

Carroll County Public Schools

Using Microsoft Office 365

Students

First Time Login Instructions

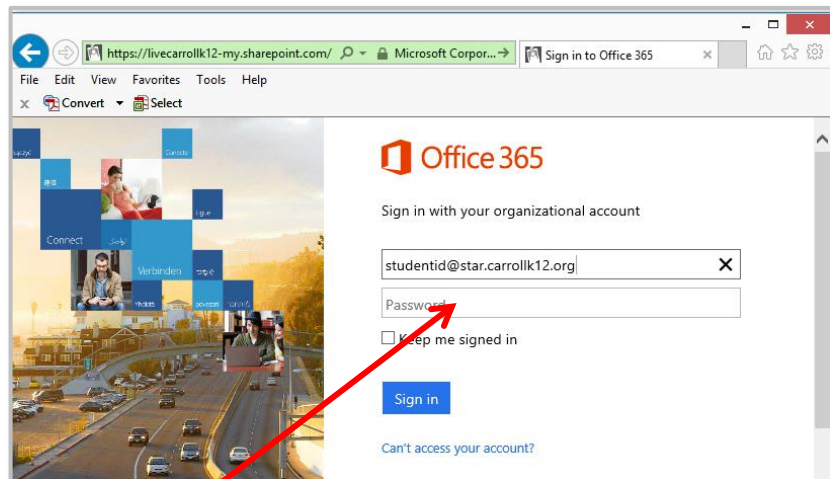
Where do I go to access the site?

You can access Office 365 from any internet connected computer by going to:

<https://login.microsoftonline.com/en>

This link will also be available from the <http://www.carrollk12.org/> website.

The student's Office 365 account is their school AD username combined with [@star.carrollk12.org](mailto:studentid@star.carrollk12.org). For example, if John E. Smith's AD username is his 3 initials + 4 random numbers then his Windows Live ID would be JESxxxx@star.carrollk12.org.

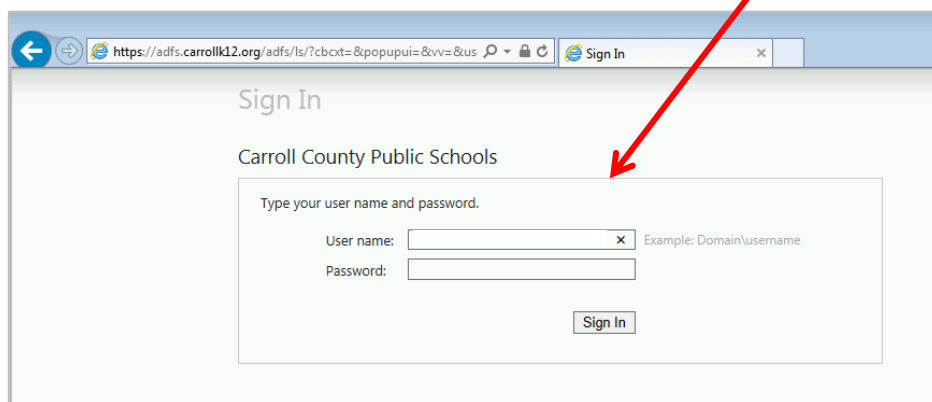


Password on a CCPS Devices:

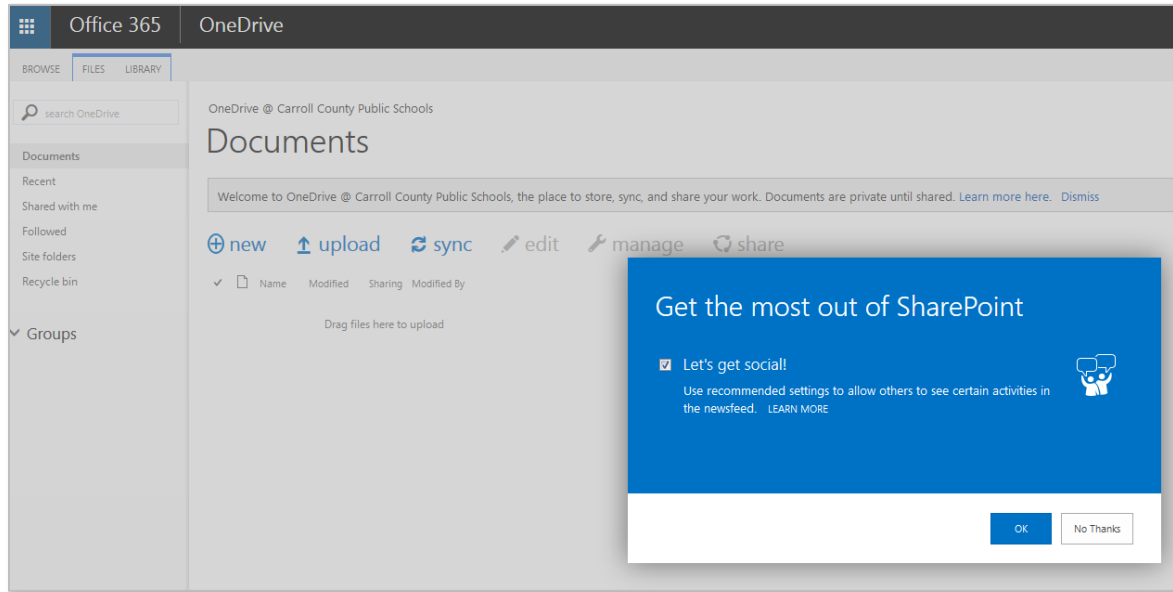
If you are on a CCPS issued computer and you are logged into AD you will not need to enter a password. You will be directed immediately to Office 365.

Password OUTSIDE or on a NON-CCPS Device:

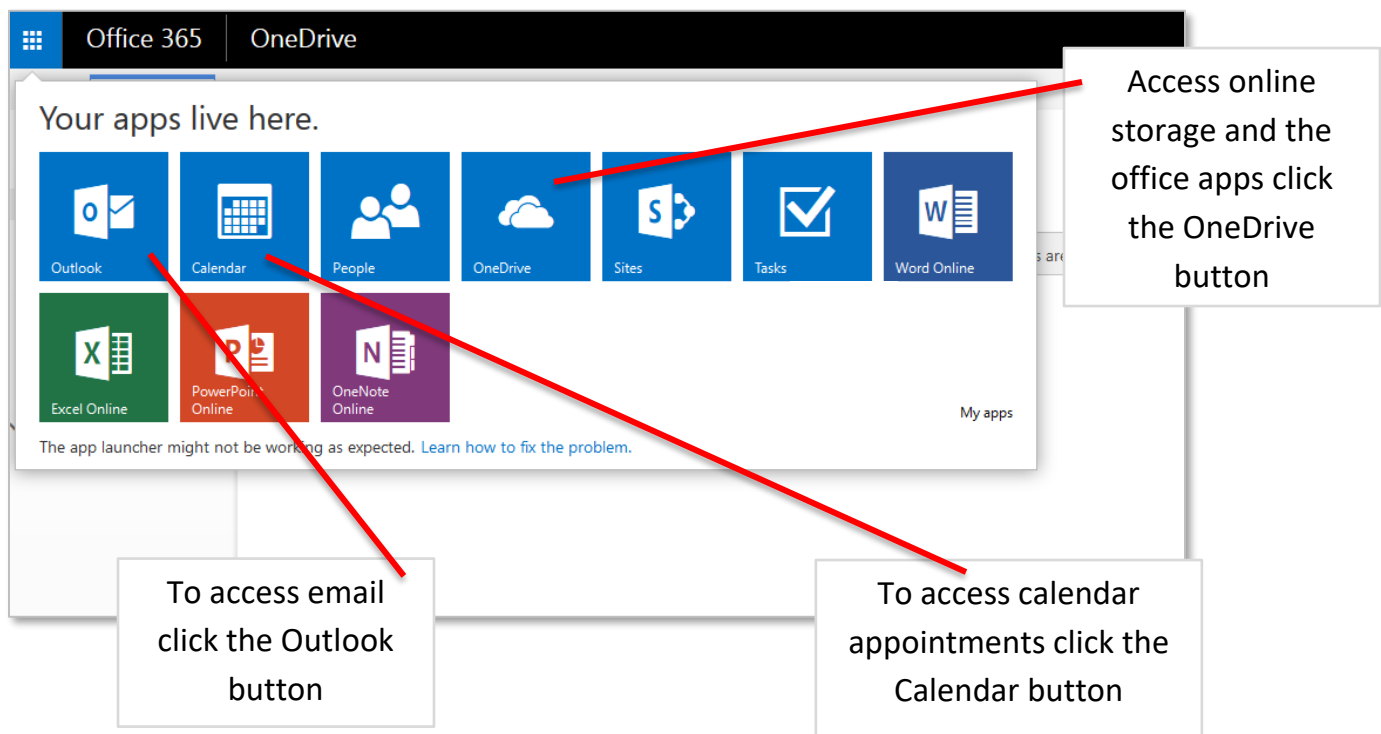
If you are outside the CCPS network or working from a non-CCPS issued device you will be redirected to a separate login page. You will need to enter your username and password that you use to login to computer at CCPS (Username example: studentusername@star.carrollk12.org)



