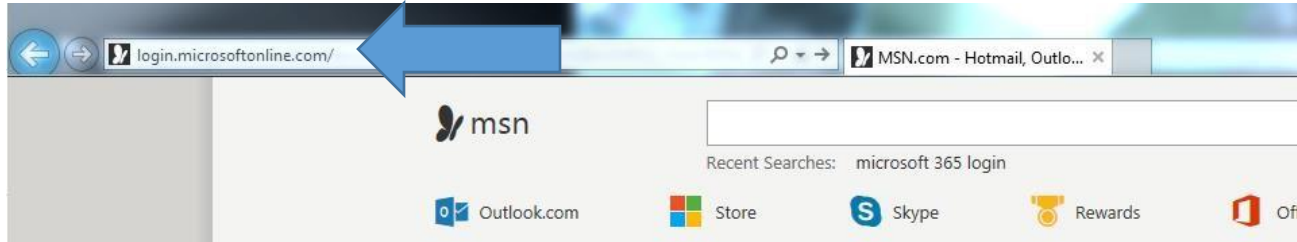
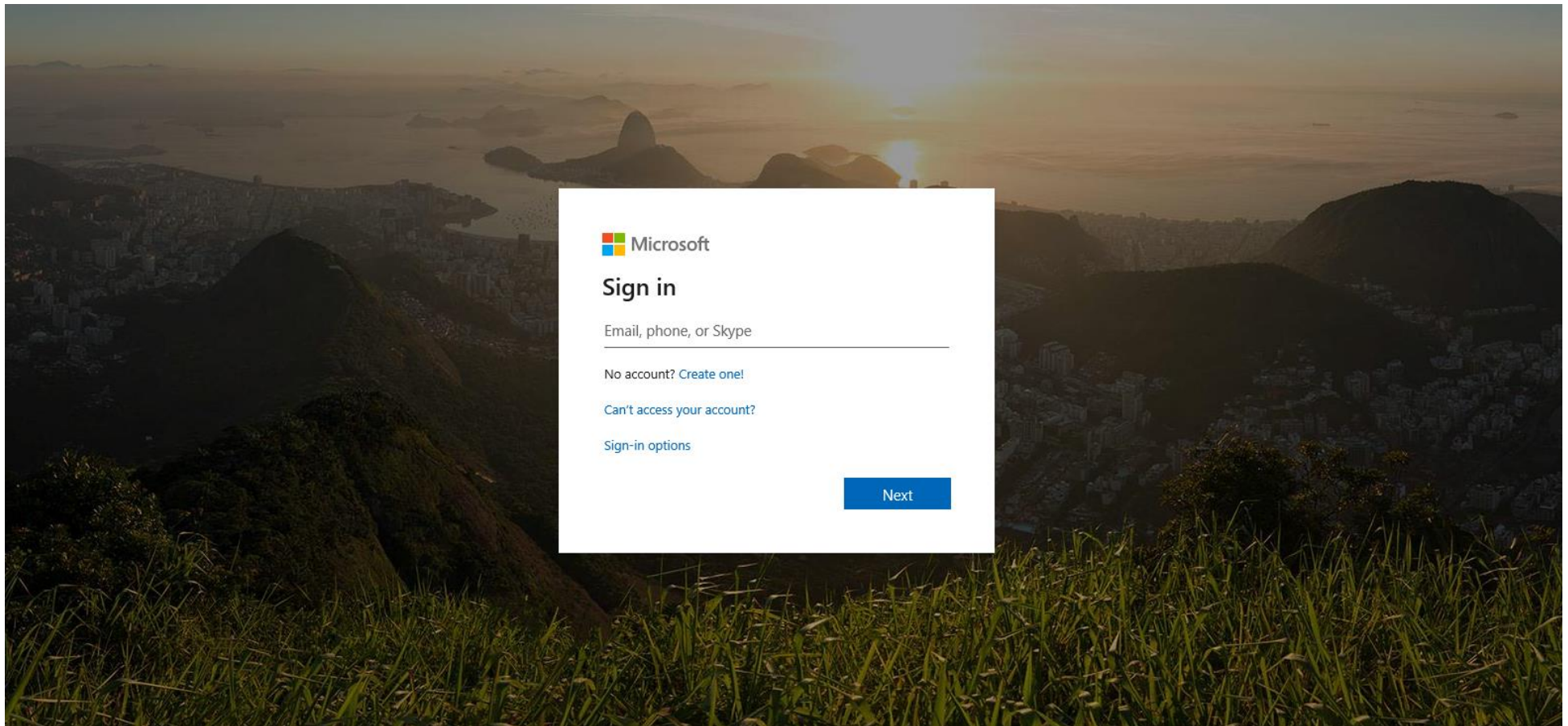


Open preferred Web Browser (Google Chrome, Microsoft Explorer or Edge, etc.).

