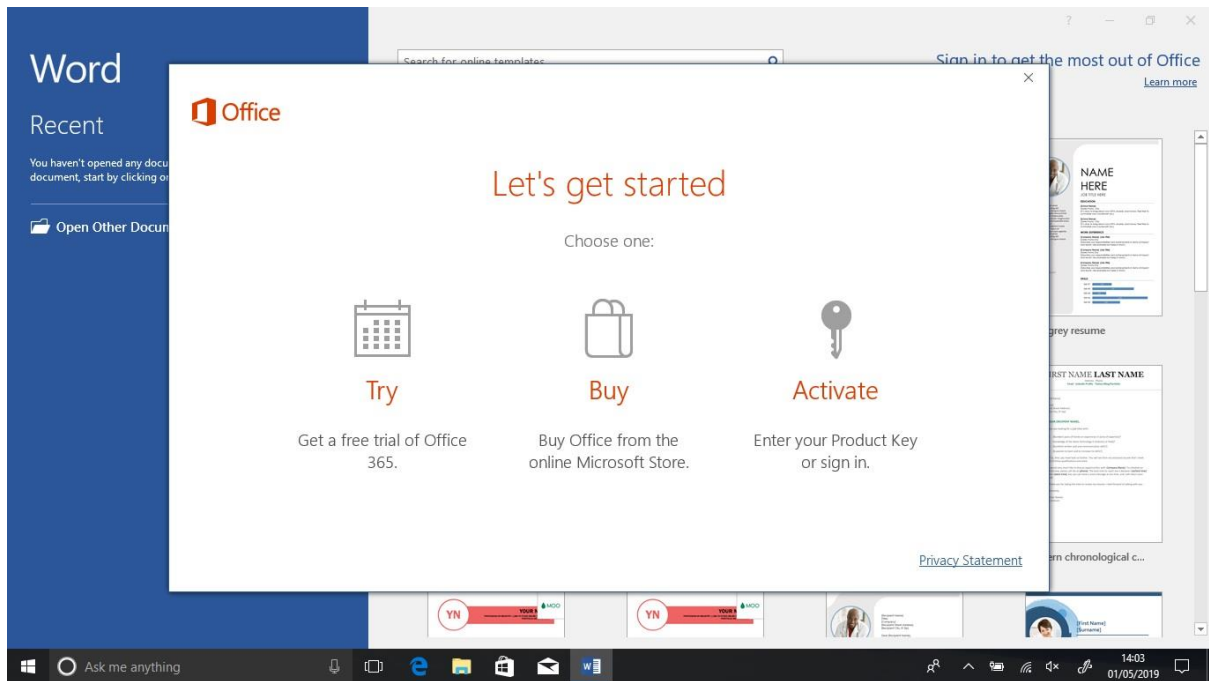
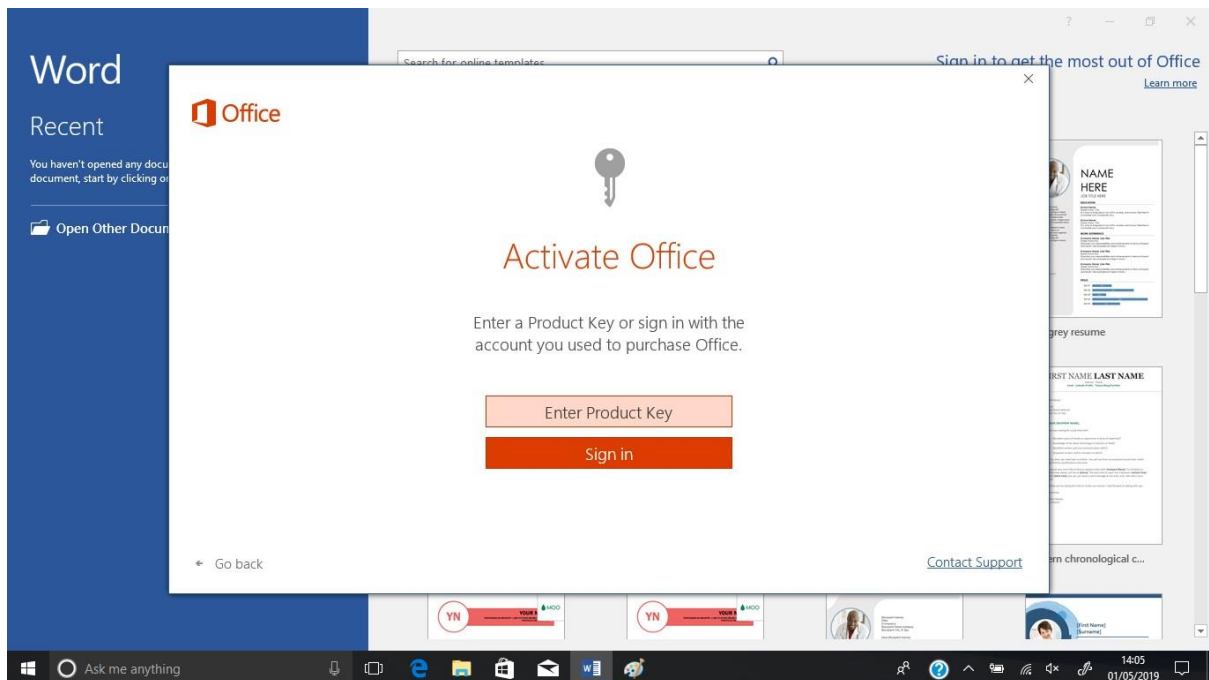


