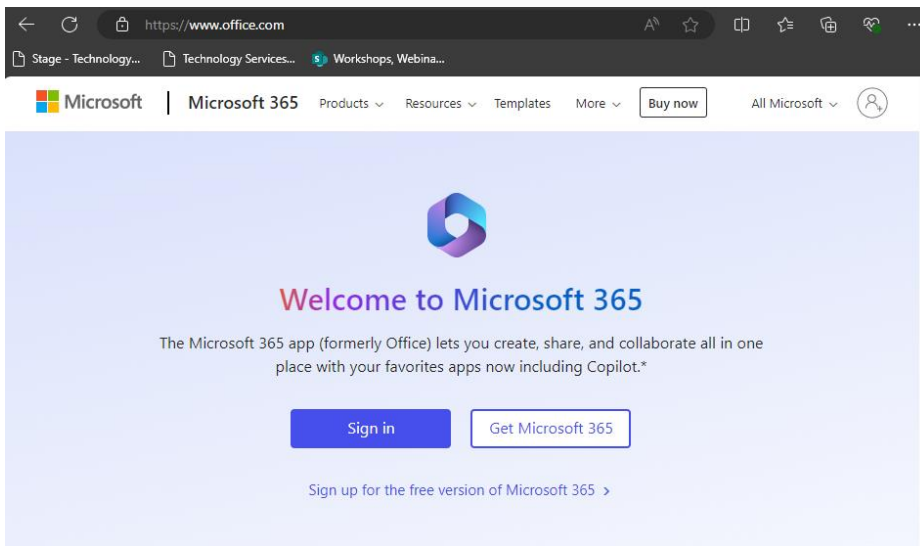


This serves as a basic overview of the Microsoft 365 portal. From here, students can access all Microsoft applications and additional CCPS applications. Please note that the Microsoft 365 portal can be accessed on any computer with internet connectivity.

First time Login Instructions

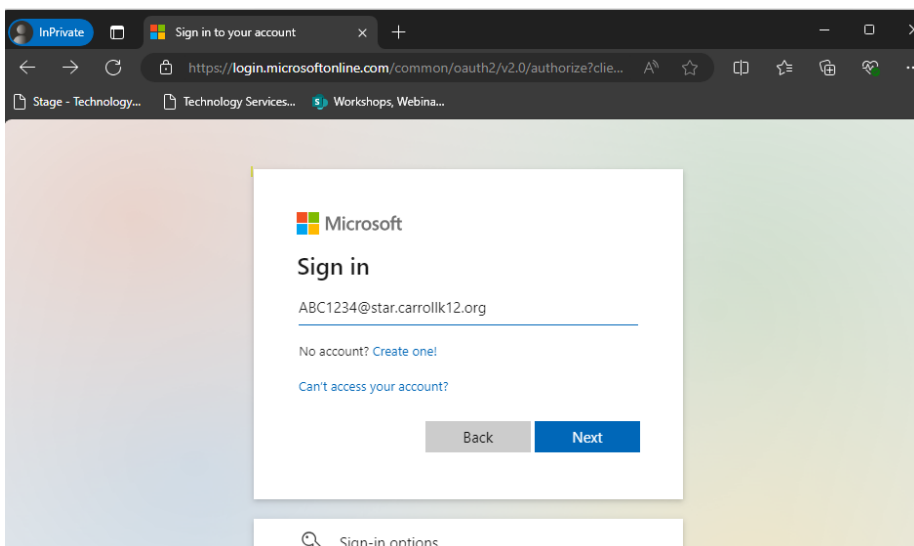
Where do I go to access Microsoft 365 applications?

You can access Microsoft 365 from any internet connected computer by going to: <https://office.com> and selecting **Sign in**.



Enter the student's Microsoft 365 account name. The student's Microsoft 365 account is their school network account username combined with @star.carrollk12.org. Click **Next**.

For example, if John E. Smith's username is his 3 initials + 4 random numbers then his 365 Account would be JESxxx@star.carrollk12.org



