Microsoft

Getting to know

Microsoft To Do

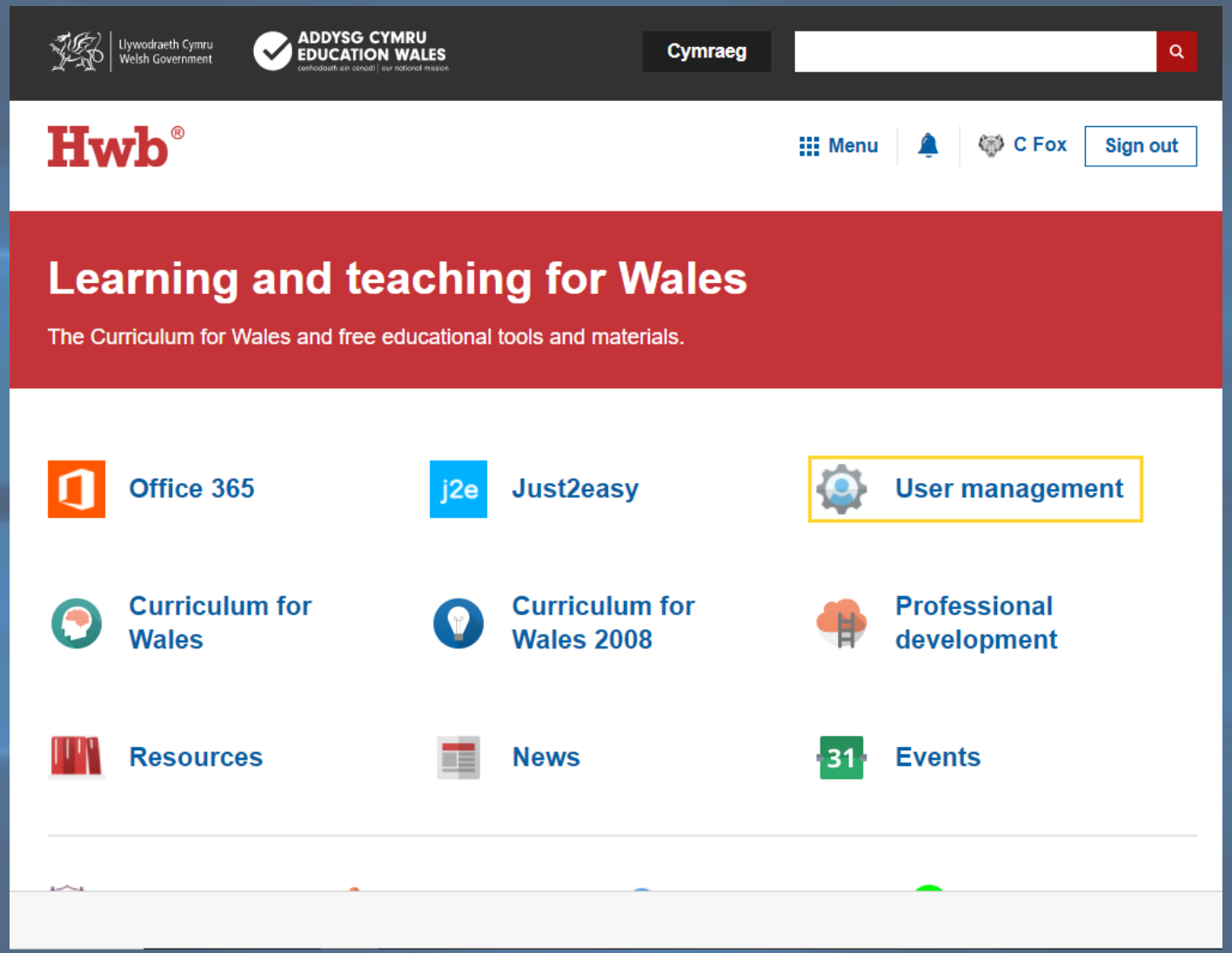


Please note, this is only for the online version available for Office 365 on HWB

