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08/04/20

Annwyl Riant / Warchediwad,

Mae pob disgybl bellach yn gallu gosod pecyn llawn Microsoft Office 365 gartref drwy lwyfan HWB. Gall disgyblion lawr lwytho Office 365 ProPlus ar hyd at 5 dyfais personol gan gynnwys PCs, Macs a dyfeisiadau symudol. Mae'r meddalwedd yn galluogi disgyblion i ddefnyddio'r fersiynau llawn o Microsoft Word, Excel, PowerPoint a mwy heb unrhyw gost.

Canllawiau gosod y meddalwedd:

1. Mewngofnodwch i Hwb ac ewch i **Office 365**
2. Cliciwch ar y gwymplen **Install Office** (yng nghornel dde uchaf y dudalen)
3. Cliciwch **Install software**
4. O dan **My installs**, cliciwch **Install Office**
5. Dilynwch y cyfarwyddiadau ar y sgrin (gall gymryd amser i'w osod yn dibynnu ar gyflymder y cysylltiad â'r rhyngwyd).
6. Pan fyddwch wedi'i osod, agorwch ap fel Word a darllenwch a derbyn "Y print mân".
7. Bydd ffenestr naid yn ymddangos ac yn gofyn i chi ddewis **Default File Type**.
Dewiswch **Office Open XML formats** > Cliciwch **OK**.
8. Cliciwch **Sign in to get the most out of Office** (yng nghornel dde uchaf y dudalen) a rhwch eich enw defnyddiwr a'ch cyfrinair ar gyfer Hwb. Bydd hyn yn cysylltu'r gwasanaethau ychwanegol â'r gosodiad Office, fel OneDrive.
9. Os ydych chi'n defnyddio Windows 10, mae'n rhaid i chi dderbyn y neges sy'n ymddangos. Efallai y byddwch yn dymuno tynnu'r tic ar **Allow my organization to manage my device** a dewis **This app only**.

Os oes gennych unrhyw gwestiynau ynglŷn â gosod y feddalwedd, peidiwch ag oedi cyn cysylltu â'r ysgol.

Yn ddiffuant,

Nerys Vaughan (Pennaeth Cynorthwyol)



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Pennaeth : Mr Simon Davies



BUDDSODDWR
MEWN POBL

Aur



08/04/29

Dear Parent / Guardian,

All pupils are now able to install the full Microsoft Office 365 package at home through the Hwb platform. Pupils can download Office 365 ProPlus on up to 5 personal devices including PCs, Macs and mobile devices. The software enables pupils to use the full versions of Microsoft Word, Excel, PowerPoint and more without any cost.

Installation Guide:

1. Log in to Hwb and navigate to **Office 365**.
2. Click on the **Install Office** dropdown (in the top right hand corner).
3. Click **Install software**.
4. Under **My installs**, click **Install Office**.
5. Follow the on-screen instructions (installation can take a while depending on the Internet connection speed).
6. Once installed, open an app such as Word and read and accept "The fine print".
7. A pop up will appear asking you to select a **Default File Type**. Select **Office Open XML formats** > Click **OK**.
8. Click **Sign in to get the most out of Office** (in the top right hand corner) and enter your Hwb username and password. This will connect the additional services to the Office installation, such as OneDrive.
9. If using Windows 10, accept the prompt. You may wish to un-tick **Allow my organization to manage my device** and select **This app only**.

If you have any questions regarding installation of the software please don't hesitate to contact the school.

Yours sincerely,

Nerys Vaughan

Assistant Head



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