Upon successfully logging in for the first time, you will be prompted with a 'Get the most out of SharePoint' message. Check the box next to 'Let's get social' and then click OK to continue.



Students will have access to OneDrive. Here you can create documents using online Word, Excel, PowerPoint, and OneNote. You can also organize documents by creating folders to store them in.



To create a new Office document, click '+ new' and select the Office application to use.

The image shows a screenshot of the Office 365 OneDrive interface. The top navigation bar includes 'Office 365' and 'OneDrive'. Below this, there are tabs for 'BROWSE', 'FILES', and 'LIBRARY'. A search bar is visible with the text 'search OneDrive'. The left sidebar contains navigation options: 'Documents', 'Recent', 'Shared with me', 'Followed', 'Site folders', 'Recycle bin', and 'Groups'. The 'Documents' and 'Shared with me' options are circled in red. A 'new' button is highlighted in the main content area, which has opened a 'Create a new file' dialog box. This dialog lists several Office applications: 'Word document', 'Excel workbook', 'PowerPoint presentation', 'OneNote notebook', and 'Excel survey', along with a 'New folder' option. Three callout boxes with red arrows provide instructions: one points to the 'Documents' link, another to the 'Shared with me' link, and a third points to the 'new' button. A fourth callout box explains the purpose of creating a new document.

Documents

Shared with me

new

Create a new file

- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Excel survey
- New folder

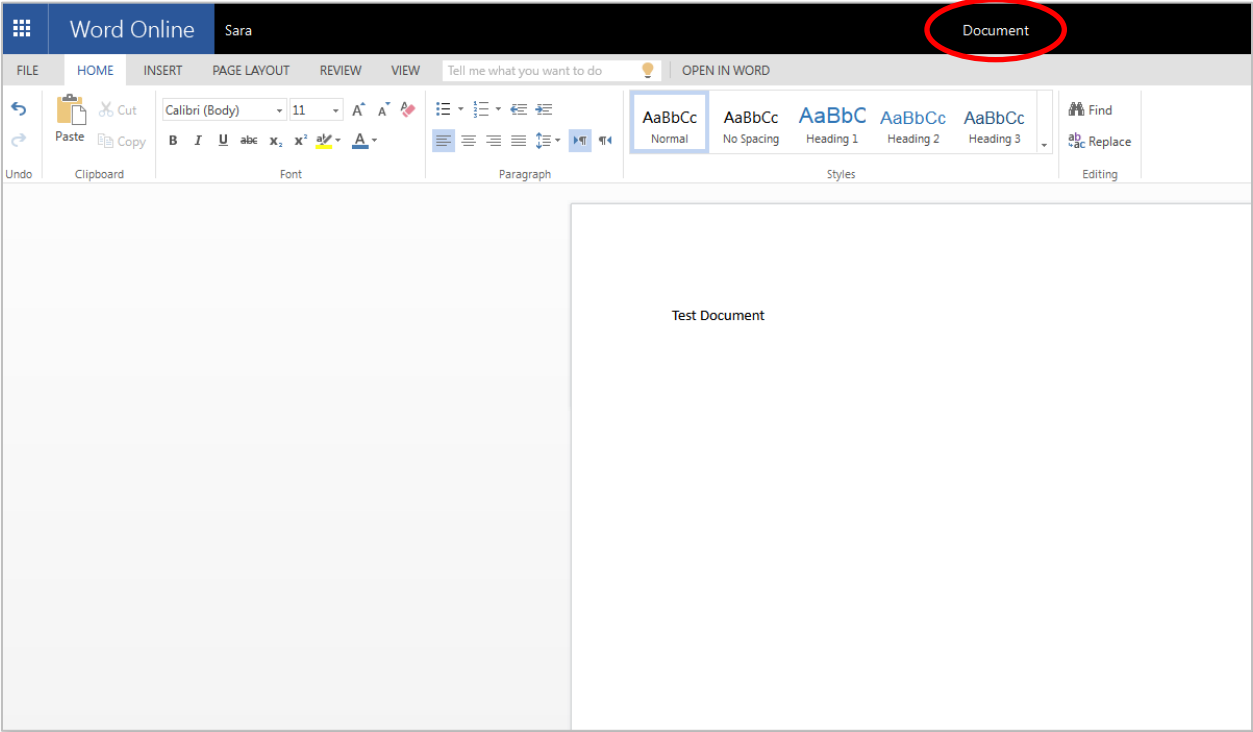
To create a new document.