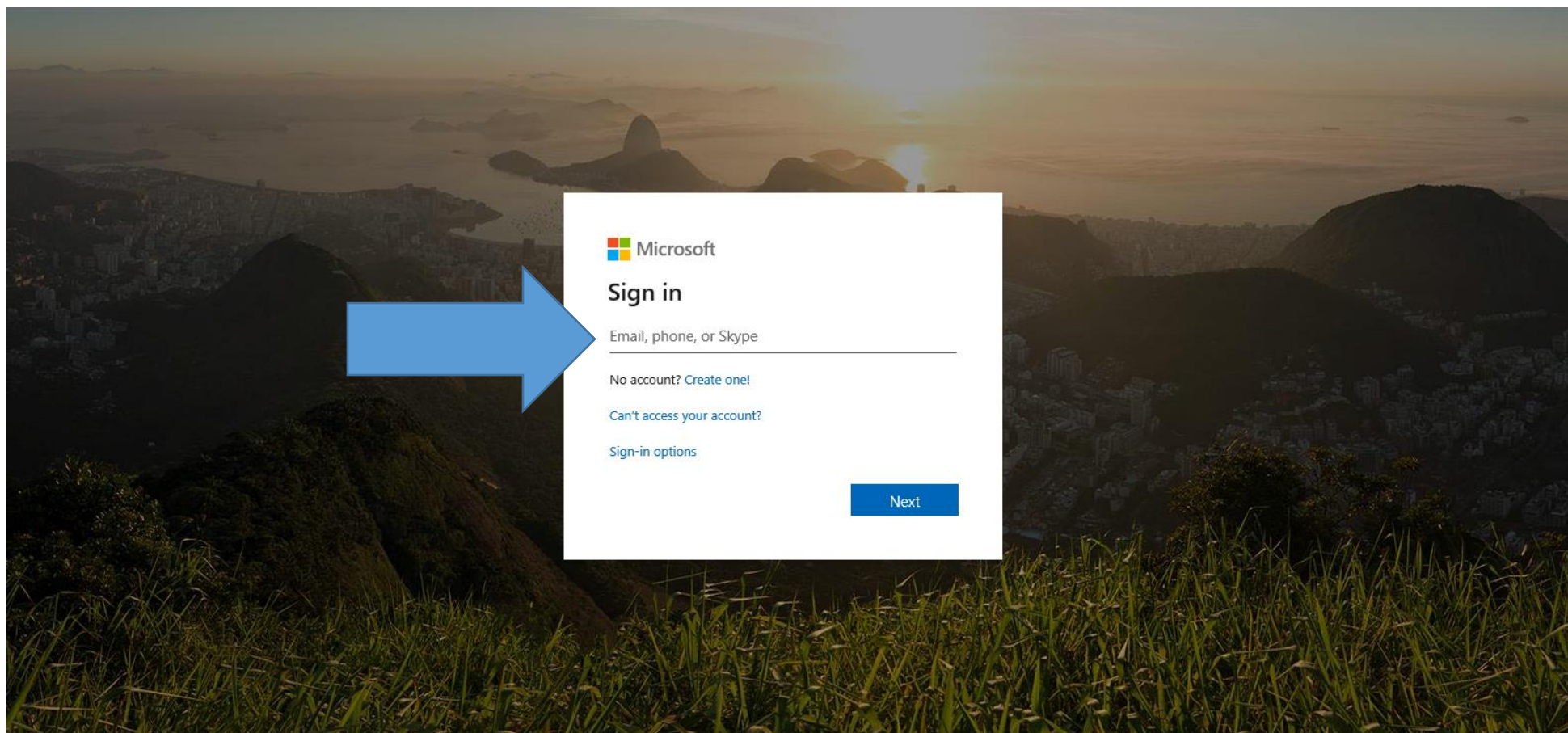
Type: login.microsoftonline.com into navigation bar.



