

# Office 365 (Student Version)

1. Open **Google Chrome**.
  - a. Go to [login.microsoftonline.com](http://login.microsoftonline.com)
  - b. AT HOME - Go to <http://www.avon-schools.org/domain/107> OR go to [login.microsoftonline.com](http://login.microsoftonline.com)
2. Your username is your email address ([studentID#@students.avon-schools.org](mailto:studentID#@students.avon-schools.org)).
3. At the next pop-up box enter: **Username:** [student ID#@students.avon-schools.org](mailto:studentID#@students.avon-schools.org) & **Password:** **your network password** (the password you use to log in to a school computer)

When Students login, they will see this page. Students should click on One Drive to get to their documents

Office 365

Let your ideas go free.

Install Office on your PC

Language: English Change

- Make Bing your search engine
- Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome and Safari

Install now

Troubleshoot installation

Save your files online for easy access

Collaborate with Office Online

Newsfeed OneDrive Sites Word Online Excel Online PowerPoint Online OneNote Online

## Right away, give your document a name

You don't want a bunch of documents called "Document."  
 Double click on the generic title at the top of the screen, and simply type a new name for the document.  
 Click Enter when finished naming this document.

Word: Document1, New Name

Excel: Book, New Name

PowerPoint: Presentation, New Name

Document titles: Book, Book1, Document, Document1, Document2, Document3

**No need to hit save!**  
**Office 365 automatically saves for you!**

## Sharing an Office Document – Easy Way

The screenshot shows the Word Online interface with the 'SHARE' button highlighted in yellow. A large white arrow points to the 'SHARE' button with the text 'Click on Share'. Below this is a 'Share' dialog box titled 'Share 'Office 365 Crash Course''.

Numbered callouts in the dialog box:

- 1** Invite people (highlighted in a red box)
- 2** Type in Pelkey. Click Mrs. Pelkey's name from the drop-down (highlighted in a red box)
- 3** Type in your name in this box (highlighted in a red box)
- 4** Uncheck "require sign-in" (with an arrow pointing to the 'Require sign-in' checkbox, which is highlighted in a red box)
- 5** Share (highlighted in a red box)

**Important: To edit a document you've already made, open the document and then click either Edit in Word Online or Edit in Word.**

The screenshot shows the Word Online interface with the 'EDIT DOCUMENT' menu open. Two options are visible:

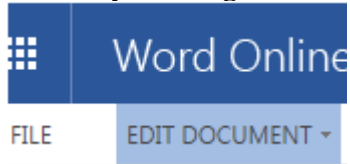
- Edit in Word**: Use the full functionality of Microsoft Word. (A green arrow points to this option.)
- Edit in Word Online**: Make quick changes right here in your browser. (A red arrow points to this option.)

If your document just has text, Edit in Word is quick & easy no saving required. If you have pictures or textboxes, the formatting looks crazy in Edit in Word Online, so use Edit in Word. This is also called "the full version of Word." You must save when Editing in Word full version.

For students to collaborate with the teacher or other students at the same time, everyone must be using Edit in Word Online.

**Tips:**

1. Always create folders so you stay organized.
2. Name documents right away, so you don't end up with a list of documents named "Document1."
3. Share right away with anyone you need to share with so you don't forget.
4. It is easy to forget to click on Edit Document; you'll eventually remember to do this.



5. If you want to copy and paste anything but text, such as a picture, select Edit in Word.

**Syncing:**

Organize folders – Folders YOU have created.

	Name	Date modified	Type
Desktop	BSU	1/30/2015 11:57 AM	File folder
Downloads	Coaching Stuff	1/30/2015 1:00 PM	File folder
OneDrive - Avon Co	East	1/30/2015 1:08 PM	File folder
Recent Places	IOA	1/30/2015 11:59 AM	File folder
Libraries	Junior Day of Caring	1/30/2015 1:06 PM	File folder
Documents	MBC & 365 Trainings	2/12/2015 8:31 AM	File folder
Music	MISC	1/30/2015 1:17 PM	File folder
Pictures	Office 365	2/12/2015 11:08 AM	File folder
Videos	Technology	2/12/2015 8:31 AM	File folder
Computer	Writing	2/5/2015 10:22 AM	File folder
	CIESC Writing Workshop.docx	2/11/2015 2:00 PM	Microsoft Word D...