You can view documents that have been shared with you by clicking "Shared with me".

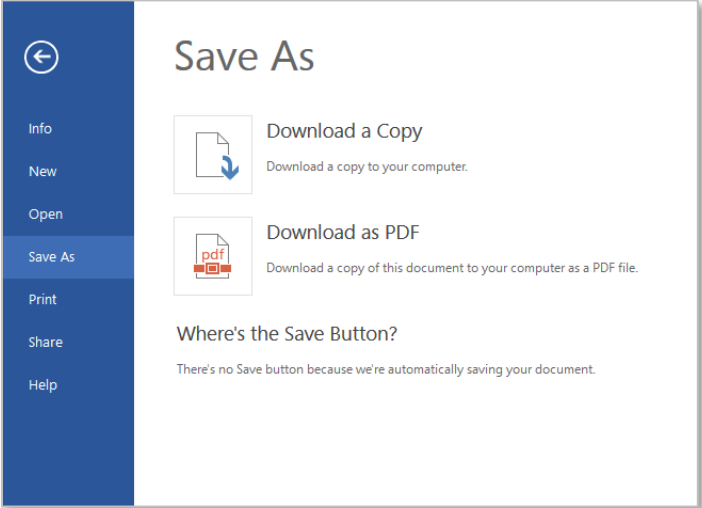
You can view documents already stored in Online storage by clicking on "Documents".

Creating a new document will give you the option of using Office apps. You can also create a new folder.

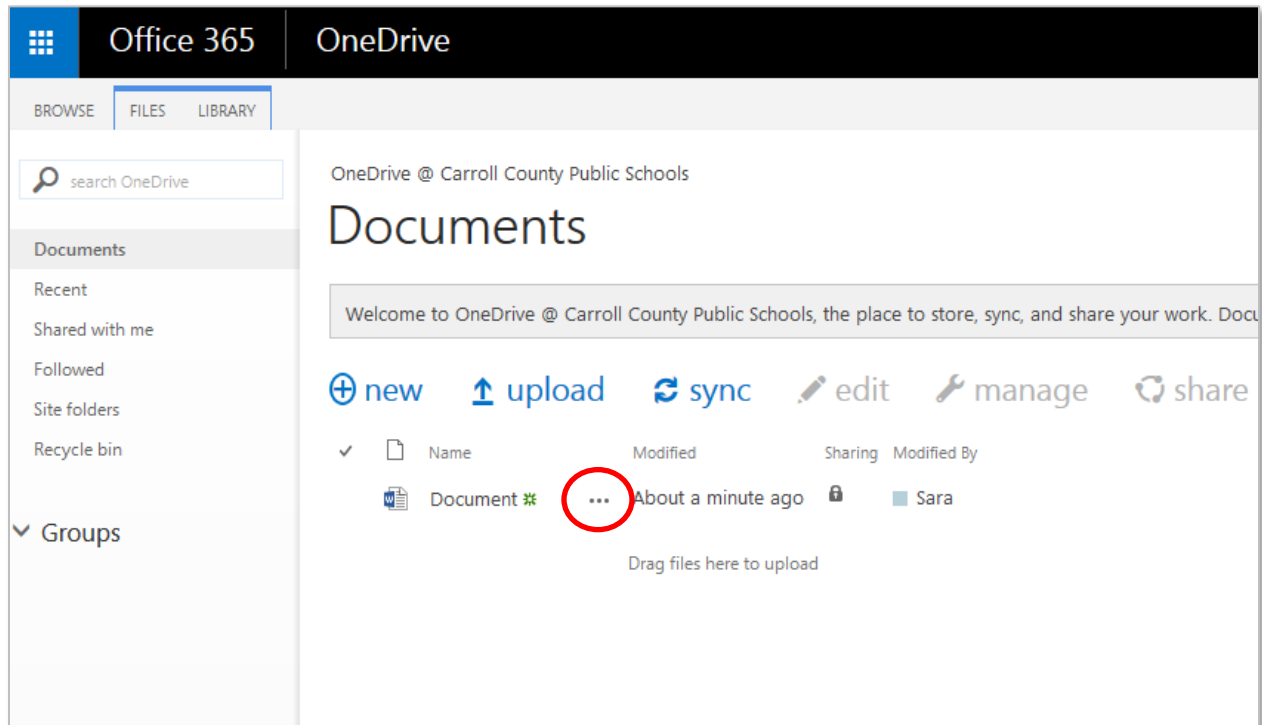
You will be directed to a web page which will act as the Office application chosen. Create the document as needed and give it a title by clicking along the top black bar right on top of the word 'Document'. When you are finished with the document there is no need to save it since created documents or edited documents in the cloud are saved in real time. To exit the document and go back to your OneDrive page, click your name in the upper left corner of the screen.





