

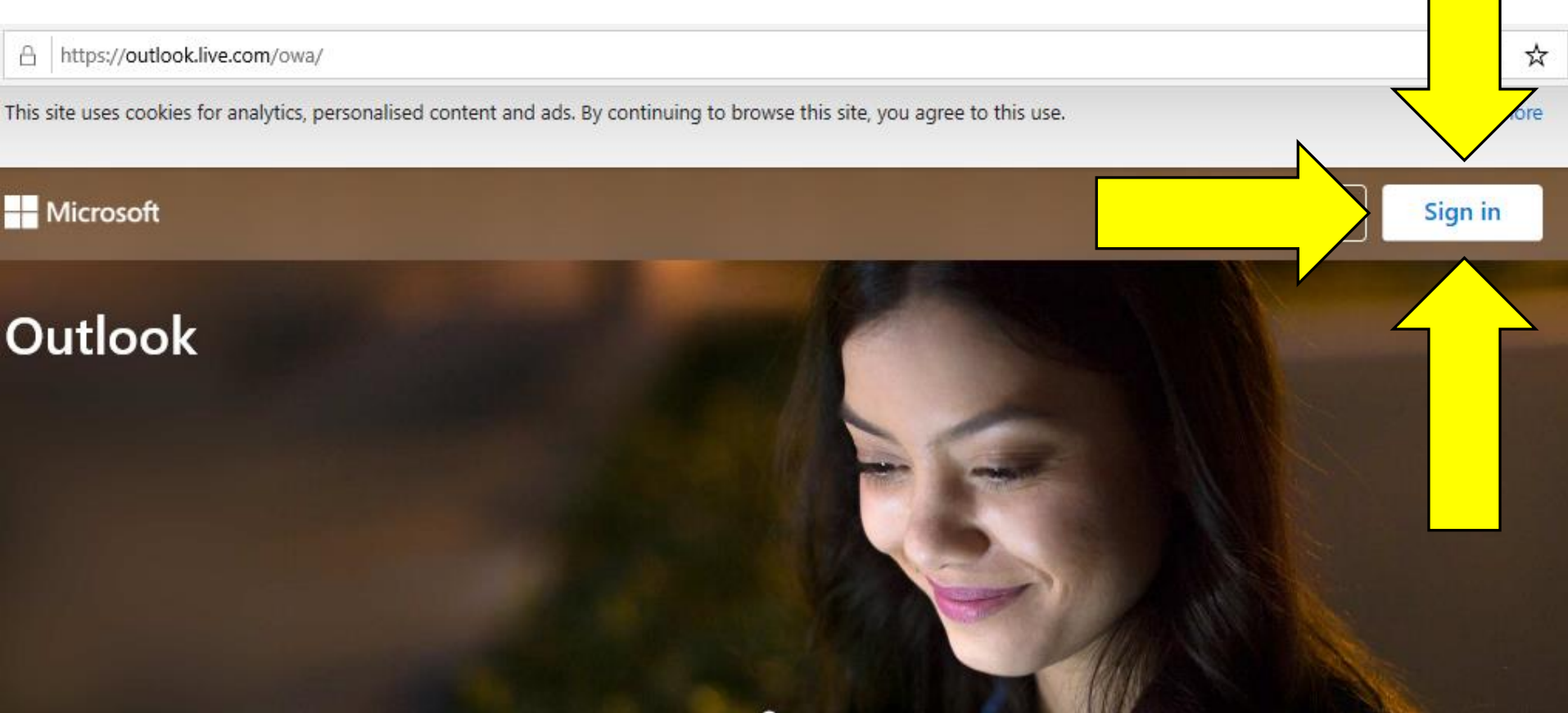


**ARENA**  
**ACADEMY**

**Guide on how to access MS Office apps**  
**Mr F Khan – Assistant Headteacher**

Please use this email to contact us if you have any difficulties:  
[onlinesupport@arena-birmingham.academy](mailto:onlinesupport@arena-birmingham.academy)

**Step 1 - Open your web browser and go to:  
www.outlook.com**  
**Step 2 - Click on the “Sign In” button**



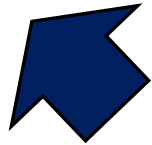
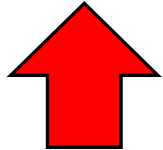
# Step 3 - Enter your email address

**Year you  
started  
Arena**



Microsoft  
Sign in  
Email, phone or Skype  
No account? [Create one!](#)  
[Sign in with a security key](#) ?  
[Sign-in options](#)  
Next

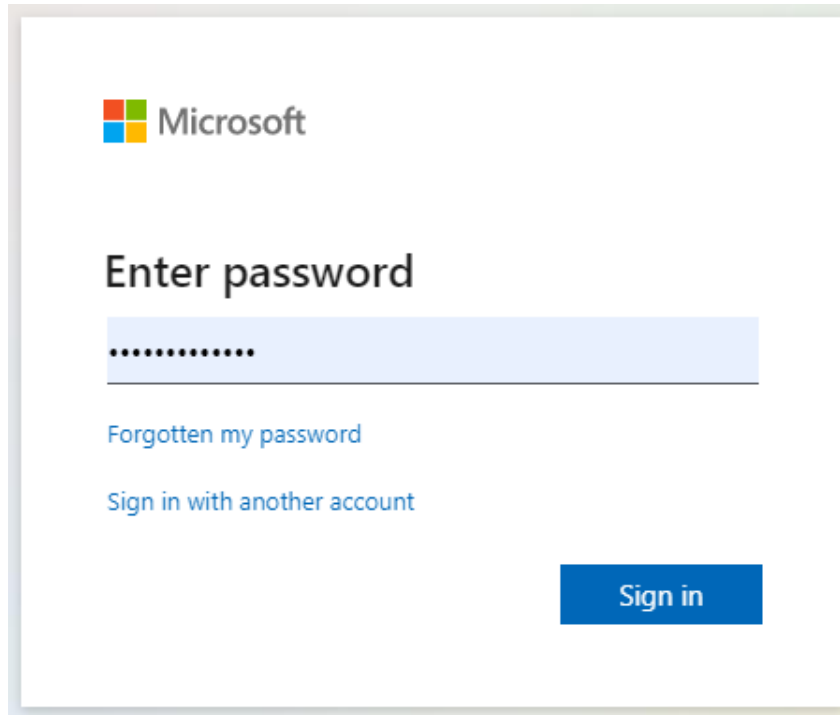
**20khanf@arena-birmingham.academy**



**the first letter of your forename**

**5 letters of your surname or full surname**

# Step 4 - Enter your password

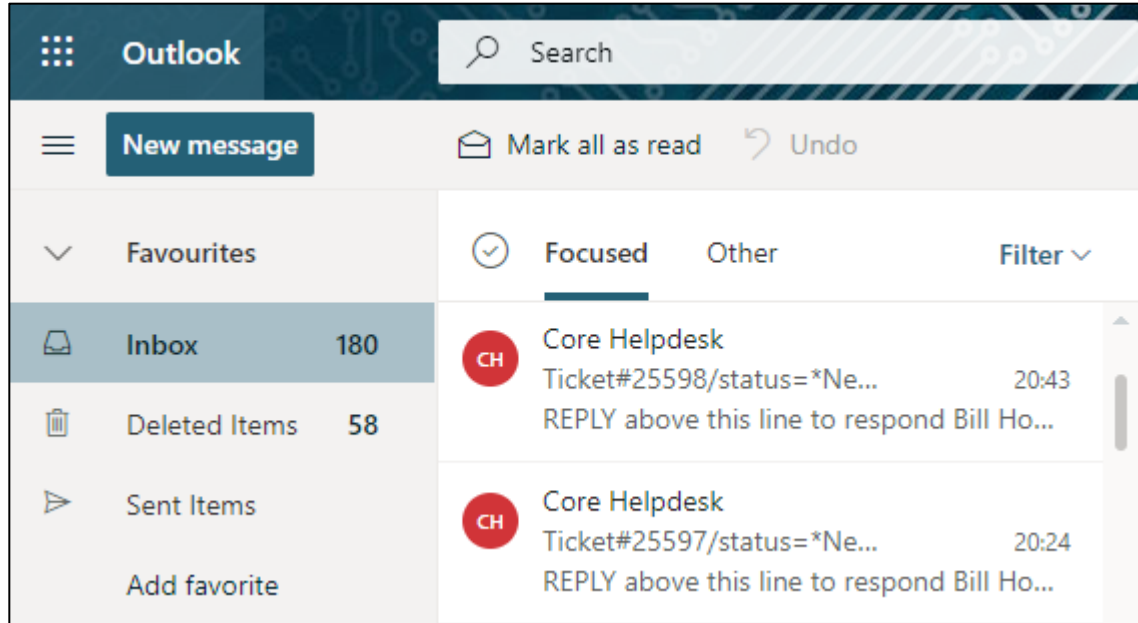


The screenshot shows the Microsoft login interface. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. A light blue password input field contains ten black dots. Below the input field are two links: "Forgotten my password" and "Sign in with another account". At the bottom right is a blue "Sign in" button.

**Your password is the same as the password you use to login to the laptops/computers at school.**

If you do not know your username or password, contact:  
onlinesupport@arena-birmingham.academy

# Step 5 - Outlook



**Your password is the same as the password you use to login to the laptops/computers at school.**

# Step 6a – Click on the “App Launcher”



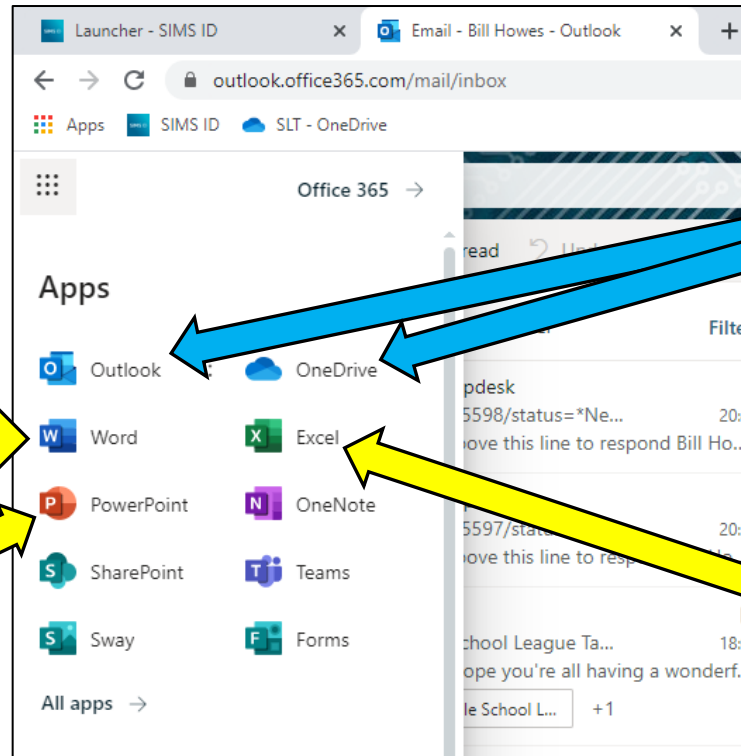
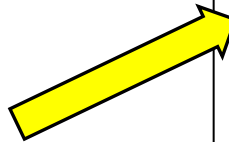
**Click on the 9 dots**

# Step 6b – Open Microsoft **Word/PowerPoint** or **Excel**

Click on the Word app  
If you want to type up a  
Report or assignment or  
Make notes



Click on the PowerPoint app  
If you want to produce a  
presentation

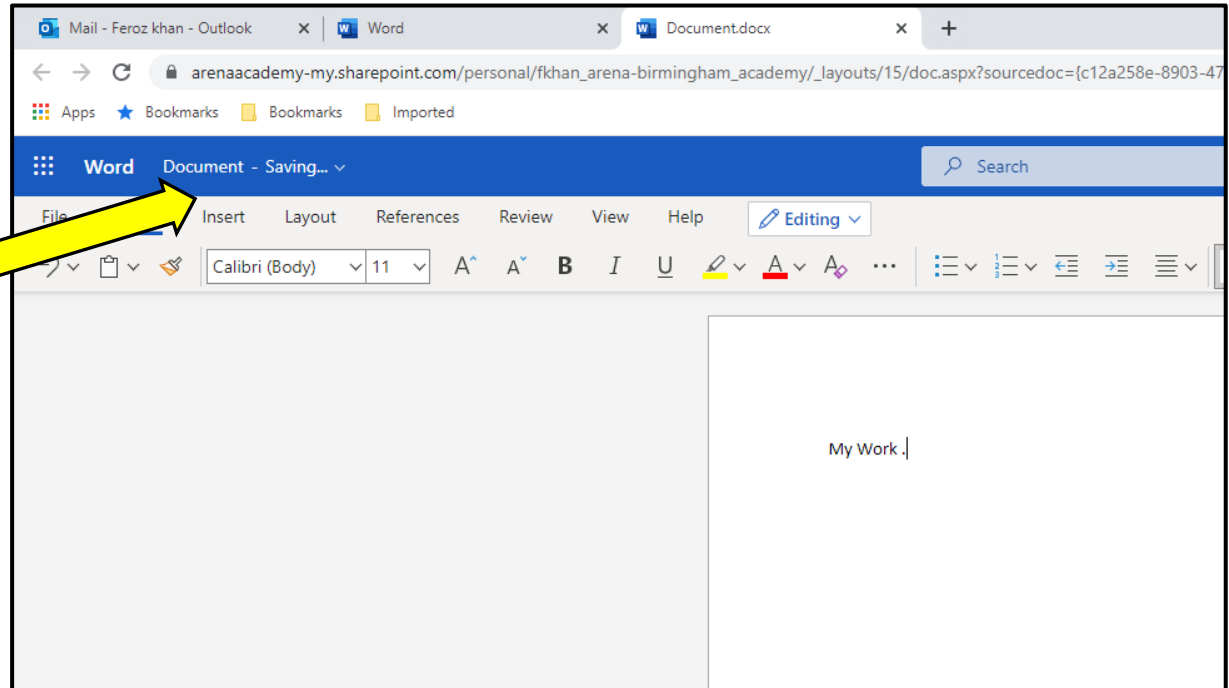


Click on the Outlook  
app in order to access  
your emails or the  
OneDrive app to  
access your online  
saved documents.

Click on the Excel app  
if you want to create a  
spreadsheet  
(calculations, tables &  
graphs)

**Click on MS Office app you require**

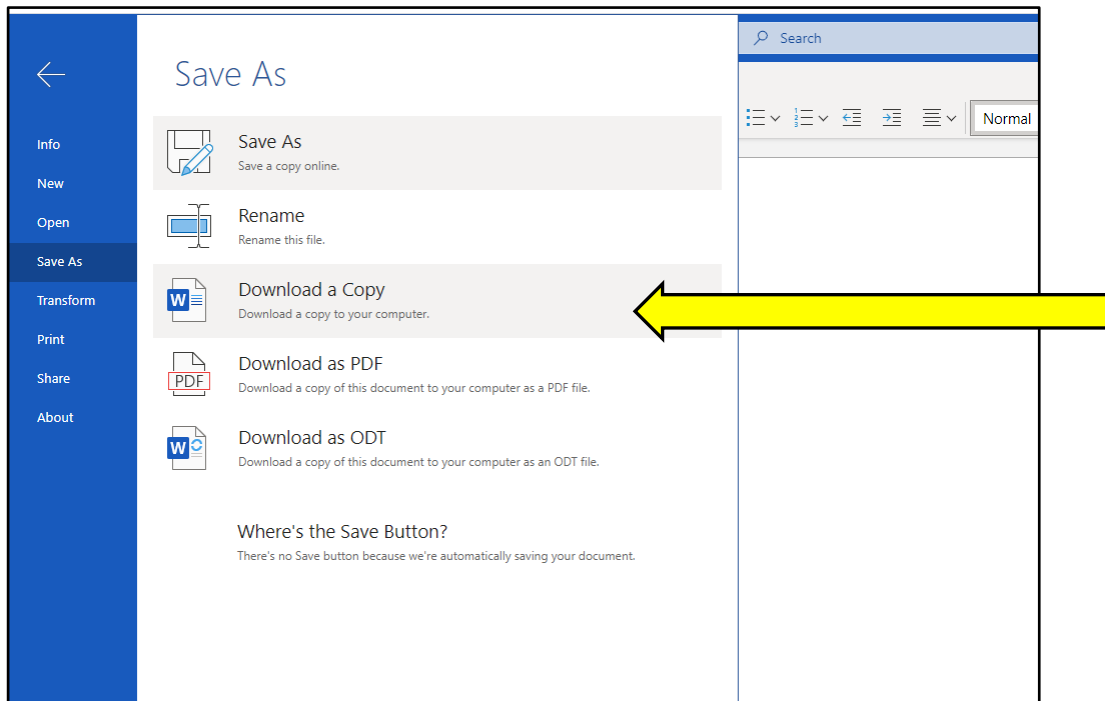
# Step 7 – Saving your work using MS Office apps



As you do your work using an MS Office app, your work is automatically saved in the OneDrive app (refer to Step 6a & 6b).



# Step 8 – Downloading a copy of your work



If you want to download a copy of the work on to your home laptop or PC, select the 'File' tab on the top left hand corner and in the File window, select 'Save As' and then 'Download a Copy'.

# Step 9 – Sending your work to the teacher

If you go to your OneDrive app (refer to Step 6a & 6b), select your file, click on the 3 dots, then in the pop up menu, and select 'Share'. A 'Send link' window will appear, type in your teacher's email address and press send.

The screenshot shows the OneDrive web interface for a user named Feroz Khan. The 'My files' section is active, displaying a list of files and folders. A context menu is open over the file 'My Work.docx', with the 'Share' option selected. A 'Send link' dialog box is overlaid on the right side of the screen, showing the email address 'fkh@arena-birmingham.academy' and a 'Send' button. Two yellow arrows point from the text on the left to the 'Share' option in the context menu and the 'Send link' dialog box.

Name	Modified	Modified By	File size	Sharing
1 item	September 21, 2020	Feroz khan	1 item	Private
Tips For learn...	...	Feroz khan	6 items	Shared
Arena Laptops.xlsx	December...	Feroz khan	10.4 KB	Shared
Document1.docx	8 minutes ago	Feroz khan		
... Log.xlsx	December 30, 2020	Admin-Abid		
Laptops Borrow...		Feroz khan		
Laptops Borrow...		acy Sweet		
Lesson 2 - Network Hardw...		Feroz khan		
My Work.docx		Feroz khan		
Staff New Laptops List.xlsx		Admin-Abid		