Microsoft

Getting to know

Microsoft People

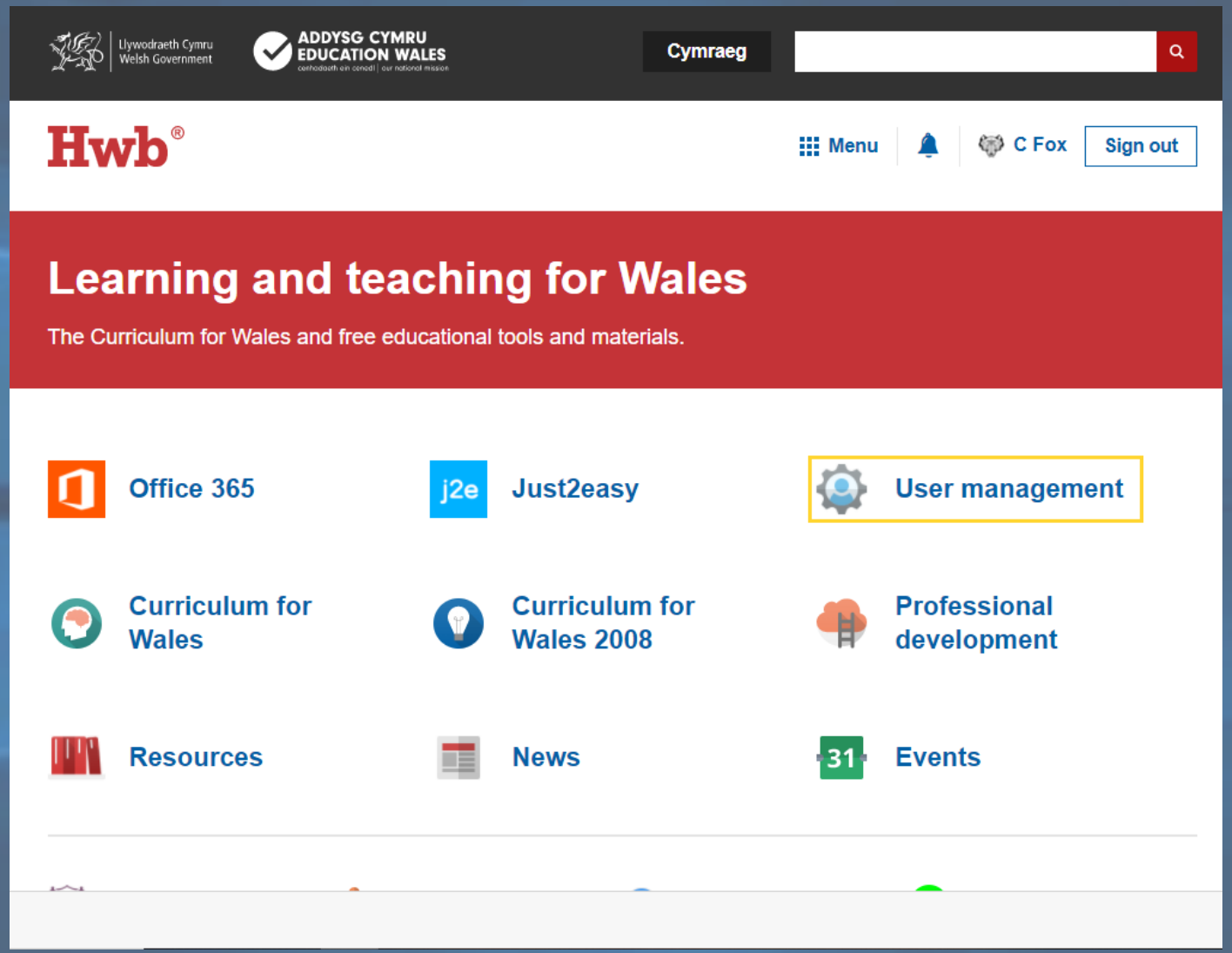


Please note, this is only for the online version available for Office 365 on HWB

