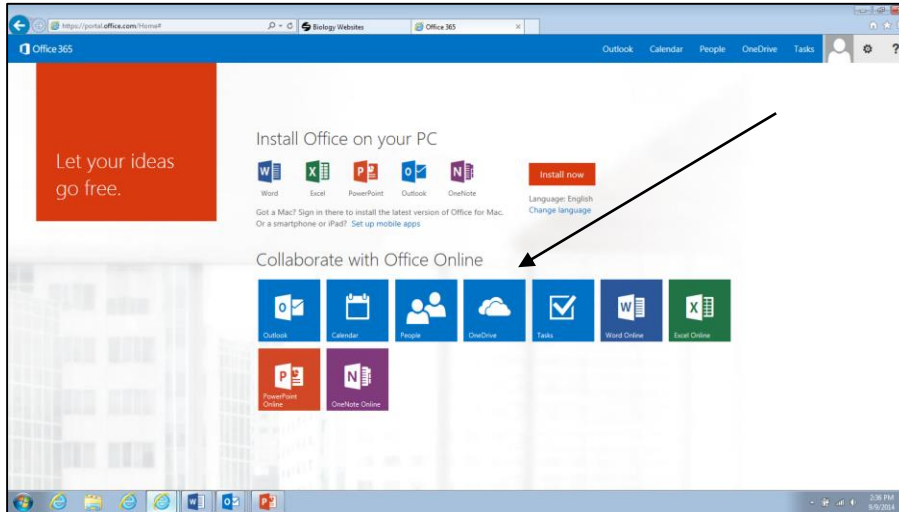


# Using Office 365 Basics

**Students:** Please log on to school computers using your student username and password, then go to <http://portal.office.com>. The login for the office portal is [studentid@psd202.org](mailto:studentid@psd202.org) (example: [123456@psd202.org](mailto:123456@psd202.org)) and the password you normally use to access school computers. It is recommended that Office 365 be accessed and used in this way to assure that student documents will automatically save to the cloud, be available for use at home, and be accessible at home.



## Choose one of the many Office options:

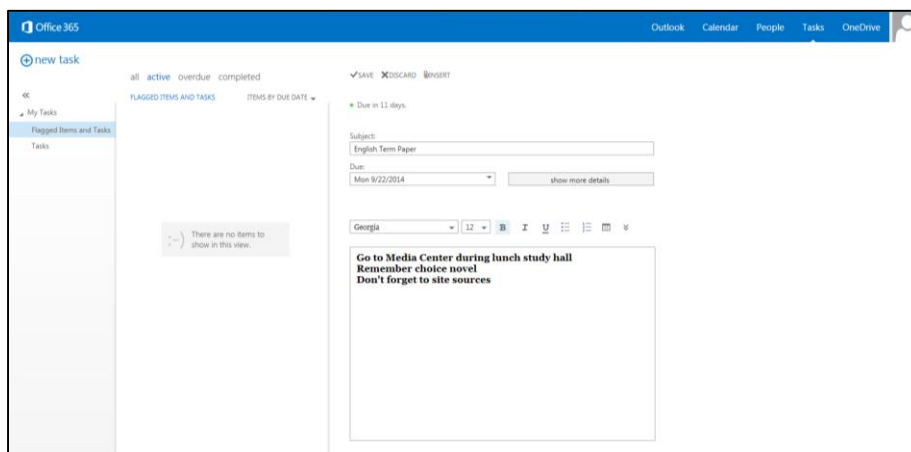
Outlook is email, OneDrive is the place to store, sync and share documents, Word, Excel, PowerPoint and OneNote are office products

When choosing Word, Excel and PowerPoint, the software will open and allow the user to create a document in a “web” version of office.

- All information that is keyed is automatically saved to OneDrive, when logged into the office portal.
- Name the document by clicking the automatic name at the top of the document. For example, a Word document will be called **Document**...click “Document” at the top of the page to rename the document.

