

INITIAL USER SETUP

Initially we first need to do a first time login and password change

First lets go to the office 365 portal login

portal.microsoftonline.com

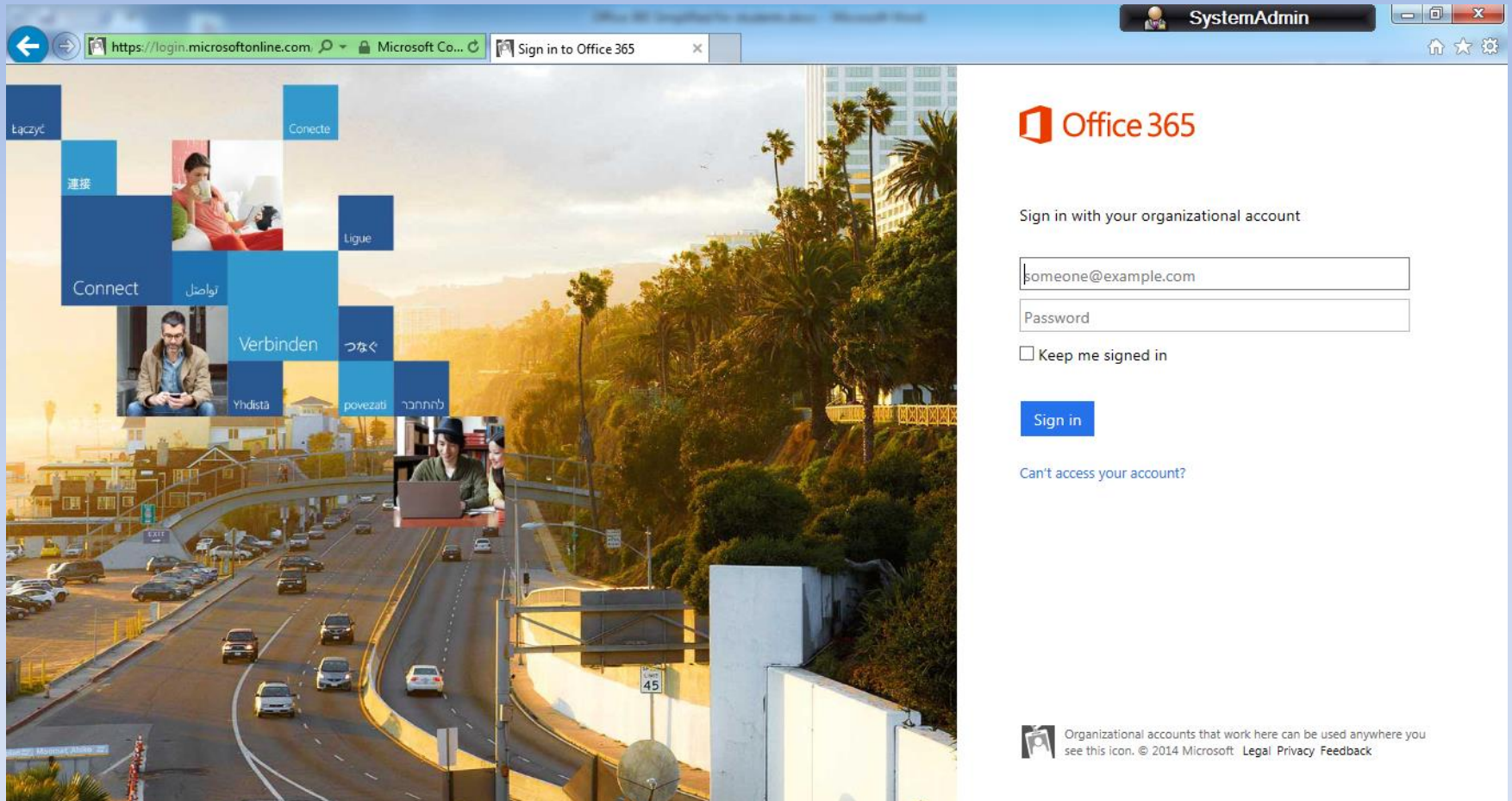
Or

login.microsoftonline.com

Or

www.nchs.org.uk then weblinks, Student Portal
then Student office365

See this screen, your at the right place then



You should have a piece of paper with your username and
Password on it

Your username for office 365 is as follows

[yourschoolusername@snfederation.co.uk](#)

So

[10jones.william@snfederation.co.uk](#) for E.g.

In the username type your Full Username, in the password type the 8 DIGIT password you have on your piece of paper.

Click Sign in

You will be presented with an update password screen.

Update password

You must update your password because this is the first time that you've signed in or your password has expired.

User ID:
10nchs.test@snfederation.co.uk

* Old password:

* New password:

* Confirm new password:

[save](#)

For users signing in for the first time: Microsoft Online Services will be contacting you with tips and advice for using our products and services. In regions where permitted, we will also contact you with surveys and promotions. You can unsubscribe at any time. For more information on communication options, please see our [Privacy Notice](#).