How to Start

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

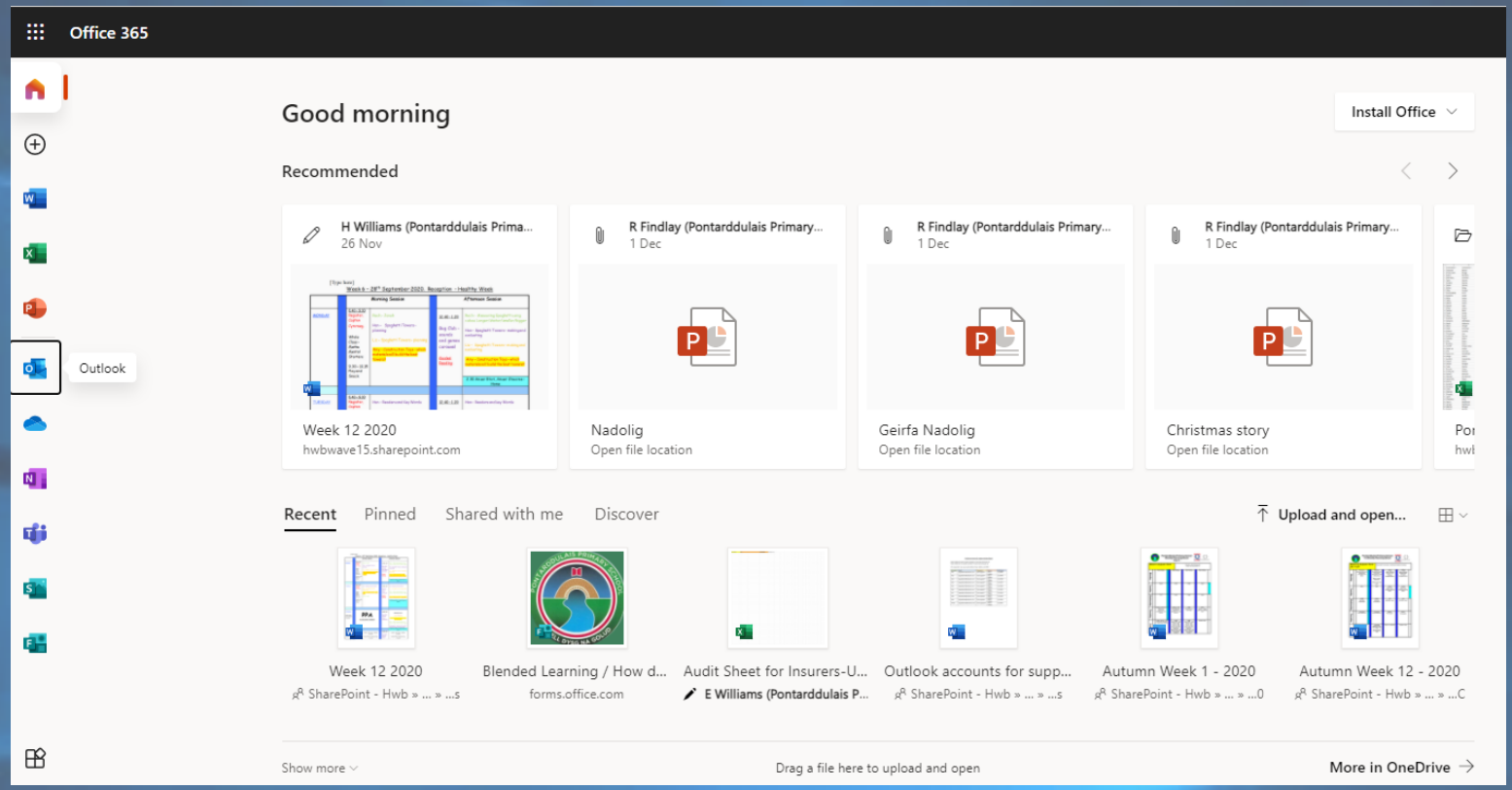
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

