

2025 - 2026

GETTING STARTED WITH Microsoft 365



“
THE UPGRADE
YOU DIDN'T
KNOW YOU
NEEDED
”

Access online supports and materials by visiting our **Microsoft 365 website**:



<https://www.rochester.k12.mi.us/about-us/departments/technology-services/microsoft-365>

Getting Started



[Outlook Cheat Sheet](#)



[Reverting to Classic View in Outlook](#)



[Report Phishing](#)



[Delete and Purge Emails](#)



[Email Signatures](#)



[Microsoft 365 Word:
Open and Save to your
Drives](#)



[Microsoft 365
PowerPoint: Open and
Save to your Drives](#)



[Microsoft 365 Excel:
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[Sharing Calendar
Permissions](#)



[How to Add Google
Calendar in Outlook
Calendar](#)