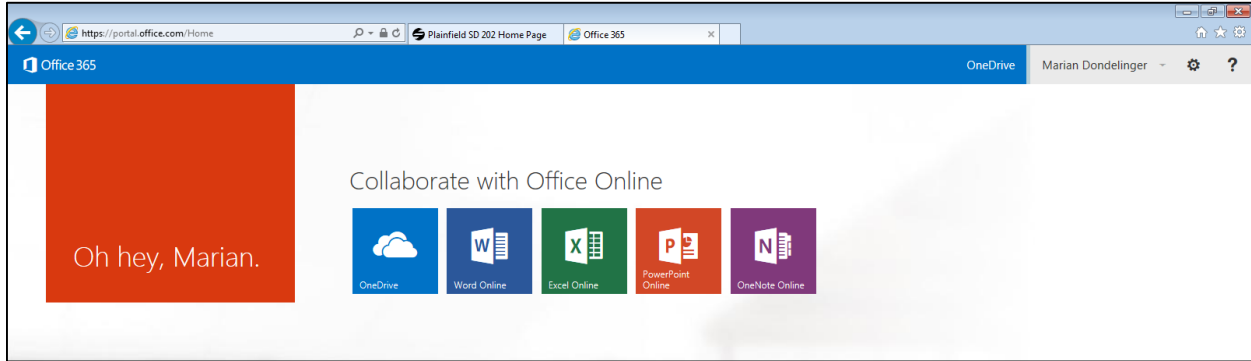


Teacher Access to Office 365

Log in to the Office portal: <http://portal.office.com>

Use the **District 202 email address** and **login password**

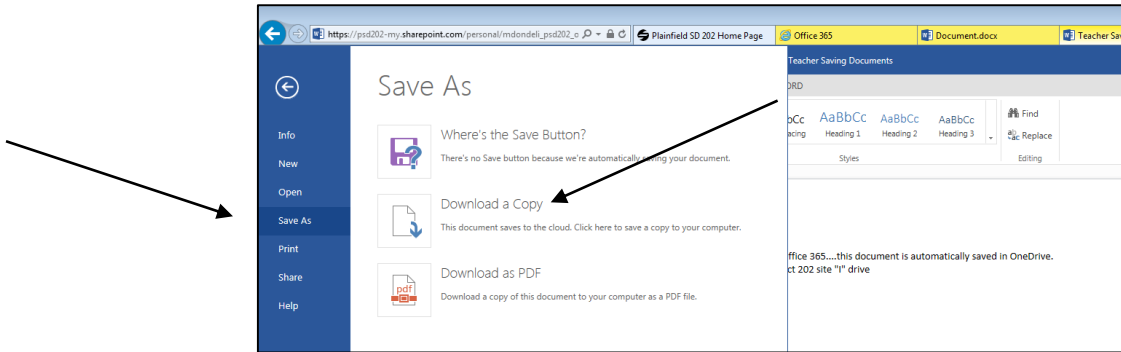
At this window, access to OneDrive, Word, Excel, PowerPoint and OneNote Online is available



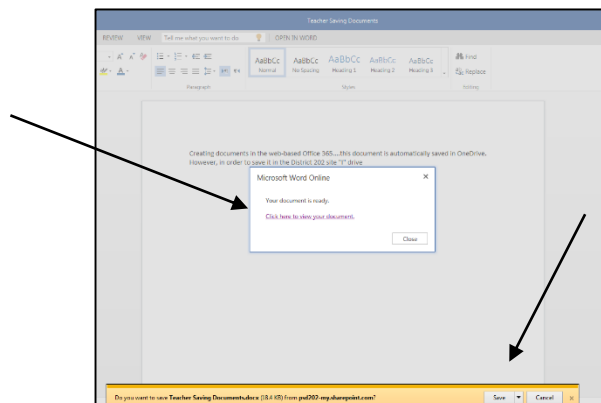
Creating Documents

When using Office 365 online, all documents created in Word, Excel, PowerPoint and OneNote **are automatically** saved within **OneDrive**. There is **no Save** button because saving occurs automatically. Using **Save As**, will allow renaming the document in another location. The document may be renamed by clicking the generic name “**Document or Book**” at the top and keying a new file name. These items are **not** automatically saved in the District 202 “I” drive.

