

Using Microsoft 365 - Student Guide

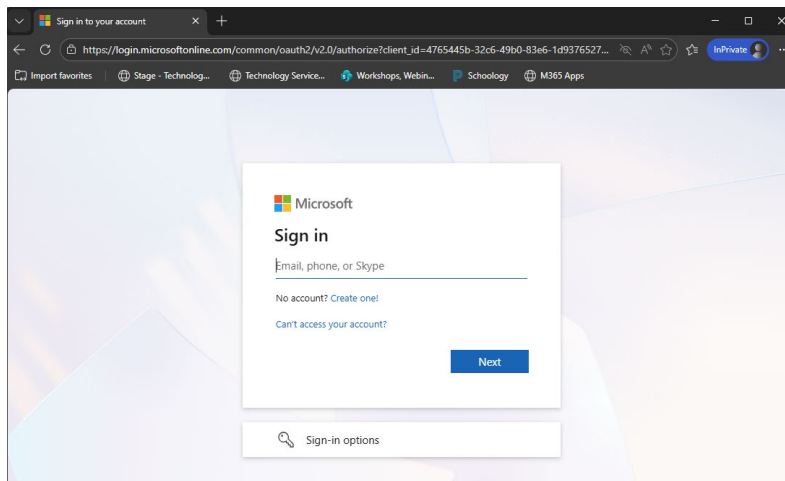
This serves as a basic overview of the Microsoft 365 portal. From here, students can access all Microsoft applications and additional CCPS applications. Please note that the Microsoft 365 portal can be accessed on any computer with internet connectivity.

First time Login Instructions

Where do I go to access Microsoft 365 applications?

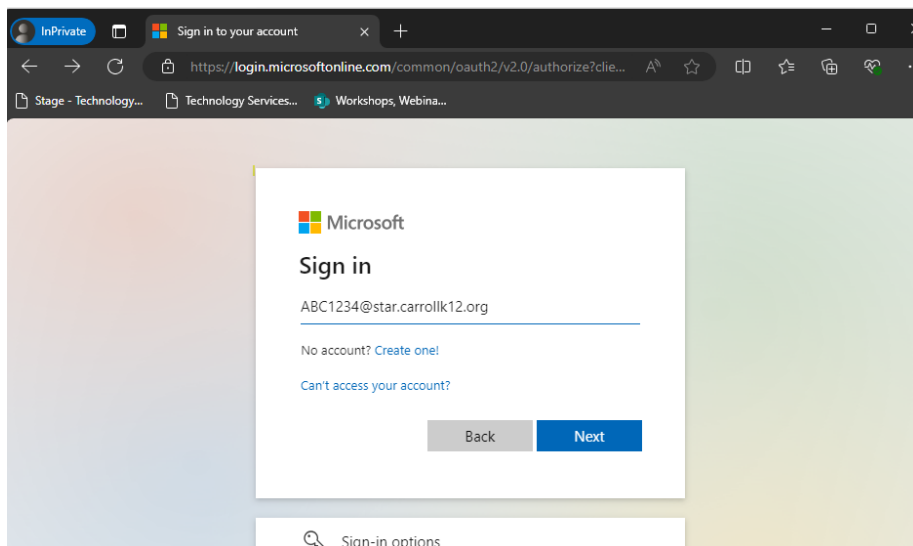
You can access Microsoft 365 from any internet connected computer by going to:

<https://m365.cloud.microsoft/apps>



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**.

