# Office 365 Quick Guide

Office 365 is a subscription-based online office suite which offers access to Microsoft Office products & services online – which means you don't have to have the software (like Word, Excel, PowerPoint, and Outlook) loaded on your computer in order to use it! It's all stored online. You can even save files in the cloud storage from home and work, without having to use a flash drive or email it to yourself!

First, we need to look at how to login to Office 365. This can look a little different depending on whether you're using your home computer or your computer at school.

#### Logging into Office 365

- 1. From the MCSD web site, click on Student Email from Quick Links on the left side of the webpage.
- 2. The webpage to login to Office 365 will appear. You will type your email address in the box that says someone@example.com, like the example below.

Your school email is: <u>MSIS#@students.madison-schools.com</u>.



You will ONLY be able to email your teachers. This is not a public email account that you can give to anyone. It is for your teachers to email you, and you to email

your teachers. You may *not* email other students, or anyone outside of the Madison County School District.

Office 365	
Sign in with your organizational account	
1234567@students.madison-schools.com	×
Password	
C Keep me signed in	
Sign in	

3. Click in the **password** box, and type in your password – it is the same one you use to log in to the computer (letter number combo)

#### Outlook Basics - Messages

The webmail for Office 365 is called **Outlook**. To make sure you are in the right place once you log in to Office 365, click on **Outlook** on the blue bar towards the top of the screen.

🕀 New mail	Search mail and people		Email login
•	INBOX CON	NVERSATIONS BY DATE 🔻	← REPLY ← REPLY ALL → FORWARD
«	All Unread To me Flagged		Mark as upres
Favorites People	Doyle, Anna ▶ library available?	← ∧ 7:53a	network <network@mad as="" mark="" td="" unre-<=""></network@mad>
Diadas Missa	YESTERDAY		To: ICT and STEM Teachers <ictstem@madison-schools.com< td=""></ictstem@madison-schools.com<>
<ul> <li>Knodes, Missy</li> <li>Inbox</li> </ul>	Rogers, Beth TSA EVENTS	Wed 2:50p	All,
Drafts	Dantzlor Shari		Friday, we changed email system a good bit. You will no longer have the email redirection. This means that to acces
Sent Items	Final corrected email netiquette study guide and answer key :)	Wed 10:54a	email, you only need to enter email address and password
Deleted Items 369	Tuesday		shown.
RSS Feeds	✓ network Email login	Tue 5:07p	Should make things easier to use, and correct some of the logout issues we've been exceeding.
	Waicks Sandy	<u>n</u>	
Folders	Message List		Reading Pane

Your email is divided in to 3 separate panes - folders, message list and a reading pane.

How you view your Outlook screen can be changed by customizing your Office 365 Settings in Display Settings, found by clicking on the  $\[ o \]$  next to your avatar at the top of the screen. For example, you may not want to see the reading pane, or may want to move it to the bottom of the screen instead of the side.

- > Inbox where your incoming mail messages are stored.
- > Drafts where unfinished/unsent messages are stored.
- Sent Items where messages that you have sent are stored.
- Deleted Items where messages you have deleted are stored until you permanently delete them.
- > Junk Mail where SPAM messages are stored until you move or delete them.

1. To create a new email message, simply click on the **new mail** link at the left. The new mail window will appear and then you can begin typing your email.



- 2. Type who you want to send the email to on the **To**: line, or click on the **+** to pick names from the address book.
- 3. To add a **file attachment**, click on the **Insert** link at the top of the window, and then choose attachments.

	C Rhodes, Missy - Outlook Web App - Internet Explorer
	https://outlook.office365.com/owa/#viewmodel=IMailComposeViewModelFactory&wid=95&ispo
	™ SEND X DISCARD ( INSERT A APPS ····
Address your email here	
	<u>Cc:</u>
	Subject:
	Missy Rhodes Madison Middle School ICT II Instructor mrhodes@madison-schools.com What lies behind us and what lies before us are tiny matters compared to what lies within us. Ralph Waldo Emerson

- 4. Clicking on the ... will bring up other sending options.
- 5. Click on SEND to send your email message!



## Reading & Replying to Messages

- 1. To **read** a new message, simply click on the **message** in the **message list** and it will appear in the **reading pane**. If you want it to open in a *new window*, double-click on the message from the message list.
- 2. To REPLY, REPLY ALL or FORWARD your message, click on the link at the top of the message.
  - > REPLY when you want to reply only to the person who sent you the message.
  - REPLY ALL when you want to reply to the person who sent the message, plus EVERYONE who received the email.
  - FORWARD when you want to send the message to someone who was not originally sent the message.



#### Creating & Moving Messages to Folders & Deleting Messages

 If you need to create a folder (for organization), Right-Click on the Inbox and choose Create New Folder. Give your folder a name, and press enter. The new folder will appear under your Inbox.



- 2. To **move** a message to a folder, you simply drag the message to the folder you'd like to move it to.
- 3. To **delete** a message, click on the ... and choose delete, or if you have it open in a separate window, **X Delete** should be at the top of the window.

-	delete	X DELETE	← REPLY	K REPLY ALL	➔ FORWARD
	mark as junk				
	open in separate window		Showina	in Separate W	/indow
	print	L			
	create rule				
	view message details				

#### Searching the Inbox

There may be times that you need to find a message in your inbox regarding a certain subject, or from a certain person. To search for a message in your inbox, you may click in the search bar and type what you're looking for!

Search Mail and People	
INBOX	CONVERSATIONS BY DATE

# USING ONEDRIVE TO CREATE & UPLOAD FILES

**OneDrive** allows you to create, save and share Microsoft Office files. You have **cloud storage** to save files to so you don't have to carry a flash drive back and forth from home to school. You can also create files with **lite versions of Microsoft Office products** – for those who do not have Microsoft Office on their home computer.

Search everything 🔻 🔎	OneDrive @ Madison County School District		
My Documents	Documents		
Followed Documents Shared with Me	⊕new ⊼upload 🞜 sync 🖋 edit	🖌 manage 🛭 😋 s	share
Site Folders	✓ 🗋 Name	Modified	Sharing Modified By
Recycle Bin	Access	••• June 19	🔒 🗌 Rhodes, Missy
	Excel	••• June 19	🔒 🗌 Rhodes, Missy
Recent Documents	ICT II Resources	••• February 17	🚨 🗆 Rhodes, Missy
think bulletin board.docx	Shared with Everyone	••• February 17	🚨 🗌 Rhodes, Missy
闡劃 home login office 365.d	access screen shots	••• June 19	🖬 🗆 Rhodes, Missy

## Creating a File in OneDrive

- 1. Click on the  $\textcircled{\oplus}$  new link to create a new file.
- 2. From the pop-out menu choose what type of file you want to create.
- 3. You may create it in the online version, and it's saved for you automatically.
- 4. You may also create storage folders in OneDrive from this pop-out menu to help stay organized.



### Uploading a File in OneDrive

1. Click on the *ink* to upload a file on your computer into OneDrive. *If you want to add a file to folder, make sure you're in that folder before you click upload.* 

From the Add a document box, click Browse... to select the file you'd like to add, and then click OK to add it to your list of files stored in OneDrive cloud storage.

Choose a file	Browse
	Upload files using Windows Explorer instead
	☑ Add as a new version to existing files
Version Comments	