

USING MICROSOFT OFFICE 365

Office 365 is a package of online learning tools including the latest versions of Microsoft Word, Power Point, Excel and the OneDrive cloud-based storage system. Office 365 can be installed on up to five devices free of charge.

1 – At Timber Ridge, click on the Office 365 icon on the desktop.

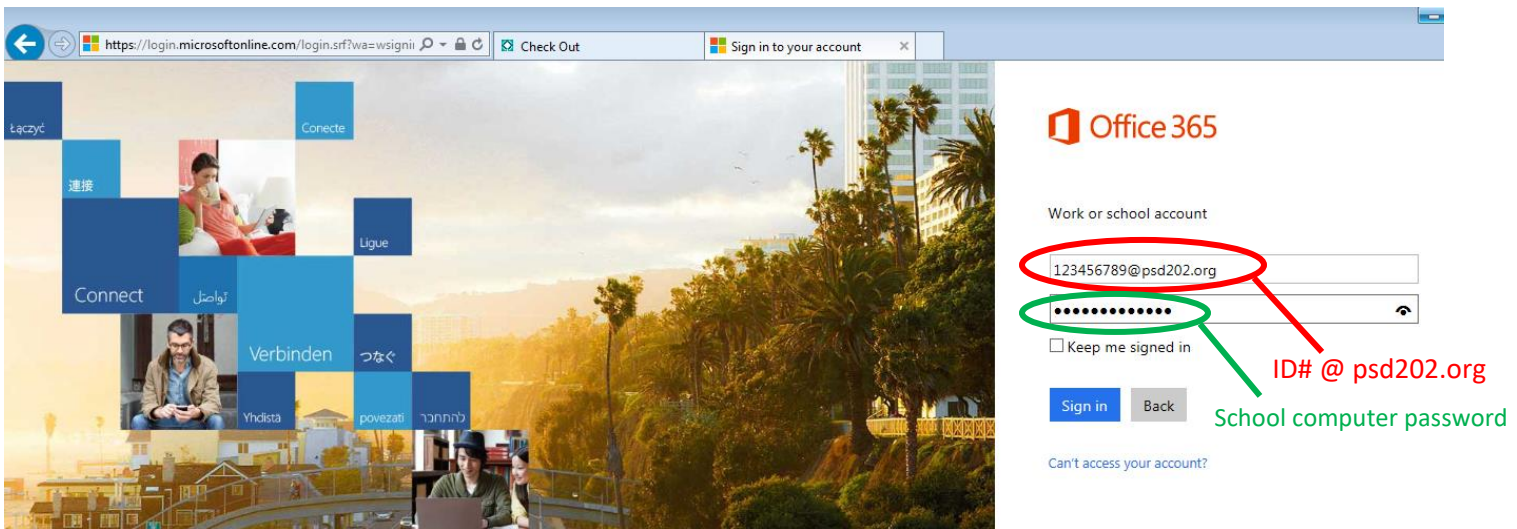


2 – From home, go to the Timber Ridge website -> Resources -> Office 365 Login.