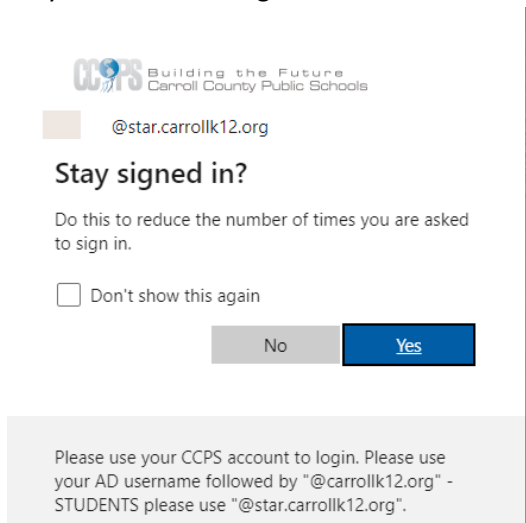
For example, if John E. Smith's username is his 3 initials + 4 random numbers then his 365 Account would be JESxxxx@star.carrollk12.org



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.*

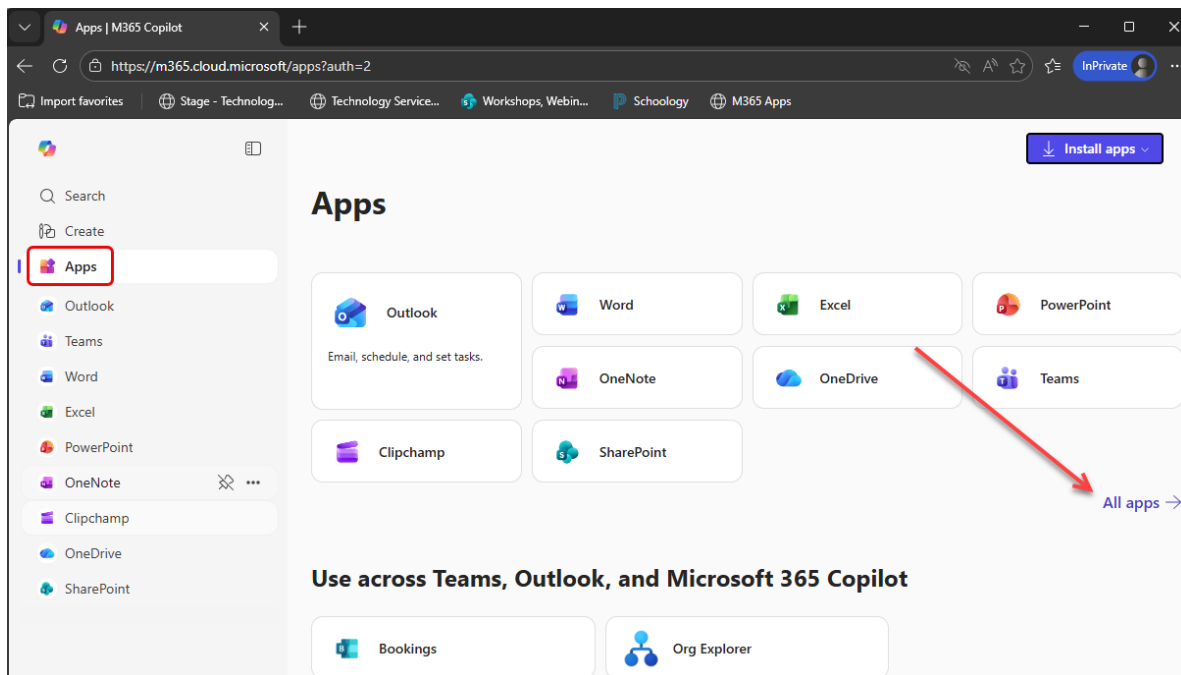
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A message may pop up asking if the account should stay signed in and the student can click No or Yes depending on if they are on their assigned machine.



The Microsoft 365 landing page opens where all Microsoft Applications can be accessed by clicking the **Apps** link in the left navigation pane or by clicking the **All apps** link in the main screen.

NOTE: This is where the **Install apps** button is (purple in the upper right), where students can download desktop applications to up to 5 additional devices.

