

Office 365 Student Tutorial

School District of Osceola County

Go to portal.office.com and login to Office 365.

USER NAME: (your id number)@students.osceola.k12.fl.us

PASSWORD: your active directory password (same password as used to get on a computer at school)

someone@example.com

Password

Once logged in, you will see the following bar at the top of the page.



Outlook is your email account. Your email address is the same as your USER NAME from above. Email should be for school “business” only and should be used accordingly.

Calendar is a great web calendar to help keep you organized.

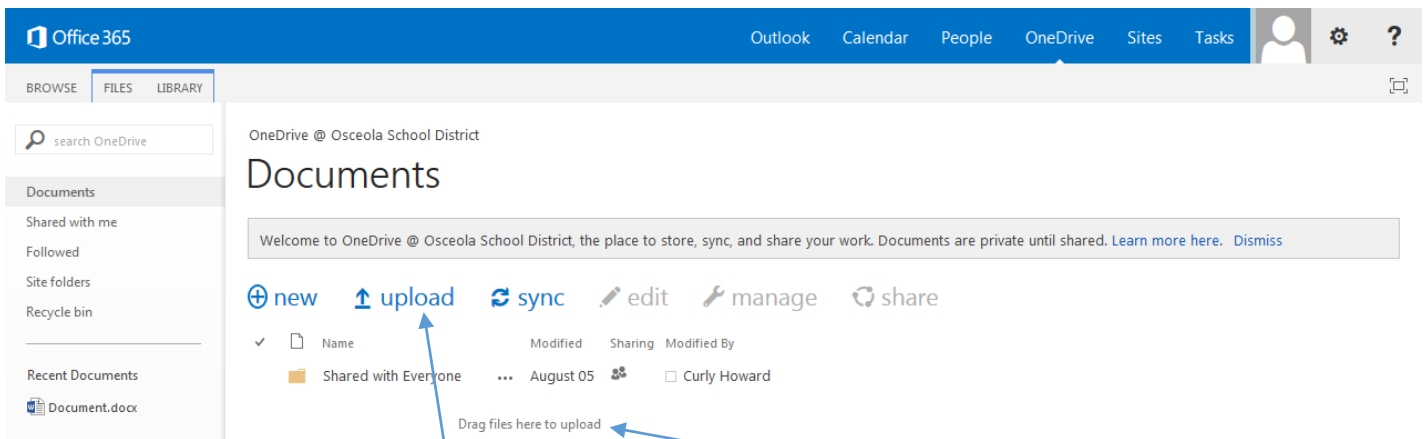
People is your contact list.

Tasks is a To-Do list.

OneDrive is online storage. All of your school related documents and projects can be stored and shared here.

Sites is currently not available, coming soon.

OneDrive



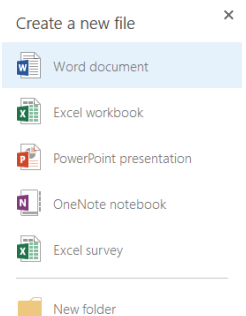
Uploading Files: click on the upload button or drag the files to be uploaded here. Folders cannot be uploaded, but multiple files can be uploaded at the same time.

Create a Folder to organize your files can be done by clicking the **new** button and selecting “New Folder”.

Create a New Document, click on the **new** button and select the online program to be used.

Note: When the programs are selected from the list, the online version is opened. When using the online version, the document is saved automatically to your OneDrive. The online version does not have all of the options of the full version of the program. However, the online version will do most of the tasks needed in K-12 education. If you are looking for a feature online, type in the help box next to the light bulb.

Tell me what you want to do



Rename a File: There are two ways to rename a file. Select the file to be renamed and click “manage”. In the manage options click on “Edit Properties” then rename the file.

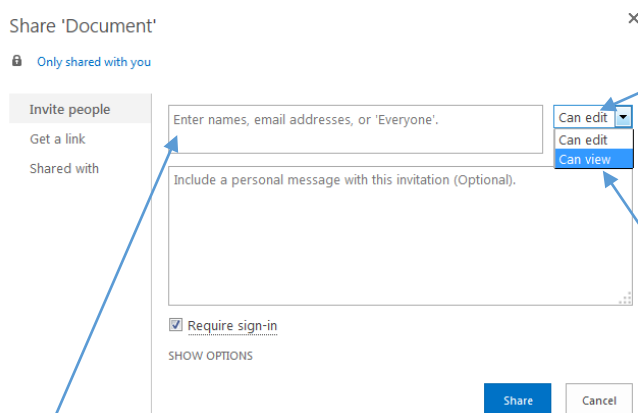


A file can also be renamed by clicking the title at the top of the document while editing. Simply type the new name in the text box to rename the file.

Share a File: In Office 365, files can be shared rather than printed or saved to a storage device.

To share a file, select the file and then click on share .

There are two types of sharing. Be careful to select the type that fits your needs!

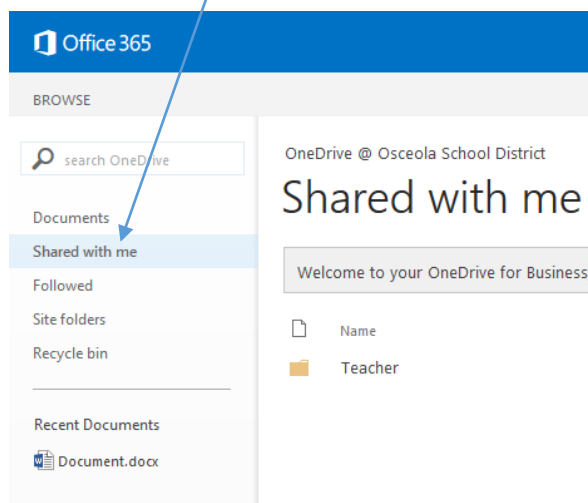


Can Edit: means the recipient can change the document for everyone including the person who shared the document. This would be great for collaborative projects because more than one person can be editing a document.

Can View: means to share a copy of the file. The copy can be changed by the recipient, but the changes will not be reflected in the OneDrive of the person who shared the file.

Enter the names of the people who you wish to have access to your file. Add a personal message (optional) and then click “Share”.

Shared with me: to see the files that others have shared with you, you must click on the menu tab on the left.



When items are shared with you, the list will populate on this page. Folders and files can be shared with others. On the example to the left, the list would appear where the teacher folder is located.

Note: There is currently no way to organize, delete, or create folders on this page (the folder to the left was shared as a folder). The shared items will appear here in ascending order by date (most current on top). An email notification will be sent to you when something has been shared with you.