Office 365 Login

Signing in at School

Enter your school email address to sign in.

username@pearlandisd.org
(current user name you use to sign on to a computer followed by @pearlandisd.org)

Once you enter your email address, you will be automatically signed in without entering a password.

Signing in Outside of School

Enter your school email address to sign in.

After entering in your email address, you will be prompted to enter in your username and password. Your username is your full email address. Your password is the password you currently use to sign on to a network computer.
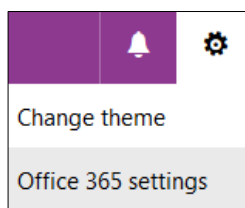
Office 365 Dashboard
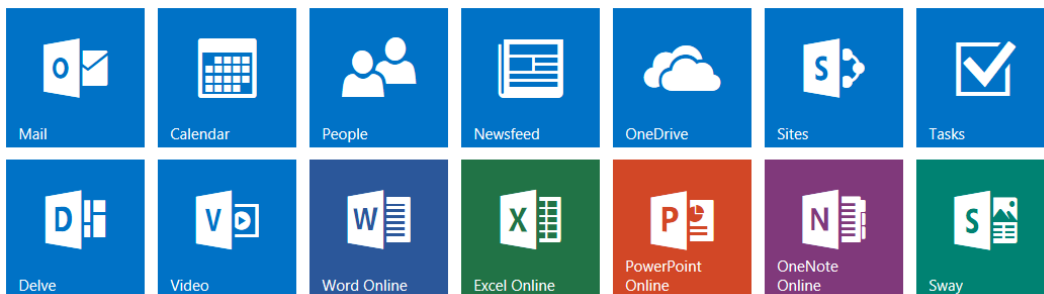
Home Button

The home button is located at the upper left-hand corner at all times.

Free Office Products

Office 2016 for Windows and Mac is available within Office 365 as a free download for students.

Click the settings gear in the upper right-hand corner and click Office 365 settings to access Software Installations.

Get the free Office apps on the devices you use

Review, edit, analyze, and present with a consistent, familiar interface optimized for your device.
Documents look consistent across your PC, Mac and your mobile devices.

Android phone   Android tablet   iPhone   iPad   Windows phone   Windows tablet
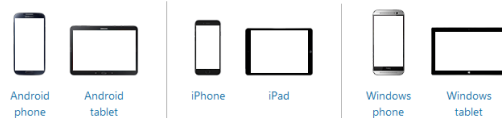
Starting a New Document or Presentation.

Option 1

Click the **Word Online** or **PowerPoint Online** icon on your dashboard.

Option 2

If you are currently in OneDrive, click the **New** button and select **Word document** or **PowerPoint presentation** from the drop down menu.
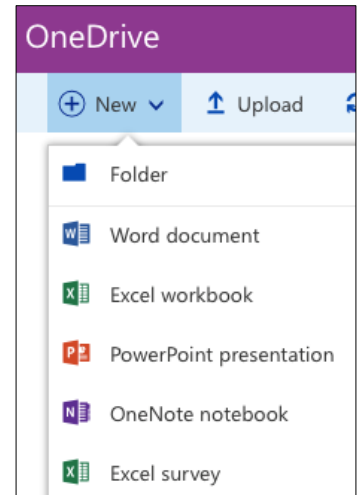
Naming a new Document or Presentation.

Click the word Document or Presentation in the middle of the top black bar and type the name you want your file to save as.