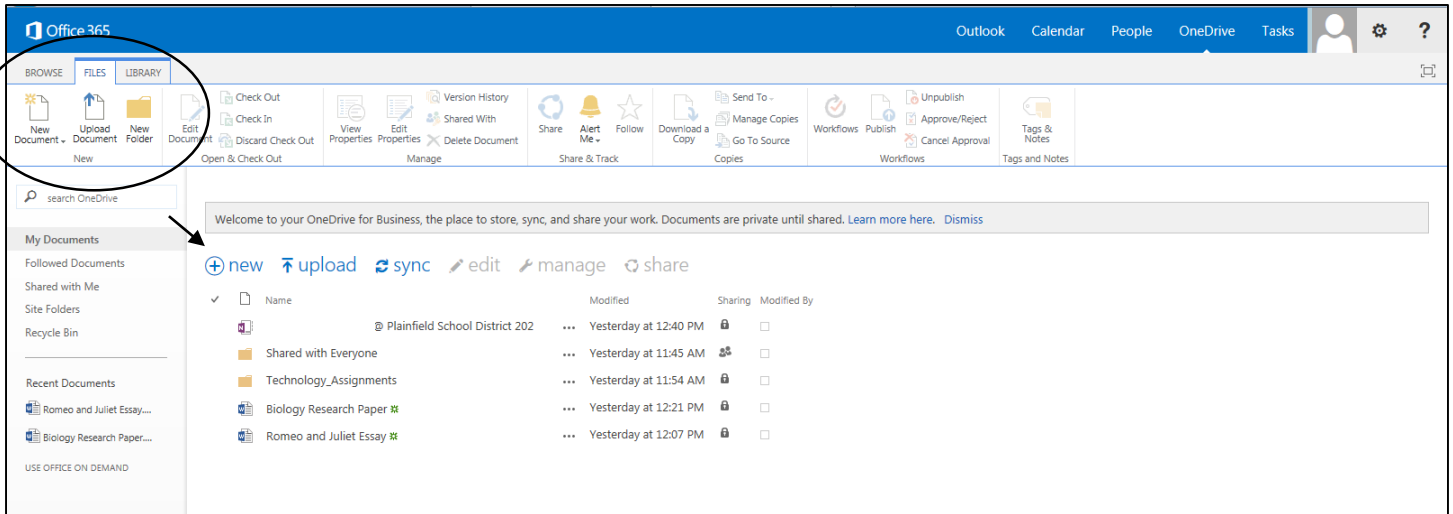
## Tasks

Tasks is an excellent way to remind the student of upcoming assignments that are due