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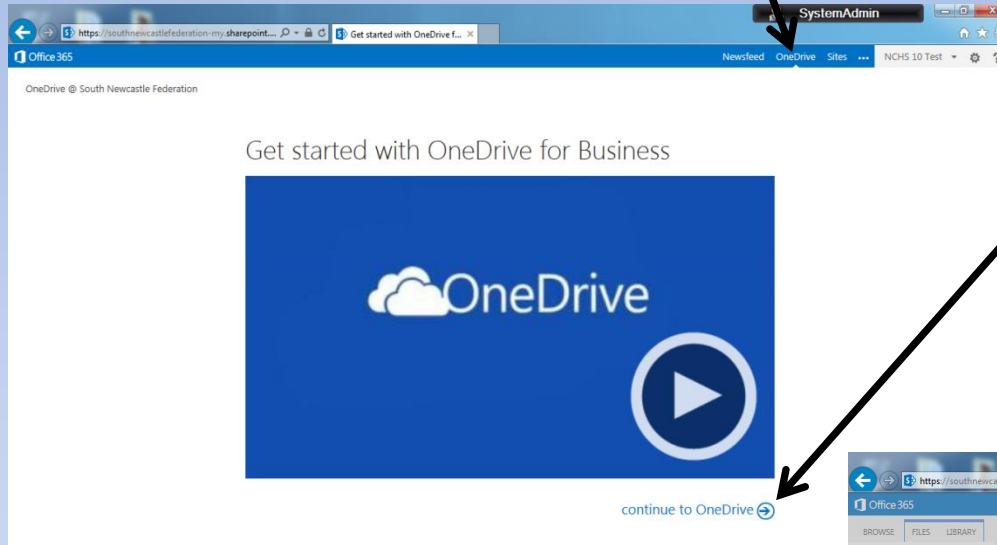
Important

**Old password is the password you have on your paperwork
To select a new password you will need to think of one and type it twice
once in new password and once in confirm password**

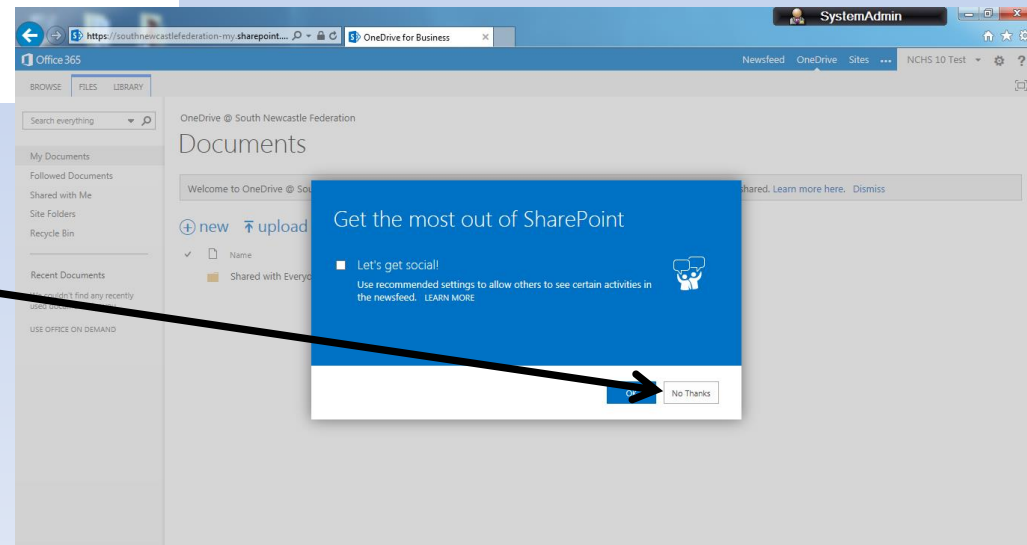
**It must contain a number, an uppercase letter and be at least 8
characters long!**

Click on ONE DRIVE once you have got in, it may take a few minutes to complete the update of your area.

Once you see Continue to OneDrive – CLICK IT



To Complete click the No Thanks



What is OneDrive?

OneDrive is a personal storage area for you in the Cloud. You can access it from any device with an internet connection.

What can I store there?

Anything, it will allow you to drag **documents** from your area or home and store and edit them in the cloud.

What else do I get?

Even if you don't have Microsoft Office at home it will allow you to edit your documents in the cloud with the web based WORD, EXCEL and POWERPOINT for free. Effectively with this tool you now have the full office suite when you log in through the cloud!

*******IMPORTANT POINTS*******

Ensure you keep a copy of documents you keep in the cloud on your school N: drive also(My Documents).

Your Office 365 OneDrive is meant as a facility to allow you to edit documents at home and have access to them at school also.

IT IS NOT BACKED UP.

**If you delete something from here and
don't have a copy elsewhere.**

YOU HAVE LOST IT!

*******IMPORTANT POINTS*******

This facility is an absolute privilege.

Any inappropriate use in anyway will result in it being removed from you.

No ifs, No Buts.

And finally I am going to tell you again because its that important!

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You will now be given some sheets to
demonstrate how to;

Log on again

Upload Documents

Edit Documents

Download Documents