T:\COMMON has moved
to OneDrive (LAWNCLOUD)

T:\COMMON has been moved.

To access the files, please use the following instructions.

Please go through these instructions in order, this is the "setup"

Remember if you want to access email from home, the address is: **www.office.com**

The address to access LawnCloud from home is:
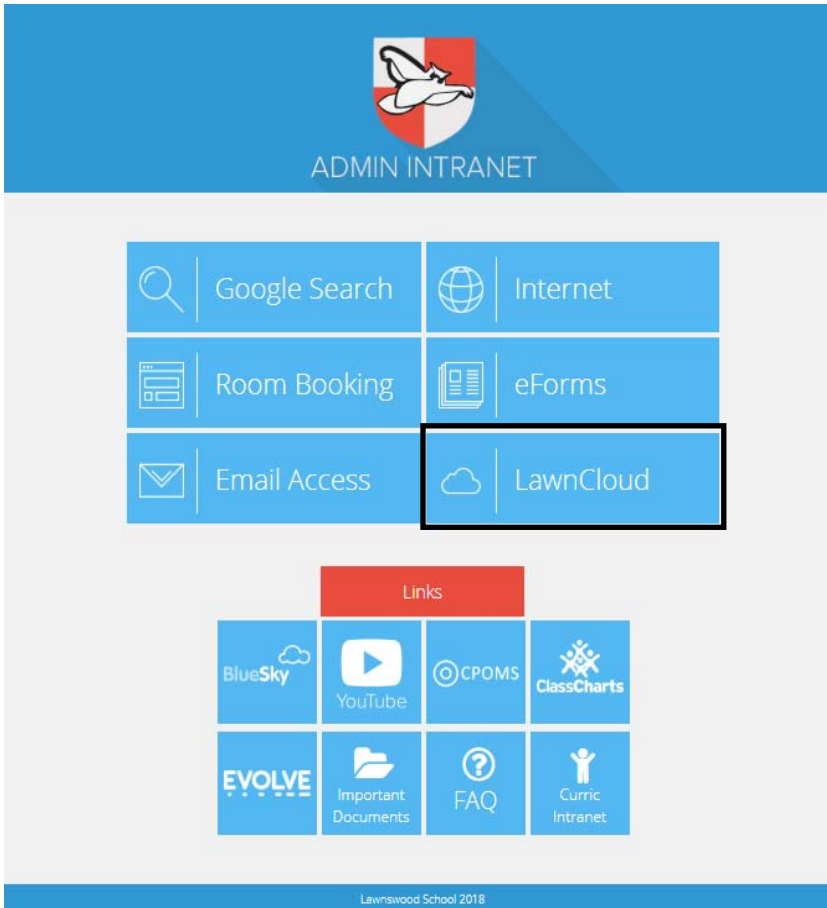
http://lawnswoodschool.sharepoint.com/T
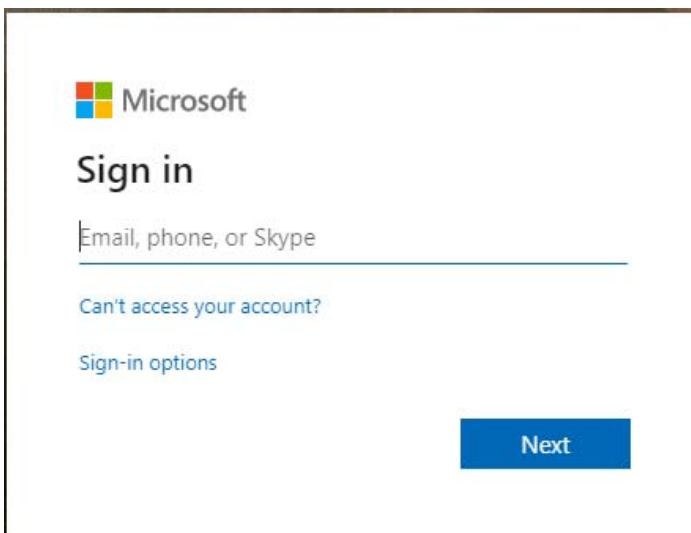
How to get to LawnCloud

If you are within school open a browser like Chrome and follow the within the admin internet called "LawnCloud".
This will take you to the sign in page for LawnCloud.

If you are at home then please go to the following URL:

http://lawnswoodschool.sharepoint.com/T

Enter your Email address and your password.

