Microsoft

Getting to know

Microsoft Calendar

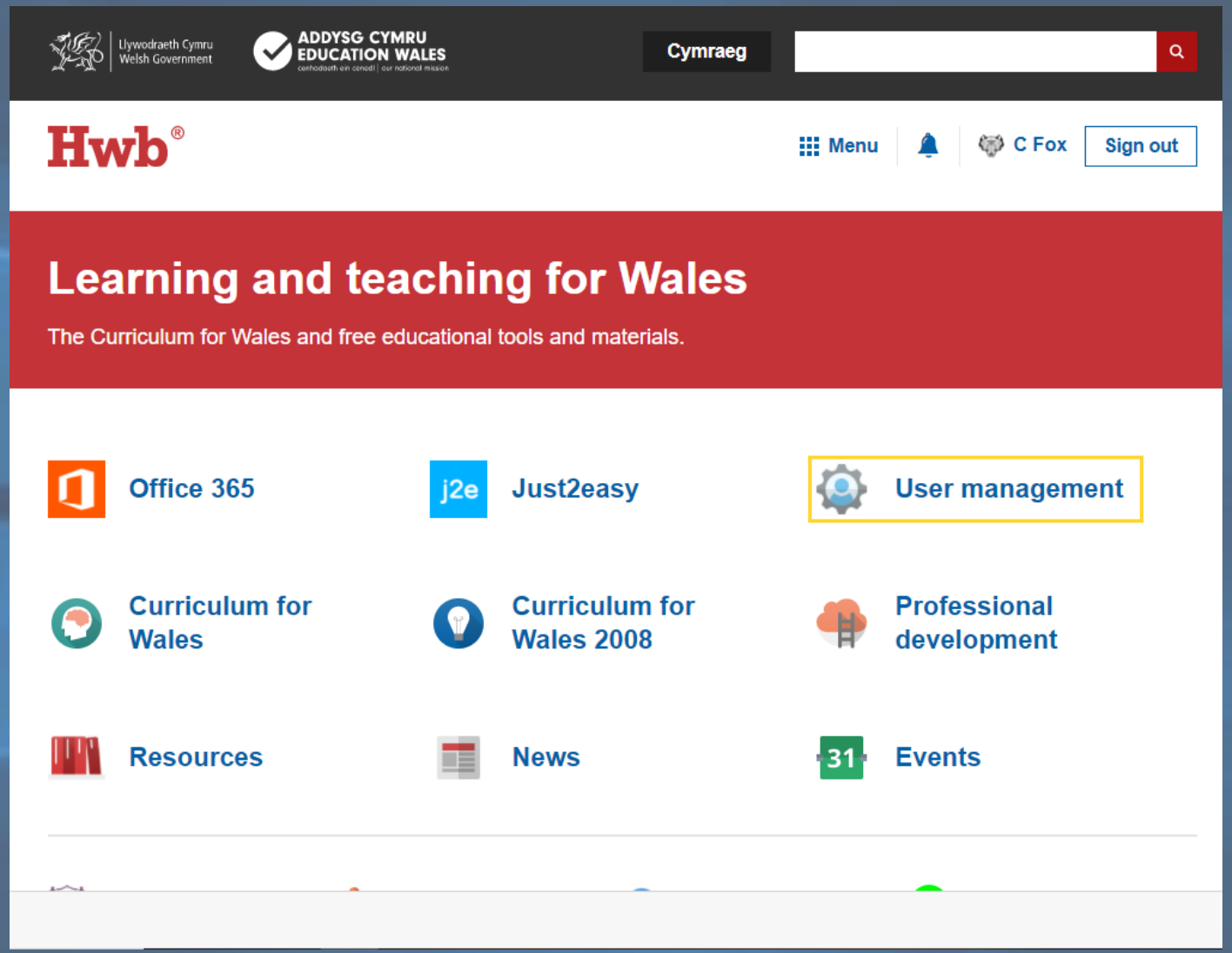


Please note, this is only for the online version available for Office 365 on HWB