To **Save** a copy in the network drive: Go to the **File Menu**, **Save As**, and **Click Download**



Click to preview the document and at the bottom **Click Save**. The document will be saved to the Downloads folder within “**Favorites**” (Office Button, Computer, on the left - Favorites, Downloads)

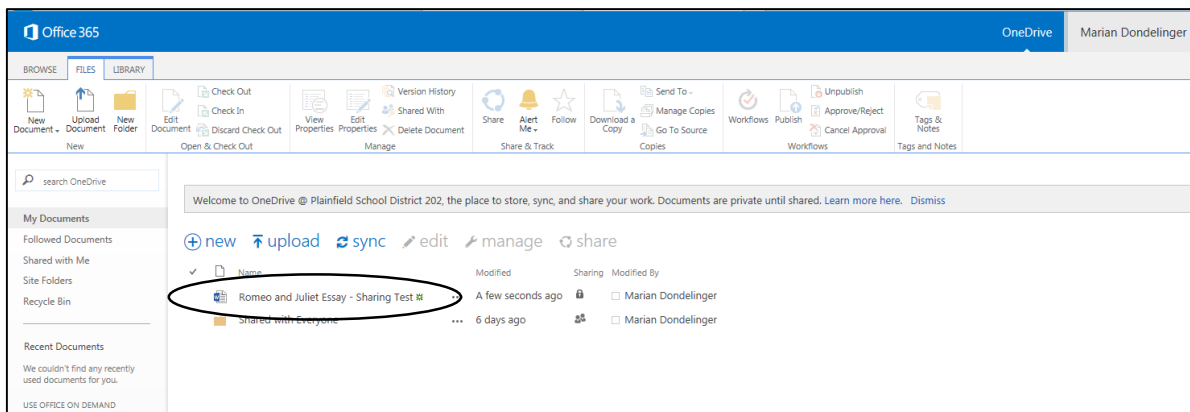
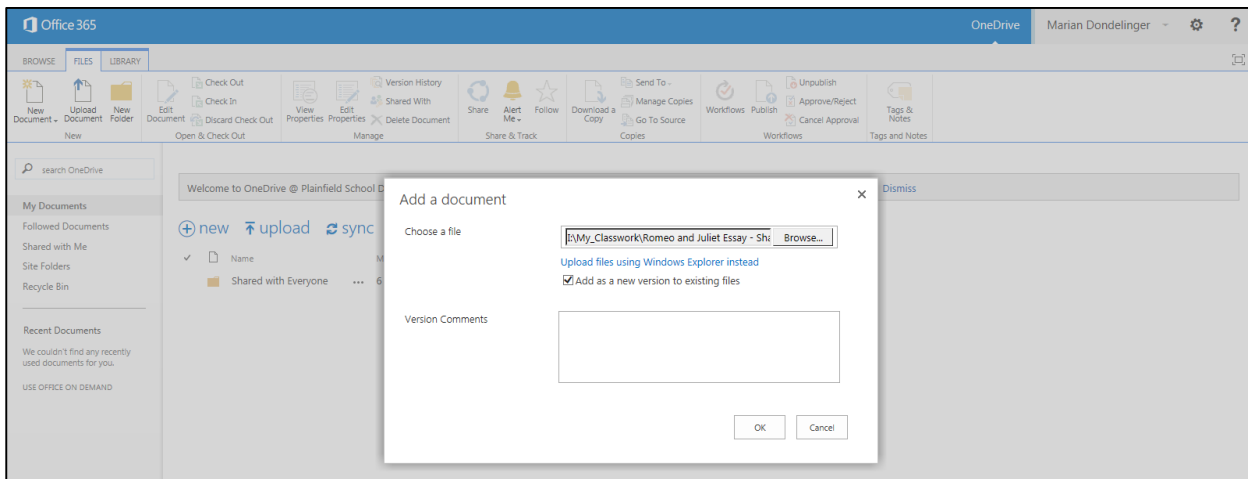
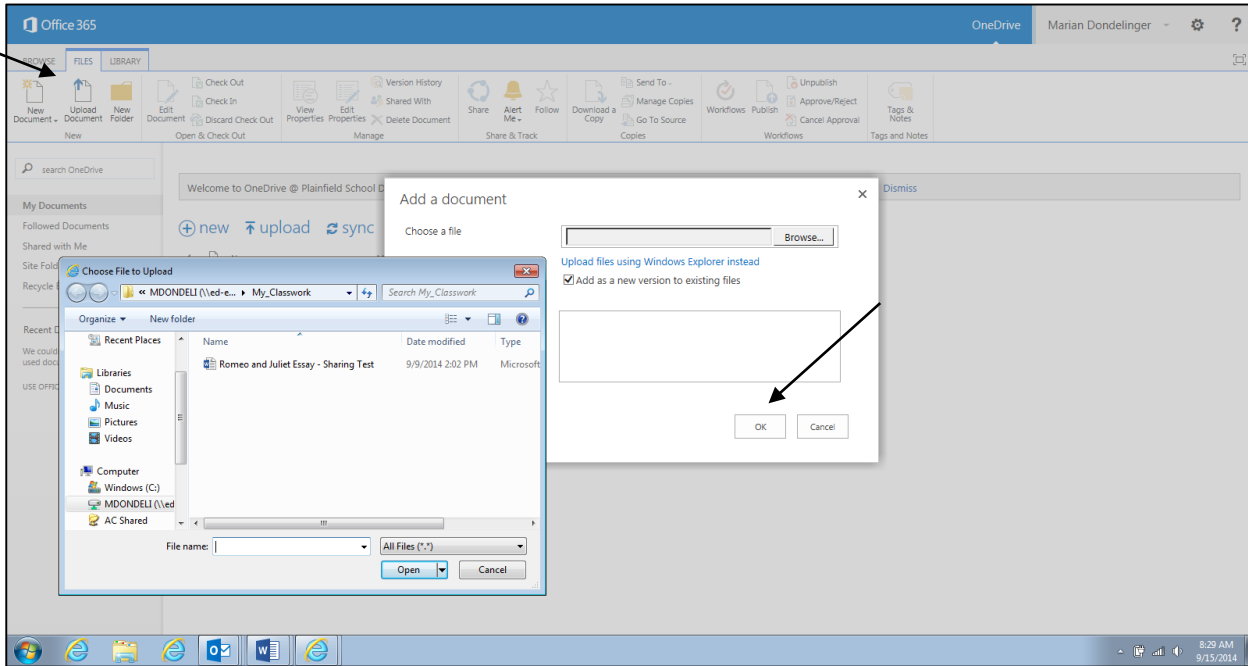


