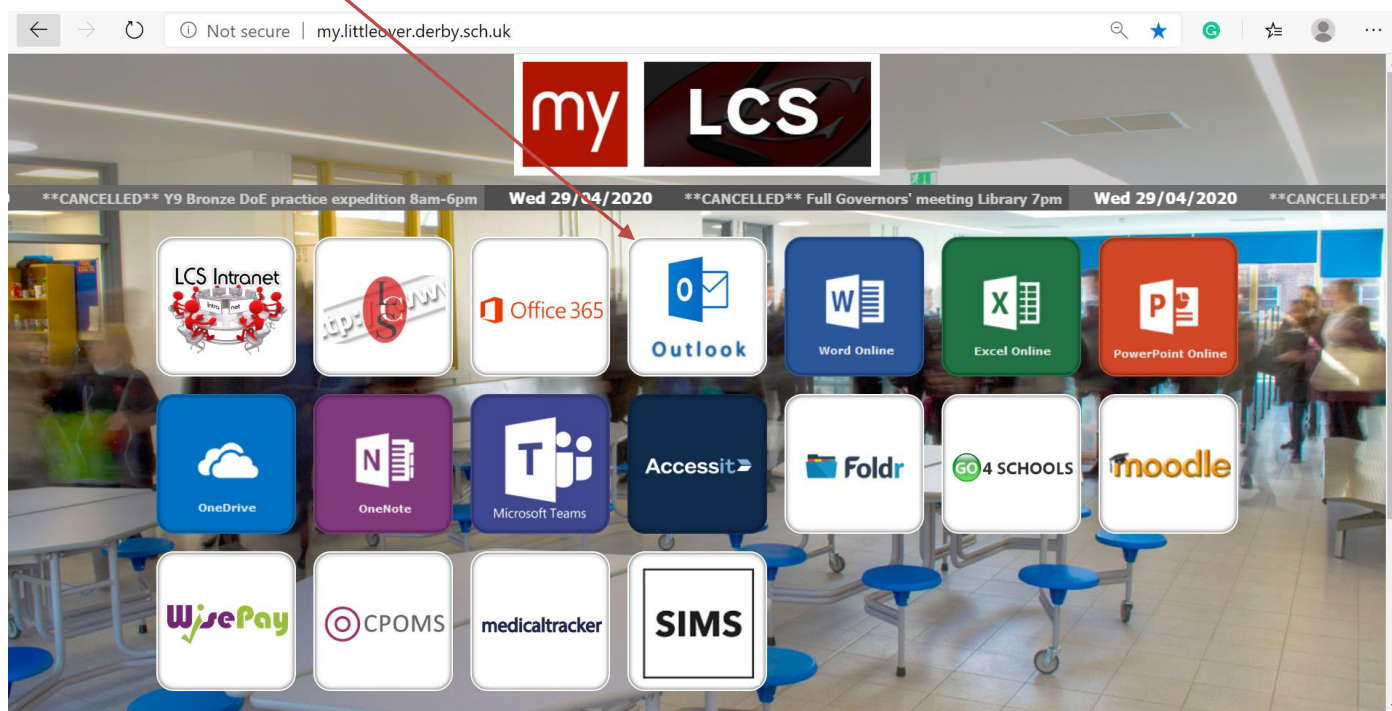


Creating a Shared Excel document

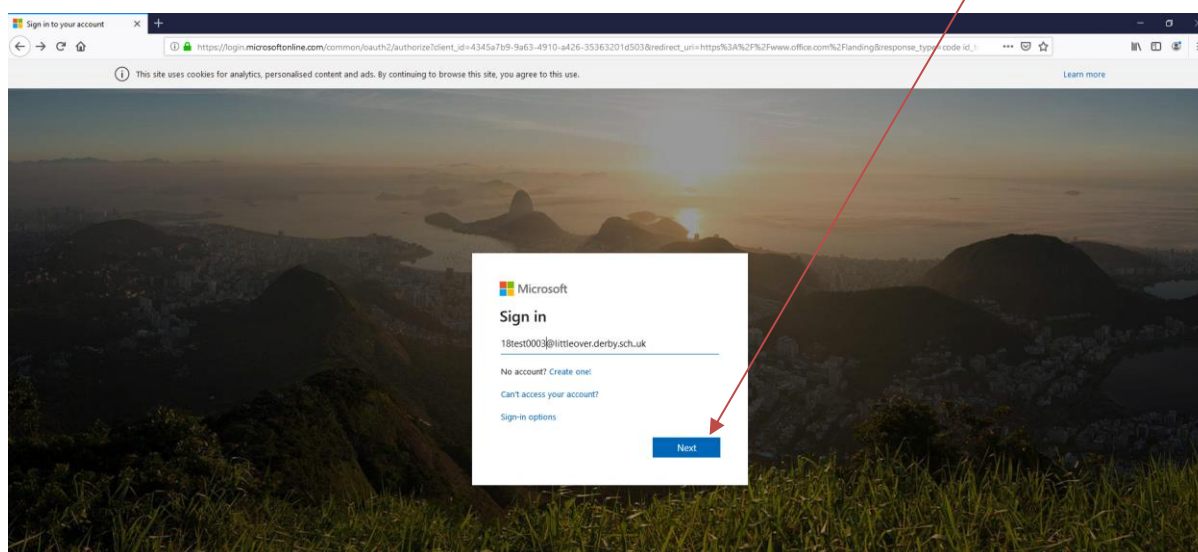
Instructions

Creating a Shared Excel document

You can create a shared Excel Workbook by going to