Setting up your Device with One Drive and Office

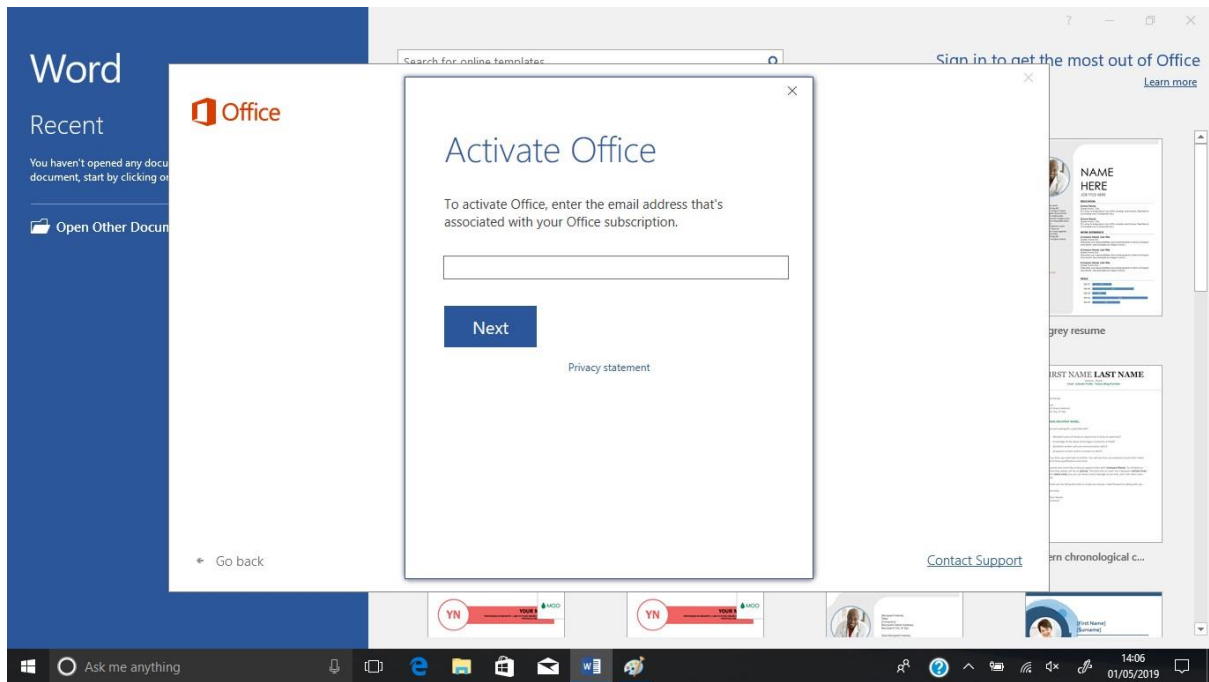
1. To Activate Office:
 - Open Word from your Windows start button



