

# Working without the internet

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## Glossary

**Microsoft 365 and Office 365:** this is essentially the same thing and both names are used for the applications in this guide. It is the package of apps such as Teams, Word, Excel, Outlook, etc.

**Application:** the different programmes within O365 are called applications, e.g. Outlook, Word, PowerPoint, Teams. Often these are called **Apps** for short.

**Online/offline:** whether you are connected to the internet or not.

**Device:** whatever you are using to access your work on – desktop PC, laptop or smartphone.

**Cloud:** in simple terms, the Cloud is the internet. It's all of the things you can access remotely over the Internet, such as data and programmes. When something is in the Cloud, it means it's stored on special internet computers ('servers') instead of just on your device.

**OneDrive:** this is Microsoft's own storage in the Cloud. It works in the background of Office 365 and is your personal storage space. It is secure and cannot be accessed by others.

**Icon:** the 'logos' of the different applications (e.g. Word is a blue W, Excel is a green E, OneDrive is a blue cloud) or web browsers (e.g. Chrome is a coloured circle)

**Web browser:** this is just what you use to get onto the internet, such as Google Chrome, Internet Explorer or Microsoft Edge.

**Desktop apps:** applications that are available on your laptop/computer by clicking onto the icon. They may be on your bottom taskbar, or in your Start menu in bottom left of your screen. You don't have to be online to see and access them.

**File Explorer:** the 'folder' icon that displays along your bottom taskbar; the one you have been using to find your documents, downloads, pictures and desktop.

**Uploading:** means data is being sent from your computer **to** the Internet. For example, when you move a document from your desktop into your OneDrive, that is uploading because you are moving it to the Cloud.

**Downloading:** means your computer is receiving data **from** the Internet. For example, if you want a document from a website, you can download it to your desktop.

**Windows Key:** this is a bottom-left key on your keyboard with the Windows icon on it.

**Hard drive:** this is what stores your digital things on your device; your documents, pictures, music, videos, programs and operating system.

## Microsoft 365

### **Do you know that Office 365 is set up for you to be able to work even when you can't access the internet?**

You have to connect to the internet every 30 days to maintain your subscription; Office 365 tells you when it's time to connect.

There are two versions of MS365:

- ❖ Desktop
- ❖ Online (also known as Web or 'on the web')

#### Desktop

The desktop versions of Office 365 applications are locally installed on your computer. These are the Microsoft icons - Word, Excel, Outlook, etc - you are used to seeing along the bottom of your screen or in your Start menu.

#### Web/Online

Office 365 Online lets you view and edit in a web browser (a browser is just how you open the internet). The web versions of Outlook, OneDrive, Word, Excel, etc are accessed by signing into office.com through a web browser instead of opening, say, Word from its W icon on your desktop.

#### **Differences between the two versions:**

The big difference between web and desktop is that Office 365 Online/Web does not offer offline access so cannot be used when you are not on the internet; whereas Desktop apps are loaded onto your device for you to access even when there is no internet.

## OneDrive

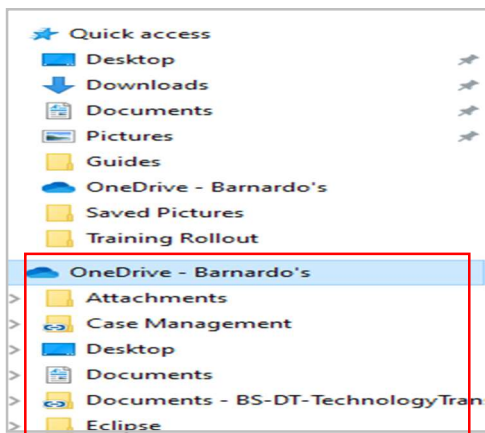
Guides for using OneDrive, both desktop and web/online versions, are on Inside Barnardo's on the Microsoft 365 Training and Guidance page.

<https://inside.barnardos.org.uk/onedrive-training-and-guidance>

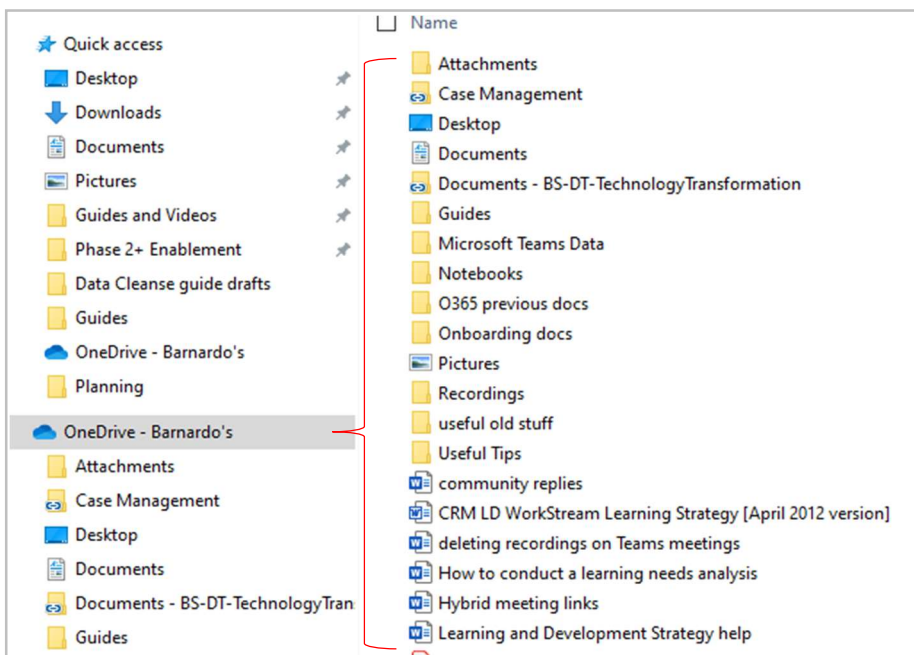
OneDrive is your personal and private storage based in the Cloud. Unless you deliberately share a document with others, nobody can see any of your documents on OneDrive. OneDrive is your storage space for your own documents and for anything you want to collaborate on or share with others but does not replace Content Server for service user recording.