Opening LawnCloud files from a Browser (Eg: Chrome)

Step 1:

Locate the Microsoft Office file that you would like to open and click on it.

T > Admin > Admin Letters

Name ⌄

Document.docx

Step 2:

Clicking one the document and it will open within a new tab.

This will open in the ONLINE version of Office. You can edit the document here, BUT Office will look slightly different.
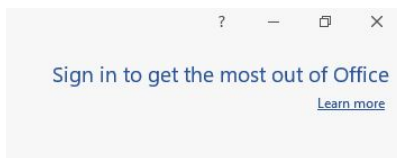Please note that there is NO SAVE, this is automatic every second.

More details about the online version are located at the end.

Using LawnCloud from
within the full version of Office in School
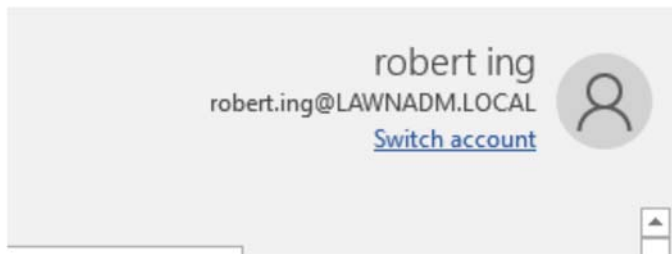
Step 1:

Once you have logged into the computer, click the start menu and on the right there will a shortcut to word. Click to open any Office App that you want (such as word).

Step 2:

Once the word has opened. Click on the top right corner. Sign in to get the most out of office.
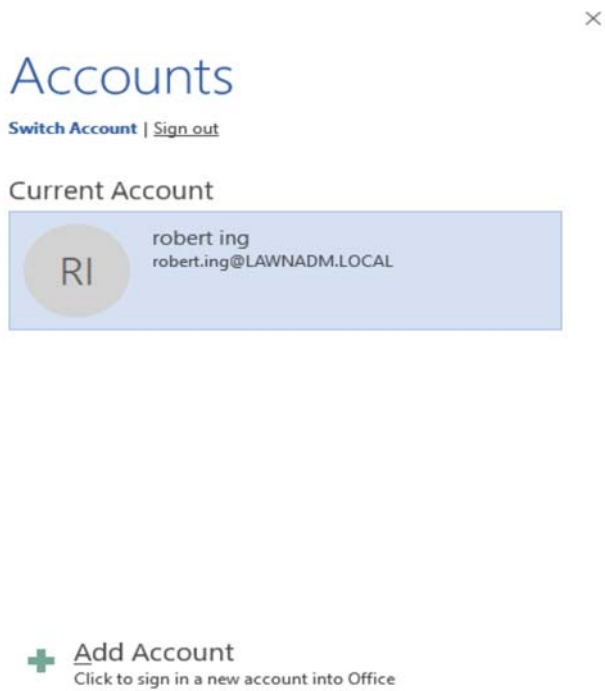

Step 3:

If you are logged in with an @LAWNSADM.LOCAL account, then you will need to click on switch user. As this account will not work.

Step 4:

After you have clicked switch user, this is the screen that will appear. You need to select ADD ACCOUNT at the bottom.

×

Accounts

Switch Account | Sign out

Current Account

RI	**robert ing** robert.ing@LAWNADM.LOCAL

Add Account
Click to sign in a new account into Office

Step 5:

Log in with your School Email address.

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Next

Step 6:

Enter your password.

Step 7:

This step has 2 different outcomes.

If you are logging into the school computer then please leave this ticked, when you sign in on this computer, you will

automatically be signed into office products.

If you are at home then please UNTICK this option.

Step 8:

The next step is Microsoft office syncing all of your account data. Once this has done, you will see this message box and a blue button to click. Once you click this, you are all set.