my.littleover.derby.sch.uk through your internet browser and clicking on the **Office 365** tile.

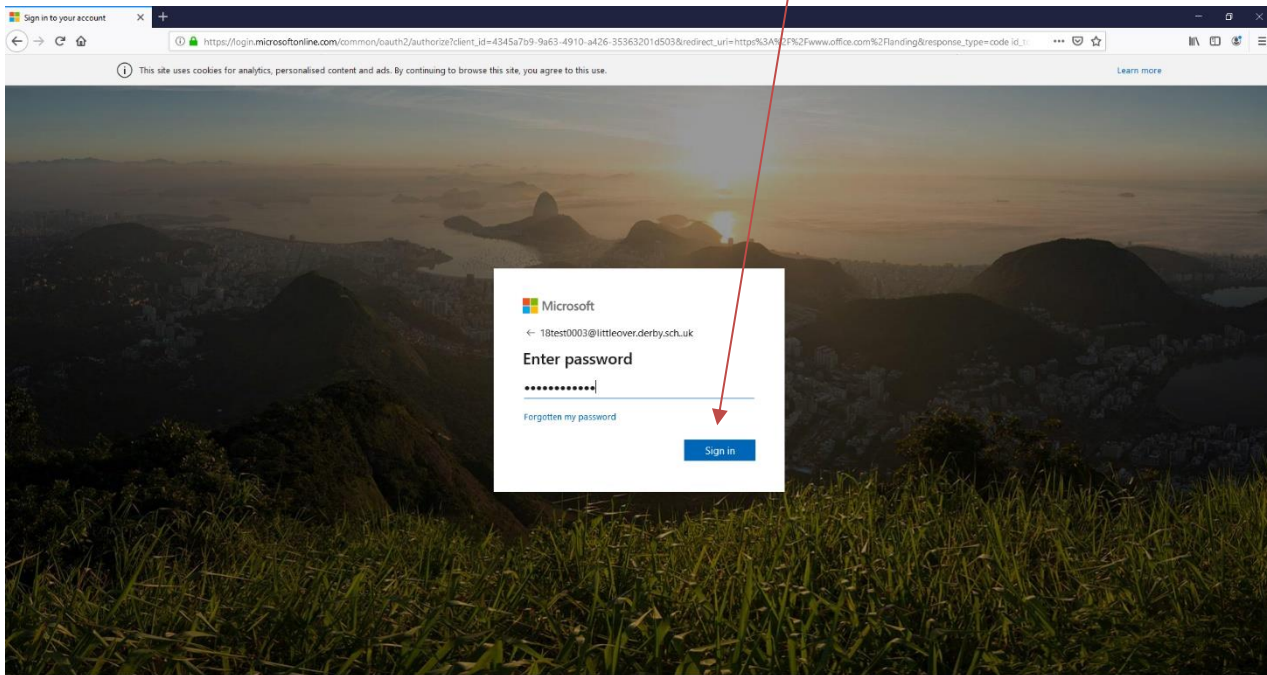


Once the page loads you will need to enter your school email address and click **next**.

