge looks like:

This guide will use Chrome as an example.

Step 2:
In the browser window type www.office.com into the address bar at the top of the page.

Press the **Enter** on your keyboard. A log in page will open.

Log in to Microsoft Office

Step 1:

On the log in page, type your college email address. This is your student number followed by @ayrshire.ac.uk, for example: **A0123456@ayrshire.ac.uk**.

Click **Sign In** or **Next**
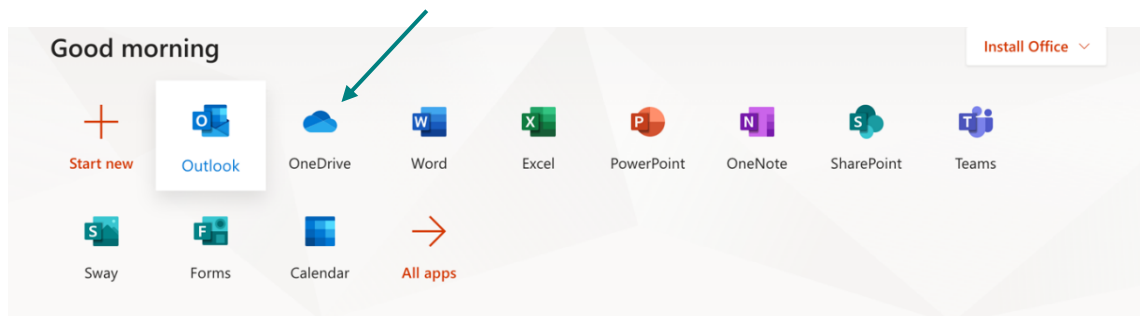
Step 2:

On the next page, type your password.

Click **Sign in**

If you aren't sure what your password is, please follow our Getting Logged On or Reset Your Password guide.
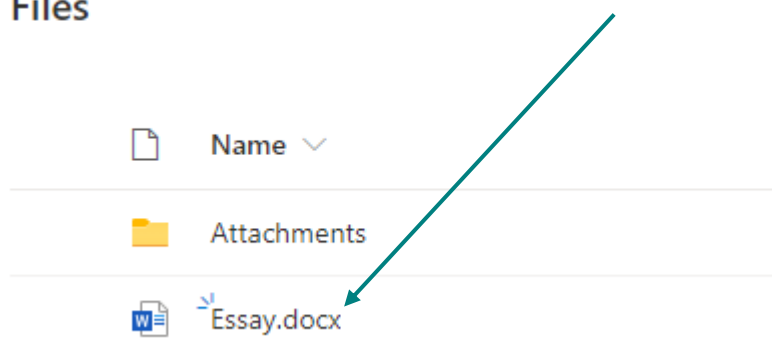
Step 3:

Click on the **OneDrive** icon.

You will also see the other Office apps here like Word, PowerPoint and Excel. Just click on any icon to open the application.
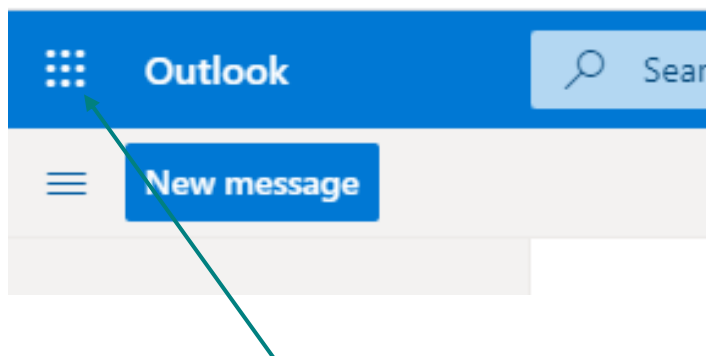
A list of files that you have saved to your OneDrive will open. To work on one, click on the title.
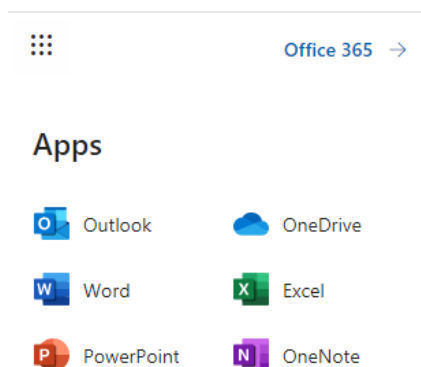
Files

	Name ⌄
📁	Attachments
�w	Essay.docx

Switching Apps

When you are using any of the Office 365 apps, there is a grid of dots in the top left corner of your screen.

⋮⋮⋮ **Outlook**   🔍 Sear

≡ **New message**

Click on these to open a list of the other apps

⋮⋮⋮   Office 365 →

Apps

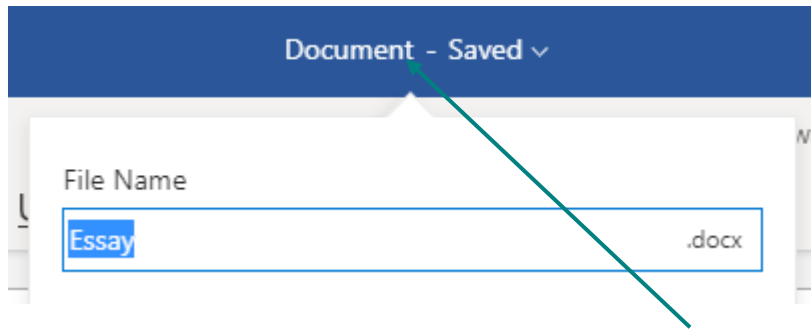|			
🅞 Outlook		☁ OneDrive	
🅦 Word		🅧 Excel	
🅟 PowerPoint		🅝 OneNote	

You can then choose the application you need (like Word, PowerPoint or Teams) from the list that appears by clicking on it.

Save Your Work Online

When you are working online, your work is automatically being saved to the OneDrive.

We suggest that you name your document as soon as you start working on it, so that you can find it later.

To do this, click on the name of the document at the top of the page.

In the box that appears, type the name you want to give your work.

You will then be able to find it under that name by going to your OneDrive.

Help

You can find lots of useful guides on all aspects of using Office 365 on the [Microsoft support website](#).