Uploading Documents

To upload a document (that has been created previously and stored in the District Site “I” drive) into **OneDrive** (for the purpose of sharing with others), do the following:

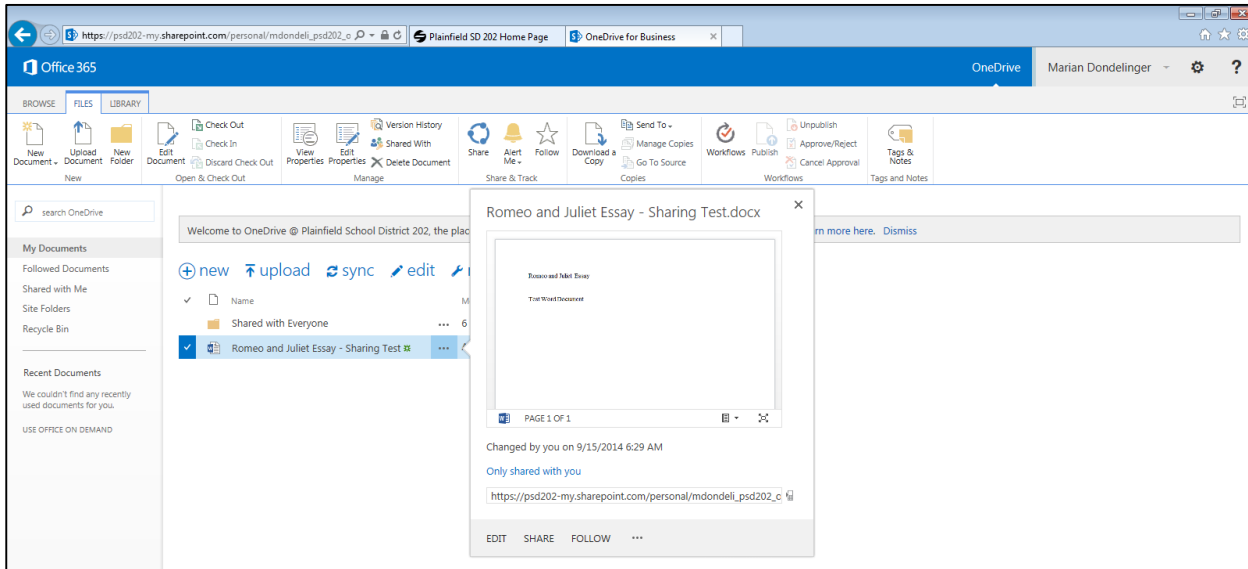
Choose OneDrive, Files Tab,

Click Upload Document, Browse for the File and Click Open. The document will then be listed in the file area.



Sharing Documents

Right click the lock under Sharing



There is also an option of editing in this area... **to share click SHARE**

Enter the email address of the person that the document will be shared with **and determine their rights to edit or view...** then **click Share**

Information keyed on a shared document **automatically** saves and updates all copies within OneDrive