Saving in Office 365

All of your work will autosave. You can retrieve all files in your OneDrive.
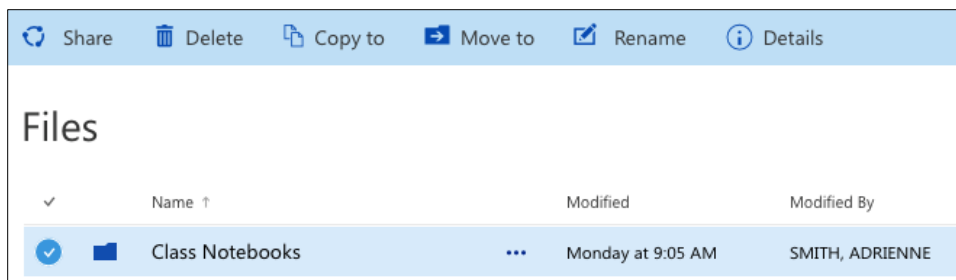
Sharing in Office 365

Option 1

In Word Online or PowerPoint Online click the **Share** button located to the upper right.

Option 2

If you are currently in OneDrive, highlight the file you want to share by clicking the area near the file (do not click the actual name of the file). Click **Share** near the top middle of the screen.
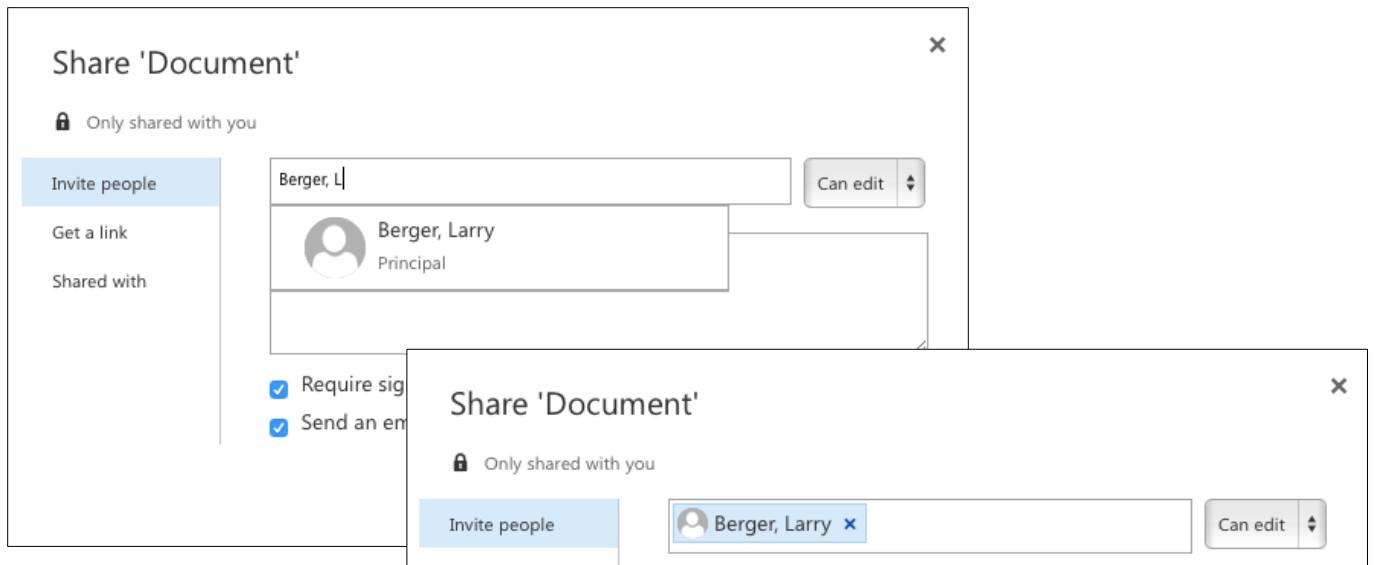
Continued Steps for Option 1 and Option 2

Type the name of the person you want to share with.

Names must be entered as **Last Name, First Name**. There must be a space between the comma and the firs name. Select the person's name from the drop down box.

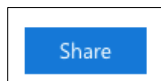If a person has two last names, you must type both last names to search.