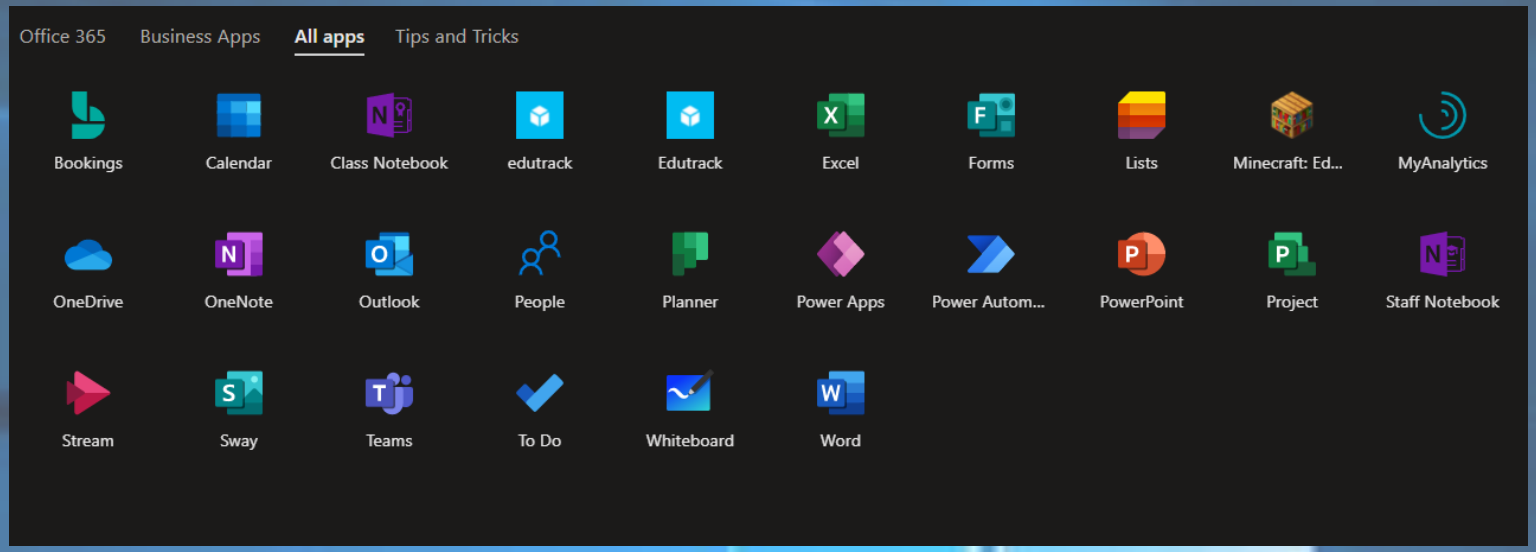
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

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.