How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

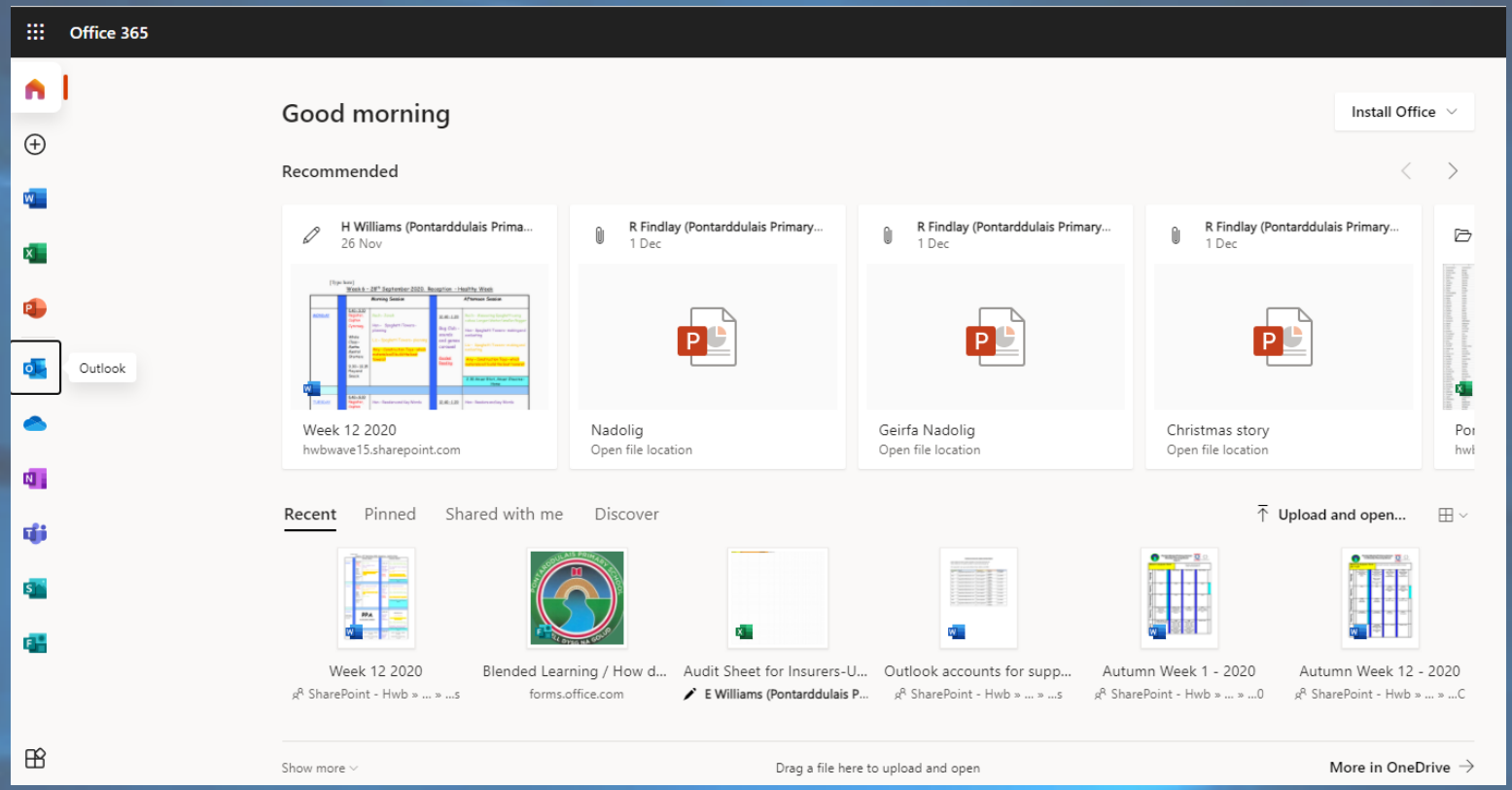
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