How to Start

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

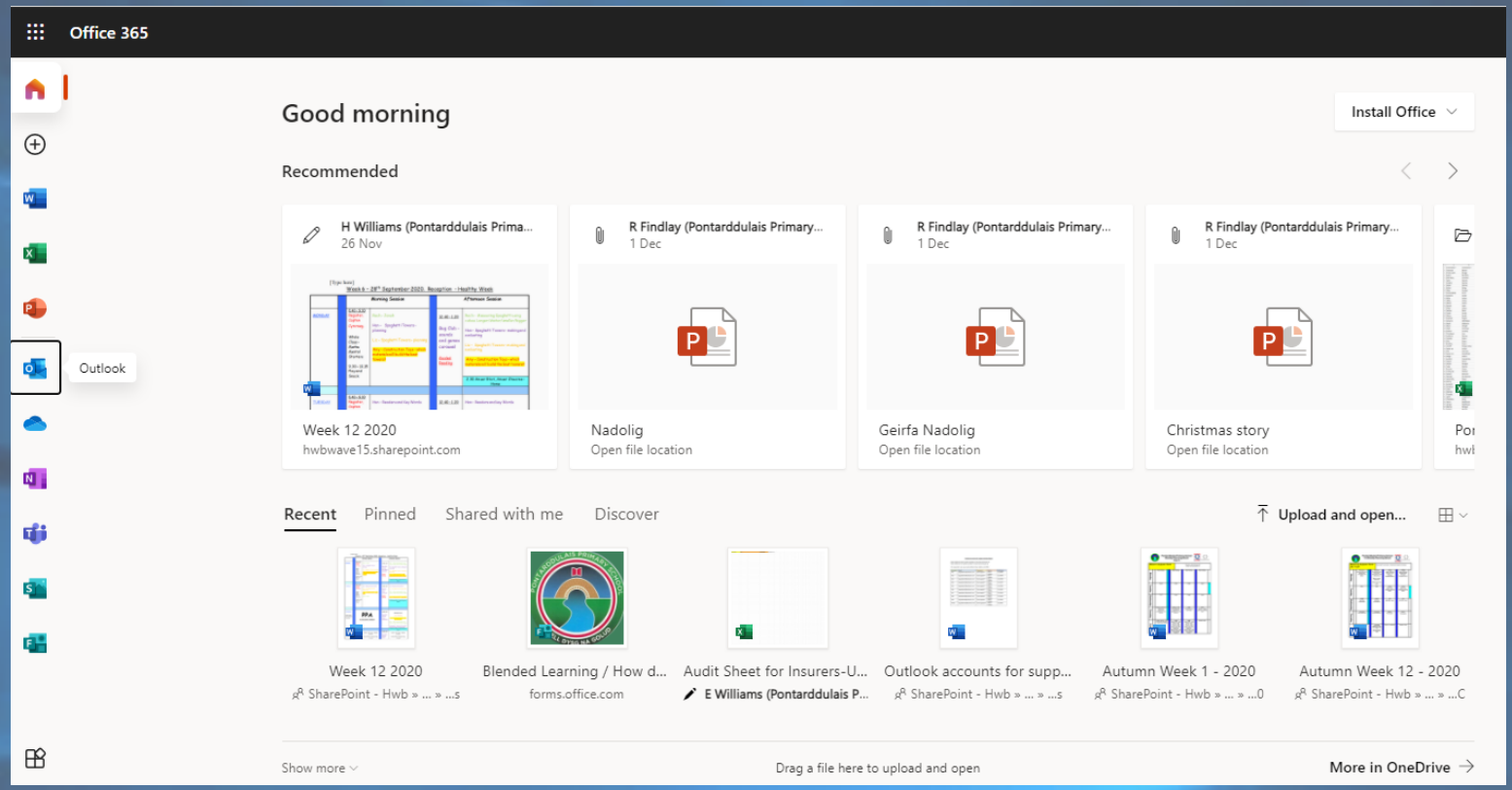
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