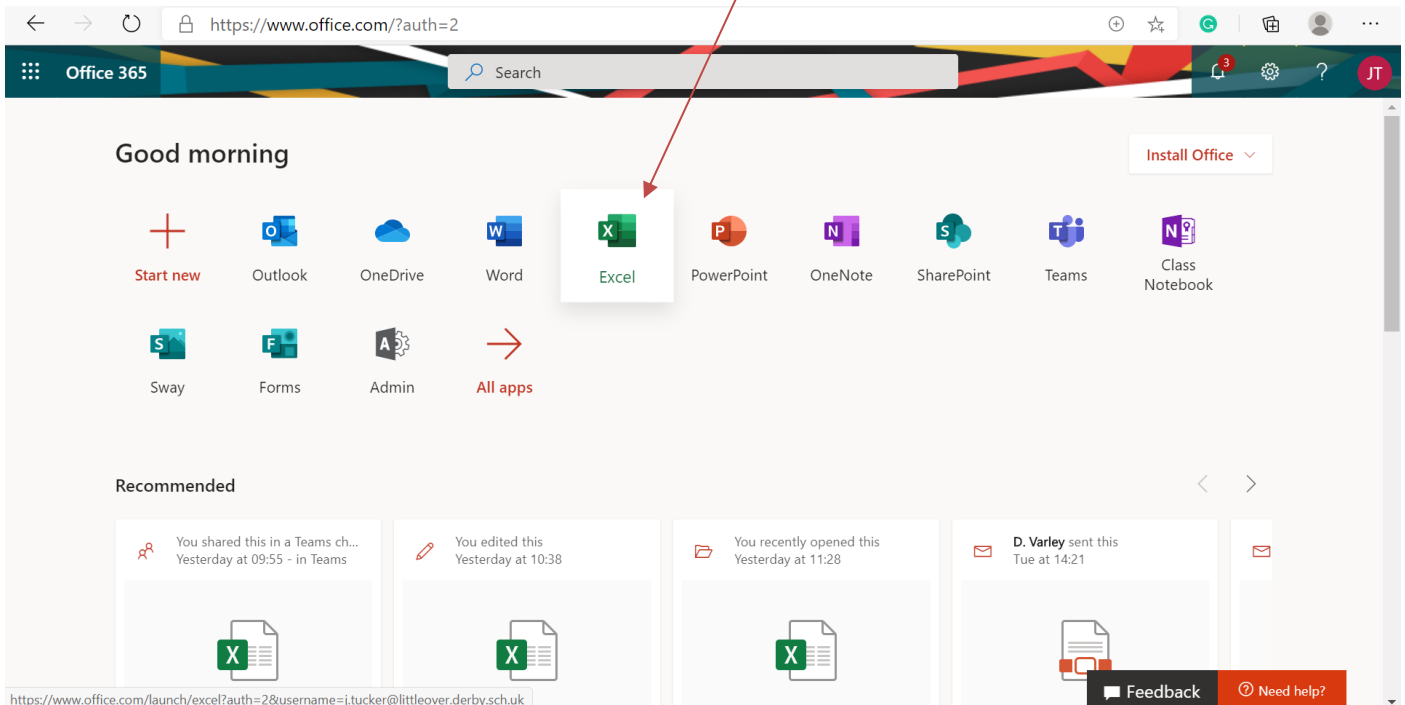


CREATING A SHARED EXCEL DOCUMENT

After doing this you will need to enter your password and click **Sign In**. This is the same password you use to sign in to the school computers.