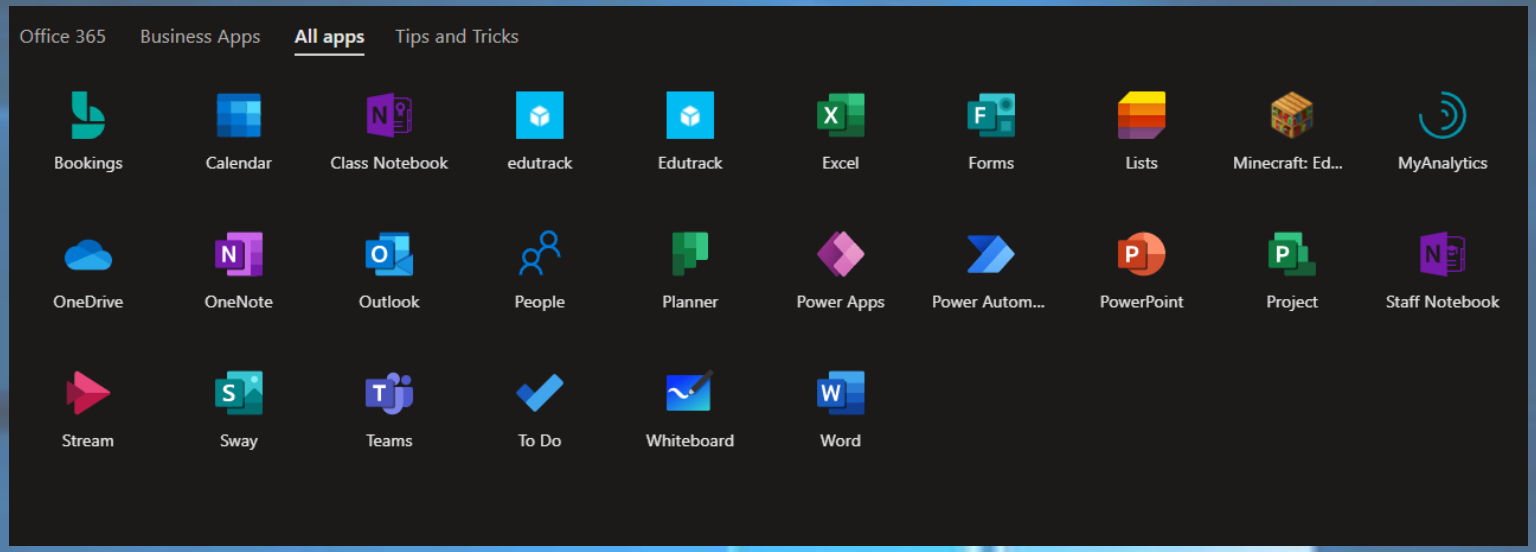
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