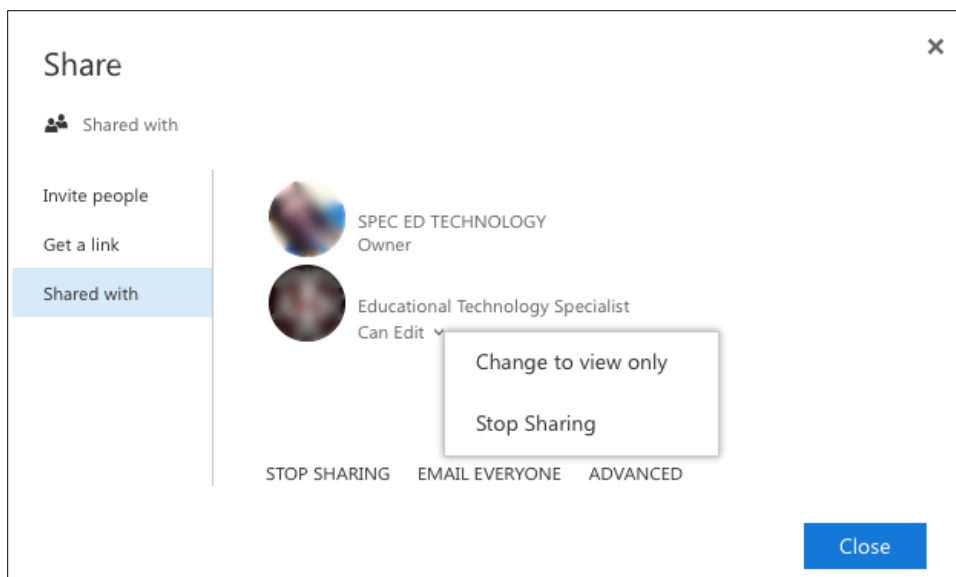If you cannot find the person, type in the person's user name.

Determine whether the person's rights should be **edit** or **view**. Edit rights allow a person to make changes to your file. View rights will only allow a person to view the file.
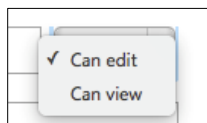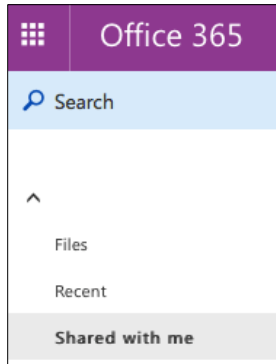

Click the **Share** button.

To stop sharing a file, select **Shared with**. Click on the person's name, and select **Stop Sharing**.
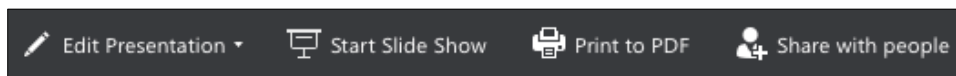
Accessing Shared Files

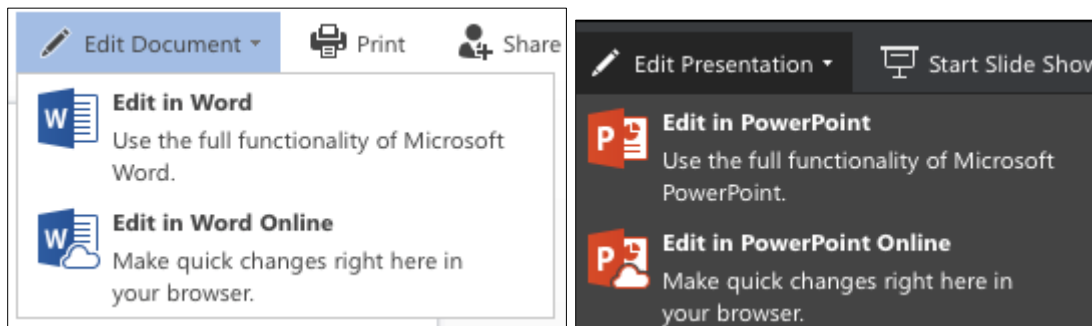In your OneDrive, select Shared with me in the left-hand menu.