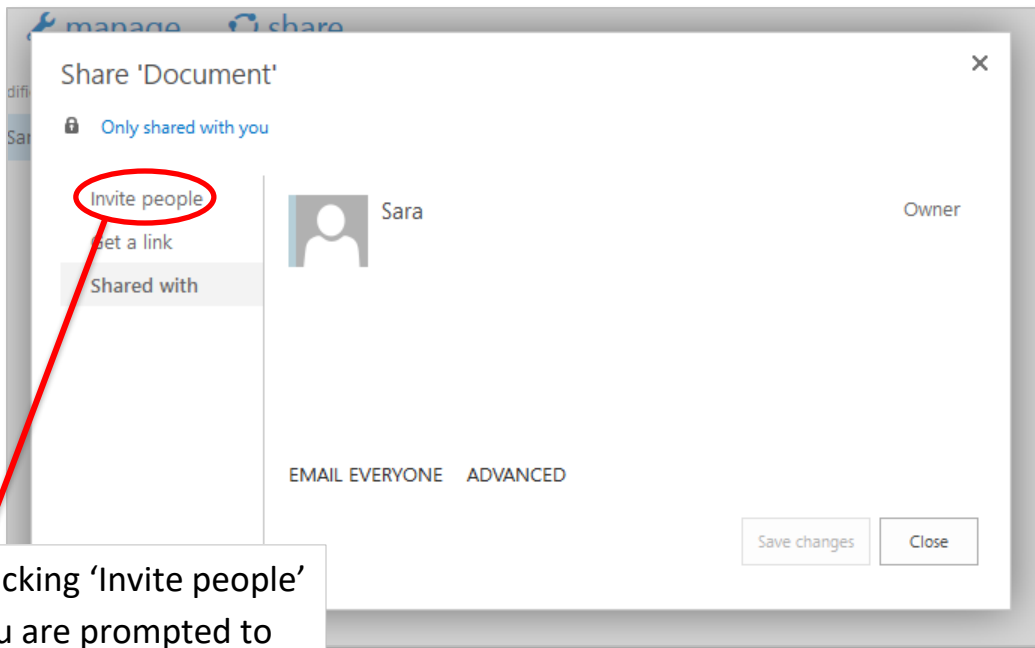
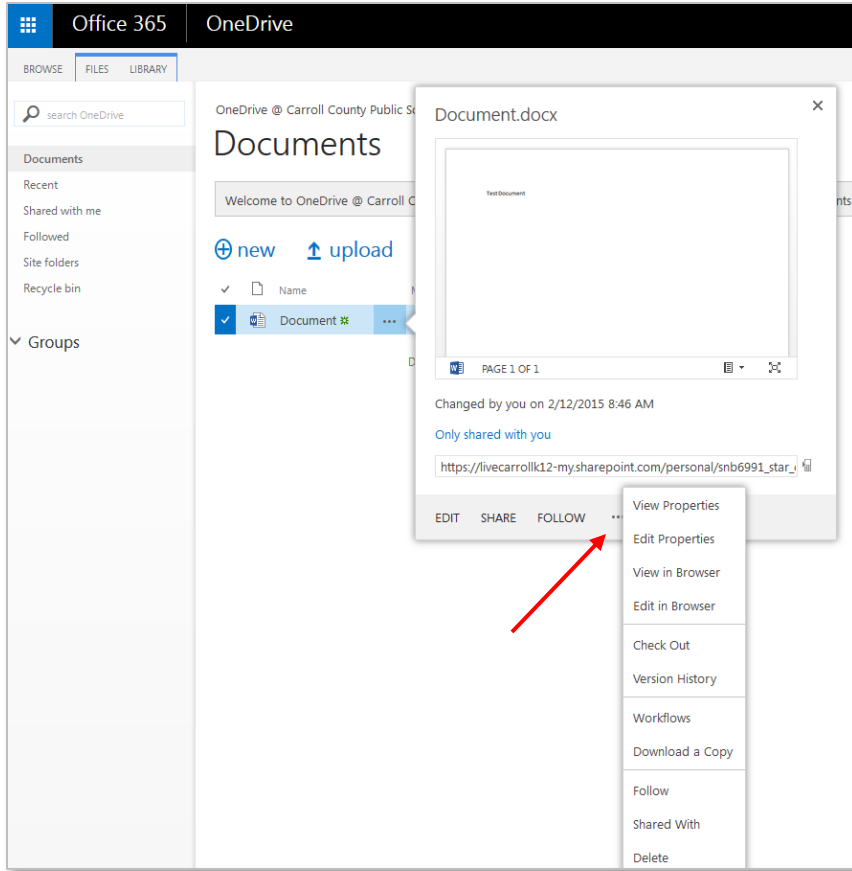
You can also choose to print as well as download a copy of the document and save to your computer.