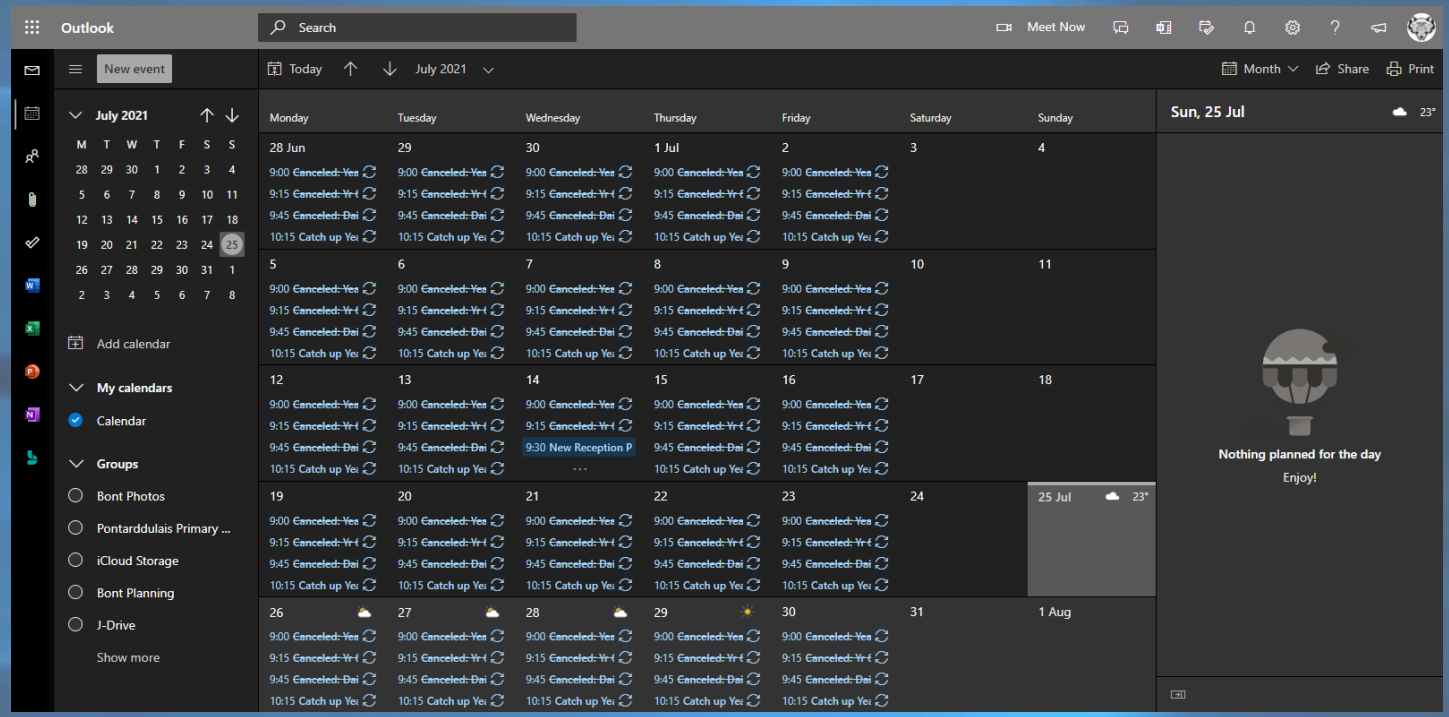
More Appening

Click on the boxes below the pre-set icons to view all apps and select Calendar



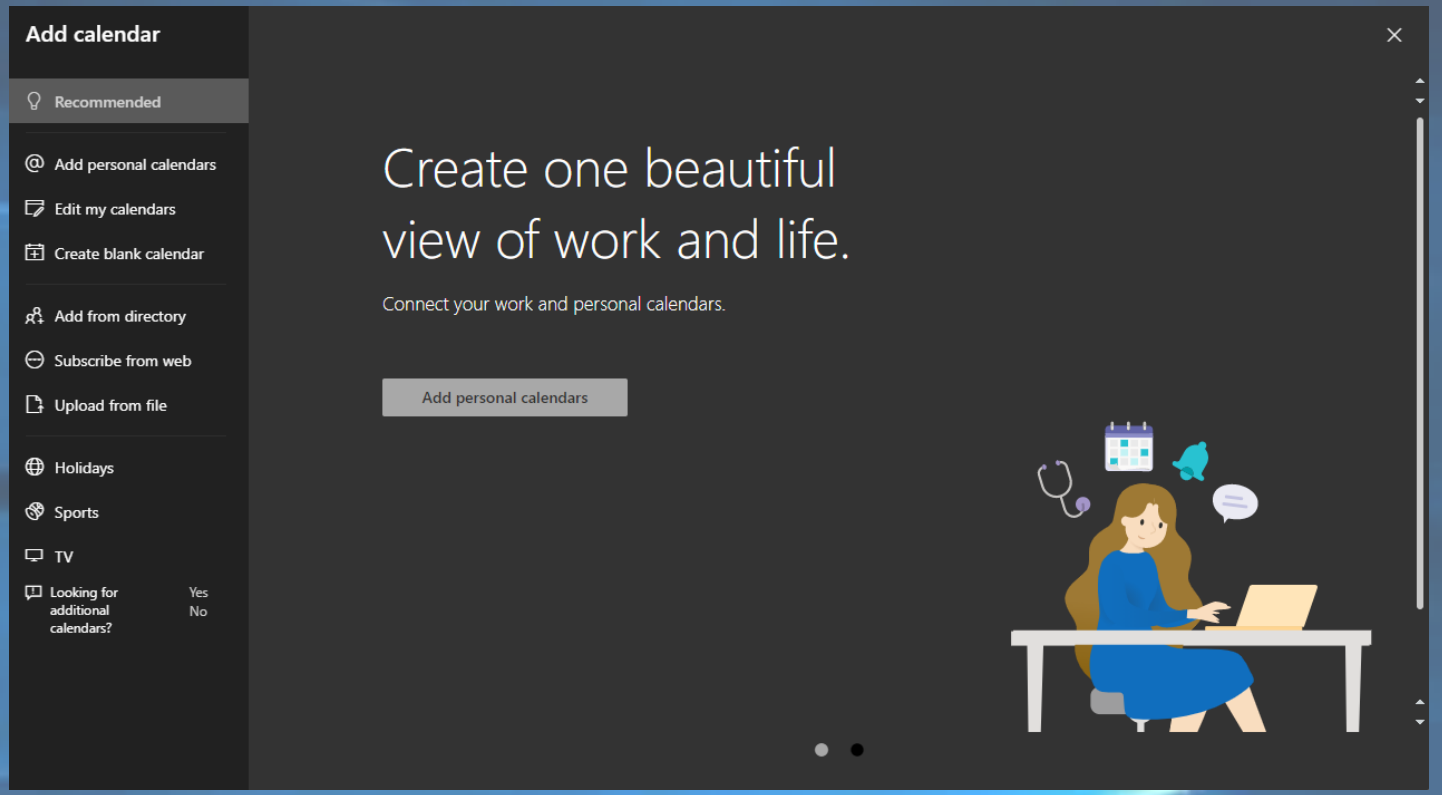
Extension

Calendar is an extension of Outlook, and can be viewed also by clicking on the symbol whilst in Outlook.