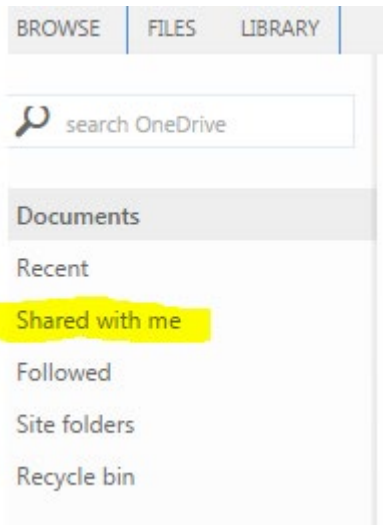
You will need to move folders from your U-Drive over to the OneDrive folder manually in order to copy your folders to OneDrive. However, you don't have to Sync all your files in your U drive. You could just drag the files or folders you know you will want access to outside of school over to your One Drive instead of selecting all of them. For example, I have a folder in my U drive called "Old Stuff" which contains all my files for English 12 and Etymology. I wouldn't drag that Old Stuff folder over to OneDrive because I don't teach those classes anymore and don't work on those documents now. Once you have Synced your documents, you can use your HP Stream to work on your documents in Office 365.

**FYI:**

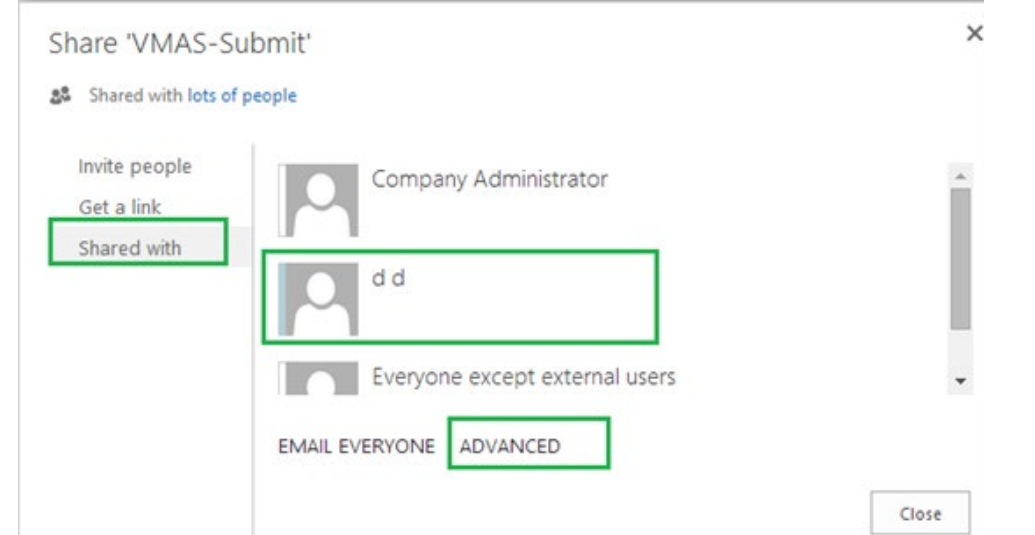
- You may access your OneDrive files from any computer!
- You may continue to edit a document once you've shared it.
- Do NOT delete a shared document until the end of the year.

# Save this info for May!

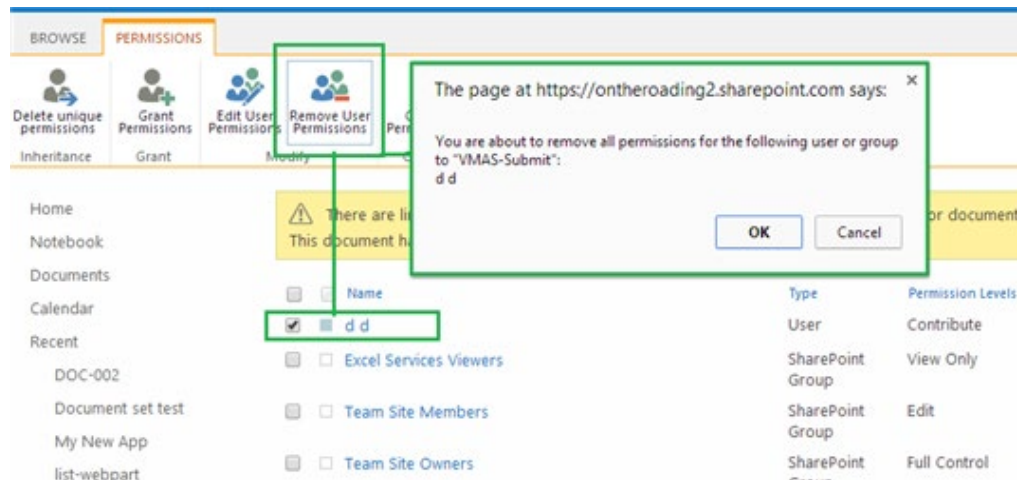
**Sorry!** Microsoft Office 365 does not allow users to delete files in the Shared with me folder.



1. Select the document you want to stop sharing, and then click the file and go to **Shared with-->ADVANCED**.



2. Select the specific user, and click Remove User Permissions. After this, you will find that the specific user disappears in the **Shared with** box above.



Before the school year ends, have your students “unshare” any document they’ve shared with you.

Contact Catherine Trinkle for more information.