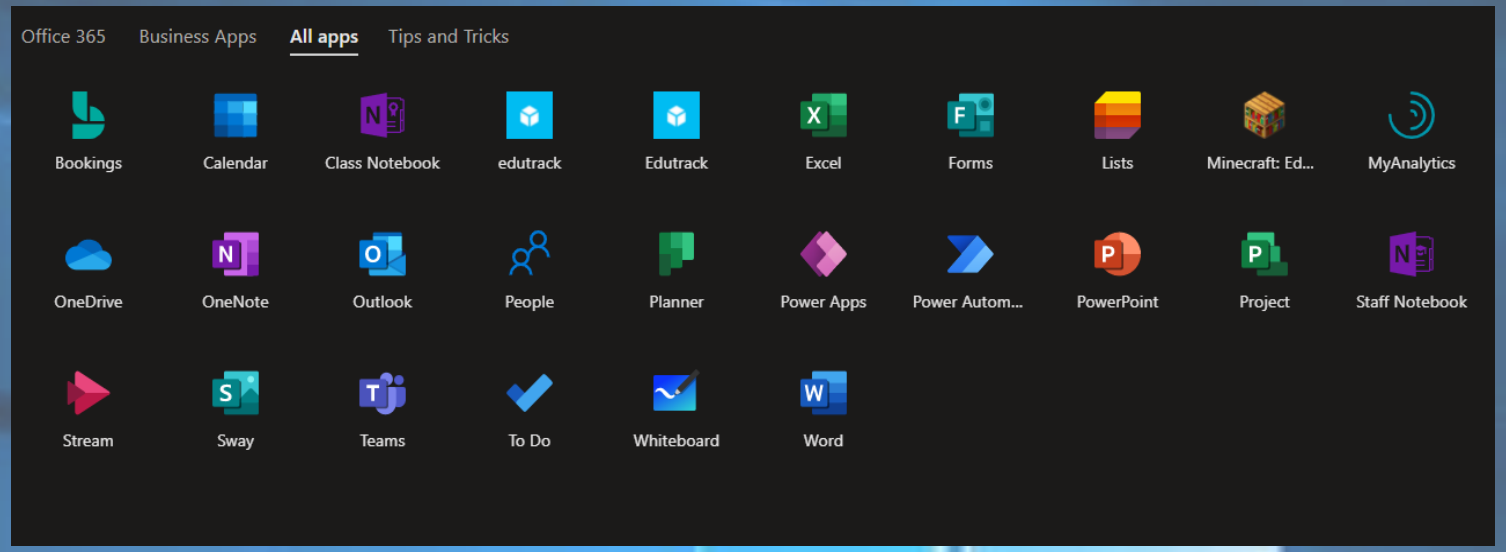
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

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.