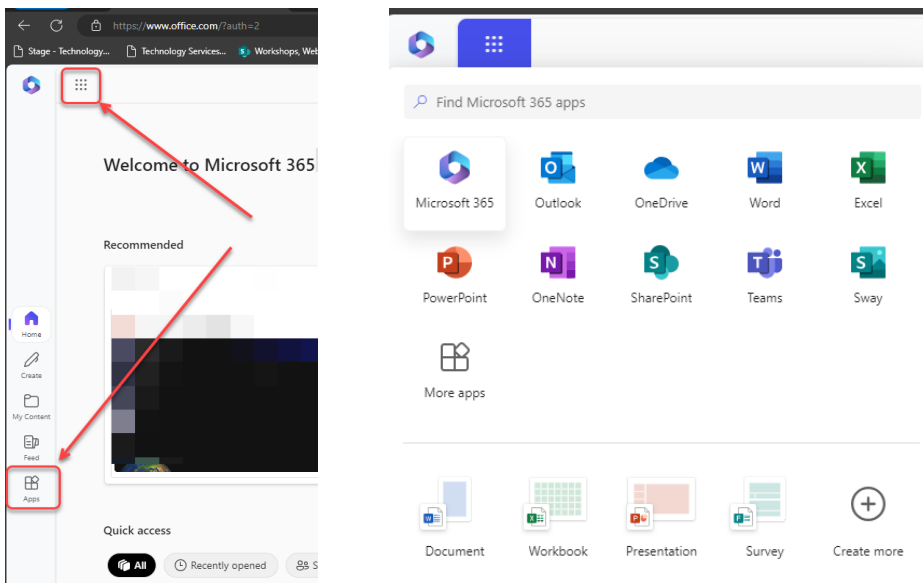
Using Microsoft 365 - Student Guide

Enter the account password which is the same as the student's network password. *Note that if the student has previously accessed this account on this computer, it may automatically log them into 365.*

A message may pop up asking if the account should stay signed in and the student can click No or Yes depending on if they are on their assigned machine.



The Microsoft 365 landing page opens where all Microsoft Applications can be accessed by using the waffle icon in the upper right corner or clicking the **Apps** button in the left navigation pane.

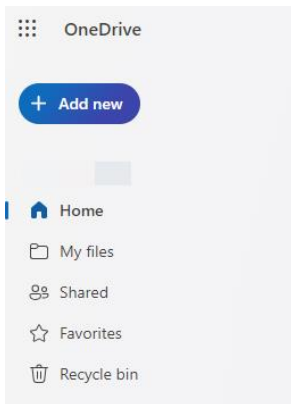


Either method will show frequently used applications, or the More apps button can be selected to view all applications that the student has access to use. A new Microsoft Word Document, Excel Workbook, PowerPoint presentation or Forms survey can also be started from here by making the appropriate selection.

OneDrive

Students will have access to OneDrive which is a document repository specific to the student that can be accessed anywhere with an internet connection within the US. Documents can be created and stored here using Word, Excel, PowerPoint, and OneNote. OneDrive can also be organized by creating folders to categorize documents.

Select OneDrive from the applications as shown above, and the student's OneDrive landing page opens. The view of the OneDrive content can be filtered by selecting any of the options along the navigation bar based on what you are looking to view.

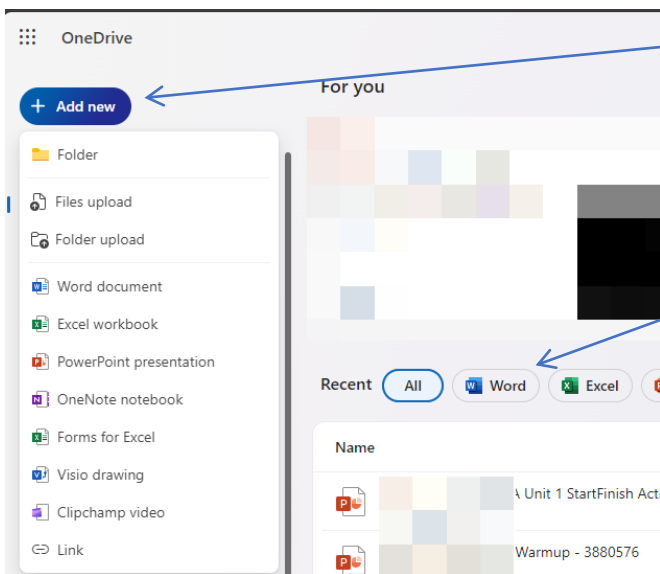


Home: OneDrive landing page
My Files: files you have created or own
Shared: files shared with you or shared by you
Favorites: files you have marked as a favorite
Recycle Bin: files you have deleted recently

Microsoft TIP:
Anywhere an ellipsis is seen, that means there are additional options available. Click to view what they are.

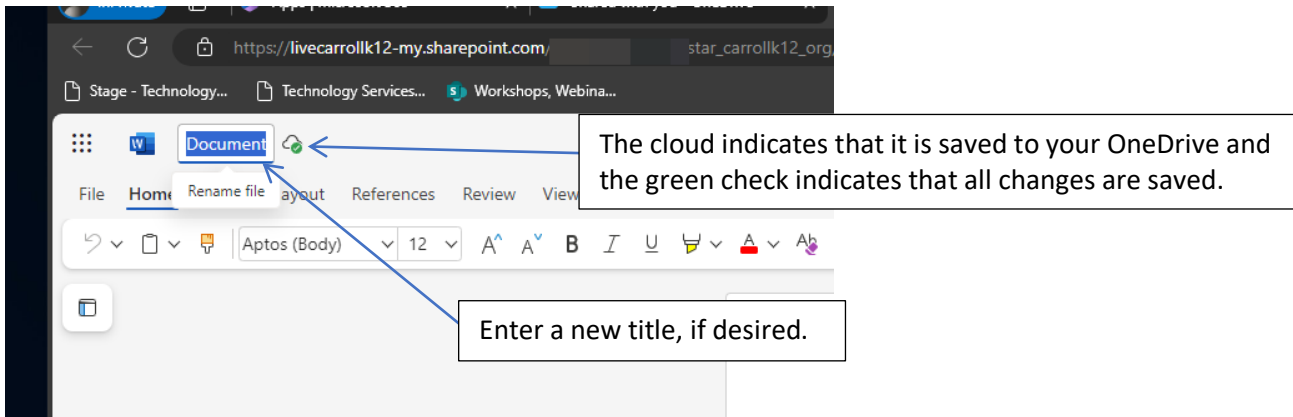
A screenshot of a file named 'Document.docx' in OneDrive. A red box highlights the three-dot ellipsis menu icon to the right of the file name, indicating that clicking it reveals additional options.