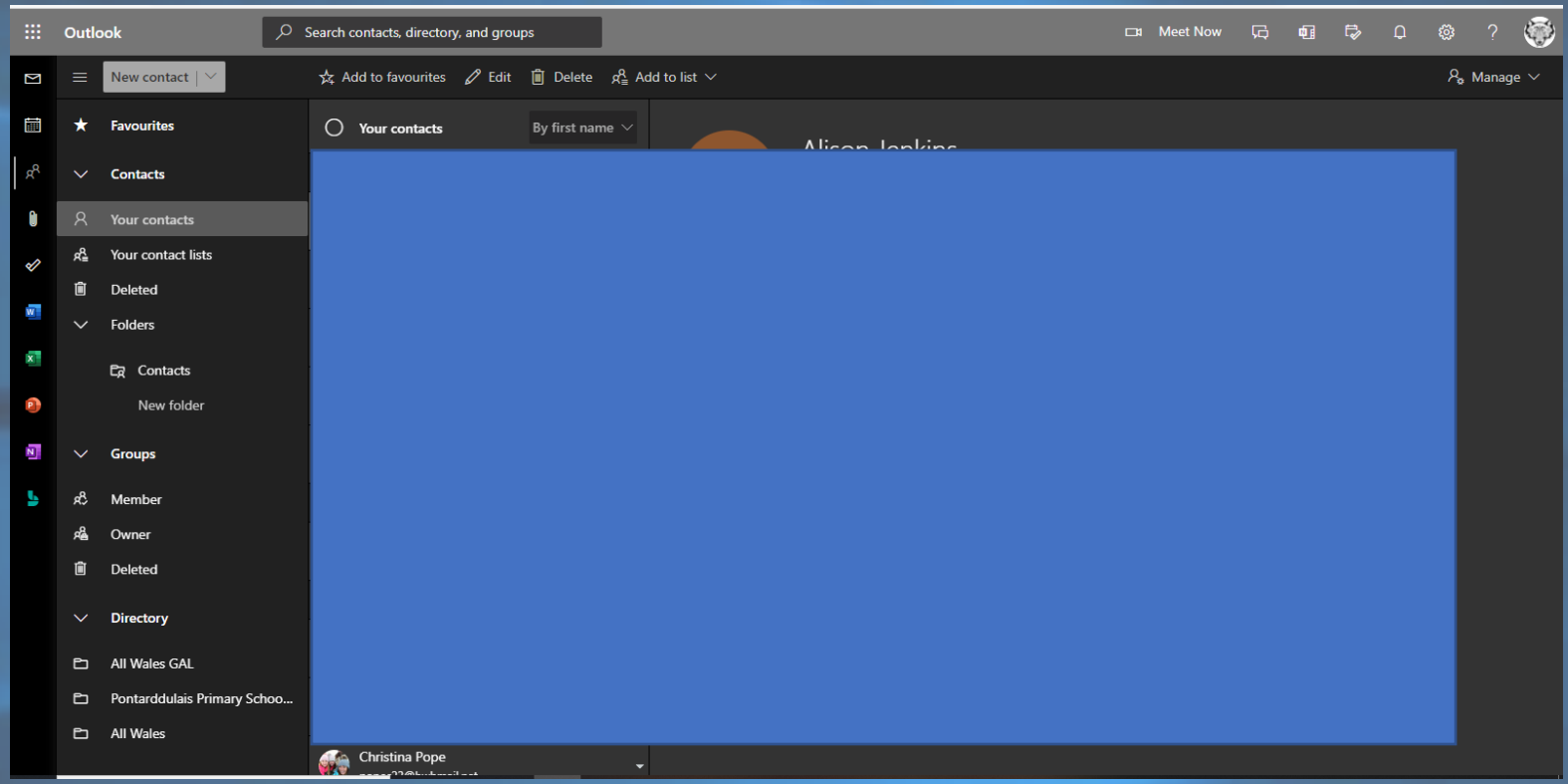
More Appening

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



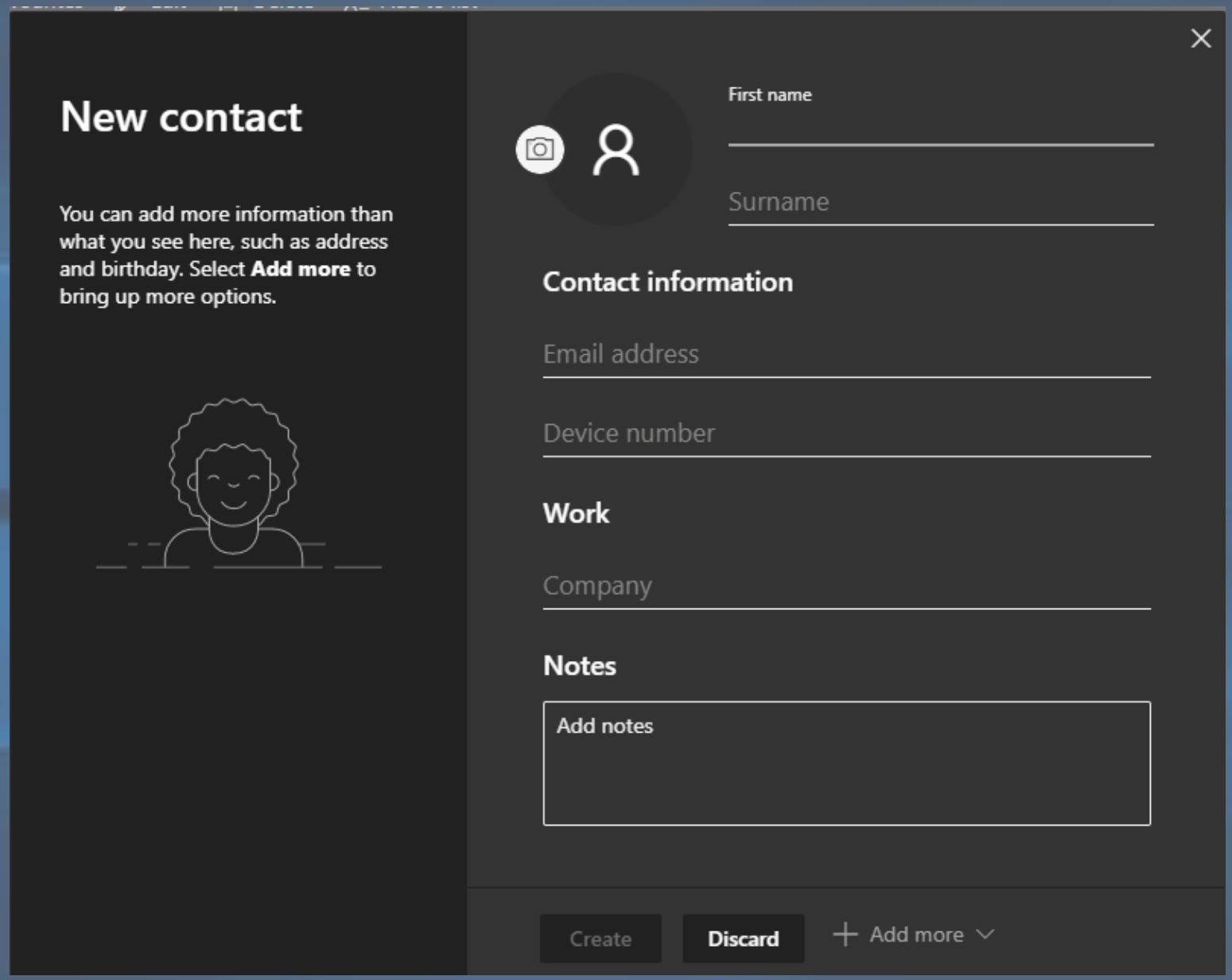
Extension

People is an extension of Outlook where all your contacts are saved. You