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

How to open and save files located on LawnCloud from within Office

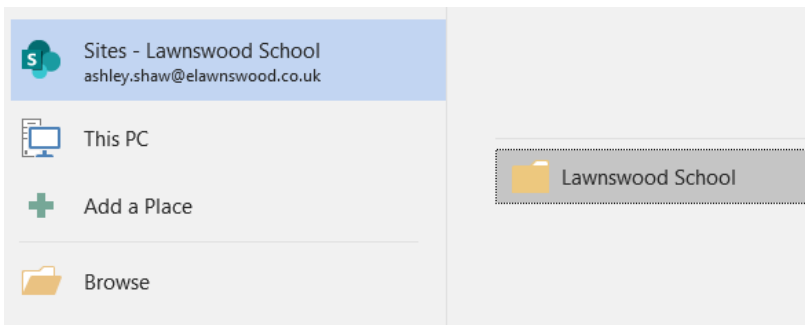Open word on the computer, on the left hand side you will see "Open Other Documents"

Selecting this will open up the open tab.

Within this you will be able to see SITES — Lawnswood School.

Click on the "Sites — Lawnswood School", Then click "Lawnswood School".
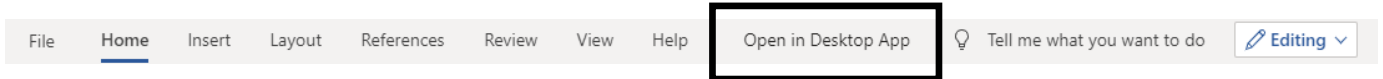

This will then fetch a menu up to locate your files. You will see there is a location called T, which is the same as the T drive within the Admin Network.
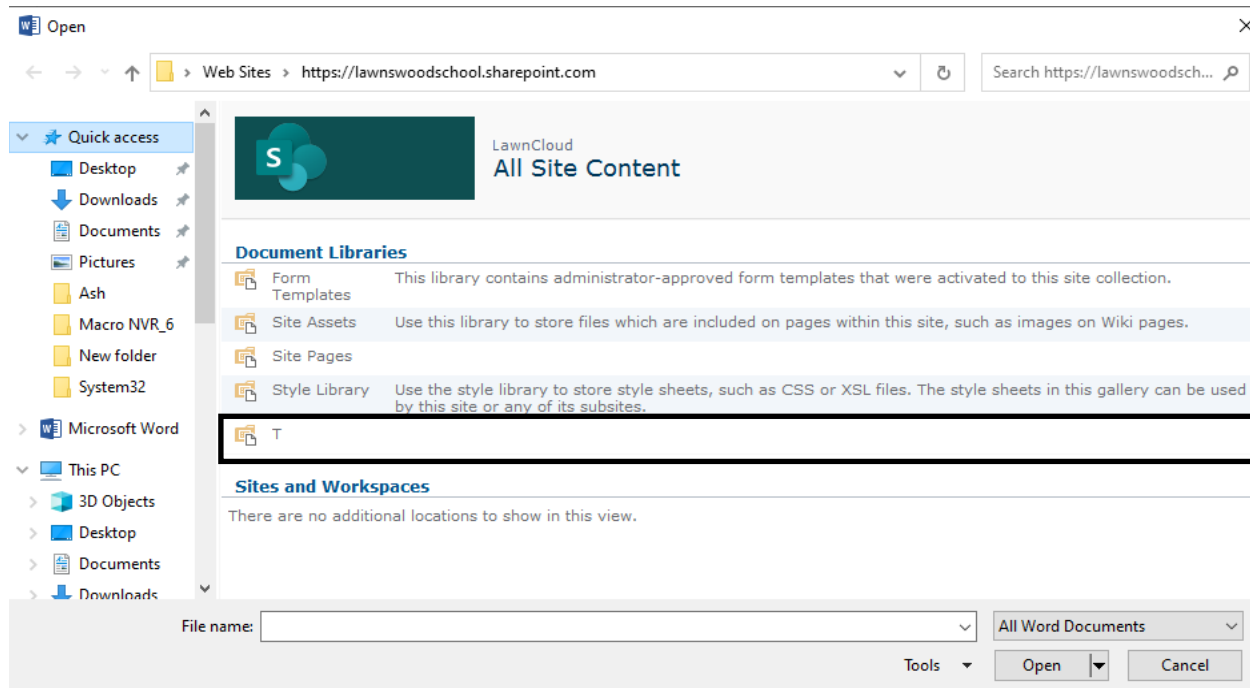
In order to save a file to LawnCloud, click save as, then follow the same steps. Open sites, locate T and locate where you would like to save it.