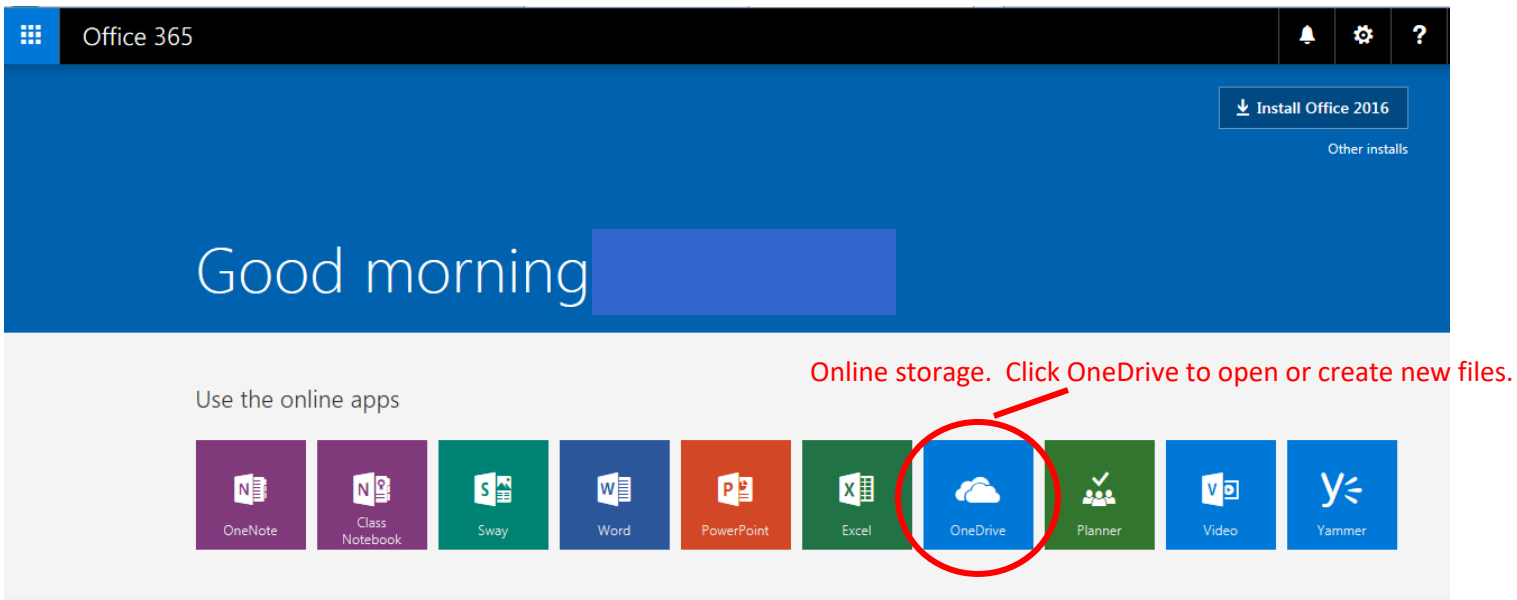
3 – Log into Office 365

Username = ID#@psd202.org

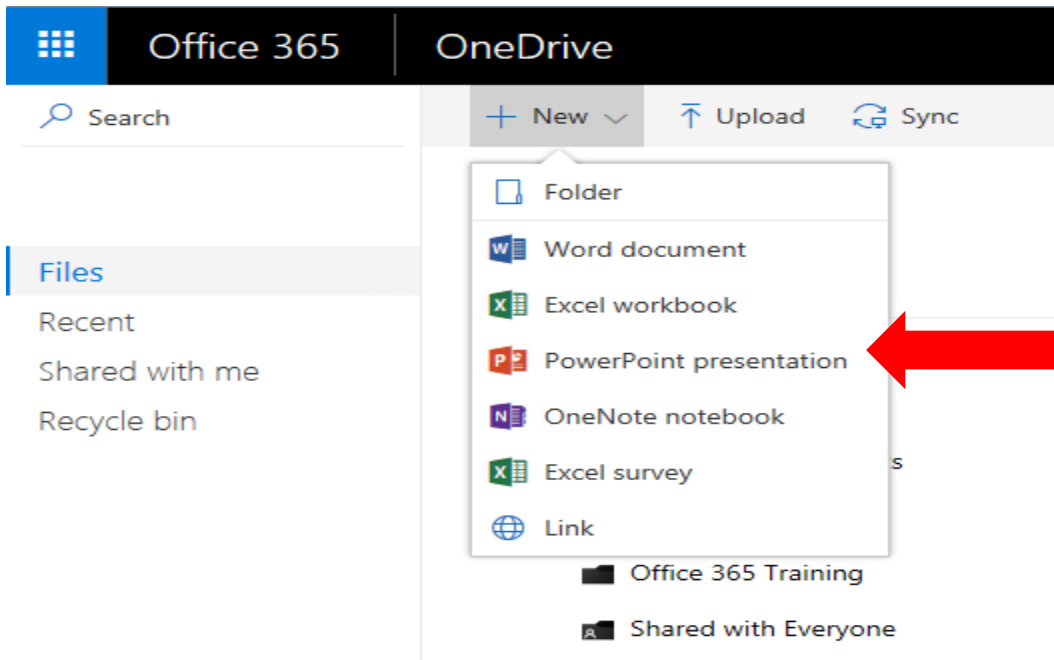
Password = your school computer password



4 – Welcome screen with program choices will appear once logged in.