## Creating a new document in Office 365

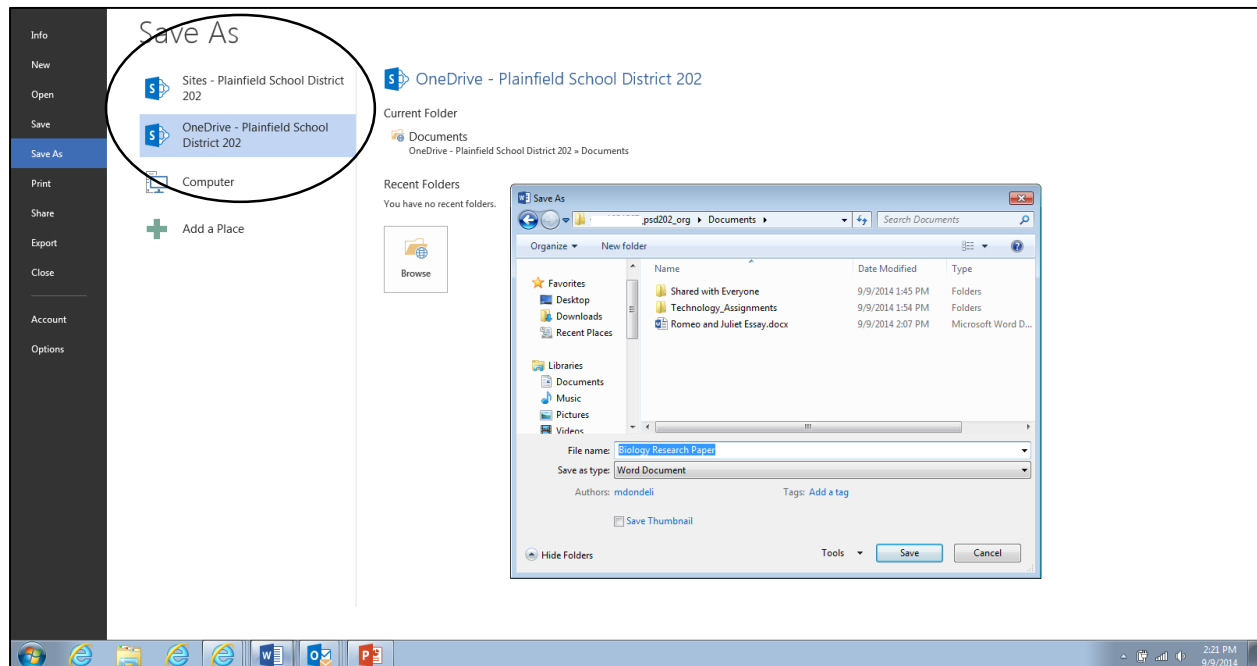
Click on the **File Menu, New Document** or **click below as indicated**. (A folder may be created to organize documents by classes) A blank document will open for use. The user may be prompted to sign in with the student login and password for security purposes.



## Save the document to One Drive

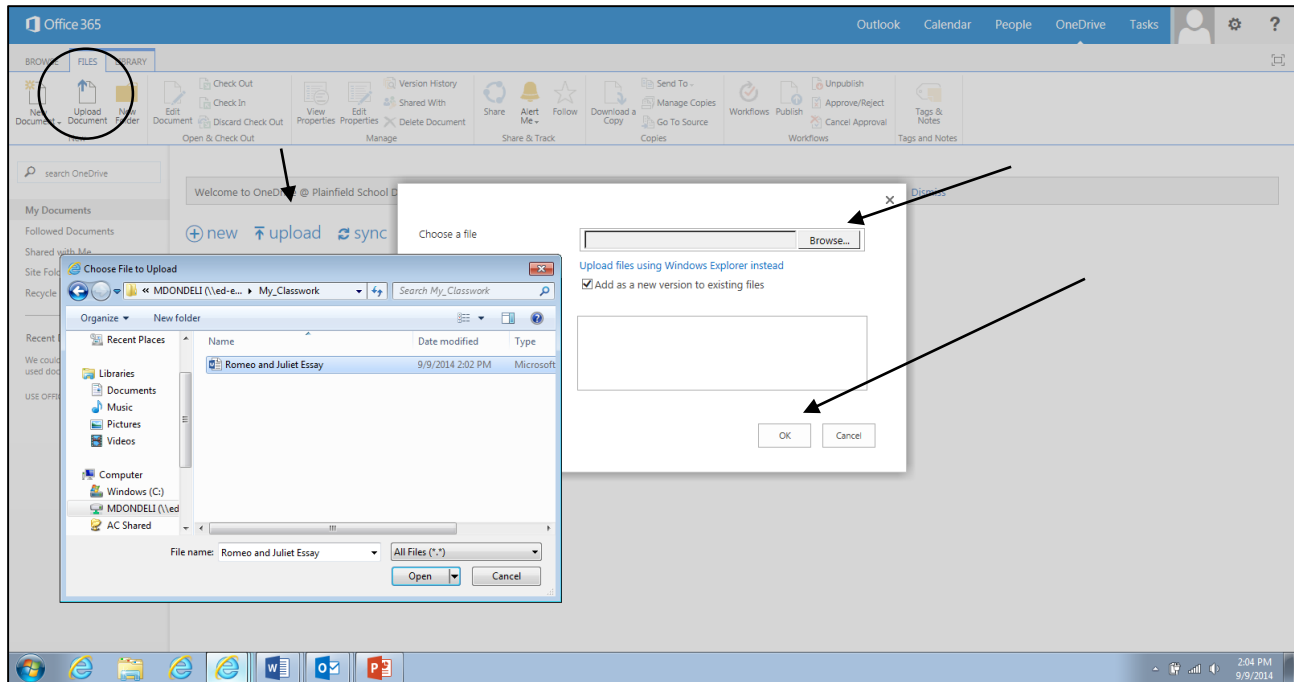
Using the portal, to access web version of office, automatically “saves” the document to OneDrive. There is no **Save** button because this does occur automatically. Using **Save As**, will allow renaming the document, as well as clicking the generic name “Document or Book” at the top and renaming the file.