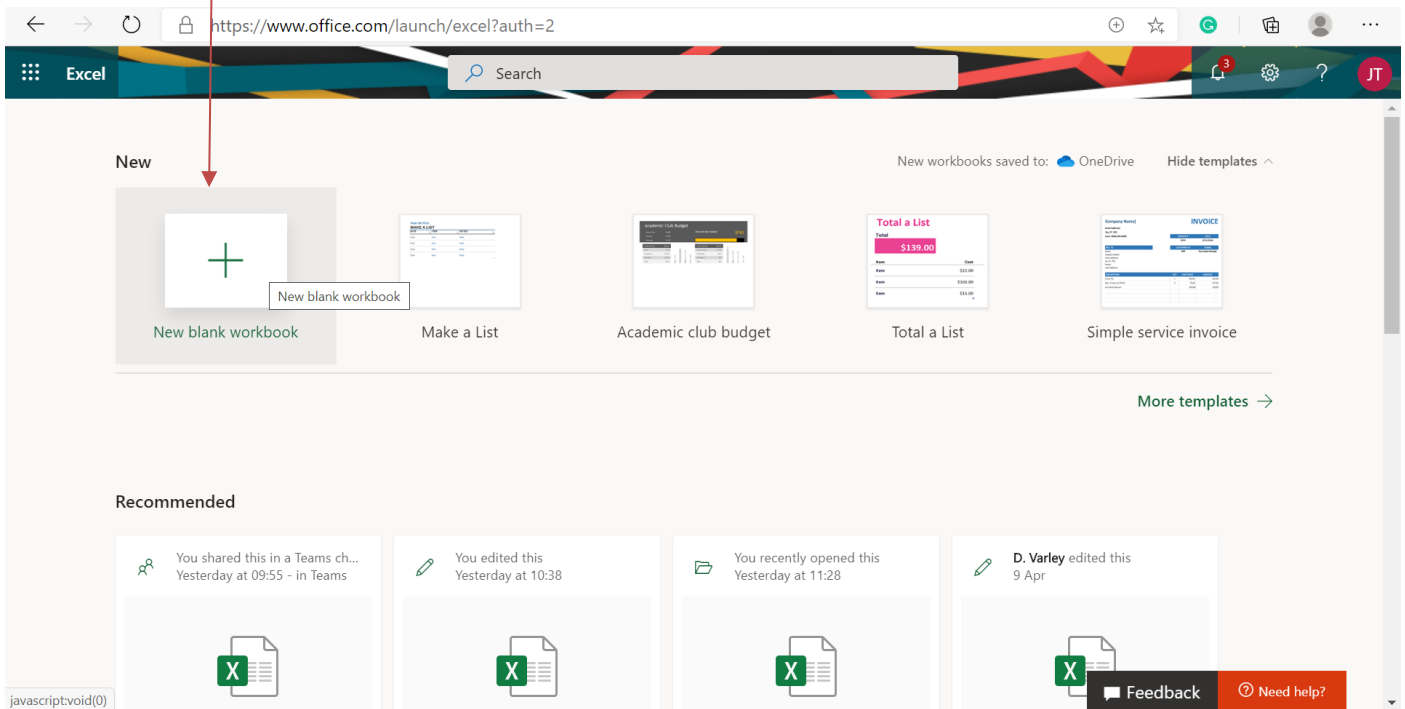


You will then be taken to the Office 365 portal. Click on the **Excel** icon.