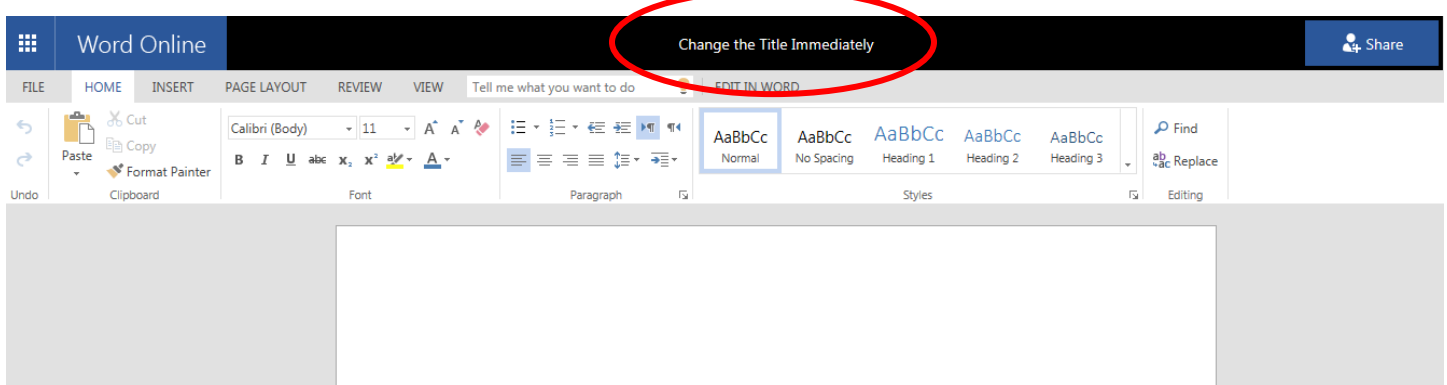


5 – Click OneDrive (the cloud storage). You can open existing documents or create new ones. You will use the web versions of the Office products. You do not need to have Office installed on the computer to do this.



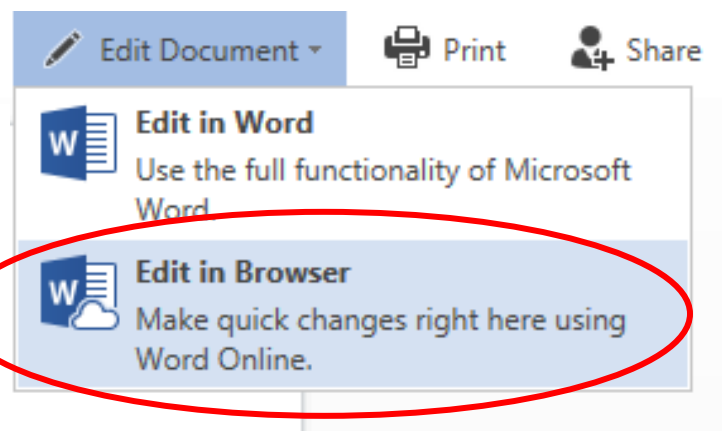
Can create a new folder (such as Language Arts or Computer Apps) for all your papers/assignments. You can open a new document, PowerPoint, etc.

6 – Once a new file is opened, be sure to change the title name immediately. Click on the title (Document 1) and type directly into the box.