The user may save the document to the District 202 server, however, it is advised to save it to OneDrive so the document may be assessed from home. Saving to the District 202 server requires choosing **Sites – Plainfield District 202**.



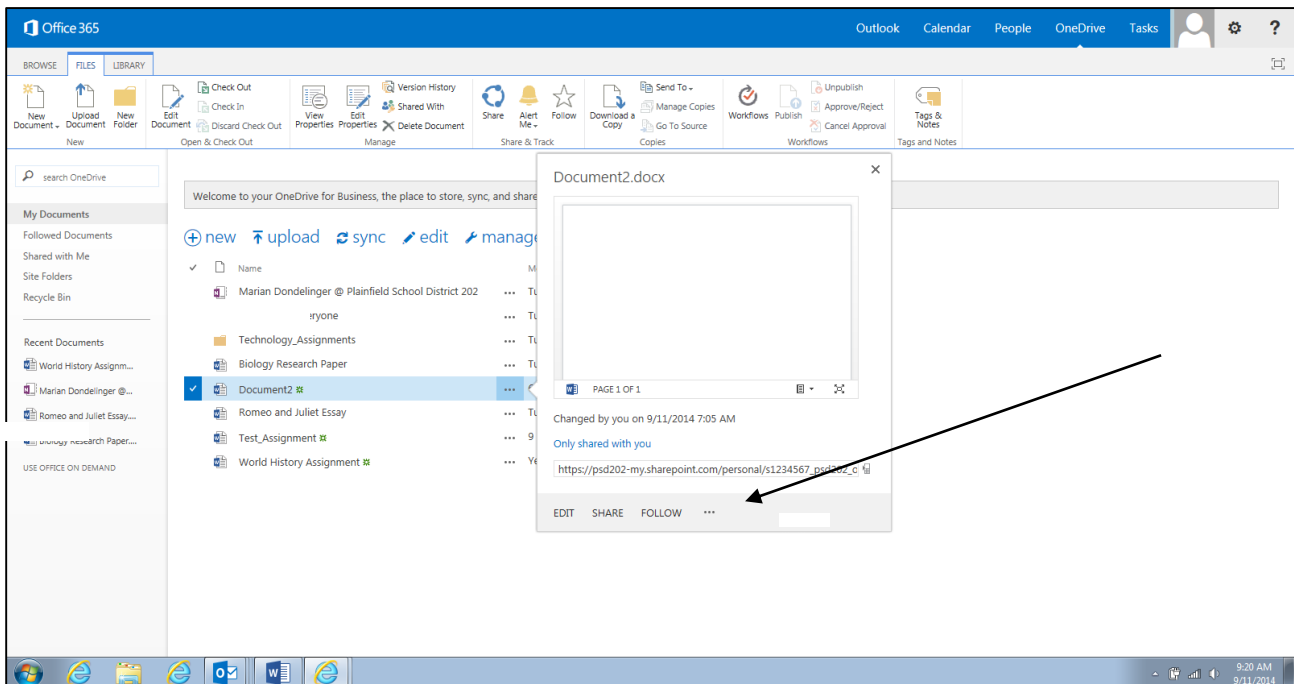
## Upload a document

Documents may be created at school and saved within the **student network area**. These new documents and documents that have been created in the past may be uploaded into **One Drive**. Click Upload, Browse for the document, Choose the document and Click OK. Remember: Uploading into OneDrive, the cloud, makes the document accessible for home use.