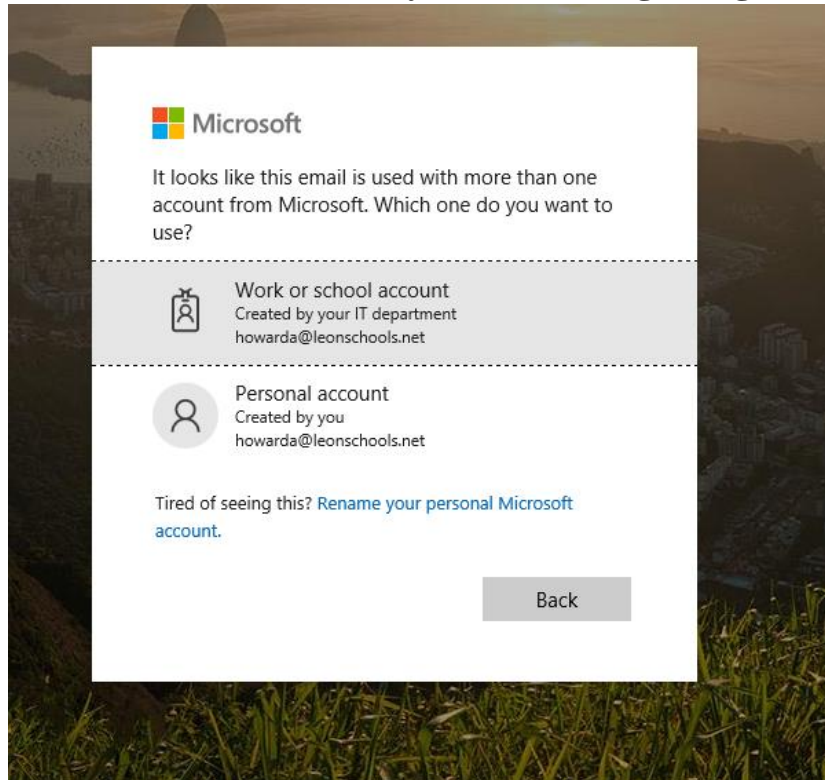
If you have not logged into Office 365 recently, you may arrive here:



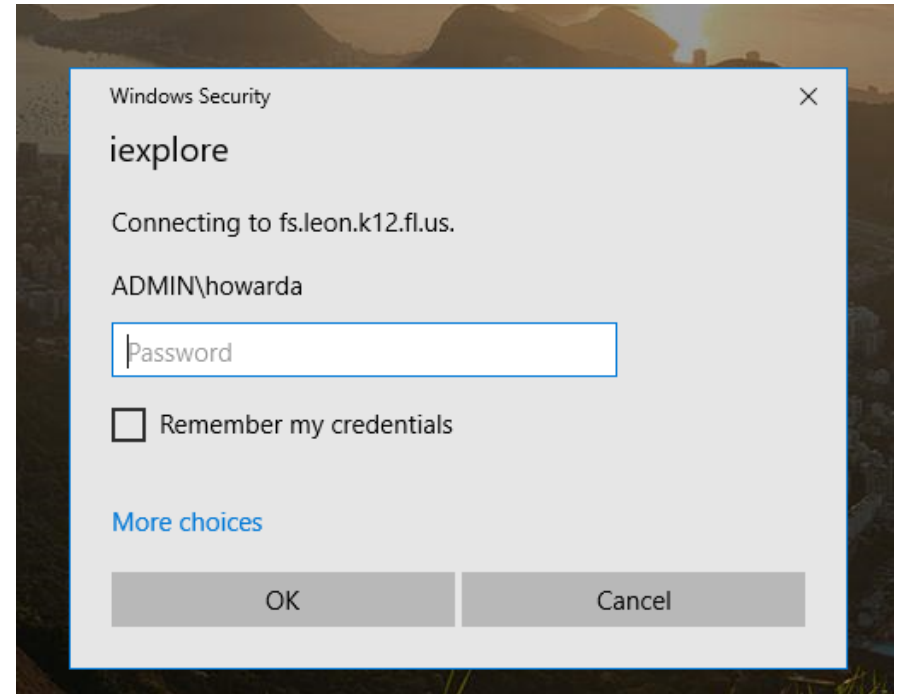
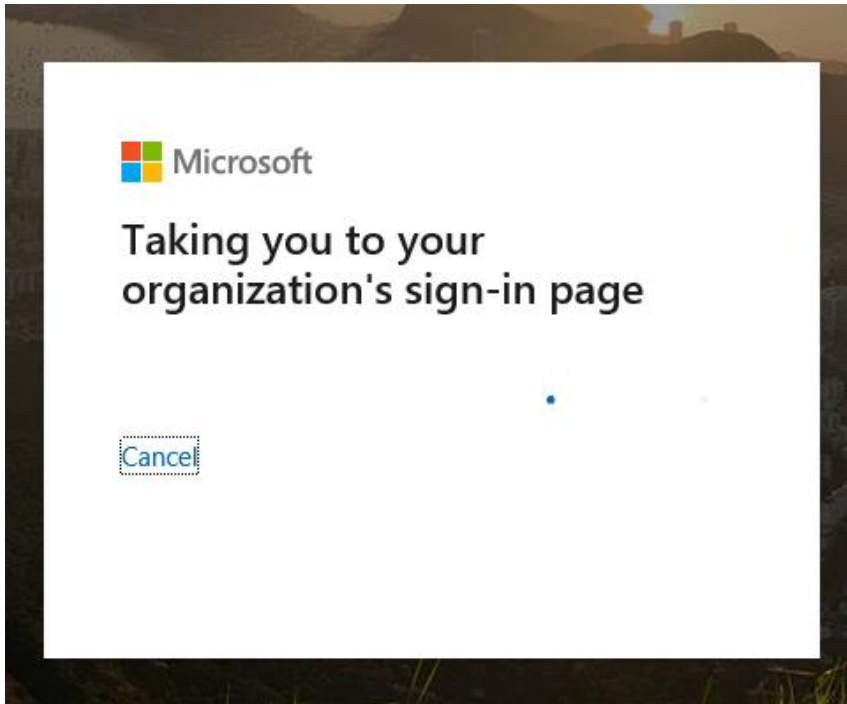
Type in your full District Provided email address into the “Email, phone, or Skype” line.



The site will automatically refresh, recognizing a business account to show you this:

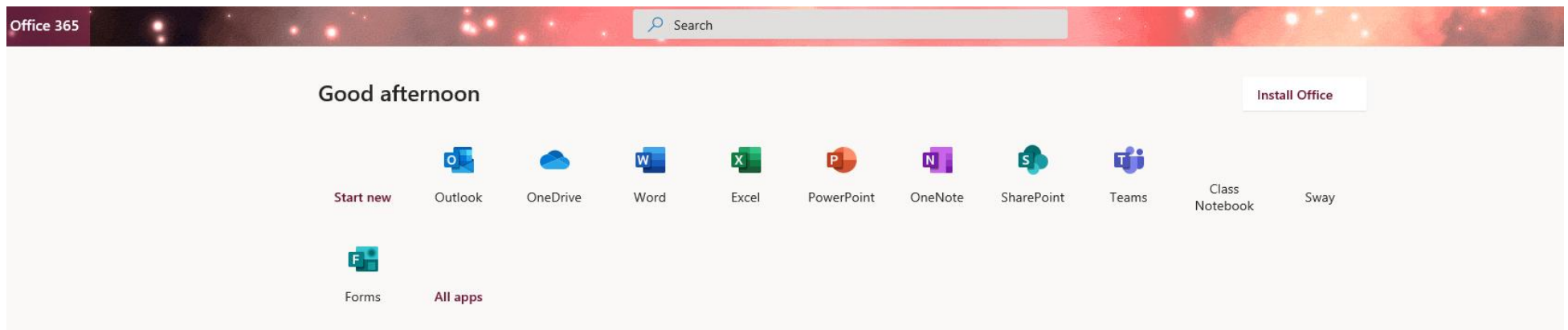


Select “Work or School Account.”