Click the name of the shared file that you wish to open.

If you have editing rights and would like to edit the shared file, click **Edit Document** or **Edit Presentation**.
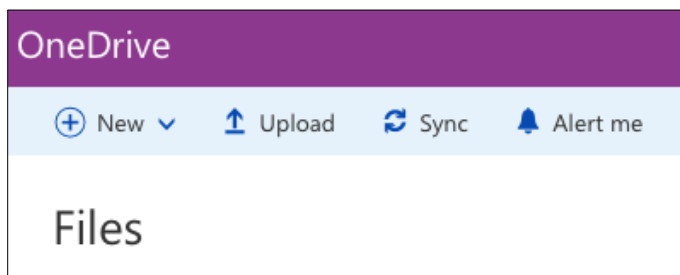

Make sure you always choose the second option, **Edit in Word Online** or **Edit in PowerPoint Online**.

Uploading Files to OneDrive

In your OneDrive, click the **Upload** button and then browse for the file that you wish to upload. You can upload any type of file. The file does not have to be an Office product.
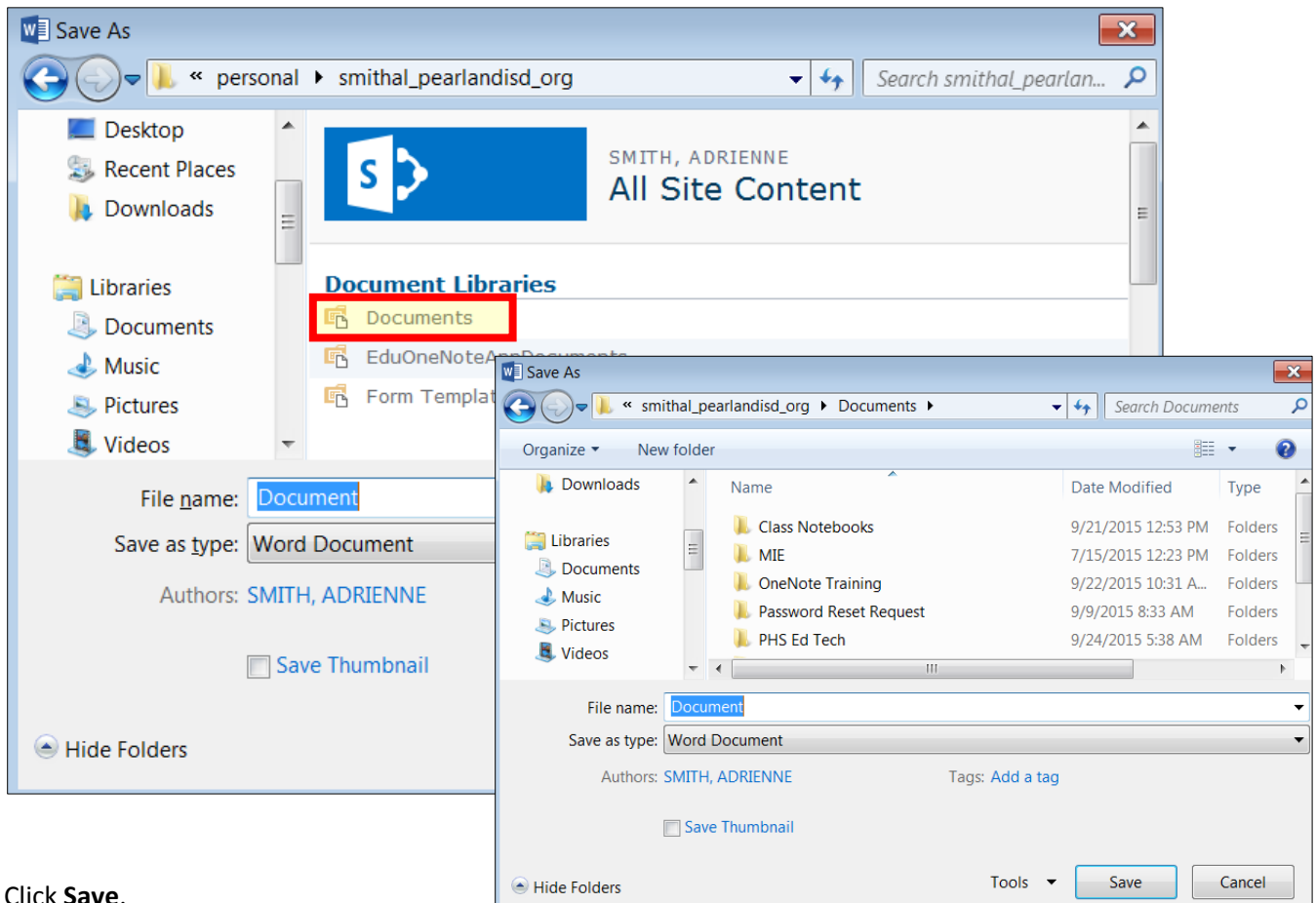
Saving from a Microsoft Office Product on the Computer to your OneDrive