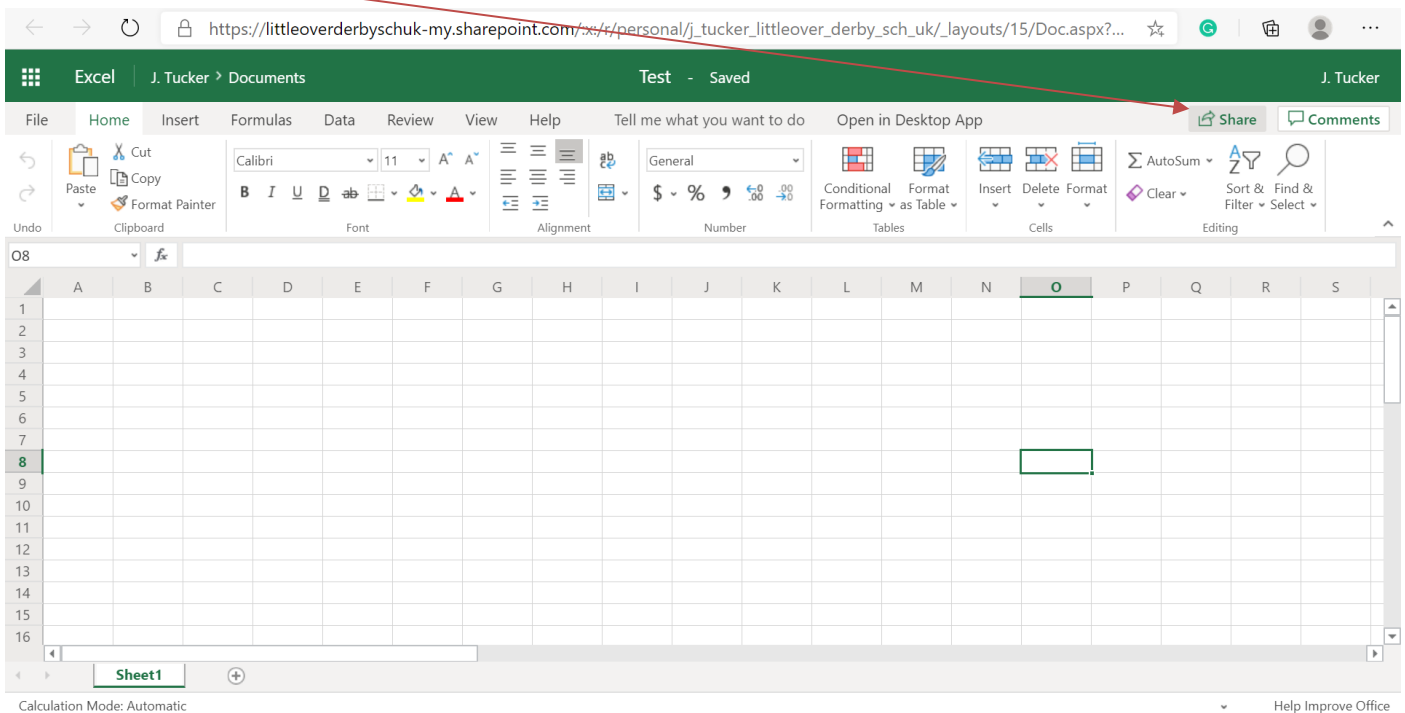


CREATING A SHARED EXCEL DOCUMENT

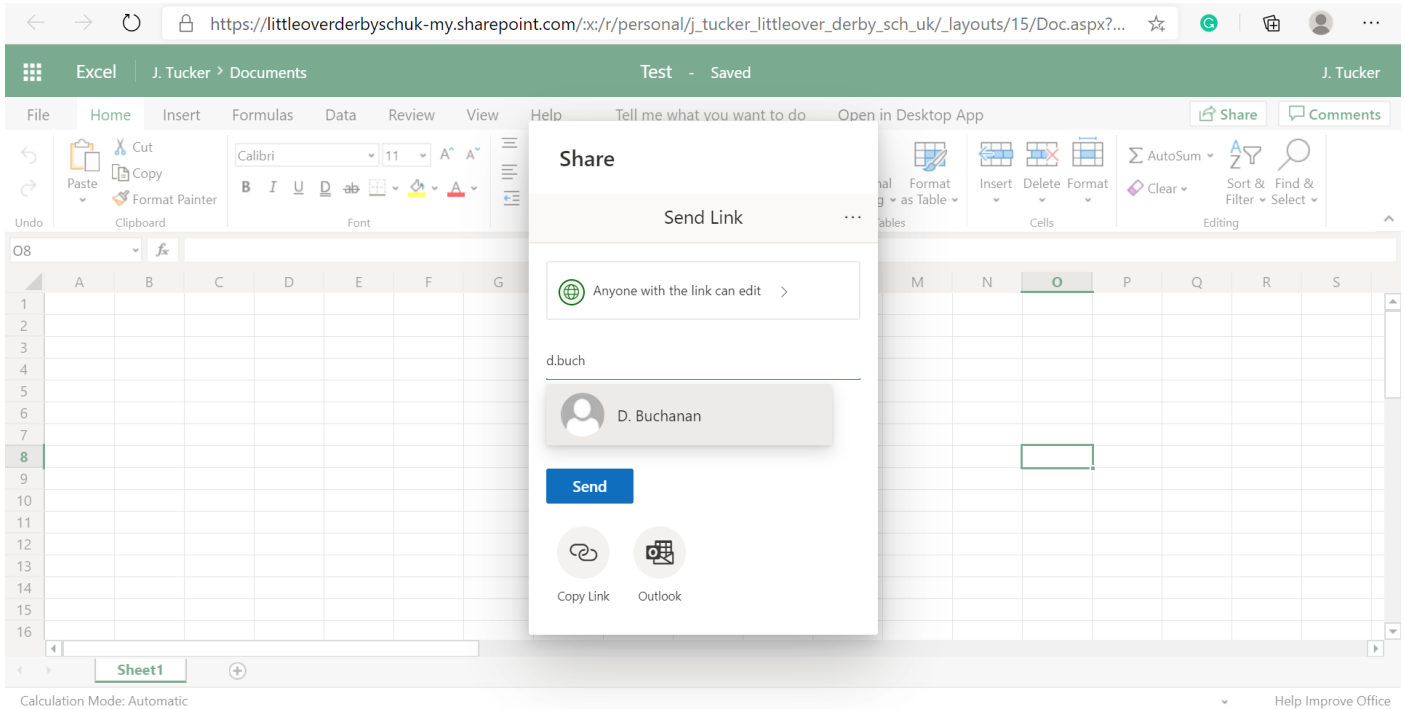
Click **New blank workbook**. This will then create the document saved in your OneDrive.



Select the **Share** button.