You will be redirected. A new Pop-Up will likely appear.

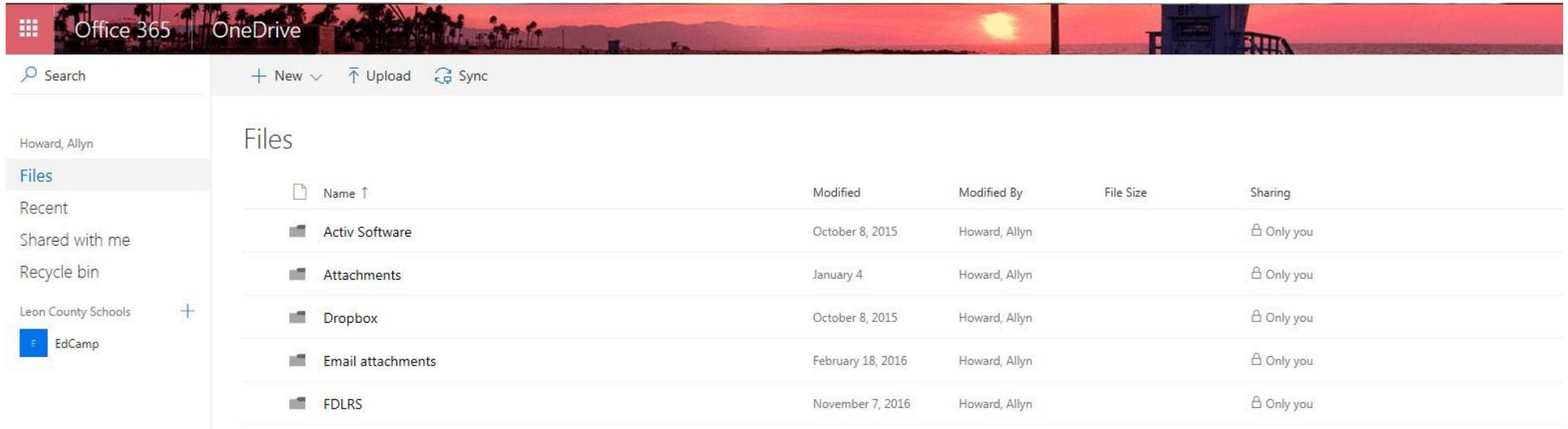
Here, you'll need to type your password here. Same as you would type to login to your district computer & email.



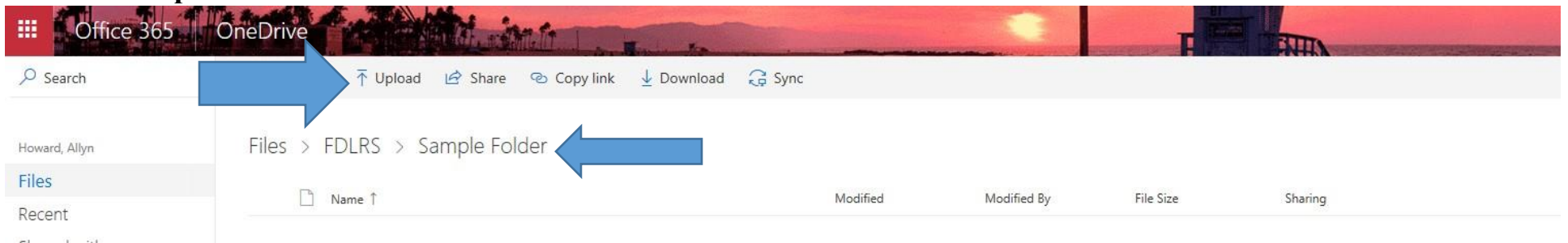
From here, you can access all the products and features of Office 365 Online.

One great feature of Office 365 is the Microsoft OneDrive. OneDrive is a Microsoft cloud storage service that lets you store your files in one place, share them with others, and get to them from any device connected to the Internet. You can access your OneDrive by clicking on the cloud icon.