can access this also from your Outlook.



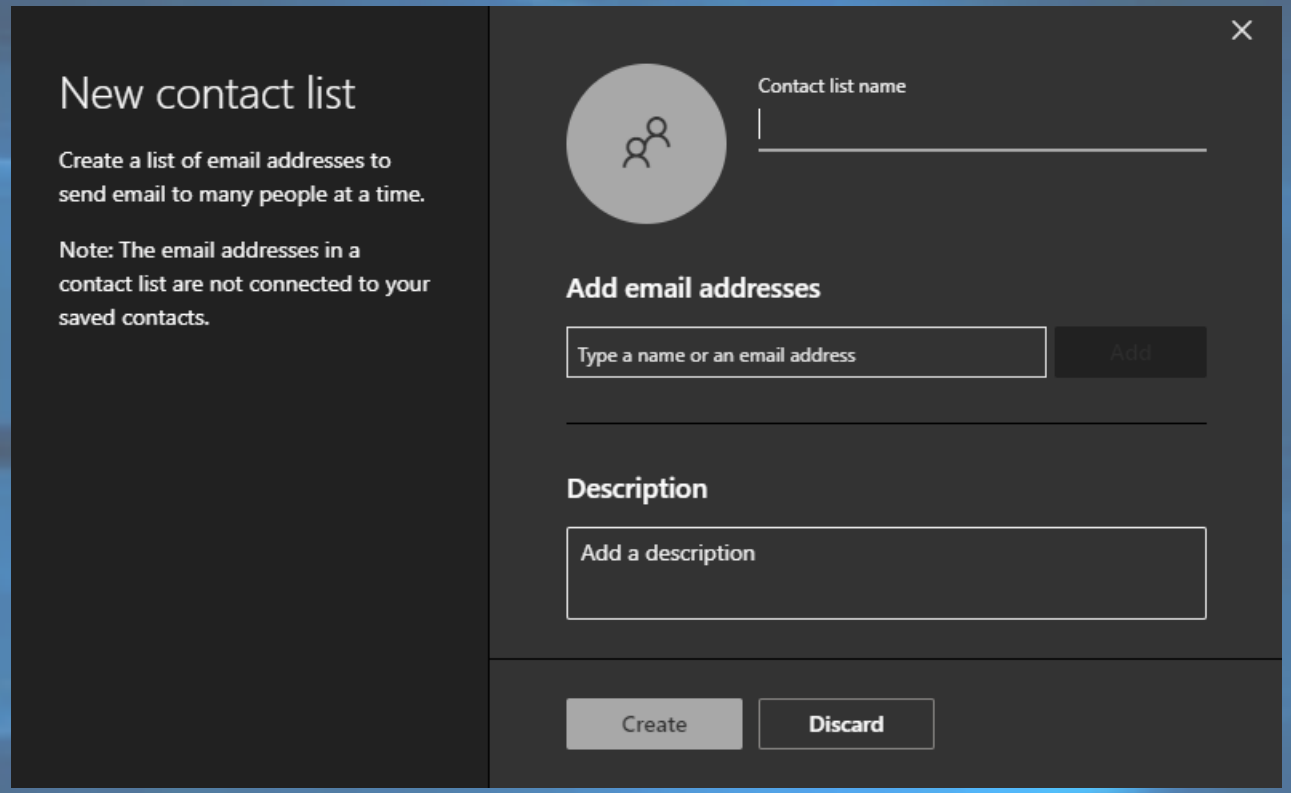
New Contact

Click on the down arrow next to new contact and select New Contact. Add in the person's details. You can also edit your contact afterwards.