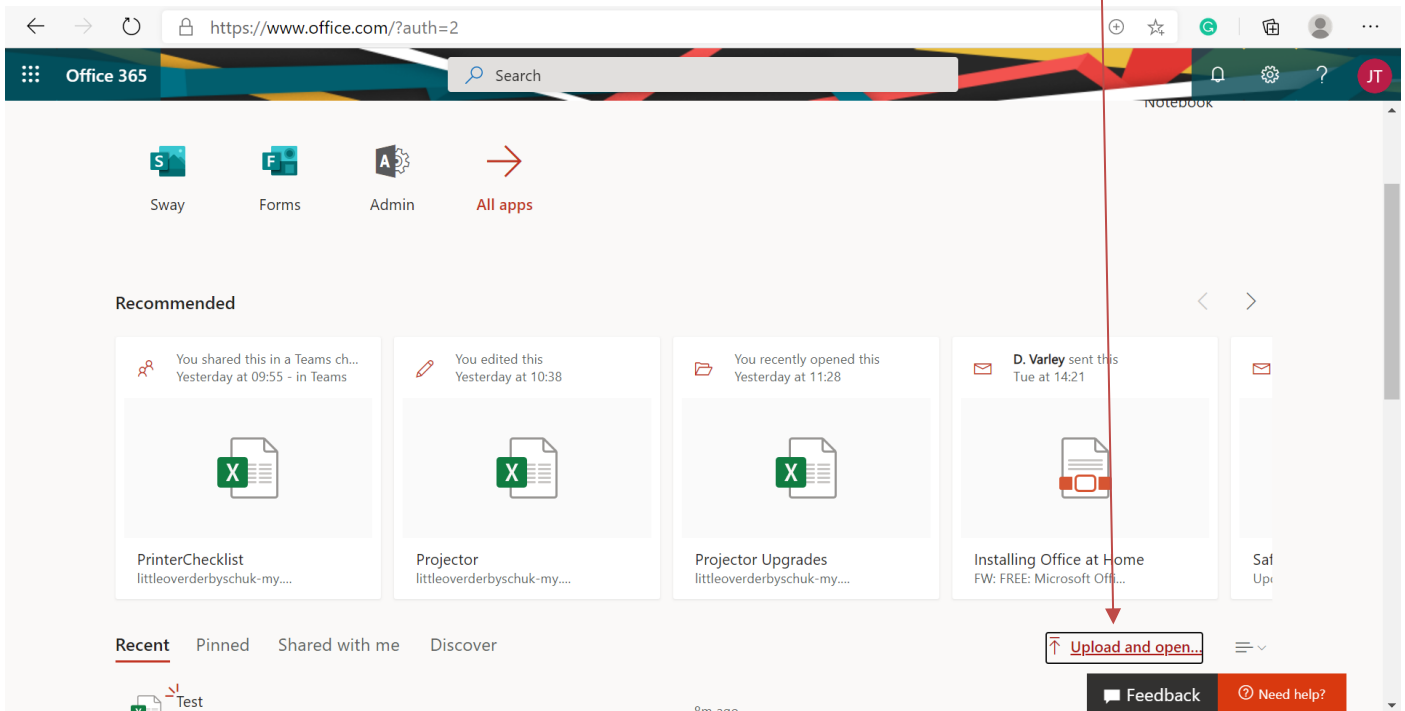


Start to type the people you wish to share the document with and click **Send**. Everyone who you have shared the workbook with will now be able to edit the Excel Workbook.