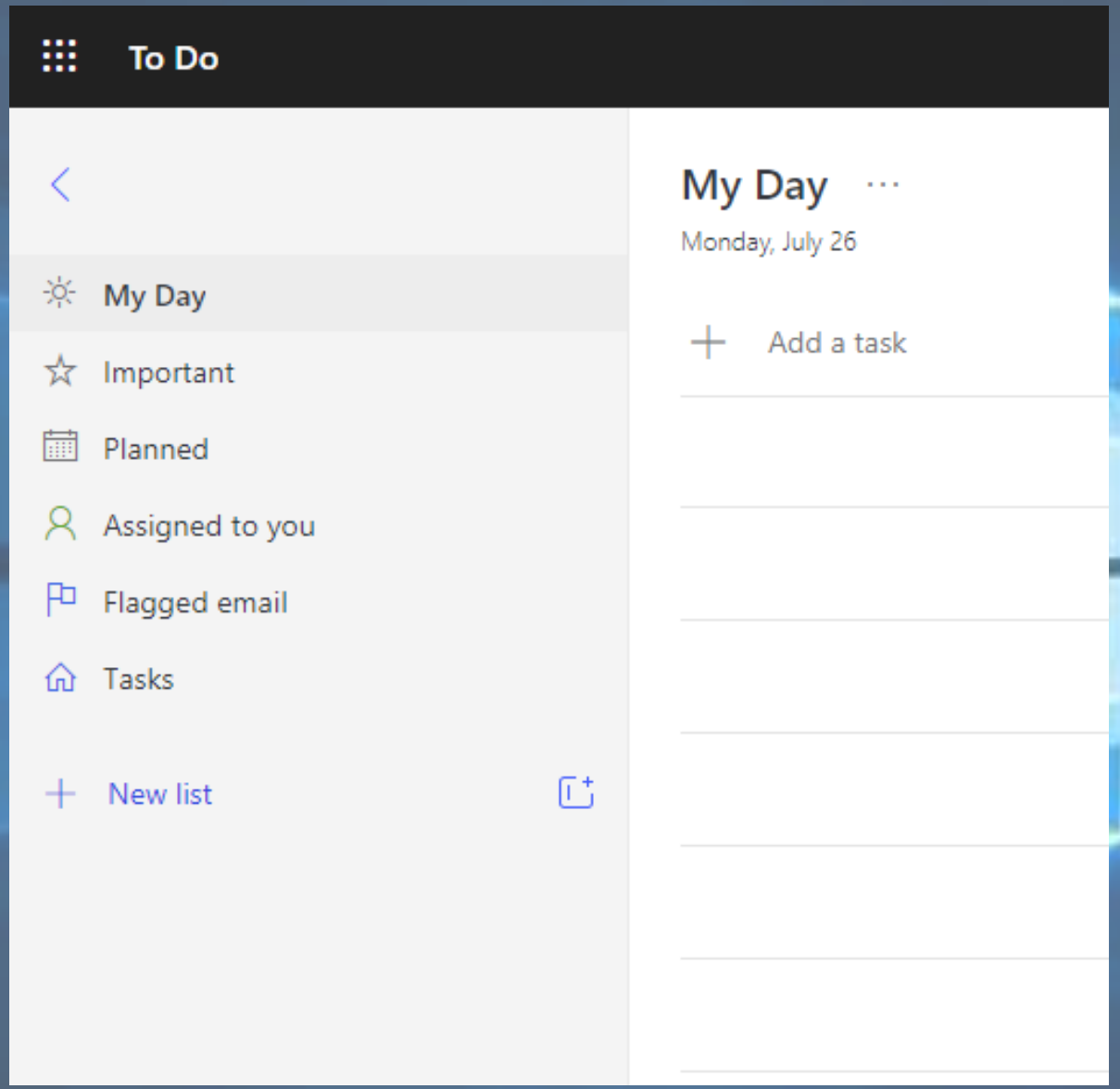
More Appening

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



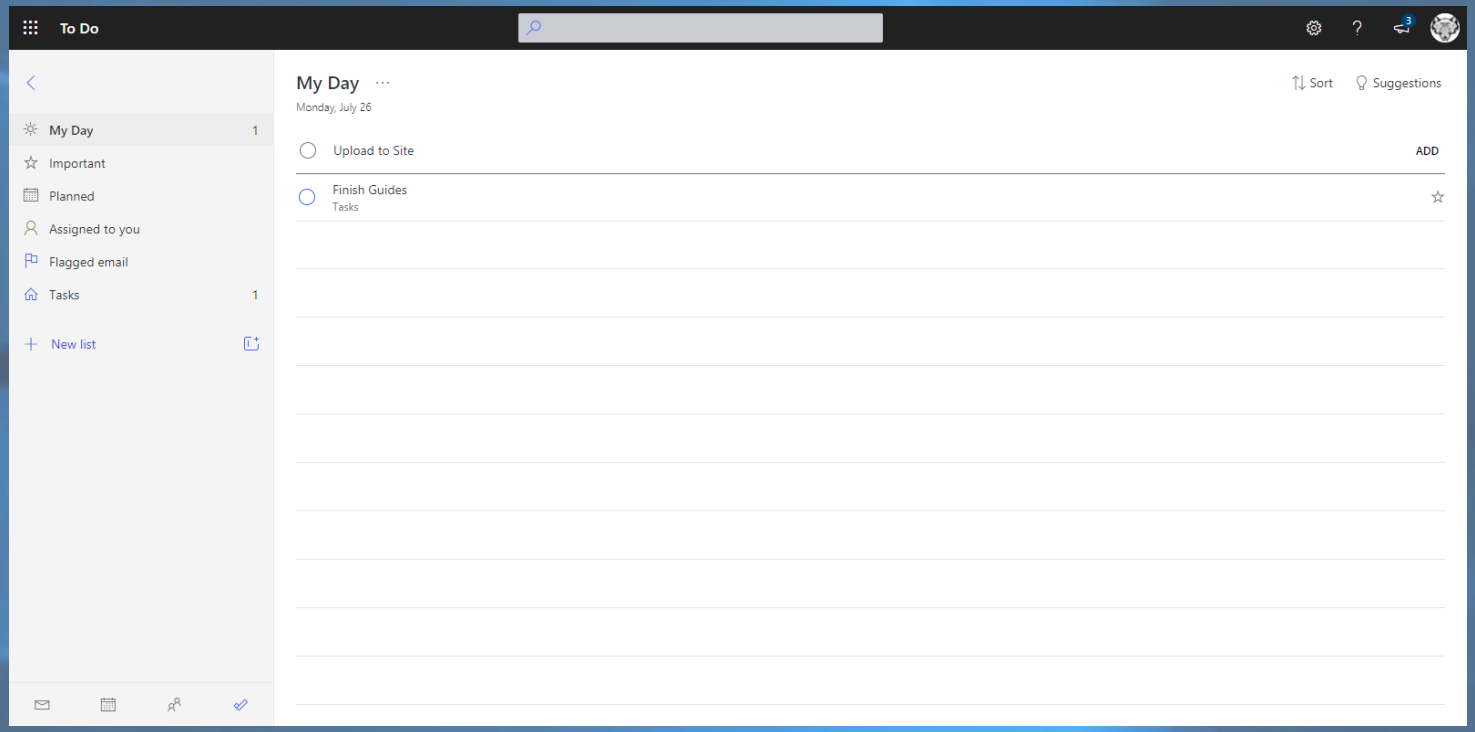
Much To Do

To Do acts very similar to Lists and Planner to help manage your time.