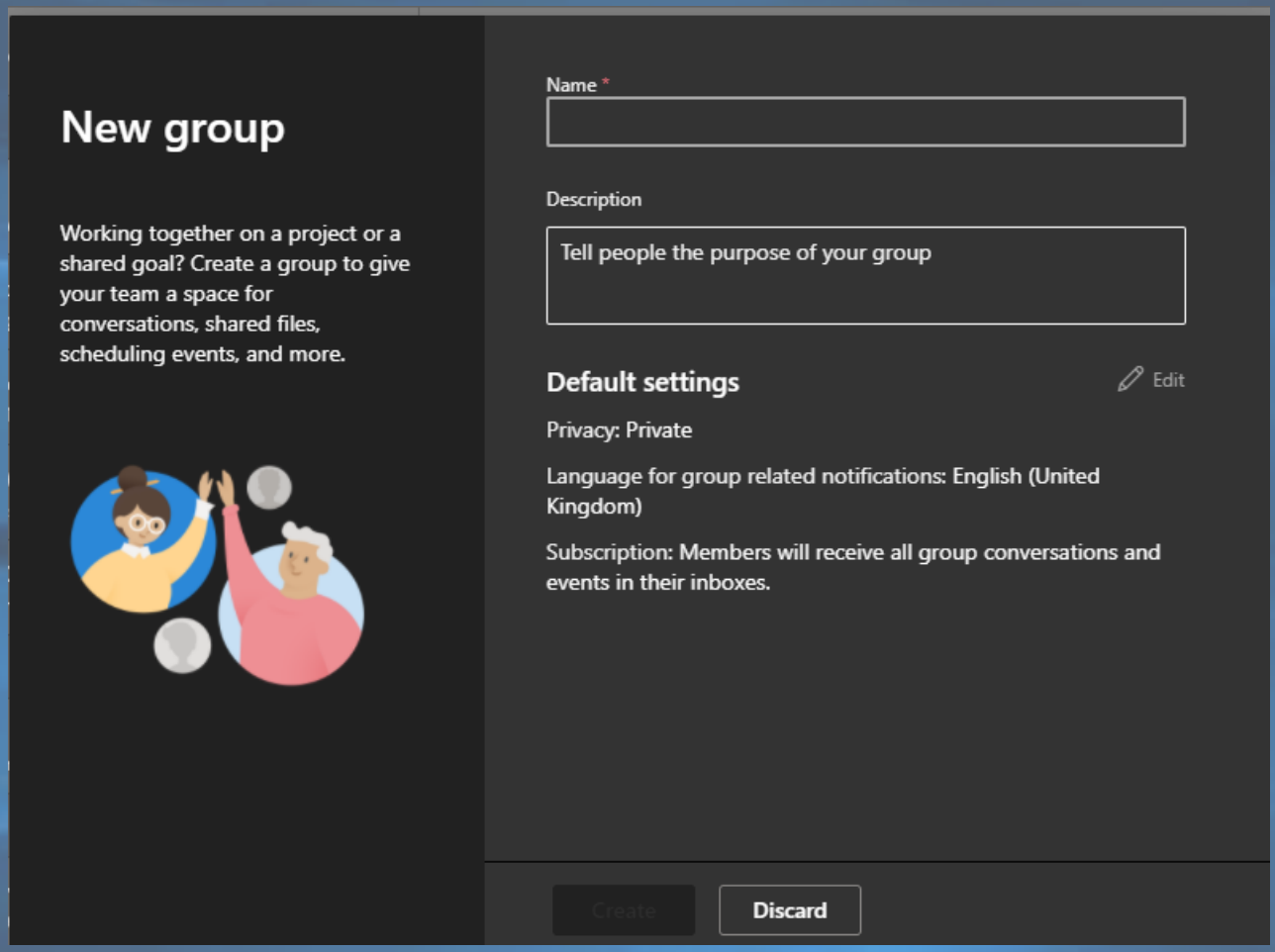
Contact List

A Contact List is a list of emails you can send an email to multiple people at once.



Group

Groups act very much like Teams where you can chat and share workloads.



Microsoft