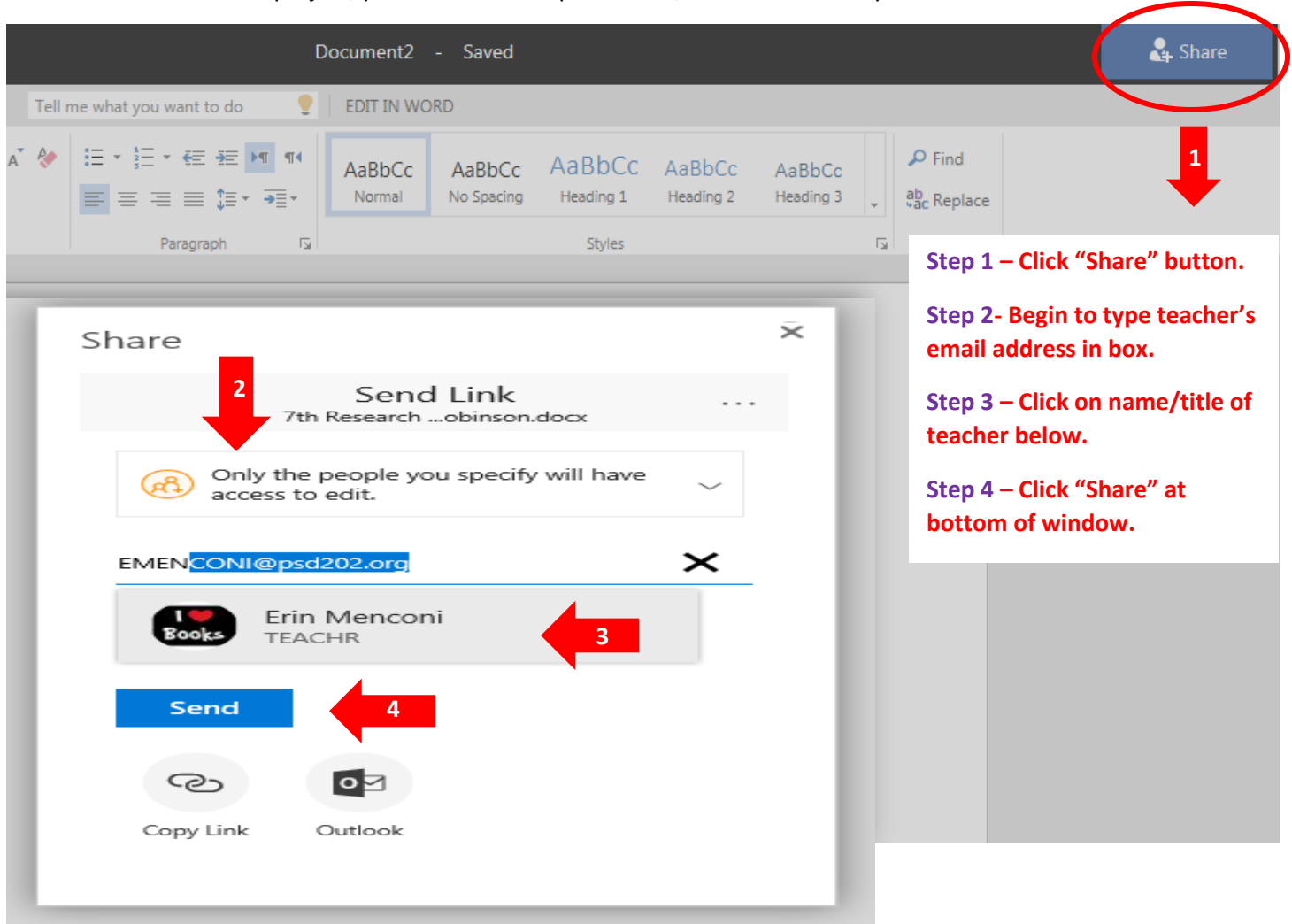


7 – Remember that you are using the online web versions of the Office products. The file will automatically save every few seconds, so be careful not to make mistakes. Many of the same functions are available in the toolbars.

When opening a file to make changes/additions, you will need to **edit** the document. Be sure to select "Edit in Browser" which makes changes using Word Online.



8 – When finished with a project, you can choose to print it and/or “share” it with your teacher.



Document2 - Saved

Share

Tell me what you want to do

EDIT IN WORD

Paragraph Styles

Find Replace

Share

Send Link

7th Research ...obinson.docx

Only the people you specify will have access to edit.

EMENCONI@psd202.org

Erin Menconi
TEACHR

Send

Copy Link Outlook

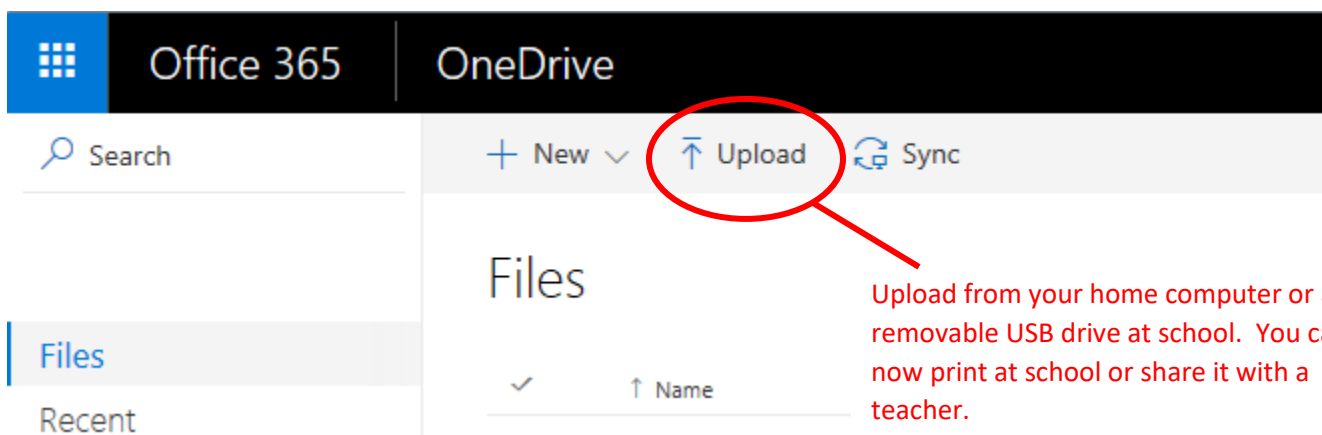
Step 1 – Click “Share” button.

Step 2- Begin to type teacher’s email address in box.

Step 3 – Click on name/title of teacher below.

Step 4 – Click “Share” at bottom of window.

9 – If you have chosen to type a paper/project in traditional Microsoft Word, you can upload into Office 365 to print or share with a teacher.



Office 365 OneDrive

Search

New Upload Sync

Files

Recent

Upload from your home computer or a removable USB drive at school. You can now print at school or share it with a teacher.