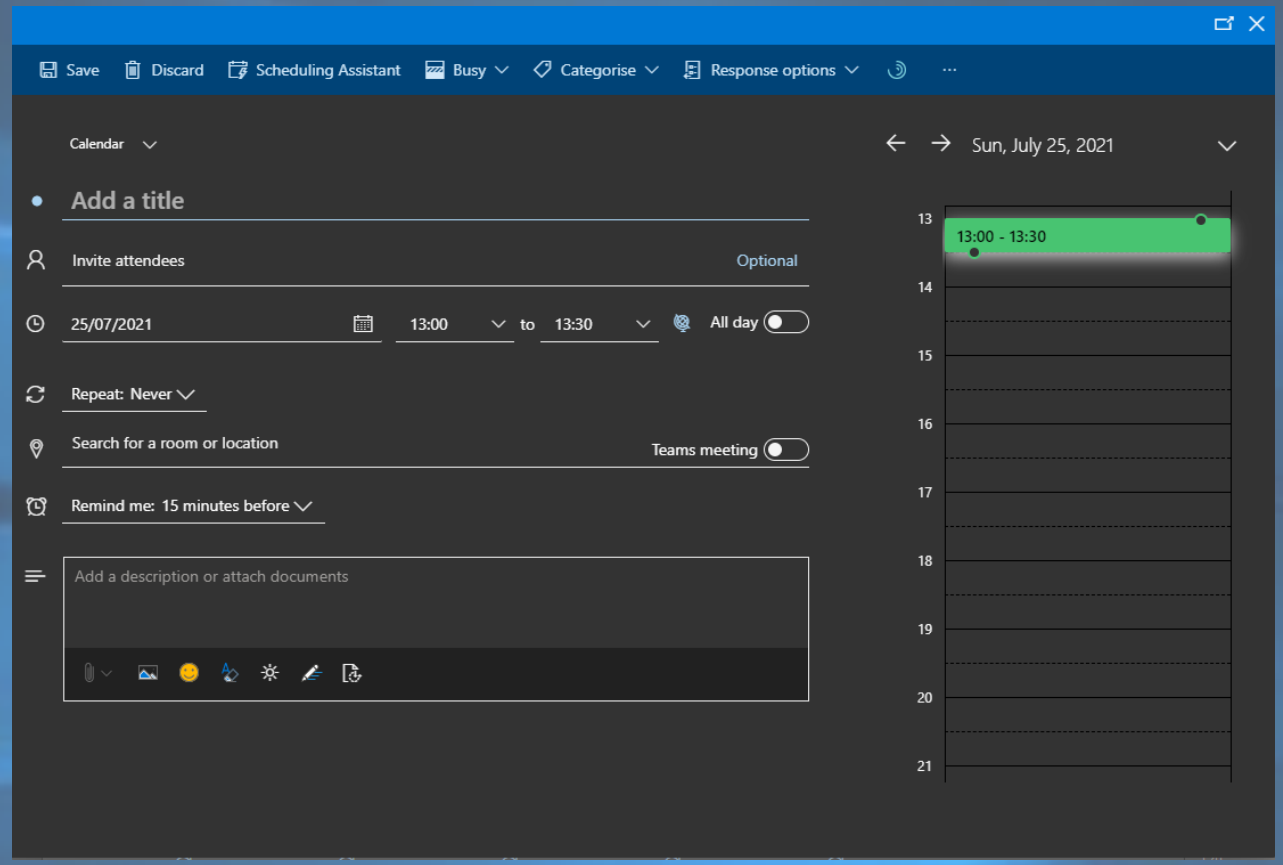
Dates for your Life

You can create multiple calendars for different events, making organising much easier.



An Eventful Life

Click on new event to put an event in your calendar. You can invite others to join you and send reminders to their emails.



Top Bar

At the top of the screen you have further options such as changing how you view your calendar, printing and sharing.



Microsoft