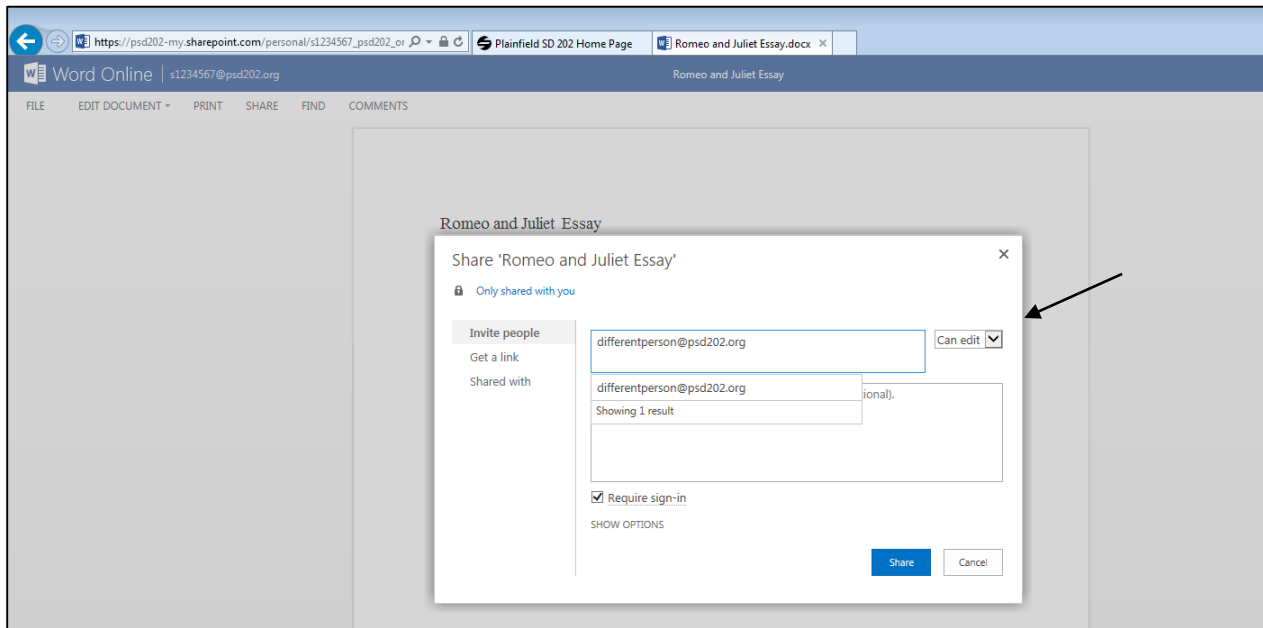
## Deleting Documents and Other Options

Right click on the document to be deleted, then click the three dots for the option to delete or to access many other options for the document.