Students will be able to share any self-created or uploaded document from their OneDrive with any other student or teacher.

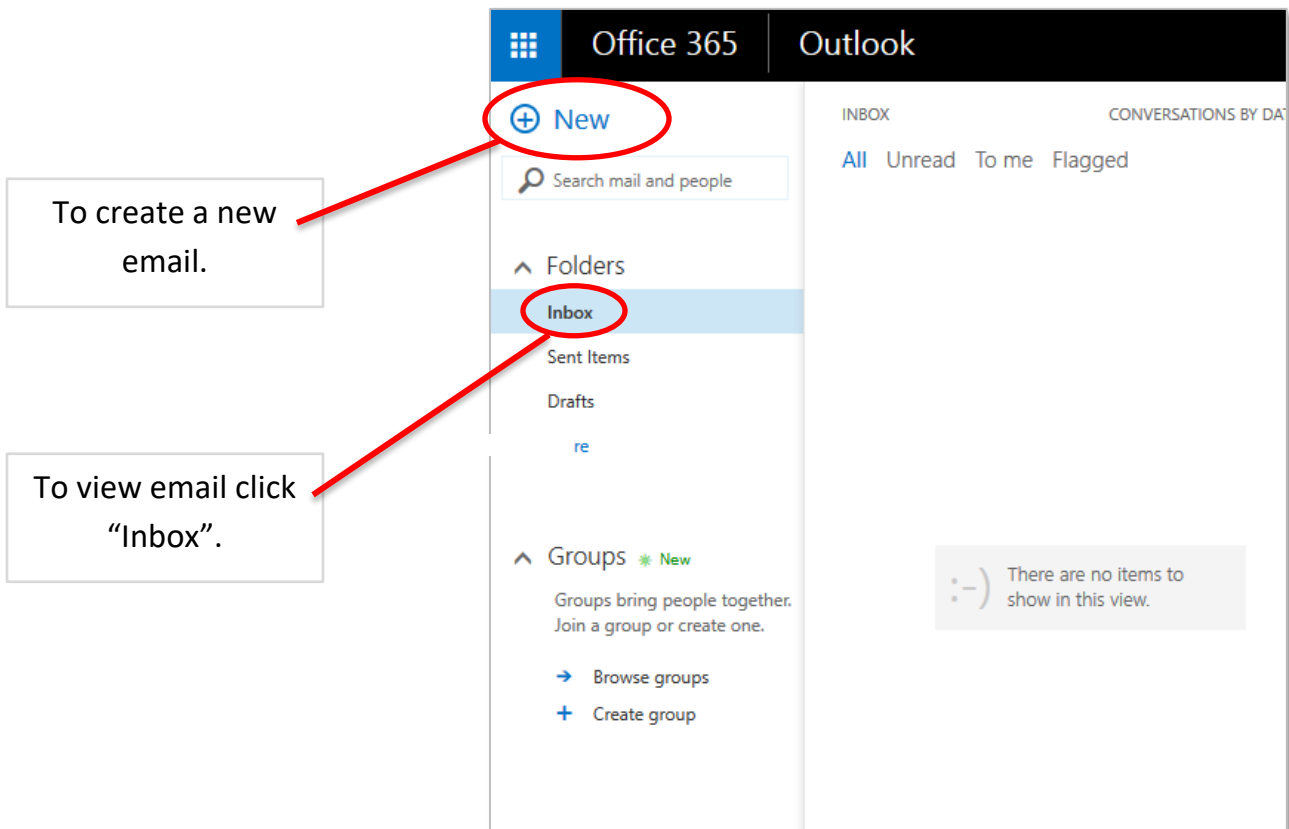