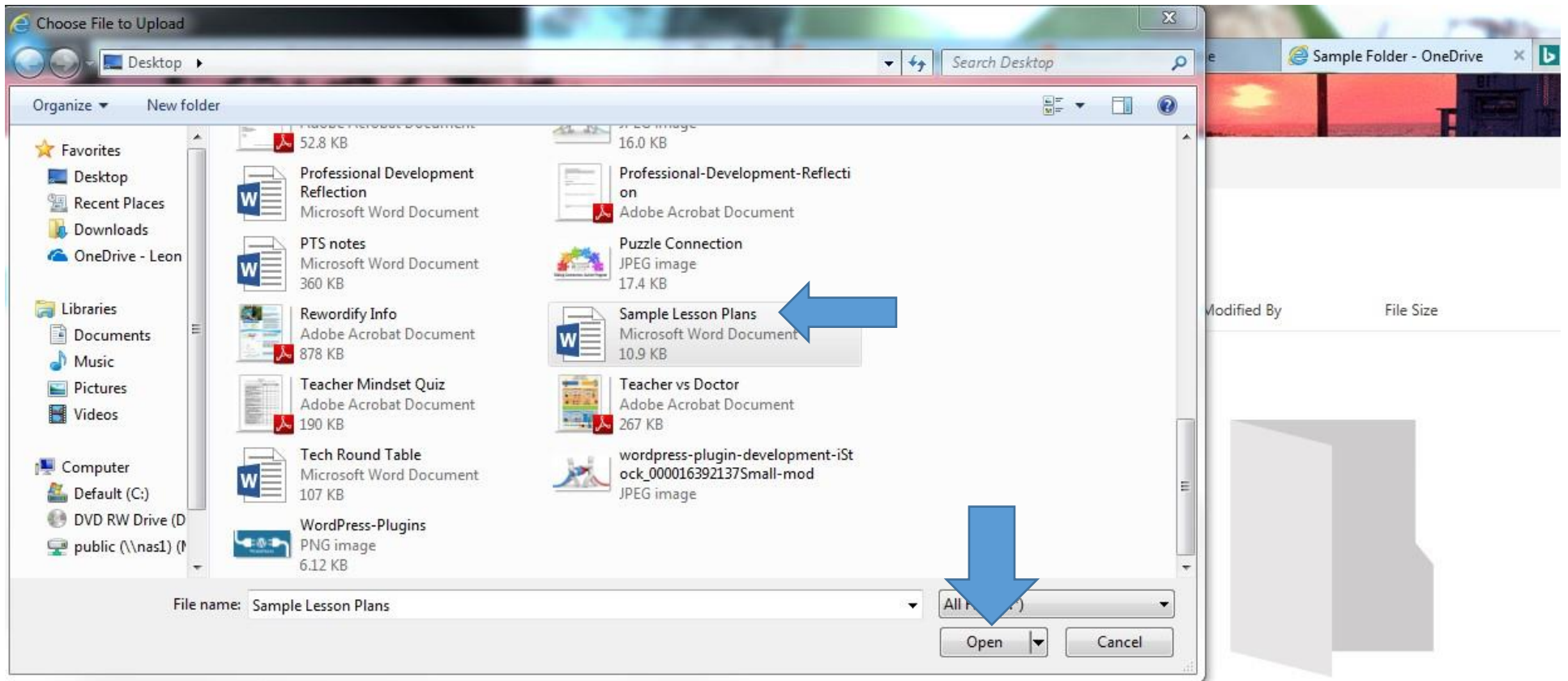
Depending on how you organize your files, your OneDrive should look something like this:



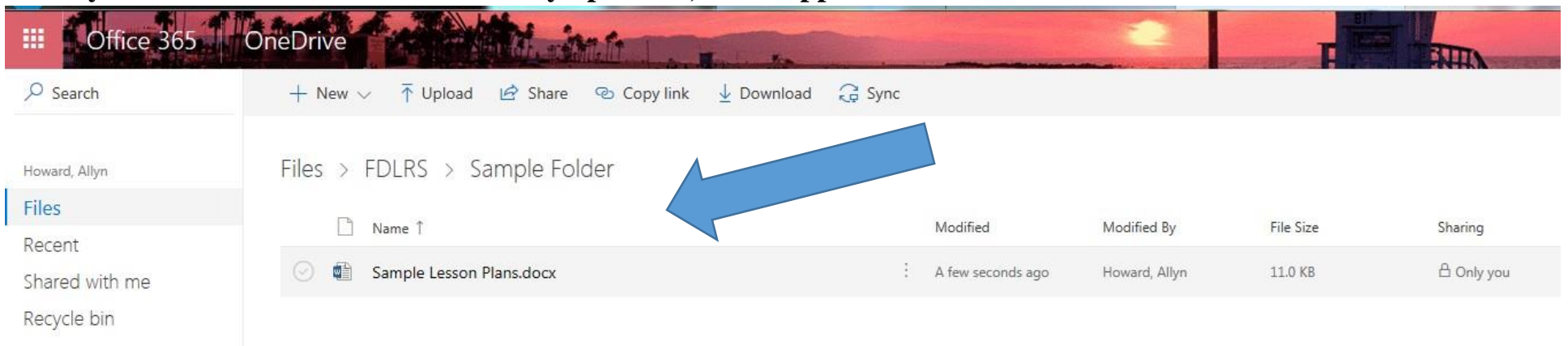
From here you can add “New” files (Word, Excel, PPT, etc.) or “Upload” previously created documents. Let’s say, you would like to save the lesson plans you were working on at home to the OneDrive so that you could access them once you got to work the next morning. Select the folder or location where you would like to save this document then click “Upload”:



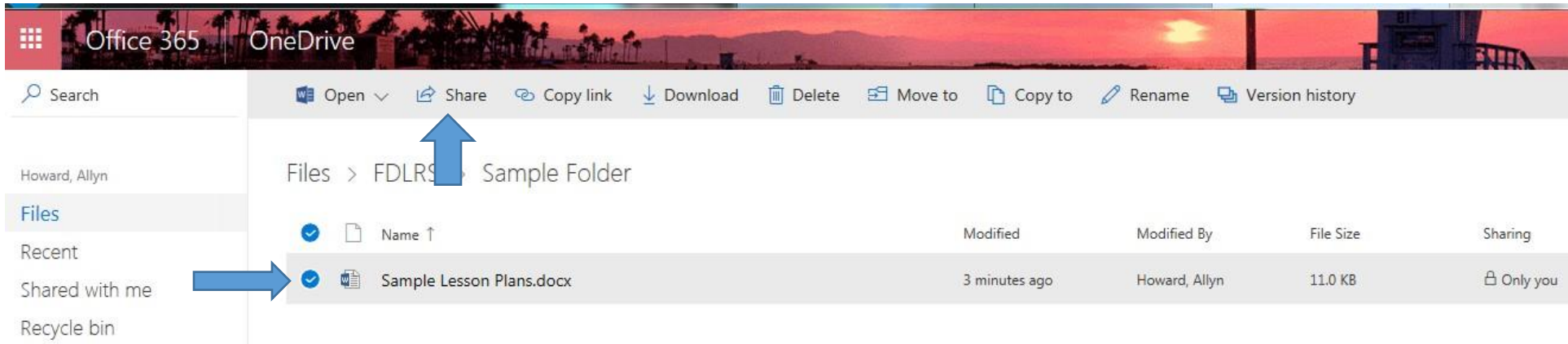
This should prompt an upload window to appear. Locate & select your desired file, then click “Open”:



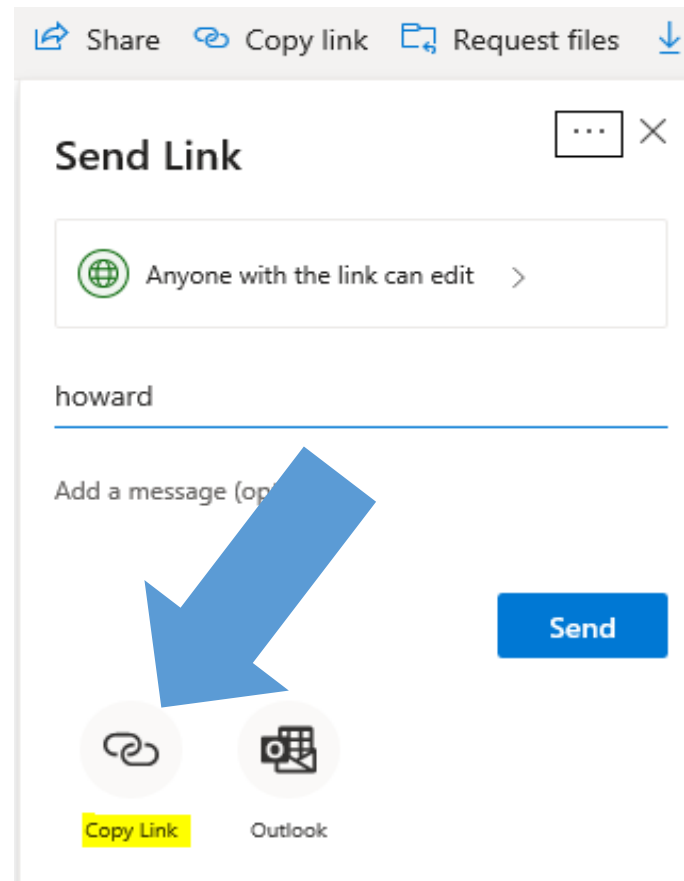
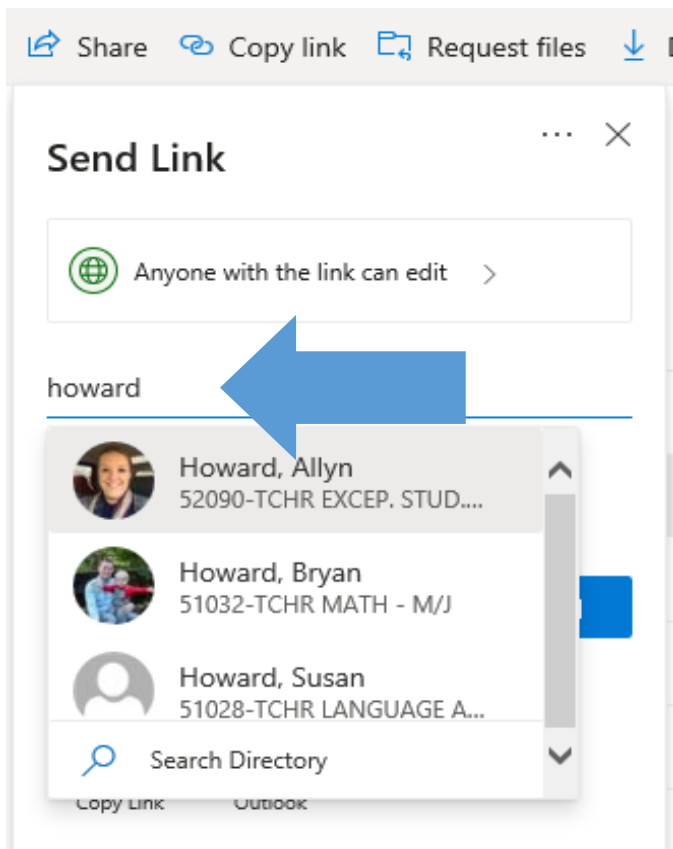
When your document has been successfully uploaded, it will appear in the folder:



Let's say, I have completed my document and want to share them. I can do this easily within OneDrive. Be sure the document you wish to share is checked and click "Share":



A “Send Link” box will appear, allowing you to enter a colleague’s name/email address OR receive link to share with anyone who you would like to give access to:



Once the document has been shared, you will see a change in the “Sharing” column to the right:

Files > FDLRS > Sample Folder

✓	Name ↑	Modified	Modified By	File Size	Sharing
✓	Sample Lesson Plans.docx	14 minutes ago	Howard, Allyn	11.0 KB	Shared ←

I can find documents that others have shared with me, by clicking the “Shared with me” folder on the left:

Office 365 OneDrive

Search

Howard, Allyn

Files

Recent

Shared with me ←

Recycle bin

Shared with me

Name	Date shared ↓	Shared by	Activity
DL2.0 SCMS Attendance and Follow-...	9 days ago	Brown, Lindsey	Meador, Savannah modified Yesterday at 2:42:00 PM
Developmental Screening Flyer Octob...	9 days ago	Jennings, Danielle	Jennings, Danielle modified 9/7/2017

You can navigate to all of the Office 365 products by clicking on the “Waffle” or “Office 365” icon located in the top left corner of your browser:

