

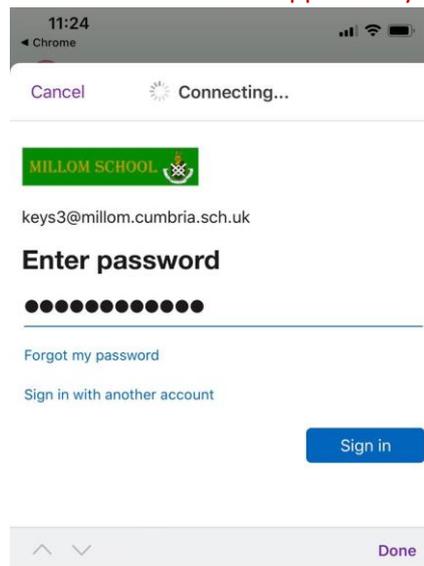
Student User Guide – Using iOS and Android devices on 365

To use Office 365 fully on both iOS and android devices you will need these apps installing (all students have a Microsoft email account and won't have to pay for these apps in the app stores);

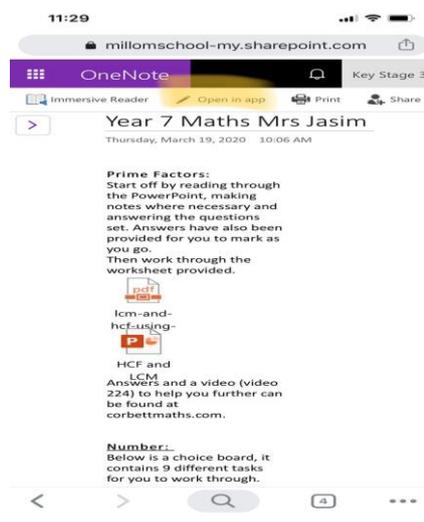
Heads up - iOS devices need to be iOS version 12 or above to install these apps.

- An up to date browser (Chrome/Safari/Firefox etc...
- OneNote – free from Microsoft
- PowerPoint – free from Microsoft

1. Sign in to your 365 account by either going to Millom.cumbria.sch.uk -> StudentZone -> eMail, or directly to login.microsoftonline.com. **You can skip steps 1 – 3 if you use the OneNote app directly.**

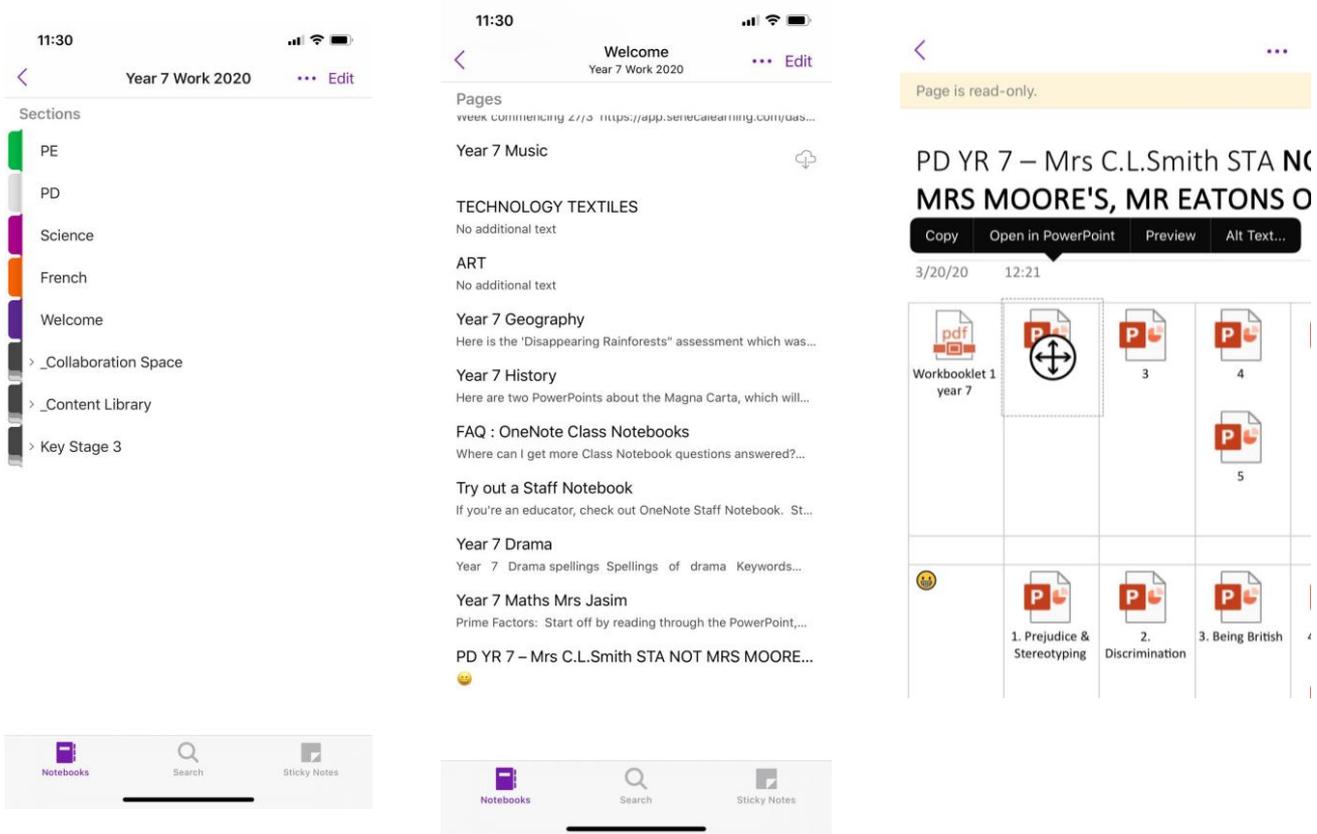


2. Next using the Menu (9 dots in top left corner), open OneNote and choose the correct class group you've been given. **(If at this point you are struggling to view the page/ its blank then your browser may not be up to date please try updating your device or trying a different browser.)**
3. Use the “open in app” button on the OneNote webpage, (highlighted in Yellow below). **Android devices can press and hold to save the files and open them from the webpage if they want.**



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4. In the OneNote app open the class and subject again. (first 2 Pic's below)
5. At this point you will be able to open the PDF files directly, but other office apps will need their corresponding apps installed (example below PowerPoint).



6. Last Picture is of when the PowerPoint app opens separately.