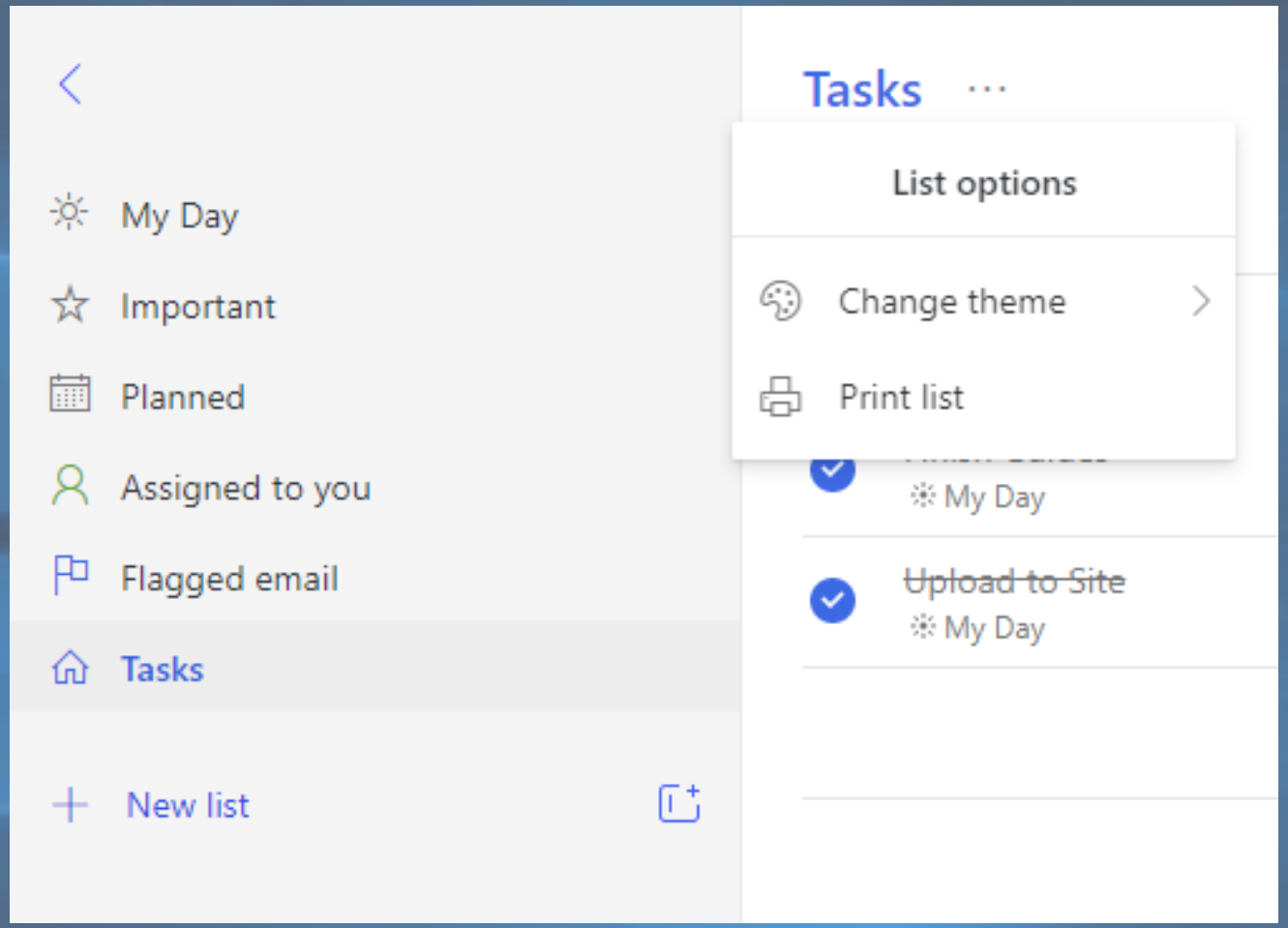
Setting Tasks

Select new task and write down all your tasks.



Organising Tasks

Click the tick boxes when done, press the star to make them favourites, change themes and many more options.



Microsoft

