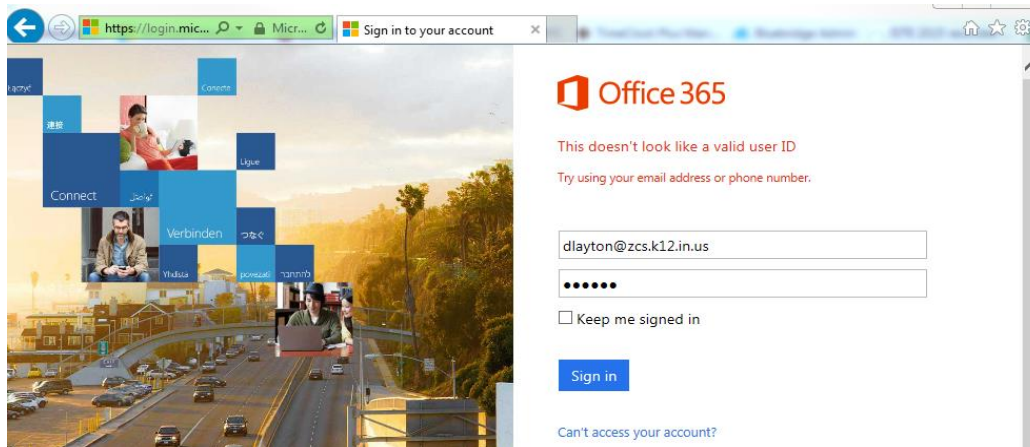


# Basic Guide to Utilizing Office 365

Office 365 is more than just an email product. There is an amazing list of tools to help you become more productive and collaborative. This guide will serve to show you the basics behind Office365. There are many more tips and tricks to come!!!

First Log in: <https://login.microsoftonline.com/> Use your school ID and password.



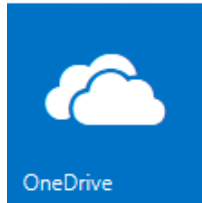
You should see the screen below with all the options for the different tools and an option to download 5 copies of Office to any device of your choosing.



To download one of your 5 free Office Product Suites to a computer: Log into Office365 from the device and select the red “Install Now” button and follow the prompts (shown with orange circle above).

# To Use the 365 Tools

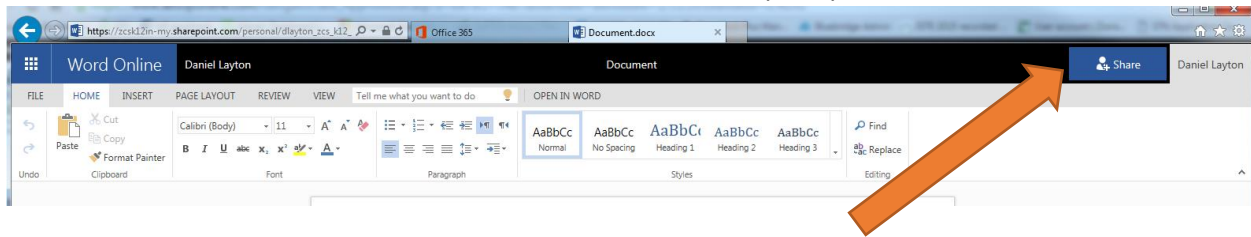
Simply click on a button and the tool opens(Word or Excel for example). The document automatically saves all changes in a central repository called OneDrive. To access your on-line files just click the One Drive button shown below.



All Documents can be shared and you can allow others to edit or simply just view your document(just like googledocs but with actual Word).

# To Share

From the file itself...select the blue share button and follow the prompts.



OR

From OneDrive Select the document to share and then hit the share button and follow the prompts.