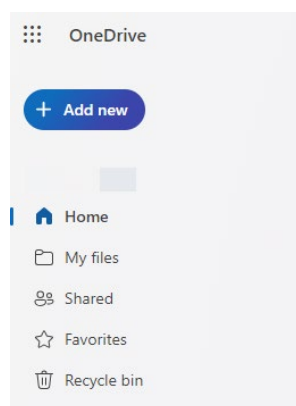


Either method will show frequently used applications, or the **All apps** button can be selected to view all applications that the student has access to use. A new Microsoft Word Document, Excel Workbook, PowerPoint presentation or Forms survey can also be started from here by making the appropriate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

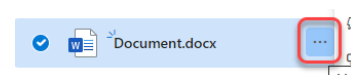
Select OneDrive from the applications as shown above, and the student's OneDrive landing page opens. The view of the OneDrive content can be filtered by selecting any of the options along the navigation bar based on what you are looking to view.



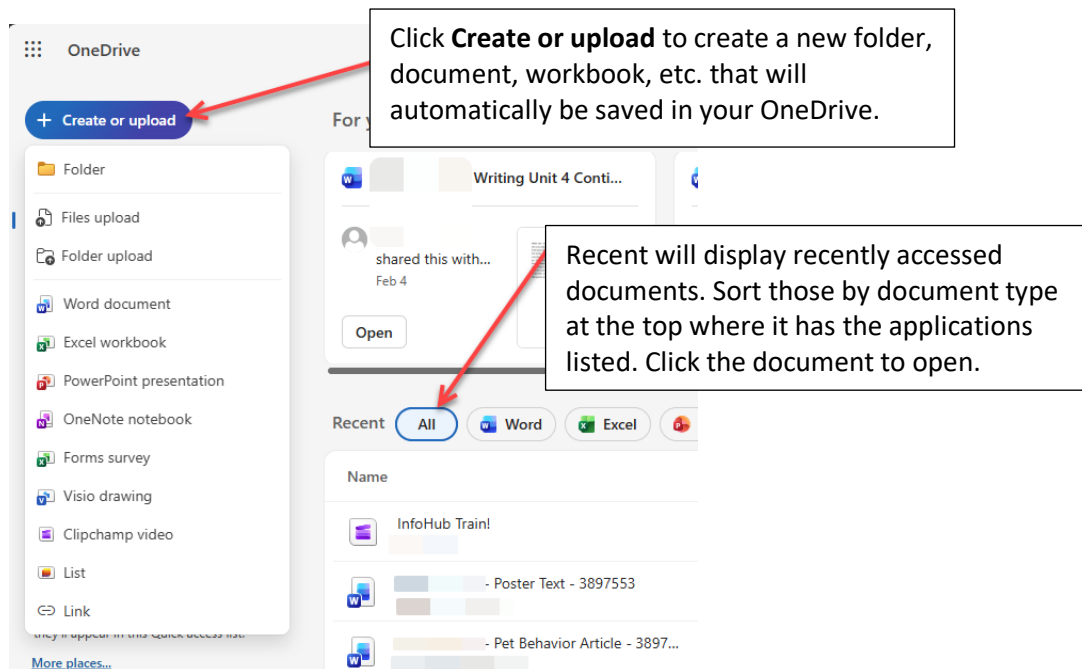
Home: OneDrive landing page
My Files: files you have created or own
Shared: files shared with you or shared by you
Favorites: files you have marked as a favorite
Recycle Bin: files you have deleted recently

Microsoft TIP:

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

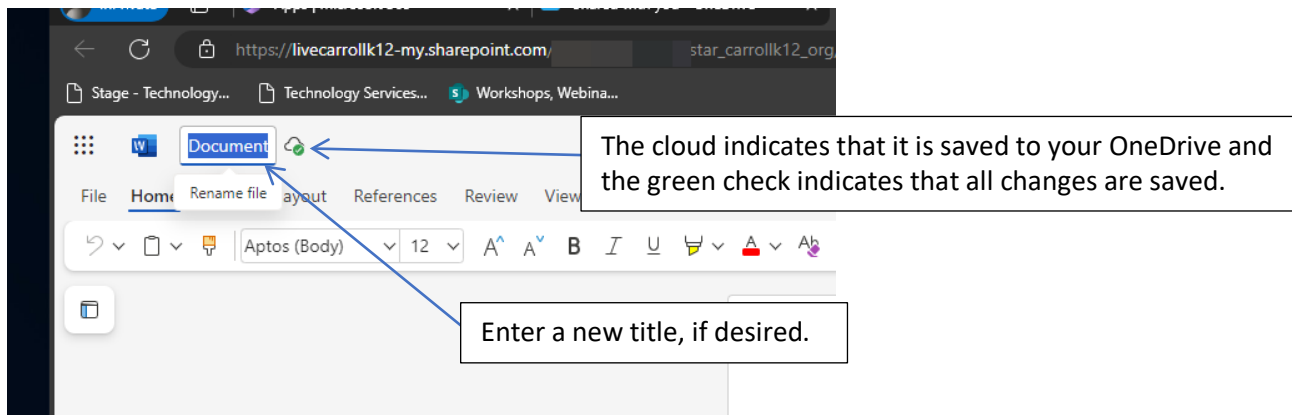


To create a new Office document, under the **Create or upload** button, select the Office application to create a new document in. Based on the application selected, the new item will open in that web-based application and automatically start saving to your OneDrive. It is given a default document title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



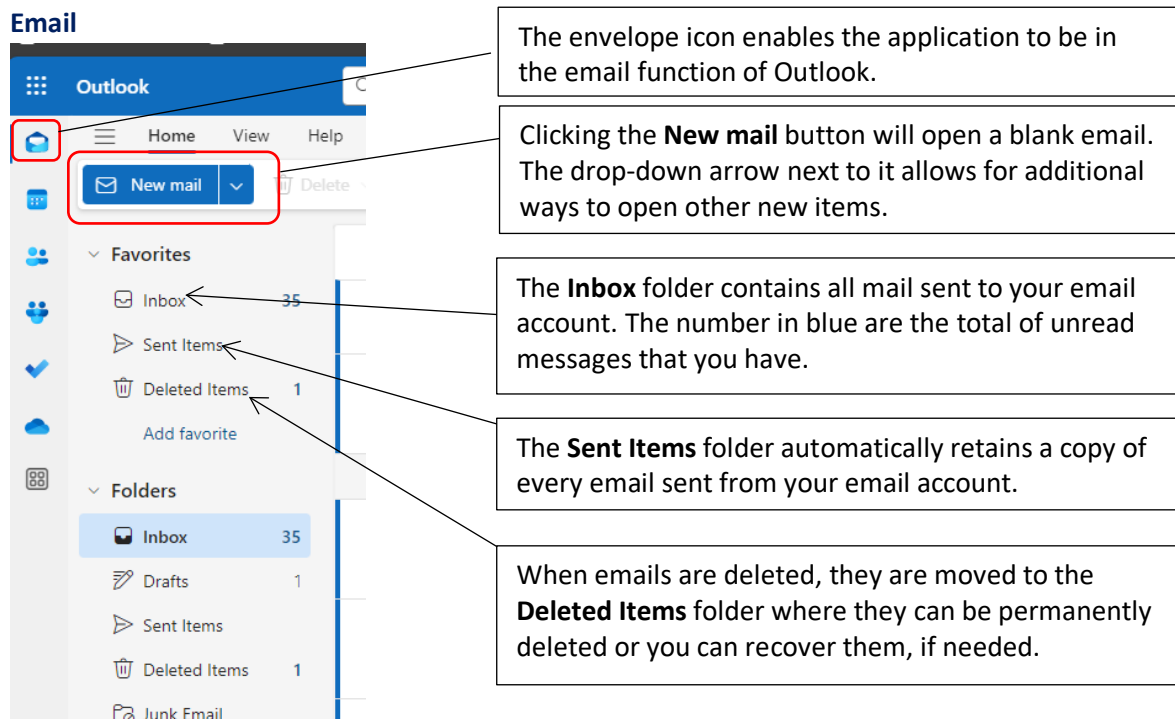
Click **Create or upload** to create a new folder, document, workbook, etc. that will automatically be saved in your OneDrive.

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.