## Sharing Documents

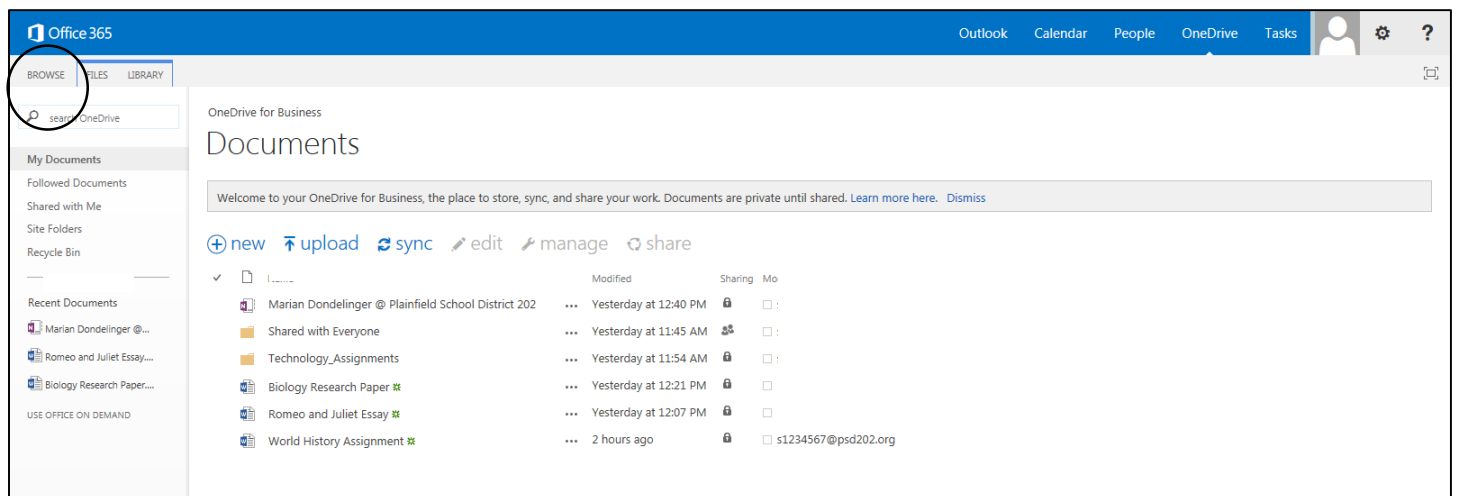
To share a document with another, Open the document and **Click Share, Assign rights...** "Can view" or "Can edit" to the person you are sharing. Key their email address and click **Share**.



When someone shares a document, the receiver may be required to login... a login screen may come up. As a document is being shared by individuals, there will be color coded cursors and names of those individuals that are currently viewing/editing the document. When the invitation to share is acknowledged the document is automatically updated without saving or being shared again. So basically, as the user makes changes/edits the document, those sharing will see the new editions.

