Microsoft Office 365 Sway Setup

Microsoft Sway is an online app in Microsoft 365 that makes it easy to create and share interactive reports, storylines, presentations, newsletters, and more.

Microsoft Sway takes care of the formatting, design, and layout of your content with its built-in design engine, meaning you are no longer limited to choosing from pre-designed templates, giving your creations a unique look and feel for your school. You can add your own text and pictures, or import content from other sources, then watch Sway do the rest.

Interactive content such as Microsoft Forms or videos of school activity can be embedded helping your school drive parental engagement.

Finished Sways are easy to share with Staff, Parents, Governors, and Pupils, without signing up, signing in, or downloading anything, giving users the ability to scroll through the content at their own pace. It allows you to send the Microsoft Sway link in multiple formats, i.e., email, text, web-based hyperlink. The finished product can be exported into Word of PDF format.

If you want more control of what you share, privacy settings can be changed to accommodate the necessary requirements. This allows you to decide if others can simply view the content or have the option to edit it, which is helpful for creating a collaborative project where groups of students can work together.

What can be created with Microsoft Sway?
- Reports.
- Presentations.
- Newsletters.
- Storylines.

What are the benefits?

- Visually engaging communication tool.
- Multiple uses and applications across your school.
- Supports parental engagement activity.
- Supports communication with Governors.
- Integration of multiple media formats, including video.
- Less paper consumption contributing to cost-savings.
- Can be used in the classroom as a teaching tool.
- Can be accessed from various types of devices.
- Part of Microsoft Office 365.
- Our consultancy helps school staff familiarise themselves with Sway service and ensure they can tailor it to fit the school's requirements.

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For further information on our services please contact **0300-123-6797**
or email **EducationDigitalServices@Lancashire.gov.uk**

What's included?

As part of our Microsoft Office 365 Sway Setup we will:

- Conduct an initial consultation that will provide you with an estimated timescale and cost. (Depending on your requirements you may need to book separate dates to cover specific features.)
- Setup Sway for staff you have identified to be Sway users.
- Explain how Sway works and provide an overview of the functionality.

What does it cost?

Microsoft Office 365 Consultancy Charges 2024-2025	
Consultancy Type	**Price Ex VAT**
Microsoft Office 365 Sway Setup Remote Consultancy Price Band B - Remote consultancy call	£91.00 per hour
Prices valid from 01 April 2024. Please contact educationdigitalservices@lancashire.gov.uk to arrange a booking	

Additional information

Is anything required before I can use this service?

You will need to:

- have a Microsoft 365 tenancy with Education Digital Services and a reliable internet connection if working remotely.
- Nominated staff users will require a unique identity to have been set up in Microsoft 365 and have a Faculty licence correctly assigned to them in your tenancy.

IMPORTANT:
If your school has taken the Microsoft 365 Devolved Admin option, you will need to ensure a member of staff with Global Administration privileges is available throughout the consultancy.

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How many consultancy hours will be needed for this service?

This consultancy can vary in length, depending on the bespoke requests from each school but this will be discussed with you as part of the initial consultation.

What's excluded?

- Please note this service is designed as a setup service for nominated lead Sway users to start using Sway, it does not provide training for multiple school staff.

- This service is delivered remotely.

- Amendments or new requests for assistance should be commissioned separately.

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