Go to **File > Save As**. Double click **OneDrive – Pearland ISD**.
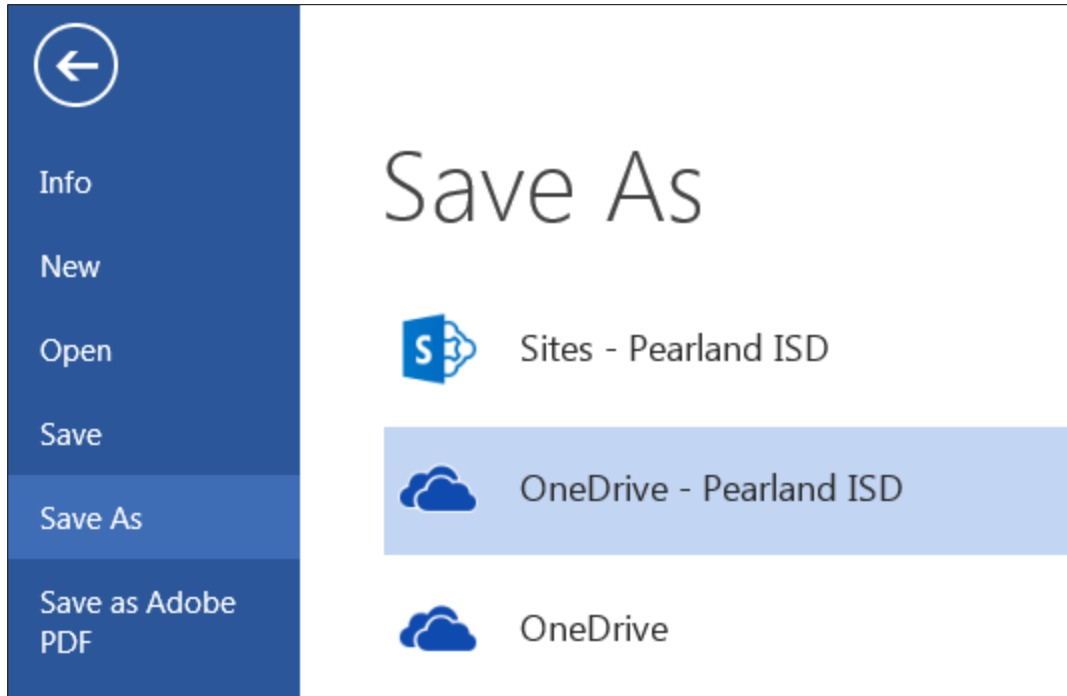
Double click **Documents underneath Document Libraries** (not Documents in the left-hand menu).

Click **Save**.