

## What do you get with Microsoft 365?

The Welsh Government is funding licences for all learners and teachers in state schools in Wales. This guide explains what you get with Microsoft 365 and how the different apps and tools can help learners, teachers, parents and school leaders.



**The most powerful business software in the world.** Now FREE to download on up to 15 personal devices, via Hwb. Professional versions of Word, PowerPoint and Excel which are always up to date, plus the Office apps for your iOS and Android devices.

- ✔ Saves you money.
- ✔ Familiar, powerful software.
- ✔ Simple to install.



**A digital notebook for teachers and learners,** organised into sections and pages. OneNote keeps all your notes across all your devices and lets you insert text, handwriting, audio, pictures and links.

- ✔ Accessibility and learning tools.
- ✔ Set up shared notebooks for your classes.
- ✔ Easily give digital feedback to learners.



**Minecraft: Education Edition** is an open-world game that promotes creativity, collaboration and problem-solving in an immersive environment where the only limit is your imagination.

- ✔ Fun, games based learning.
- ✔ Secure online environment.
- ✔ Encourages creativity and innovation.



**A secure digital hub** for collaboration, classes and meetings. Set up Teams and channels to share files and work together from any device. Online chat available to staff in groups or one-to-one.

- ✔ Online spaces for sharing files.
- ✔ Set tasks and homework.
- ✔ Collaborate with other schools.



**Your personal file store** that gives you free online storage and access from anywhere. Store, share and sync files easily between home and school. Keeps your work secure and backed up automatically.

- ✔ Start work on one device and finish it on another.
- ✔ Automatically saves as you work.
- ✔ Share files with anyone you want.



Windows 10

**Windows 10** is the latest Operating System from Microsoft, that can be installed on your school computers. It is more secure than Windows 7 and provides a modern environment in which to learn and work.

- ✔ Familiar to pupils and staff.
- ✔ Works on desktops and laptops.
- ✔ Built-in security.



Outlook

**The online version of your email and calendar** available from any device. Never run out of inbox space with a 50Gb mailbox.

Enhanced security controls built in to protect your sensitive data.

- ✔ An All-Wales teacher directory.
- ✔ Save on print costs by switching to electronic mail.
- ✔ Shared calendars.



Forms

**A simple, lightweight tool** that lets you quickly create online forms, quizzes and surveys. Collect responses in real time and view automatic charts to visualize your data.

No more paper forms!

- ✔ Collect data easily and analyse automatically.
- ✔ Easily issue parent surveys and forms.
- ✔ Export results to Excel.



Sway

**A digital storytelling application** that presents ideas on screen in an interactive and intuitive way. Easily embed images, text and video into an online presentation. A simple tool for learners and teachers to create their own content.

- ✔ Great for school newsletters.
- ✔ Web-based alternative to Powerpoint.
- ✔ Easy to use.



Planner

**An online, shared to-do list** that allows you to create plans, organise and assign tasks. A simple project management app that integrates with Office 365.

- ✔ Create and share work plans.
- ✔ Organise and assign tasks.
- ✔ Track progress towards goals.

To download **FREE** copies of Microsoft Office and Minecraft: Education Edition at home, staff and learners just need to visit [hwb.gov.wales/microsoft](http://hwb.gov.wales/microsoft) and follow our simple guide.