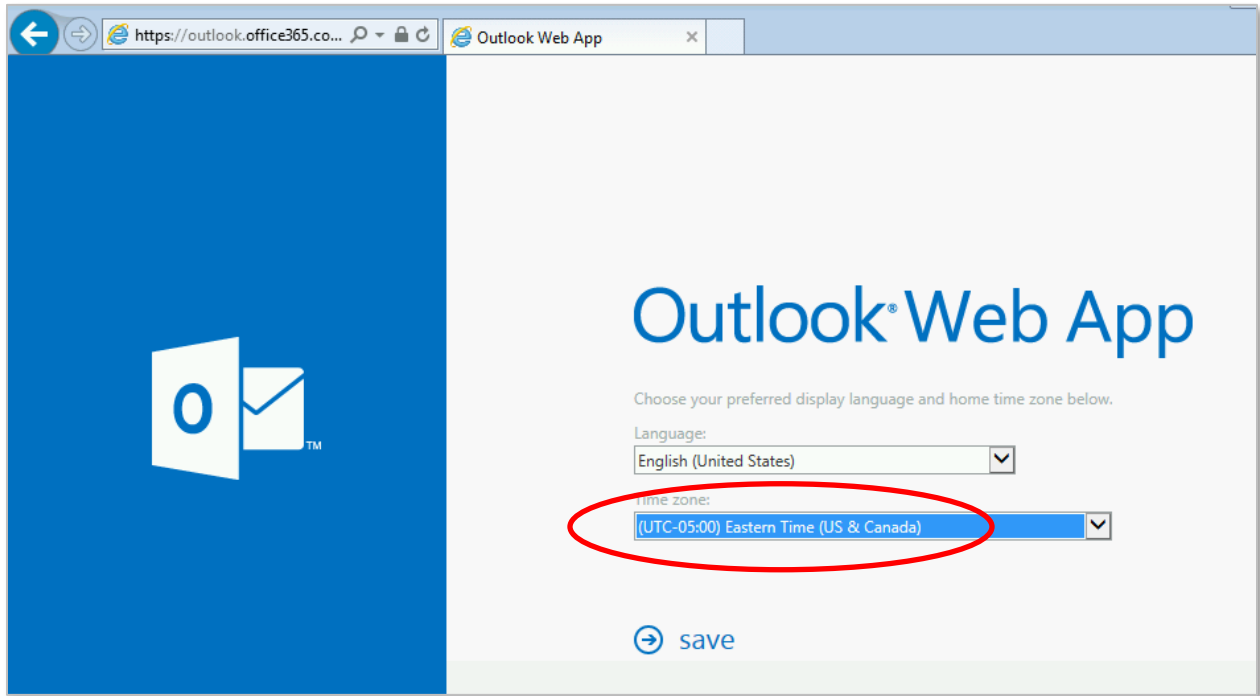


Clicking on  will open the document menu. Click on  in the document menu will open the below.