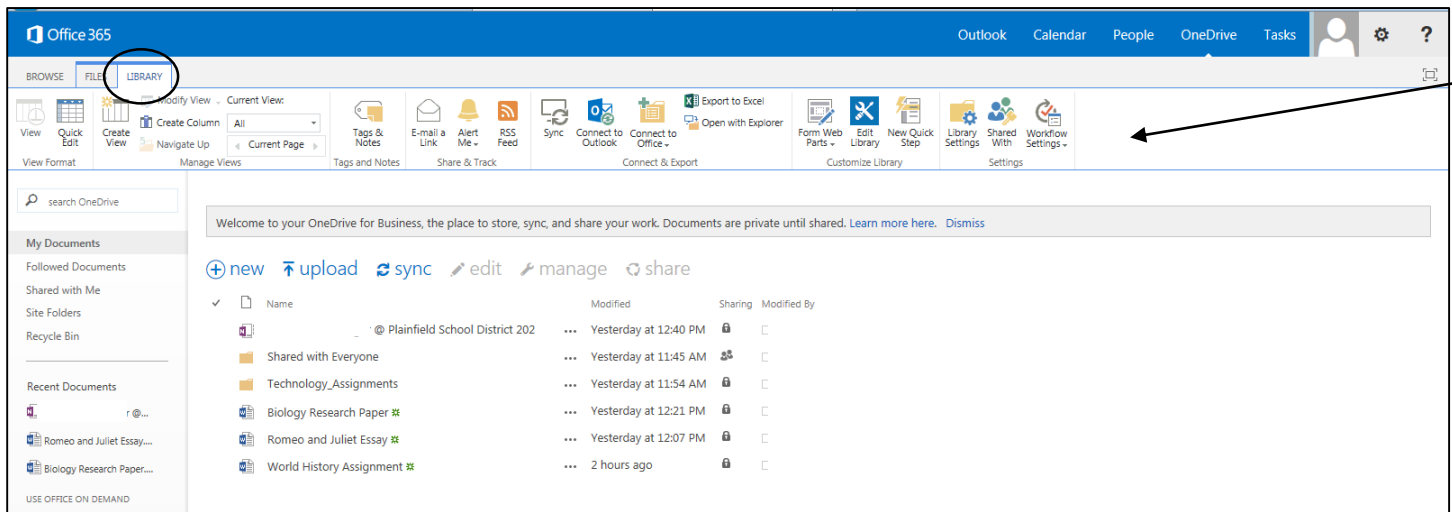
## Browse Documents

Click this tab to view documents and folders that you have created



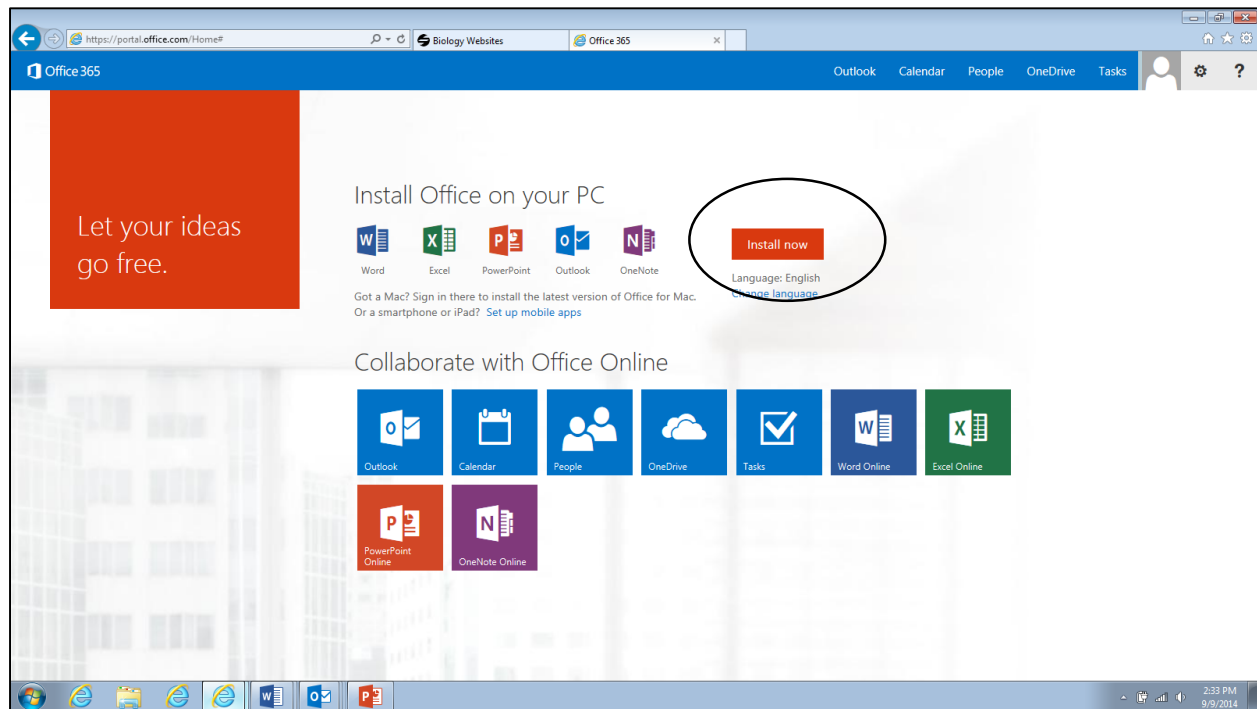
## Library Tab offers options for documents:

Check the ribbon below to see what is listed



To install a copy of Office 365 on home computers

Visit the <http://portal.office.com>



Installing Office 365 is an option. Students may use the web based version of office by logging into the portal. The advantage of installing the Office 365 is the use will have the complete, full use of the tools and can work on documents when their computer is not connected to the internet. There are tools/resources that are only available in the full tools, not in the online tools