Opening LawnCloud files from a Browser,
But then needing to use the full version of Office
(not the online version)

If you are using LawnCloud from a browser and you want to use the fully featured installed version of Office in school (or at home if you have bought it), you will see a menu bar with one of the menus "Open In Desktop App" clicking this will open the file within word on the computer.

| File | Home | Insert | Layout | References | Review | View | Help | Open in Desktop App | ♡ Tell me what you want to do | ✐ Editing ˅ |

Launch Word

Do you want to launch Word to handle this link from "lawnswoodschool.sharepoint.com"?

☑ Always open ms-word: links
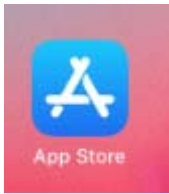
Allow | **Deny**

Step 3:

Once clicked, this will prompt a pop up box. Please tick "Always On" and allow the computer to launch word.

After this word will open up with your document.

How to use LAWNCLOUD on a iPad

IMPORTANT: If you are using any device at home, please ensure auto lock is enabled with a secure password.

Start the APP STORE APP

Microsoft OneDrive
File & photo cloud storage
★★★★★ 59K
GET
In-App Purchases

Install Microsoft OneDrive

Start the OneDrive App

Sign in with you usual ????@elawnswood.co.uk details

Microsoft

Sign In

Enter your work, school, or personal email

robert.ing@elawnswood.co.uk

Microsoft

robert.ing@elawnswood.co.uk

Enter password

●●●●●|

Enter Password

Libraries

Click LIBRARIES (at the bottom of the page)

11:00 Tue 10 Mar   22%
Shared Libraries
Q All Libraries
Frequent
L LawnCloud   >

Click LAWNCLOUD

T

Click T

11:00 Tue 10 Mar   22%
< Back   **T**   +   Q
          Lawnswood School
Name ↑   Date   Size   Sharing
Admin   Yesterday 102.5 MB Shared ...
Faculties   4 Mar   5.82 GB   Shared ...
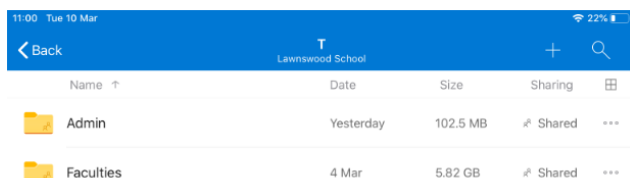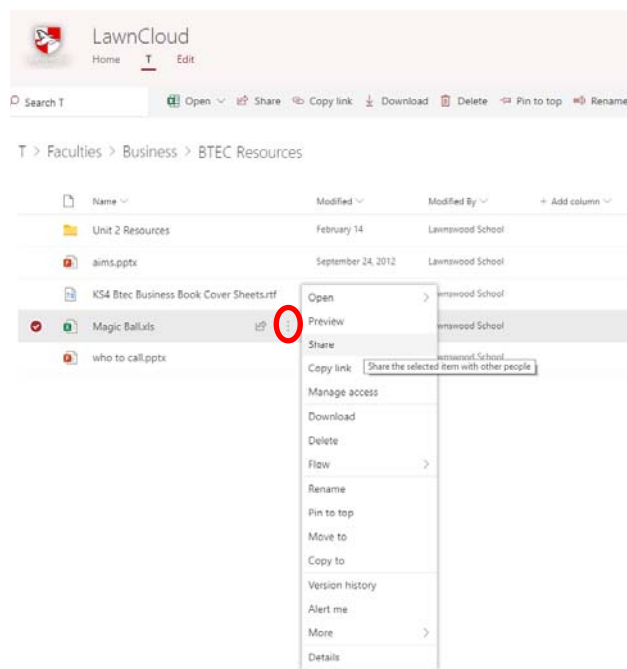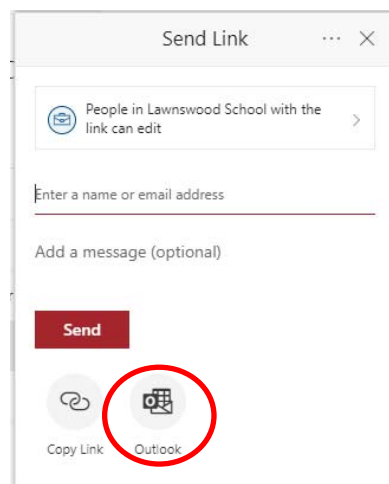
Use your files :)

Attaching a file in an email from LawnCloud

Step One: Log into LawnCloud and find the item you would like to share.

Step Two: Click the 3 little dots after the file name and click share.