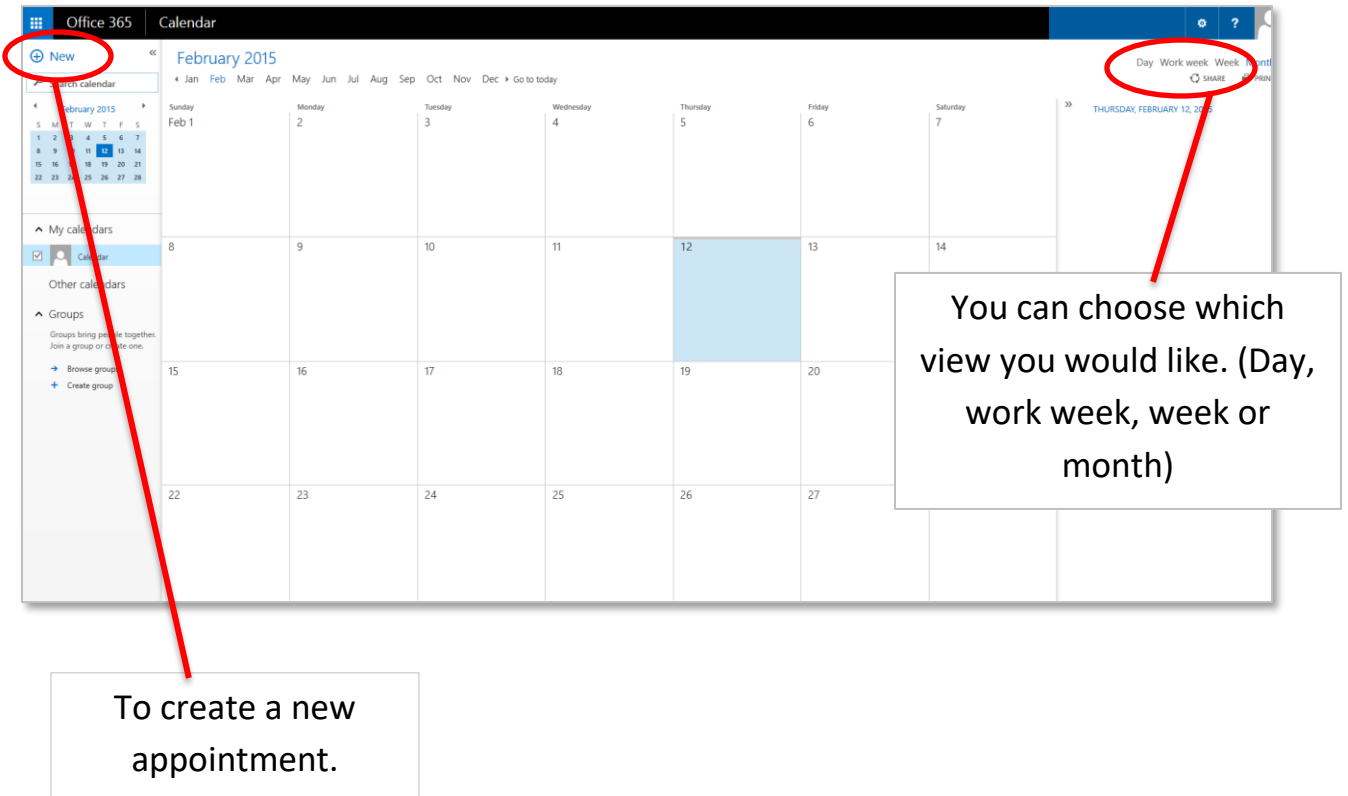
By clicking 'Invite people' you are prompted to invite others to view the document.

The first time you access your Outlook email you will be prompted for the Time Zone. Please select Eastern Time (US & Canada), then click Save. You should not be prompted for this again.



Students will be unable to send email to any email address outside of the carrollk12.org or star.carrollk12.org domains.

Students can view their calendar via the Calendar button. Students can create their own appointments and task. Teachers can also send appointments to students to remind them of upcoming events or due dates.



*Student's will be unable to use Lync at this time.