Office 365 Getting Started - MVHS Students

School Use

1. Go to Destiny (student Internet homepage) and click on Office 365 link
   or go to http://livecarrollk12-my.sharepoint.com/
2. First time - Enter your CCPS email in the first box –
   ABC1234@star.carrollk12.org (student email example)
   computer username@star.carrollk12.org
3. See steps 6-10 below

Home Use

1. Go to http://livecarrollk12-my.sharepoint.com/
2. Enter your CCPS email in the first box – ABC1234@star.carrollk12.org (student email example)
   Your AD username@star.carrollk12.org
3. Press ENTER without typing in a password – this will take you to the CCPS Office 365 login page
4. Enter your CCPS email (this may be filled out already from the first time you typed it in) & school computer password (abc1234)
5. You'll now be logged into Office 365
6. Your Office 365 account will log you into your OneDrive – this is your online storage space
7. Click on the document/project you want to open and choose to edit it in Word/PowerPoint/Excel online or in full Word/PowerPoint/Excel – online editing has basic options while the full version offers more options, but you need to have Office installed on the computer you're using
8. If you choose to work in a full version of Word/PowerPoint/Excel, make sure you refresh the online version in Office 365 with the Save Icon (recycle arrow) at the top of the screen. If you're working in the online version, it will save as you go.
9. You may also start new Word/PowerPoint/Excel documents from the Apps button in the upper left of the screen in order to access templates
10. If you want to share a document/project with a teacher or student/s, while in the document click SHARE, in the upper right of the page, and enter the email address of the person you want to share with. You may also choose whether they can edit or just view the document/project.

Digital Citizenship and Office 365

- Your Office 365 contains all of your email, documents, and projects that have been saved online –1 TB of space
- When working on a group project, the group member who created the document will be the owner of the document and will need to share it with other members
- When working in Microsoft Word as a group project, use different colors to indicate each group member. Multiple students can work on the project at one time.
- When working on Microsoft Powerpoint as a group project, only one person can work on a slide at a time.

Student Home licenses for Microsoft Office

Carroll County website – Tech Services –Information for parents and students about their Office 365 accounts https://www.carrollk12.org/admin/techservices/office365/Pages/default.aspx

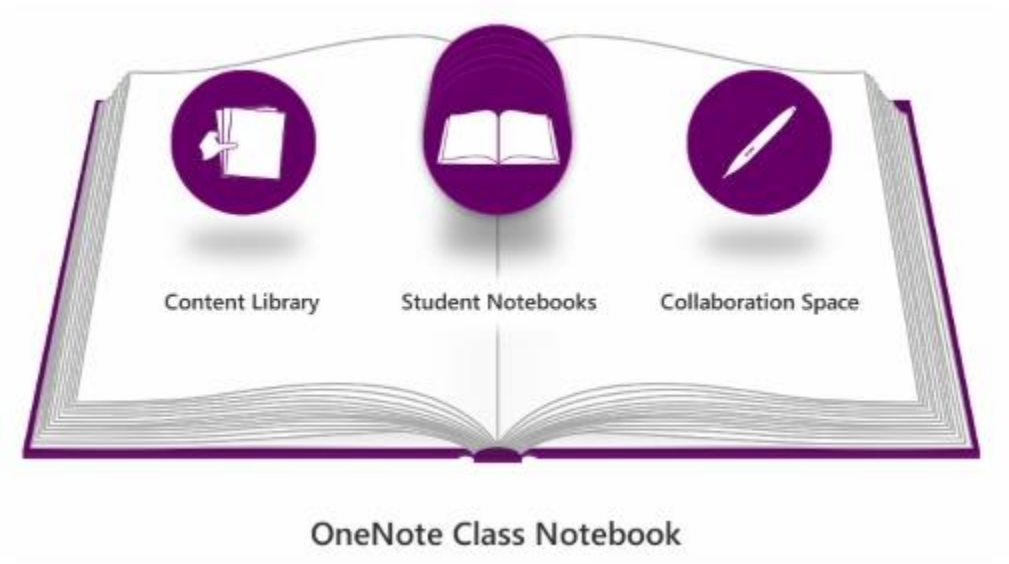
See Office 365 links on left to Download Office 2016 for Mac and Office 2013/2016 for Windows

- **free Microsoft Office for home use by students and staff as long as you are employed or attend school in CCPS - your computer will choose best software for your computer with this link**
  https://office365download.com/download.htm
  Licensed for up to 5 home computers. Unlimited free apps on your mobile devices such as a tablet or smart phone, available from your device's App Store.
- **There is a version for Apple computer users: Mac Office 2016**

Class Notebook

1. MVHS Destiny (at school default homepage) (at home mvhs site < media < destiny < mvhs media center
2. Office 365
3. username@star.carrollk12.org (at home you'll need your 2016-17 password, too)
4. Open Class Notebook shared by your teacher
   3 tabs: View and Download/Teacher class two way/Teacher and individual Student two way

Support site:
http://www.carrollk12.org/admin/techservices/office365/infoforstudents/default.asp
or email Mrs. Dennis at vadenni@carrollk12.org



OneNote Class Notebook