OneDrive on your desktop is all done via File Explorer. This is the icon that looks like a folder along the bottom of your screen but also can be found by pressing the Windows key plus E.

You can find your OneDrive site in the list on the left of your File Explorer window. Any folders you have in your OneDrive will display underneath the OneDrive site – there will be some automatically there, such as Documents and Desktop.



Once you have found your OneDrive as above, as with any of your folders in File Explorer, when you click on 'OneDrive – Barnardo's', your documents and folders will appear to the right for you to choose which you want to view.



You then right-click a document or folder to see the commands you can choose. It allows you to:







- quickly access your saved documents
- open, work on and save a document
- share a document/folder straight from OneDrive desktop
- manage access and sharing permissions for documents
- choose settings which give you access to a document/folder offline

## Icons on OneDrive desktop

On the desktop version of OneDrive, there are icons against each of the files/folders. For example, you can see below that there are different types of icons showing against these folders and files.



What do the icons mean?

-  A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online 'in the Cloud'. Online-only files don't take up any space on your computer. You can open these files when your device is connected to the internet but not when you are offline.
-  A green tick means when you open an online-only file, it downloads to your device and becomes a 'locally available' file. You can open a locally available file anytime, even without internet access. If you need more space, you can change the file back to online only; just right-click the file and select "free up space." A cloud icon will then appear instead of the green tick.
-  A white tick indicates files that you have marked as "Always keep on this device". These 'always available' files download to your device and take up space, but they're always there for you even when you're offline. For example, your Desktop is always available.
-  The circular arrows over the OneDrive icons signify that sync is in progress. A sync means that your computer is making sure OneDrive desktop matches OneDrive Online. This includes when you are uploading files, or OneDrive is syncing new things from the Cloud to your PC.
-  If you see a 'person' icon next to your files or folders, this indicates the file/folder has been shared.
-  If you see a green checkmark and a person icon next to your files or folders, this indicates the file/folder has been shared and is locally available.

## Working offline

With OneDrive, you can sync files between your computer and the Cloud so you can get to your files from any device you work on - your computer, your mobile, your tablet. If you add, change, or delete a file in your OneDrive desktop, the file is added, changed, or deleted on the OneDrive website and vice versa.

You can work on your files directly in File Explorer and access them even when you're offline. Whenever you're online, any changes that you or others make will automatically sync to match up.

Normally, Office 365 automatically saves your documents to OneDrive via the Cloud.

However, if you plan on working offline you obviously won't be in the Cloud but you can overcome this by making sure your computer is synced with OneDrive before you take it offline. When you sync the computer, documents stored on OneDrive get saved to your device's hard drive so you can access them whilst working offline. The next time you connect to the internet, any documents you edited or created while offline will automatically upload to OneDrive to keep all the documents up to date.

## Making your documents accessible offline

If you need to work in a location without an internet connection, make sure to download and/or open the documents you want on your device **before you go offline**.

You can do this by:

- changing your document icon to the green tick by simply opening the document (so it becomes a locally available file) **OR**
- right clicking and choosing 'always keep on this device' to produce the white tick icon.

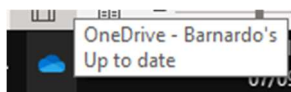
If you regularly work offline and need access to a particular document each time, the 2nd option is best. This means it will always be there offline and you don't have to change it each time. However, remember that you don't really want all of your files doing this because you could run out of space on your computer.

## How to sync:

Look for the blue cloud icon in bottom right of your device's taskbar. This is your OneDrive.



If you hover over the cloud, it will tell you if OneDrive is synced and up to date.



**Note:** If it doesn't say this, take a look on this Microsoft page for guidance on how to log in and set up OneDrive to sync.

<https://support.microsoft.com/en-us/office/sync-files-with-onedrive-in-windows-615391c4-2bd3-4aae-a42a-858262e42a49>

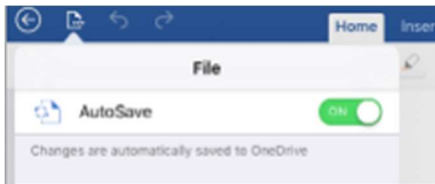
## What you can do offline

- **Create a file:** you can create a blank document, workbook or presentation when offline. However, to access the templates suggested on Word, Excel and PowerPoint, you'd need to be connected to the internet but could then save it and work on it offline.
- **Open a file:** you can open files stored on your device. To work on a file on OneDrive, you'll need to have opened the file online at least once. You can work on it offline after you have opened it.
- **Save a file:** you can save a file on your hard drive when offline. If you downloaded the file from an online location, such as SharePoint or OneDrive, your latest changes will be automatically synchronised when you are next online. If you make further changes while offline, you'll need to save your changes by tapping File > Save.

### Auto-save:

On desktop Word, Excel and PowerPoint, documents you open will have an Autosave button in top left. The default should be to have Autosave on to make sure your changes are saved in case your laptop loses power or you forget to save manually.

On your iPhone or iPad, you can turn Autosave on/off by tapping File and then sliding the Autosave control.



## Outlook – accessing your emails offline

You can still open your Outlook when you are working without the internet so are able to access your emails and calendar. However, your emails will not be updated with any sent to you whilst you are offline until you connect back to the internet.