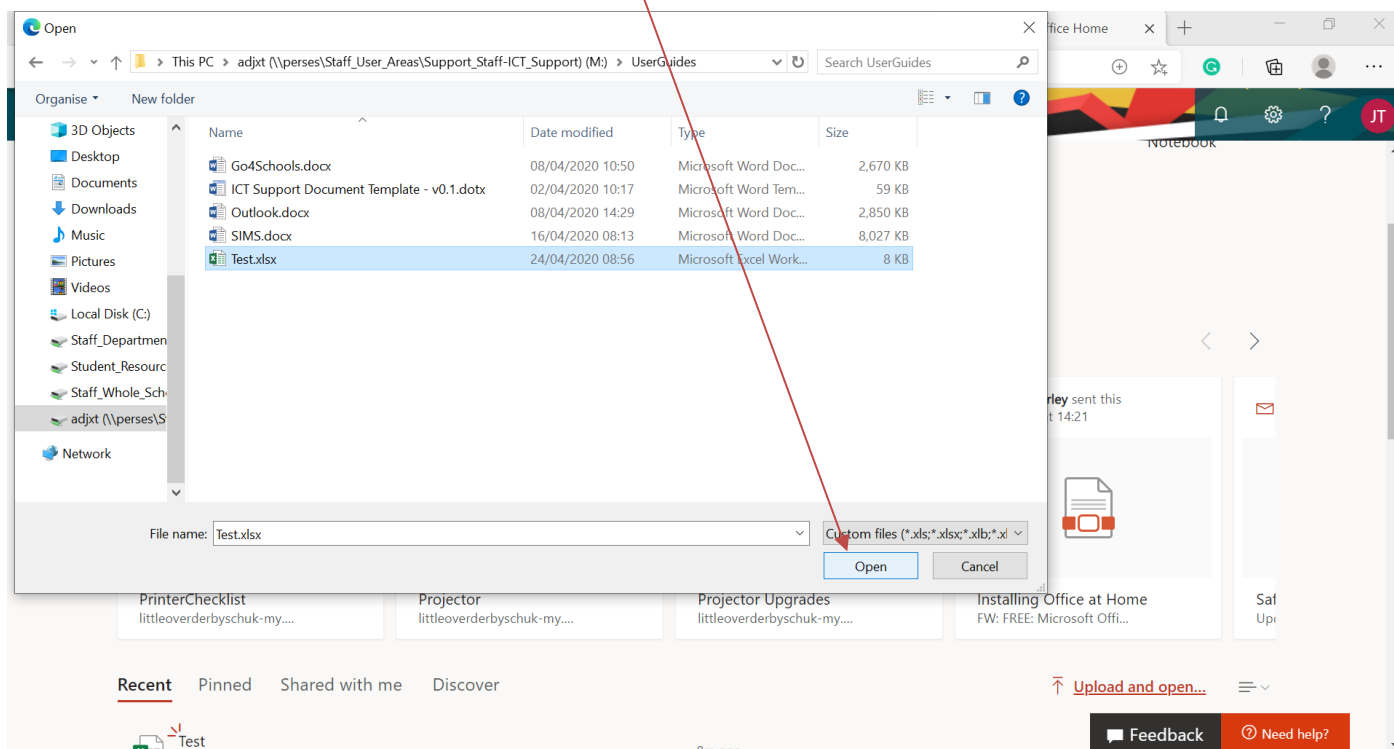


Uploading and sharing an existing Excel Document

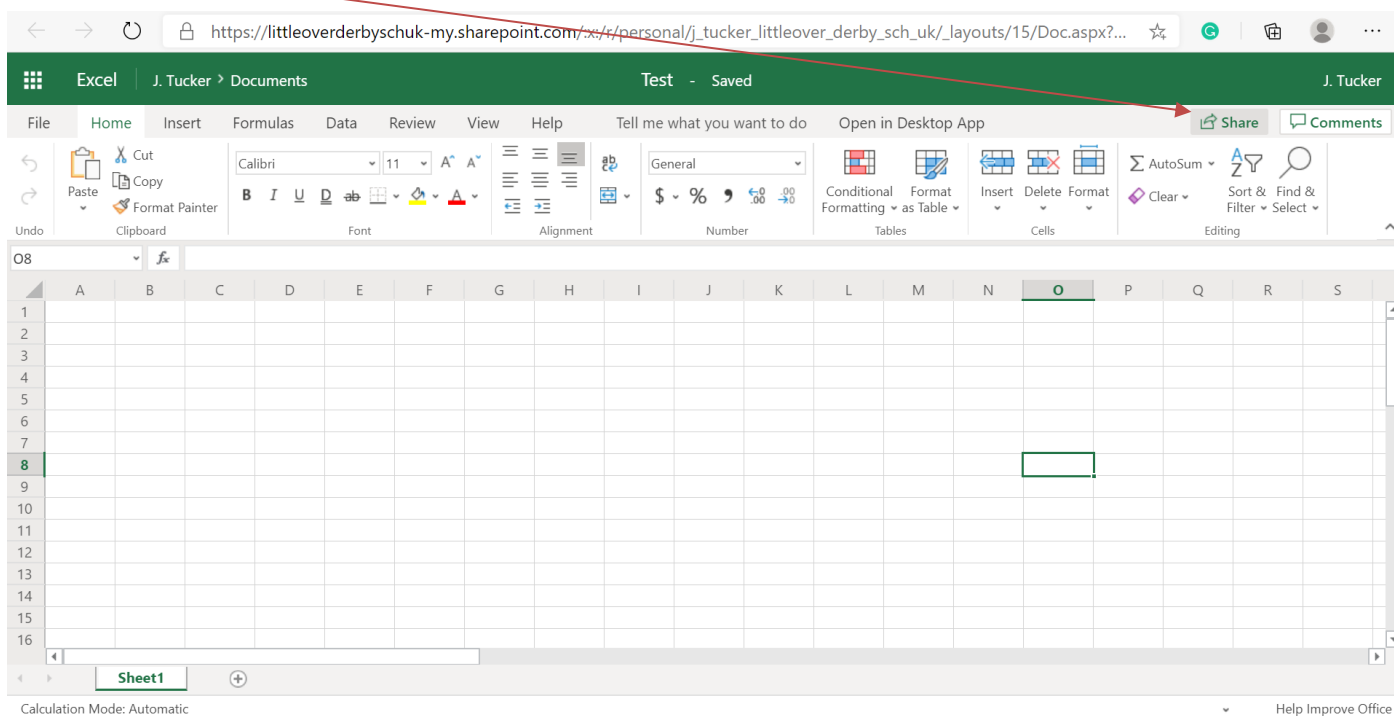
Firstly, sign in to Office 365 as mentioned earlier in the instructions and click on **Upload and Open**.



Select the existing file you have created and click **Open**.



Select the **Share** button.



CREATING A SHARED EXCEL DOCUMENT

Start to type the people you wish to share the document with and click **Send**. Everyone who you have shared the workbook with will now be able to edit the document.