To create a new Office document, under the **Add New** button, select the Office application to create a new document in. Based on the application selected, the new item will open in that web-based application and automatically start saving to your OneDrive. It is given a default document title that can be changed by clicking and typing a new name.



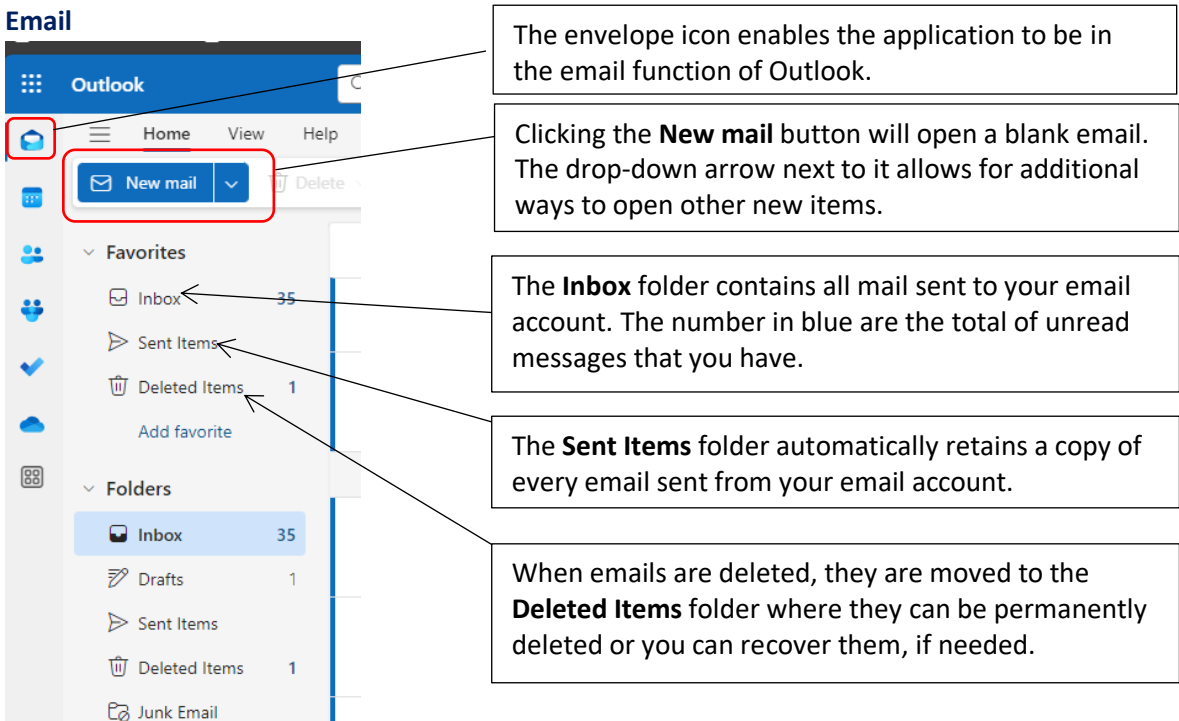
Click **Add new** to create a new folder, document, workbook, etc. that will automatically be saved in your OneDrive.

Recent will display recently accessed documents. Sort those by document type at the top where it has the applications listed. Click the document to open.



Outlook

Outlook is the application used for email communication and can be accessed via the instructions above, or by entering <https://outlook.office.com> and then entering the same username and password. Please note that students are unable to send emails to any email address outside of the carrollk12.org or star.carrollk12.org email domains.



Calendar

Students also have access to a calendar function of Outlook where they can create their own appointments and tasks. Teachers can also send appointments to students to remind them of upcoming events or due dates.

The screenshot shows the Outlook calendar interface. At the top, there is a search bar and navigation tabs for Home, View, and Help. Below this, a row of buttons includes 'New event', 'Day', 'School week', 'Week', 'Month', and 'Split view'. A 'Calendar' icon is also visible on the left sidebar. Three callout boxes provide instructions: one for the 'Calendar' icon, one for the 'New event' button, and one for the view selection buttons.

Opens the Calendar function of Outlook.

Creates a new Outlook calendar appointment.

Determines the calendar view that will display.