Step Three: Once this popup box has appeared, Click Outlook

Step Four: This will then open the outlook online, with a new email and the link to the file you are wanting to share.

IMPORTANT INFORMATION:

Using this method you can ONLY share the document with a member of Lawnswood Staff - this means someone with an @elawnswood.co.uk email address.

If you would like to share something from LawnCloud to someone external (not to a @elawnswood.co.uk address) or someone who doesn't have access to the area you are wanting them to see. You will need follow the next page.

Sharing a file from LAWNCLOUD with someone external

To send a file from LawnCloud to somebody external (Not in Lawnswood) these are the steps you will need to take.

Step one: Locate the file/folder you would like to send to someone.

Step two: Click the 3 dots and click download (this will download the files from LawnCloud onto your PC)

Select Download from the list

Select the 3 little dots to get the menu up
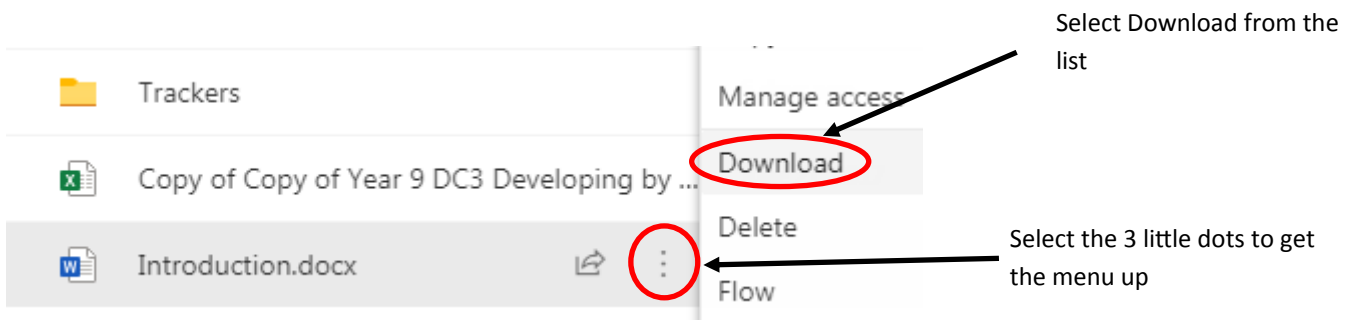
Step three: Locate to the downloaded file. This will be on your Computer, located in the downloads.

Or at school it will be saved in U:\Downloads

Step four: Create an email, to the person you would like to send the files to. At the bottom click the paper clip to attach the files. Locate to the file in one of the two places above. Find the file and attach it.
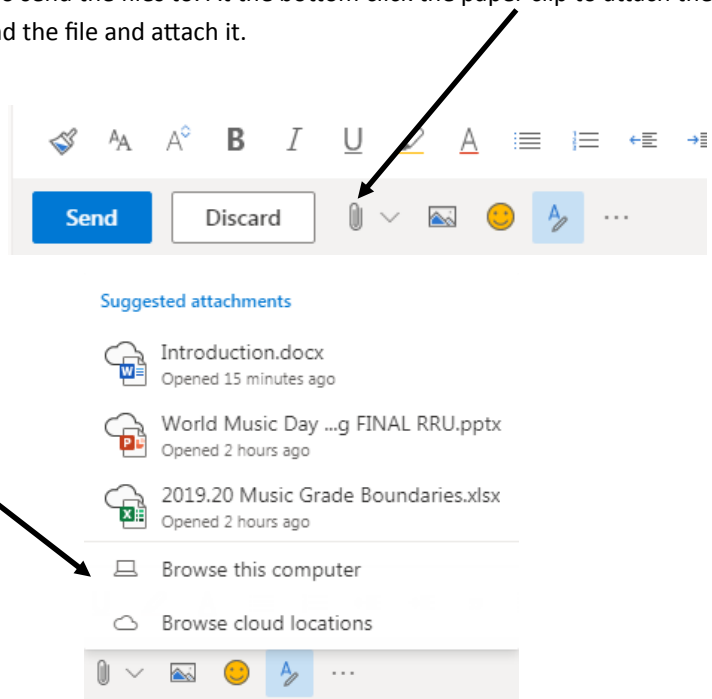
Step five: Select browse this computer.

Step six: Locate to the download area and select the file you would like to send, and select open.