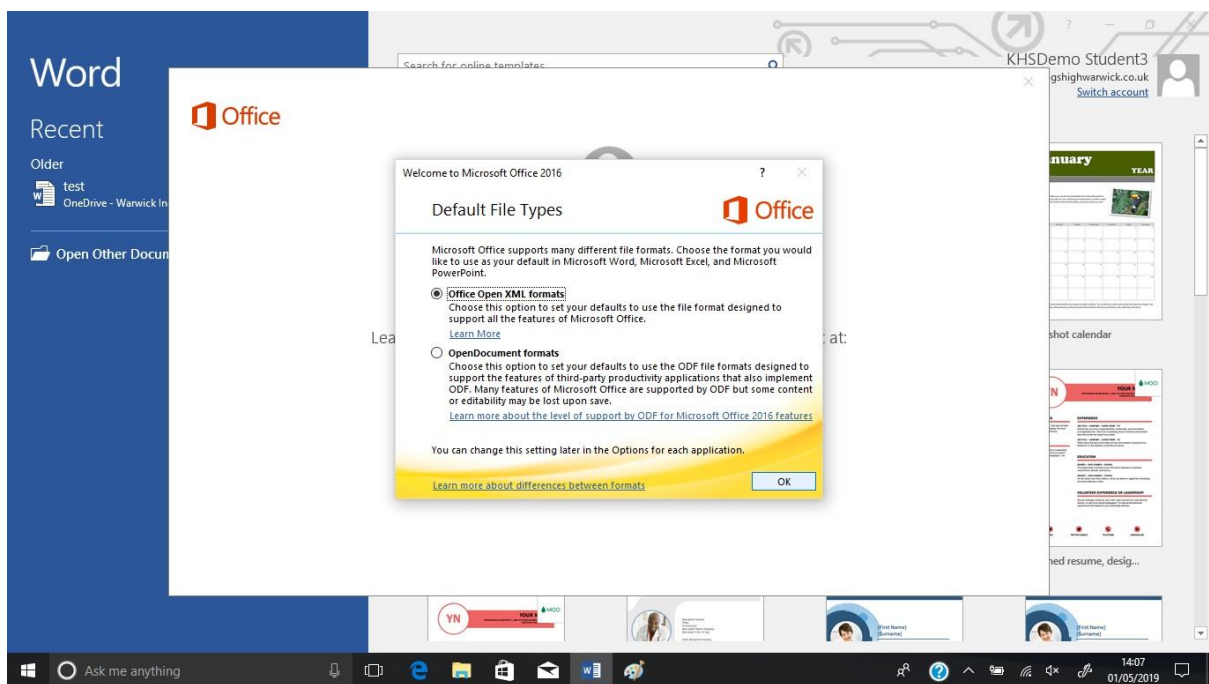
2. To activate Office, select sign in:



3. Sign in with @warwickschool.org and password.

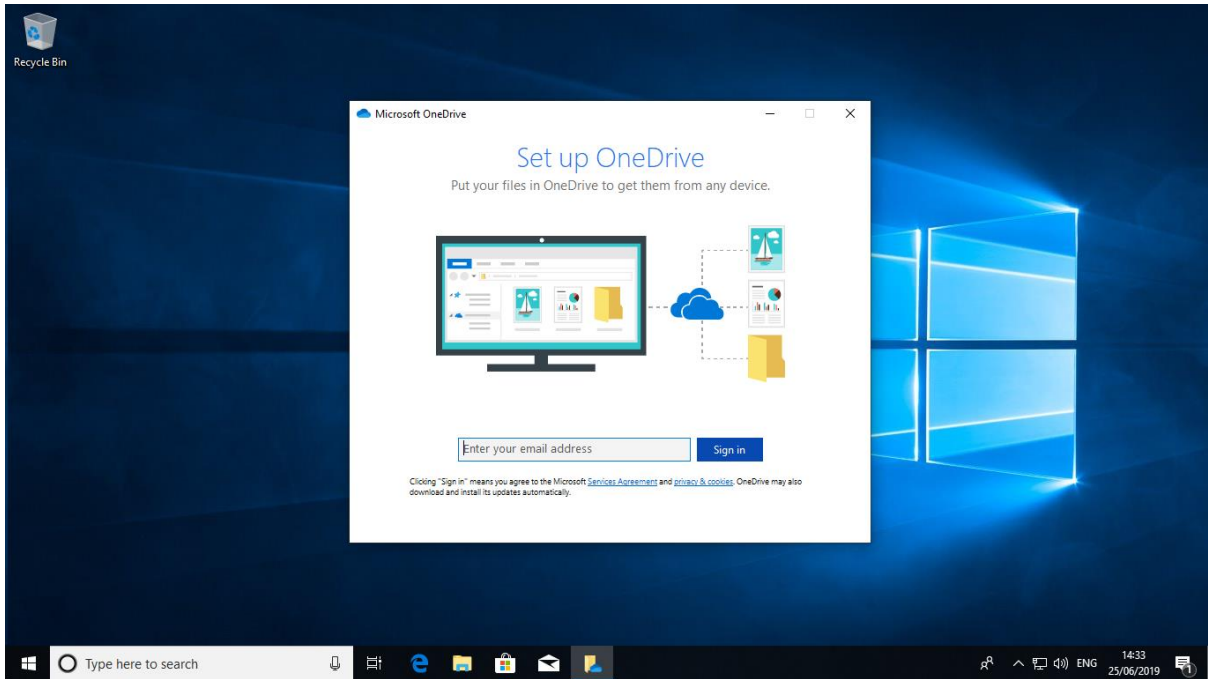


4. Choose Office Open XML Formats

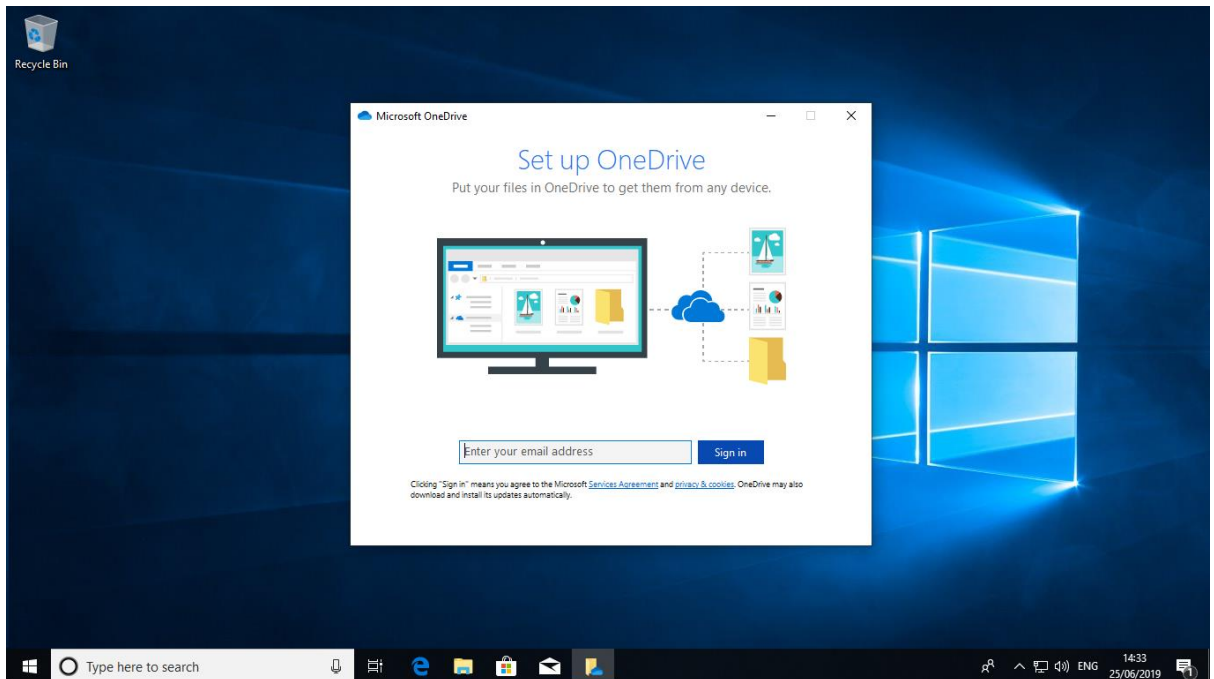


5. Sign in to OneDrive:

Select the OneDrive icon from the bottom right of the task bar or Open File Explorer and select OneDrive on the left hand side



6. Open OneDrive
Login with @warwickschool.org
This will enable you to see your files in OneDrive when working offline.
- 7.



Sign in to Outlook:

- Open Outlook
- Login with @warwickschool.org and password

Select for it to remember your credentials – this is the beauty of having your own device!